

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, January 19, 2015
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**

[Regular Meeting Minutes of December 15, 2014](#) pg 1-4
3. **PUBLIC AND STATUTORY HEARINGS**
4. **PETITIONS AND DELEGATIONS**

[Diana Inselberg, Vice President – Enderby and District Arts Council](#) pg 5
Re: Review of 2014 and Funding Request for 2015

[Kara Wilhelms, Executive Director – Enderby and District Community Resource Centre](#) pg 6
Re: Appreciation for food pantry donations
5. **DEVELOPMENT MATTERS**
6. **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

[Enderby and District Arts Council – Annual Request for Funding](#) pg -11
7. **BYLAWS – 3 Readings**

[Bylaw Amendments – Utility Billing](#) – Memo from Chief Financial Officer dated December 22, 2014 pg 12-21

[Sanitary Sewer Regulation Bylaw No. 1470, 2010 Amendment Bylaw No. 1564, 2015](#)

[Water and Sprinkling Regulation Bylaw No. 1468, 2010 Amendment Bylaw No. 1565, 2015](#)

[Garbage Collection Regulation Bylaw No. 1566, 2015](#)

[Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1567, 2015](#)
8. **REPORTS**

Mayor and Council

Building Permit Detail Report – December 2014

pg 23-24

9. NEW BUSINESS

- a. SILGA – Call for Nominations for 2015 Convention – Correspondence from SILGA dated December 16, 2014 pg 25
- b. SILGA – Call for Resolutions for 2015 Convention – Correspondence from SILGA dated December 16, 2014 pg 26-27
- c. Mayor and Council Technology Allowance – Memo from Chief Financial Officer dated December 23, 2014 pg 28
- d. Crime Prevention through Environmental Design – Best Practices Guide Memo from Assistant Corporate Officer and Planning Assistant dated January 8, 2015 pg 29-36
- e. Digital Billboard Sponsorship Renewal for 2015 – Memo from Assistant Corporate Officer and Planning Assistant dated January 8, 2015 pg 37-38
- f. Enderby Preschool Society – Correspondence dated January 12, 2015
Re: Request for Letter of Support for Grant Application pg 39
- g. Council Policy Update – Memo from Chief Administrative Officer dated January 12, 2015 pg 40-49
- h. Council Appointments – Memo from Chief Administrative Office dated January 15, 2015 pg 50

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (e) and (k) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 1, 2014 at 4:55 p.m. in the Council Chambers of City Hall

Present: Mayor Greg McCune
Councillor Tundra Baird
Councillor Brad Case
Councillor Roxanne Davyduke
Councillor Raquel Knust
Councillor Brian Schreiner
Councillor Shawn Shishido

Chief Administrative Officer – Tate Bengtson
Deputy Administrative Officer – Barry Gagnon
Chief Financial Officer – Jennifer Bellamy
Assistant Corporate Officer and Planning Assistant – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

The following items were added to the agenda under New Business:

- From Committee-of-the-Whole meeting: *Alternate Liaison to Chamber of Commerce.*
- *Appointment of Bylaw Enforcement Officer*
- *Regional Agricultural Advisory Committee Appointments*

Moved by Councillor Baird, seconded by Councillor Knust that the agenda be approved as amended.

Carried Unanimously

ADOPTION OF MINUTES

Regular Meeting Minutes of December 1, 2014

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the minutes of the regular meeting of December 1, 2014 be adopted as circulated.

Carried Unanimously

PUBLIC AND STATUTORY HEARINGS

The meeting gave way to the Public Hearing for:

Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014

The regular meeting re-convened at 4:57 p.m.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Regional Growth Management Advisory Committee Appointments

Moved by Councillor Case, seconded by Councillor Knust that Mayor McCune be appointed the Municipal Director and Councillor Case be appointed the Alternate Municipal Director to the Regional Growth Management Advisory Committee.

Carried unanimously

BYLAWS - Adoption

Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014

A bylaw to authorize closure and removal of the dedication as highway on part of undeveloped road commonly known as Princess Street

Moved by Councillor Baird, seconded by Councillor Shishido that Princess Street Road Closure and Removal of Dedication Bylaw No, 1563, 2014 be adopted.

Carried Unanimously

REPORTS

Councillor Baird

- Kudos to the Fire Department for their contribution to the Community Christmas celebrations.
- The leftover food from the Community Christmas dinner went to the Resource Centre and the soup kitchen.

Councillor Shishido

Attended a Chamber of Commerce meeting:

- School District 83 does not permit written information on recreation programs that include fees to be sent home with students.
- Memberships remain constant at 126.
- Destination BC may be pulling funding for Visitor Centres. The Exploring Enderby guidebook may be impacted.
- The office coordinator has resigned. They are looking to combine programming, scheduling, and administrative duties into a better paying position.
- Profits are down, but expenses are also down, resulting in a positive net of \$5,000.
- Gravel pit property has been sold.
- Coin operated showers at the campground have been eliminated. Fees will be raised by \$1 to cover.
- Splatsin have changed their gas station brand from Supersave to Esso.
- Spraypark fundraising calendars are available at Baron Insurance and Pure Graphics.

Councillor Davyduke

- Presentation of gift baskets to movie personnel generated community interest.
- An honour to serve at the Community Christmas dinner.
- The Safe-Communities banquet was eye-opening. They do a lot for the communities.
- Resource Centre looking for storage of surplus food.

Councillor Case

- Attended many community events. All were well attended.
- Thank you to Councillor Knust for once again being a convincing Mrs. Claus and to Councillor Baird for the outstanding Community Christmas dinner.

Councillor Knust

- FACTS meeting postponed to January 6th.
- Attended Resource Centre Christmas luncheon and wrap up meeting.
- Good responses to 2 job postings at Resource Centre.
- Nice to see so many young families at the Santa parade.

Councillor Schreiner

- Attended the Safe Communities banquet and was amazed by the works done by volunteers. There is a lack of volunteers from this area.

Mayor McCune

- Posting of movie personnel presentation on the website went viral.
- Thank you extended to Councillor Baird for doing the cooking for the Community Christmas dinner.
- Attended the Safe Communities/Restorative Justice banquet.
- RDNO Board Meeting – appears to be a good group. Rick Fairbairn appointed Chair and Kevin Acton appointed Vice-Chair.
- Eli Mina presentation was very interesting and informative.
- Looking forward to getting the new portfolio system in place.

Building Permit Detail Report – November, 2014

Moved by Councillor Case, seconded by Councillor Knust that the report be received and filed.
Carried Unanimously

NEW BUSINESS

Residential Refuse Collection – RFP Results – Memo from Chief Financial Officer dated December 12, 2014

Moved by Councillor Case, seconded by Councillor Baird that Council award the Residential Refuse Collection Contract for 2015 – 2018 to Tip-It Waste Solutions; and

THAT the Mayor and Chief Administrative Officer be authorized to execute the contract on behalf of the City of Enderby.

Carried Unanimously

2014 Savings – Year in Review – Memo from Chief Administrative Officer dated December 9, 2014

Moved by Councillor Baird, seconded by Councillor Case that the memo be received and filed.
Carried Unanimously

BC & Yukon Legion Veterans Book – Advertising – Correspondence dated December 10, 2014

Moved by Councillor Case, seconded by Councillor Davyduke that Council authorize a colour 1/10 page ad in the BC & Yukon Legion Veterans Book at a cost of \$310.

Carried Unanimously

Late Items:

Alternate Liaison to Chamber of Commerce

Moved by Councillor Schreiner, seconded by Councillor Baird that Councillor Davyduke be appointed as alternate liaison to Chamber of Commerce.

Carried Unanimously

Appointment of Bylaw Enforcement Officer – Memo from Chief Administrative Officer dated December 12, 2014

Moved by Councillor Case, seconded by Councillor Shishido that Council designate Henry Hall as a Bylaw Enforcement Officer.

Carried Unanimously

Appointments to Regional Agricultural Advisory Committee

Moved by Councillor Baird, seconded by Councillor Shishido that Councillor Case be appointed the Municipal Director and Mayor McCune be appointed the Alternate Municipal Director to the Regional Agricultural Advisory Committee.

Carried Unanimously

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Davyduke, seconded by Councillor Baird that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (k) of the *Community Charter*.

Carried Unanimously

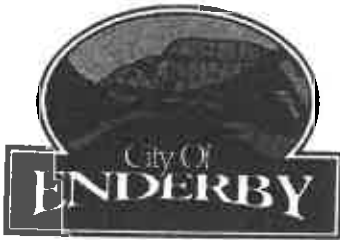
ADJOURNMENT

The regular meeting reconvened at 6:00 p.m.

Moved by Councillor Case, seconded by Councillor Baird that the meeting adjourn at 6:00 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST TO APPEAR AS A DELEGATION

On 19 JANUARY 2015
Day Month Year

Date of Request DECEMBER 9, 2014

Name of Person Making Request Diana Inselberg for EDAC

Name and Title of Presenter(s) Diana Inselberg, Vice-President
Enderby + District Arts Council + Neil Fidler, Secretary

Contact Information Diana Inselberg 838-2141 44diana@telus.net

Details of Presentation Speak briefly to summary of 2014
EDAC Activities + to letter (Jan. 2015) requesting
funding for EDAC + The Enderby Arts Festival. *

Desired Action from Council (check all that apply)

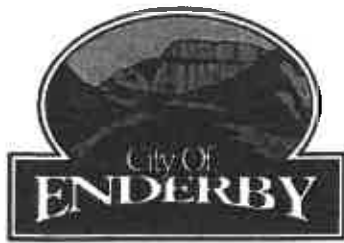
- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail Approval of a Grant from

City of Enderby in the amount of
(This includes support for the Enderby Arts Festival,
to be held July 25, 2015)

Please attach any supporting documentation or presentation materials related to your delegation request.

* Summary + letter will be brought to City Hall in early January so they can be attached to this form.



REQUEST TO APPEAR AS A DELEGATION

On 19 01 2015
Day Month Year

Date of Request January 13th 2015

Name of Person Making Request Kara Wilhelms

Name and Title of Presenter(s) Kara Wilhelms

Executive Director - Enderby & District Community Resou

Contact Information 250-938-5350 (cell) Centre

Details of Presentation Thank you for donated items from
City Council to EDCRC food pantry

Desired Action from Council (check all that apply)

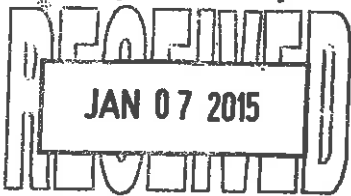
- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail _____

Please attach any supporting documentation or presentation materials related to your delegation request.



**ENDERBY & DISTRICT
ARTS COUNCIL**



City of Enderby
619 Cliff Ave., P.O. Box 400
Enderby, BC V0E 1V0

January 5, 2015

Attn: Mayor Greg McCune and City Council

Dear Sirs: **Re: Annual Contribution from the City of Enderby**

This letter is in regards to the City of Enderby's annual financial contribution to the Enderby & District Arts Council. Last year the Council awarded the amount of \$1500 to help fund the ongoing activities of EDAC and the increasingly popular annual Arts Festival (July 25, 2015). The City has requested that EDAC send a letter of reminder, so that funds could be made available at a consistent time each year.

- ▲ EDAC and the City have a good working relationship. A City Councillor acts as a liaison person on the Board. EDAC continues to work with the City on Public Art. The City's funding assists with programming and events: concerts, both indoor and Music by the River, lectures, workshops, scholarships, bursaries, and summer Arts Camps for young people. These events and activities, along with the annual Arts Festival, are provided free or with minimum charge, and have a proven record of success.
- ▲ The City's support helps EDAC in fulfilling its role in the community. We see our mandate, mission and core values as a mixture of supporting emerging and established artists and artisans of all ages and capabilities, and educating our citizens in the work and worth of art, artists and artisans. In this way, EDAC makes a significant contribution to Enderby's Vitalization. EDAC plays an important role in promoting cultural tourism.
- ▲ The Enderby Arts Festival (July 25, 2015) is a unique opportunity to showcase Enderby – its rich arts and culture, hospitality and natural beauty. The Enderby business community, organizations and many volunteers support the event. It is our hope that Enderby City Council appreciates the value of the event and will continue to support the Arts Festival with its financial contribution.
- ▲ A Summary of 2014 Activites, a Schedule of EDAC events for 2014 and a draft Schedule of Events for 2015 are enclosed as background information.

We are requesting for 2015 a contribution of \$2,000 from the City to help fund EDAC's activities, including the 2015 Enderby Arts Festival.

Thank you for your ongoing support of arts in Enderby.

Sincerely,

Diana Inselberg
Vice-President, (on behalf of the Board of the Enderby & District Arts Council)



- **EDAC's Board in 2014** - President, Karen Rohats, Vice-President Diana Inselberg, Treasurer Jean Koneig, Secretary Neil Fidler, and Directors: Jon Turpin, Desiree Roell, Maureen Robertson, Sue Weiss, Steve Fultz, Gabriele Wesle, Gwen Baldwin, Grant Russell.
- **Membership** currently stands at 95 adult members, 1 youth, 10 corporate and 9 non-profit.
- **Presented 6 Music by the River Concerts:** June-Sept., 4 in Enderby, 1 in Grindrod, 1 in Mara (Corporate Sponsors – Tony's Tire Service Ltd, McLeod Agencies Ltd , EDCU, Rivertalk & Cliffview Recording Studios).
- **Presented 2 “classical” concerts** – The Bruns-Morin Trio in July (from Montreal, Sylvia Bruns grew up in Mara). The Phantom Returns concert in August...with Vernon coloratura soprano, Melina Moore & Welsh tenor Peter Karrie. Both concerts attracted large audiences.
- Publication of our annual magazine “**Inside the Arts**” which is distributed throughout the community.
- **Enderby Arts Festival July 26, 2014.** A great success, with 2000 people attending, the largest outdoor Artisan's Market in the Okanagan, with over 50 booths for vendors and non-profits, the Lions' Pancake Breakfast and a new Family Fun Zone in Belvidere Park in collaboration with the Enderby & District Community Resource Centre. Featured face painting, bouncy castle, magician, art stations, games and entertainment.
- Sponsored and organized the **5th annual Enderby Photography Contest** held on July 26th during the Arts Festival.
- Conducted an **Art Auction** of donated limited edition prints, with proceeds distributed to the EDAC Grand Piano Fund, The Courtyard Gallery and EDAC.
- **Lectures:** In October, Vernon author Laisha Rosnau & Vernon poet, Michelle Doege.
- **Annual bursaries** were given to AL Fortune (2 x \$500) and Pleasant Valley Secondary School (\$500) students. Alyson Witts Leadership Bursary.
- **Grants** given to 3 local individuals to pursue the arts – a painting workshop (\$60), painting airbrush compressor (\$300), support for local poet's publishing expenses (\$300)
- Grant (\$250) given towards the City Council Artist for a Day event.
- Grant to the Seventh Day Adventist Soup Kitchen.

.....Continued on Page 2

- Sponsored **Student Art Show** in the Courtyard Gallery (\$600) in April. Over 100 entries.
- Support given to **M.V. Beattie** by providing \$600 towards the Getting to Know Your Neighbours project
- Funded the **Art in the Park (\$500)** children's summer program sponsored by the Enderby & District Community Resource Centre.
- **SOARS Funding:** EDAC granted \$500 to Girl Guides Spirit of Adventure Rendezvous towards the cost of their fine arts program.
- Grant of \$200 to Di Macdonald to help fund the **March 27 Kelli Trottier Concert in Mara.**
- Supported **Runaway Moon Theatre's** production of "Dream" in November, by funding posters and refreshments.
- Sponsored four children (\$400) so they could attend the **In the Shade Art Camp** (mostly First Nations children)
- Participated in the **Canada Day Parade**, distributing summer music schedules
- Held "members only" social evenings with local guest speakers.
- **Public Art Installation:** conducted a **Mural Competition** for the Breezeway. Contracted with Kelowna artist, Todd McCormac to refurbish and decorate the breezeway. Funded by EDAC, The Community Foundation of the North Okanagan, First West Credit Union, Enderby & District Care Society, & Hungry Jack's. The 2013 mural project completed on the Waterworks building by the bridge.
- Nominated the Enderby Artists' Initiative (The Courtyard Gallery) for the Okanagan Arts Awards, in the Central Okanagan Foundation Community Arts Association Award category. They made it to the final round, were the runner-up.
- Developed a new website: www.enderbyartscouncil.ca
- Developed a Facebook page: search Enderby Arts Council

We would like to thank The Mayor and City Council for their ongoing support of EDAC. We believe that we make an important contribution to the cultural life of this community, and that we help bring people from other communities to enjoy our city.

Prepared and Presented by:

Diana Inselberg
Vice-President
Enderby & District Arts Council

January 19, 2015

March 19	Annual General Meeting, Enderby Museum 7 p.m. Guest Speaker: Louise Wallace, Mediability Corporate Communications, Salmon Arm. Topic "Art is for Everyone"
April 12 -22	Student Art Show at Courtyard Gallery (EDAC funded)
April 20-26	BC Arts & Culture Week
May	Publication of "Inside the Arts"
June 22	Music by the River 7pm Belvidere Park – The Cliff Jumpers sponsored by Enderby Financial
June 23	Members Social 5pm Regency Clubhouse
July 1	Canada Day Parade - EDAC participation
July 13	Music by the River -7pm- Mara – "Saskia and Darrell" sponsored by RDNO
July 16	Concert - Bruns Morin Trio 7pm Evangelical Chapel
July 26	Enderby Arts Festival. 9 am – 4 pm, Music stage, vendors
July 27	Music by the River 7pm - Belvidere Park – "Cod Gone Wild" sponsored by McLeod Agencies
August 9	(Sat) Music by the River – Flashback sponsored by RDNO 7pm - Grindrod Park
August 24	Music by the River -3pm - Belvidere Park –The Wranglers sponsored by Kal Tire/ Tony's Tire
August 27	Concert – Melina Moore & Peter Karrie 7pm Evangelical Chapel
September 28	Music by the River -1pm - Open Mic BC Rivers Day sponsored by Cliffview Recording Studio and Rivertalk
October 17	Lecture – Vernon writer Laisha Rosnau & poet Michelle Doege, Drill Hall 7pm
November 17	Members Social 5:30pm Regency Clubhouse, guest Ed Murdoch

March 18	Annual General Meeting
April 11-24	Student Art Show at Courtyard Gallery (joint project with Enderby Artists' Initiative aka The Courtyard Gallery)
April	Lecture Concert
May	Publication of "Inside the Arts"
June	Members Social
June 21	Music by the River 7pm Belvidere Park
July 1	Canada Day Parade EDAC participation
July 12	Music by the River 7pm Mara
July 25	Enderby Arts Festival 9 am – 4 pm
July 26	Music by the River 7pm Belvidere Park Adam Fitzpatrick "Elvis"
August	Members Social ? Summer Concert?
August 23	Music by the River 3pm Belvidere Park
September 27	BC Rivers Day – EDAC participation ?
October- November	Lecture Concert ?
December	Members Social

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: December 22, 2014
Subject: Bylaw Amendments - Utility Billing

Recommendation:

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Sanitary Sewer Regulation Bylaw No. 1470, 2010 Amendment Bylaw No. 1564, 2015";

AND THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Water and Sprinkling Regulation Bylaw No. 1468, 2010 Amendment Bylaw No. 1565, 2015";

AND THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015";

AND THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1567, 2015".

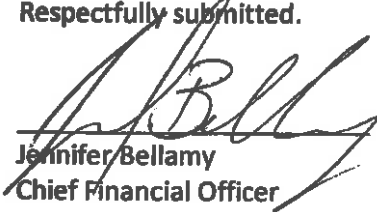
Background:

With the water, sewer and garbage collection user fees being billed on separate utility bills for 2015, the corresponding bylaws need to be amended to allow for the change in billing. Below is a summary of the changes:

- Sanitary Sewer Regulation Bylaw
 - Deleted Section 5.01.4 which made reference to the 10% penalty and taxation due date. No other changes required as bylaw already makes reference to the Fees and Charges Bylaw.
- Water and Sprinkling Regulation Bylaw
 - Removed the annual fee reference from Section 11.01
 - Deleted Section 11.04 which made reference to the 10% penalty and taxation due date.
- Garbage Collection Regulation Bylaw
 - Deleted references to recycling as this is no longer a service provided by the City.
 - Deleted Sections relating to the 10% penalty and taxation due date and replaced with wording to refer to the Fees and Charges Bylaw.
- Fees and Charges Amendment Bylaw
 - Sewer User Fees - added wording to allocate the fees charged between the number of billing periods and include interest charges to match the interest charge for water fees.
 - Garbage Collection - removed references to recycling. Added wording to allocate the fees charged between the number of billing periods and include interest charges to match the interest charge for water fees.

The wording in the bylaw amendments will also provide more flexibility so if any billing changes are made, if a bylaw amendment is required, the amendment will only need to be made to the Fees and Charges Bylaw and not the corresponding Regulation Bylaw.

Respectfully submitted.



Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1564, 2015

A BYLAW TO AMEND SANITARY SEWER REGULATION BYLAW NO. 1470

WHEREAS Council of the City of Enderby has adopted "City of Enderby Sanitary Sewer Regulation Bylaw No. 1470, 2010";

NOW THEREFORE Council of the City of Enderby, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "City of Enderby Sanitary Sewer Regulation Bylaw No. 1470, 2010 Amendment Bylaw No. 1564, 2015".
2. Section 5 of Bylaw No. 1470, 2010 is amended by deleting Section 5.01.4.

READ a FIRST time this ____ day of _____, 2015.

READ a SECOND time this ____ day of _____, 2015.

READ a THIRD time this ____ day of _____, 2015.

RECONSIDERED and ADOPTED this ____ day of _____, 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1565, 2015

A BYLAW TO AMEND WATER & SPRINKLING REGULATION BYLAW NO. 1468

WHEREAS Council of the City of Enderby has adopted "City of Enderby Water and Sprinkling Regulation Bylaw No. 1468, 2010";

NOW THEREFORE Council of the City of Enderby, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "City of Enderby Water and Sprinkling Regulation Bylaw No. 1468, 2010 Amendment Bylaw No. 1565, 2015".
2. Section 11 of Bylaw No. 1468, 2010 is amended by deleting Section 11.01 and 11.04 and substituting the following:
 - 11.01 There is hereby imposed and levied a users charge against the Owner or Occupant of real property whose property or premises is connected to the water system.

READ a FIRST time this ____ day of _____, 2015.

READ a SECOND time this ____ day of _____, 2015.

READ a THIRD time this ____ day of _____, 2015.

RECONSIDERED and ADOPTED this ____ day of _____, 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 1566

A BYLAW TO PROVIDE FOR GARBAGE COLLECTION WITHIN THE BOUNDARIES OF THE CITY OF ENDERBY

WHEREAS the *Local Government Act* and the *Community Charter* authorizes a council to provide for and regulate a service for garbage collection, and to set and collect fees for the service;

NOW THEREFORE, the Council of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. **CITATION**

This Bylaw shall be cited for all purposes as the "*City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015*".

2. **DEFINITIONS**

In this bylaw:

"City" means the Corporation of the City of Enderby;

"Council" means the municipal council of the City of Enderby;

"Director" means the person employed by the City as the Chief Administrative Officer, or his or her designate;

"garbage" means any discarded materials resulting from the day-to-day operations of a residential household, but does not include hazardous, noxious, offensive or unwholesome matter or any recyclable material, regulated material, or any trade waste or any waste prohibited by this bylaw;

"garbage container" means a non-corrosive, durable receptacle, fitted with secure handles and a watertight cover, or a heavy weight plastic bag, used for the collection of garbage from residential premises.

"regulated materials" means those materials designated as regulated by the Regional District of North Okanagan Municipal Solid Waste Bylaw, as may be amended from time to time.

"residential garbage collection sticker" means a sticker which must be placed on all garbage bags or containers, which exceed the quantity limits for garbage containers set out in this bylaw. Stickers are available for purchase at City Hall.

"residential premises" means the individual dwelling units which includes single family dwellings, two family dwellings, three family dwellings, four family dwellings, individual serviced units of apartments, strata units or row houses;

3. **GENERAL REGULATIONS**

- 3.1 The City may, by its own forces, or by contracting the services to others, establish, maintain and operate residential garbage collection within the City.
- 3.2 Every owner of residential premises within the City shall use the garbage disposal collection system established by the City pursuant to this bylaw, and is liable for payment of the appropriate rate, or rates, and subject to the terms as set out in the Fees and Charges Bylaw.
- 3.3 Garbage charges remaining unpaid after the thirty-first day of December shall be deemed to be taxes in arrears in respect to the property tax roll.
- 3.4 Where an owner or occupier of residential premises commences participation in the garbage collection service during the calendar year, a separate invoice will be issued by the City pro-rating the fees outlined in the Fees and Charges Bylaw from the date of occupancy for new residential dwellings, or the date of application for all other services.
- 3.5 The City, or a contractor acting on behalf of the City, shall pick-up all garbage set out at residential premises provided it conforms to the terms of this bylaw.

- 3.6 No person shall litter garbage or dispose of garbage contrary to the provisions of this bylaw.
- 3.7 The Director may enter onto any property covered by this bylaw, at a reasonable time, to check for compliance with the regulations of this bylaw.

4. GARBAGE COLLECTION REGULATIONS

- 4.1 All garbage containers shall be kept, maintained and readily accessible for emptying or collection, by 7:00 a.m. on the day of collection.
- 4.2 For collection purposes, all garbage containers must be placed within one (1) meter of the travelled portion of the lane, or on the boulevard within one meter of the travelled portion of the road, or at a place designated by the Director.
- 4.3 Standard garbage containers shall not weigh more than 22.7 kg (or 50 lbs) per individual container when full. A maximum of two (2) garbage containers per residential premises per week will be picked up unless the additional containers are tagged with a City of Enderby "Residential Garbage Collection" sticker.
- 4.4 All garbage must be contained in garbage containers and shall be kept covered with watertight lids, or fastened in such a manner that they are watertight.
- 4.5 All containers for garbage shall, at all times, be kept in good repair, clean and accessible for inspection at all reasonable hours. When any standard or special container has been condemned by the City, such container shall be removed by the owner of the premises who shall provide a suitable container in its place.
- 4.6 The City may suspend collection service from properties where containers or location are contrary to the provisions of this bylaw, but such suspension shall not waive any requirement, or abate or waive any fees required to be paid under the provisions of this bylaw or amendments thereto.

5. MATERIALS PROHIBITED IN RESIDENTIAL GARBAGE

- 5.1 No person shall place or mix, with any material for removal as garbage, any explosive, volatile or corrosive materials, dangerous chemicals or any other material dangerous to the health and or safety of the garbage collection personnel.
- 5.2 No person shall place or mix with any material for removal as garbage, material listed in the Regional District of North Okanagan's Municipal Solid Waste Management Bylaw as recycle or regulated materials, hot ashes, any liquid wastes, bulk chemical waste, animal cuttings or wastes, dead animals or oil, fuel, or other equipment lubricant filters.
- 5.3 No person shall place or mix with any material for removal as garbage, any material described as hazardous in the provincial *Environment Management Act* or any regulations thereto.

6. OFFENCES and PENALTIES

- 6.1 Every Person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty not less than \$100.00, and not exceeding \$10,000, and a jail term of not more than 6 months.
- 6.2 Where the offence is a continuing one, each day the offence continues shall be a separate offence.

7. SEVERABILITY

If a Court finds any provision or part of a provision in this bylaw illegal, unenforceable, or void, such provision or part shall be severed and the remaining provisions or parts of provisions will continue to have full force and effect.

8. BYLAWS REPEALED

"Garbage Collection and Curbside Recycle Regulation Bylaw No. 1482, 2010" and all amendments thereto, are hereby repealed.

READ a FIRST time this ____ day of _____, 2015.

READ a SECOND time this ____ day of _____, 2015.

READ a THIRD time this ____ day of _____, 2015.

RECONSIDERED and ADOPTED this ____ day of _____, 2015.

Mayor

Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1567

A BYLAW TO ESTABLISH FEES AND CHARGES FOR SERVICES AND INFORMATION

WHEREAS Council of the City of Enderby has adopted "City of Enderby Fees and Charges Bylaw No. 1479, 2010";

AND WHEREAS Council wishes to amend the fees and charges;

NOW THEREFORE Council of the City of Enderby, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1567, 2015".
2. Schedules "3" and "9" of "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ____ day of _____, 2015.

READ a SECOND time this ____ day of _____, 2015.

READ a THIRD time this ____ day of _____, 2015.

RECONSIDERED and ADOPTED this ____ day of _____, 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 3

SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

DESCRIPTION	PER	MINIMUM CHARGE
APARTMENT	Unit	255.20
BAKERY	Unit	424.25
BARBER	Chair	145.35
BEAUTY	Chair	145.35
BODY SHOP	Unit	509.30
BED & BREAKFAST	Unit	160.25
BUTCHER SHOP	Unit	374.15
CAMPGROUND - TENT SPACE	Unit	42.45
CAMPGROUND - RV HOOKUP	Unit	86.05
CAMPGROUND - SANI DUMP	Unit	358.90
CARWASH (RECYCLABLE)	Stall	455.45
CARWASH (NON-RECYCLABLE)	Stall	780.20
CHURCH	Unit	255.20
CURLING RINK	Unit	1,242.05
DAYCARE	Unit	372.00
DENTAL OFFICE	Unit	325.85
DUPLEX /TRI-PLEX	Unit	288.75
GARAGE	Unit	441.60
HEALTH/FITNESS	Unit	238.15
HOSPITAL	Bed	170.40
HOTEL/MOTEL	Unit	160.50
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	127.20
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	255.20
INDUSTRY (1-5 PEOPLE)	Unit	275.45
INDUSTRY (EACH ADDITIONAL PERSON)	Person	26.90
LAUNDROMAT	Washer	160.50
LODGING/BOARDING HOUSE	Unit	197.60
MEDICAL CLINIC	Unit	350.10
MILL	Unit	401.30
OFFICE (0-2000 SQUARE FEET)	Unit	113.35
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	14.15
POOL	Unit	2,138.85
PUBLIC HALLS	Unit	224.50
RECREATION HALL	Unit	186.40
RESTAURANT (1-10 SEATS)	Unit	231.50
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	14.15
SCHOOL	Class	187.50
SINGLE FAMILY DWELLING	Unit	265.55
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	371.75
SKATING RINK	Unit	2,138.85
STORE (0-1000 SQUARE FEET)	Unit	145.35
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	Unit	45.10
STRATA/CONDO	Unit	255.20

Charges will be allocated amongst the number of billing periods in the year.

Interest shall be charged on any amounts unpaid by a day designated by the Chief Financial Officer or designate at the rate established under Section 11(3) of the Taxation (Rural Area) Act.

SERVICE CONNECTIONS

- a) 100mm = dia. Sanitary Service At actual cost with minimum \$750.00 charge

- b) Greater than 100mm dia. Sanitary Service or any connection requiring asphalt or rock removal At Cost

- c) Robinson-Vetter on the Knoll sub-division Actual Fee \$750.00

SCHEDULE 9

GARBAGE COLLECTION

The following rates shall be paid for the garbage collection and disposal, and processed under the terms of this bylaw:

Garbage Collection:

- a) Garbage Collection: \$98.60 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$1.50 per sticker

Charges will be allocated amongst the number of billing periods in the year.

Interest shall be charged on any amounts unpaid by a day designated by the Chief Financial Officer or designate at the rate established under Section 11(3) of the Taxation (Rural Area) Act.

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**Regional District of North Okanagan
Building Permit Detail Report for Dec 2014**

For Area: Enderby

Day:	Permit:	Owner:	Construction Location:	Builder:	Permit Desc:	Value:	Cumulative
Area:	Cost:				Units:	Fir Area:	TOTAL:
19	14-0450-END -BP	RIGGALL, ANGELIKA & RONALD	Lot 1, Plan KAP91035, Trp 18, Sec 26, D/L, 1102 HIGH ST Roll: 208 00636,001		ACCESSRY BLDG (SHOP)	\$8,000.00	\$8,000.00
Enderby	\$251.00				Unit 0	Sq.M.	



Regional District of North Okanagan

Building Inspections Statistical Report for Dec 2014

Class:	Electoral Areas:		Armstrong		Enderby		Lumby		Spallumcheen						
	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:			
Residential	2	5	\$847,800	1	2	\$222,000	0	1	\$6,000	1	1	\$348,000	4	5	\$1,763,318
Residential YTD	59	128	\$22,143,260	19	34	\$5,653,388	2	6	\$704,000	5	7	\$1,301,500	13	32	\$5,050,123
Commercial	1	2	\$367,000	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Commercial YTD	2	11	\$1,479,500	0	3	\$152,200	1	2	\$250,000	0	3	\$17,670	0	1	\$4,200
Industrial	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Industrial YTD	0	2	\$150,000	0	1	\$117,540	0	2	\$655,000	0	0	\$0	0	1	\$80,000
Public	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public YTD	0	3	\$24,600	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural YTD	0	14	\$2,616,500	0	0	\$0	0	0	\$0	0	0	\$0	0	11	\$606,800
Title for Month	3	7	\$1,214,800	1	2	\$222,000	0	1	\$8,000	1	1	\$348,000	4	5	\$1,763,318
Same Month Prev Yr	1	4	\$621,000	1	3	\$69,000	0	0	\$0	0	1	\$7,000	0	0	\$0
Yr to Date	61	158	\$26,413,860	19	38	\$5,923,108	3	10	\$1,609,000	5	10	\$1,319,170	13	45	\$5,741,123
Last Yr to Date	35	135	\$11,276,000	3	31	\$2,418,970	2	15	\$691,950	4	13	\$1,099,800	20	62	\$9,500,000

Totals for all Areas:

Year To Date	Units	Permits	Value
Year To Date	101	261	\$41,006,261.00
Last Year To Date	64	256	\$24,986,720.00



*Southern Interior Local
Government Association*

December 16, 2014

To: All SILGA Members

Re: SILGA Convention – Call for Nominations

As per the Constitutional Requirements of the Southern Interior Local Government Association, the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2015/2016 term. Elections are to be held at the SILGA Convention in Kamloops from April 29th to May 1st.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors, one of whom must be an Electoral Area Director of a member Regional District. All positions are for one year. Those presently serving may run for another term if they so wish.

Deadline for nominations is Friday, February 27, 2015. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Director Rhona Martin, CSRD.

All those interested in serving are asked to contact Director Martin at 250-517-9471 or by email at rmartin@csrd.bc.ca. All information should be forwarded to both Director Martin and the SILGA office (email alislater@shaw.ca).

Rhona Martin,
Past President, SILGA

#5-690 Robson Drive
Kamloops, BC
V2E 2B7

Tel: 250-851-6653
alislater@shaw.ca
www.silga.ca

SILGA *Southern Interior Local Government Association*

December 16, 2014

To: All SILGA Members

Call for Resolutions for 2015 SILGA Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Kamloops from April 29th to May 1st, 2015. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 27, 2015 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2015 SILGA Convention, please forward by email your resolution to alislater@shaw.ca and follow with a hard copy to #5-690 Robson Dr., Kamloops BC V2E 2B7. Any background information on the resolution would be helpful.

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

Resolutions not received by February 27th will be considered late resolutions and must go through the following procedures to be considered at the AGM.

(1) Late resolutions may only be introduced if received by the Resolutions Committee Chair at least twenty-four (24) hours prior to the commencement of an Annual Meeting, providing that enough copies are supplied in order that they may be circulated to all Member Representatives at the Meeting Registration Desk at the time of registration and provided that a resolution to allow its debate receives an affirmative vote of three-fifths (60%) of the Member Representatives in attendance at the meeting;

#5-690 Robson Drive
Kamloops, BC
V2E 2B7

tel: 250-851-6653
www.silga.ca
alislater@shaw.ca

SILGA *Southern Interior Local Government Association*

(2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.

Marg Spina
President, SILGA

#5-690 Robson Drive
Kamloops, BC
V2E 2B7

tel: 250-851-6653
www.silga.ca
alislater@shaw.ca

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: December 23, 2014
Subject: Mayor and Council Technology Allowance

Recommendation:

THAT Council refers the technology allowance to budget.

OR

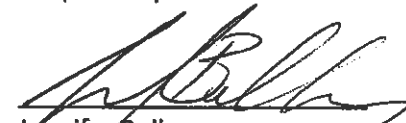
THAT Council receives this memo for information.

Background:

Staff was directed to look into technology allowances that are provided to elected officials in surrounding communities. The City of Armstrong and the Township of Spallumcheen currently provide each elected official with a \$300 technology allowance for costs associated with cell phones and internet. The City of Vernon, District of Coldstream, Village of Lumby and the Regional District of the North Okanagan do not provide an allowance.

One item to note is that Council currently has an expense allowance that is built into remuneration. One third of the remuneration provided to Mayor and Council is considered a non-accountable allowance for expenses incidental to the duties of their elected office (similar policy to the City of Vernon).

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 8, 2015
Subject: Crime Prevention Through Environmental Design (CPTED) - Best Practices Guide

RECOMMENDATION

THAT Council receives the Crime Prevention Through Environmental Design (CPTED) - Best Practices Guide.

BACKGROUND

Further to previous Council direction, Staff have developed the Crime Prevention Through Environmental Design (CPTED) - Best Practices Guide. CPTED is a concept that helps to improve safety in neighbourhoods and communities by understanding the relationship between physical design and levels of criminal activity and then manipulating design to reduce the incidence of crime. CPTED plays a critical role in helping to:

- Reduce the fear and perception of crime;
- Reduce the actual number of crimes;
- Improve community safety and strengthen social fabric; and
- Improve quality of life throughout a community.

This Guide frames common sense, practical solutions which are applicable to new development, redevelopment, and retrofitting of existing development in both commercial and residential settings. These solutions, which are often most effective and cost efficient when implemented at the individual property level as opposed to within public spaces, will help residents take control of their neighbourhood while gaining a stronger sense of ownership.

The concepts and solutions outlined in this Guide will not be imposed in a regulatory manner and are instead provided purely for information. The Guide will be handed out alongside development applications and will also be posted on the City of Enderby website.

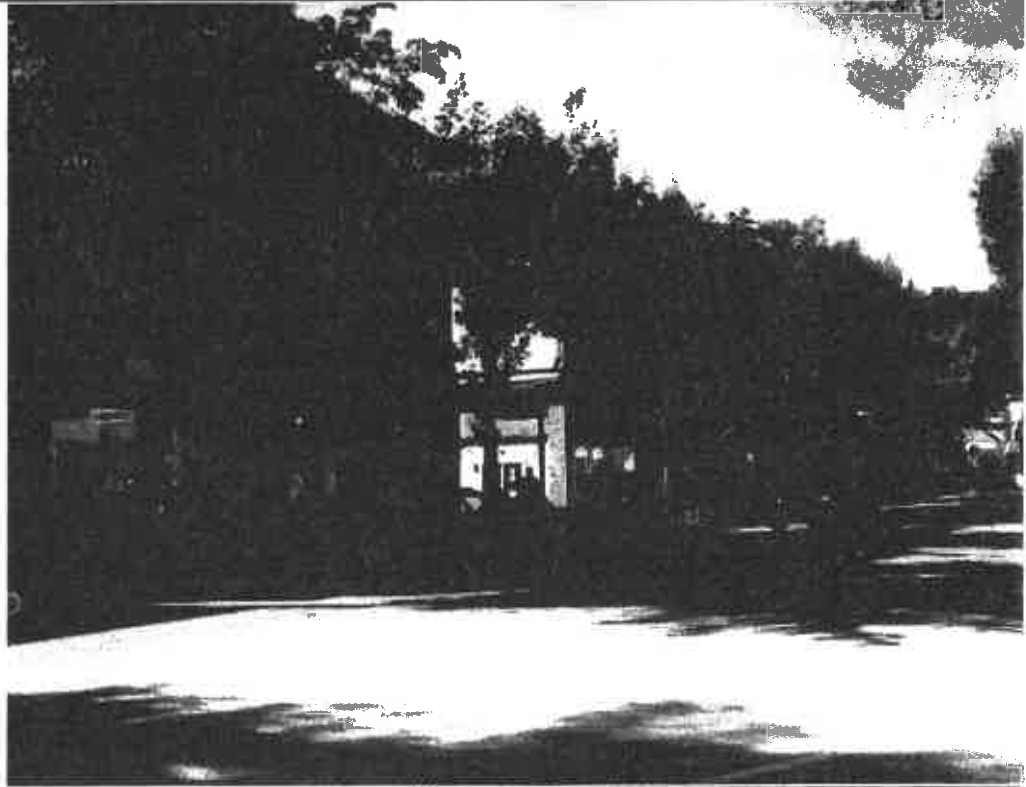
Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

City of Enderby

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE



Kurt Inglis

January 8, 2015

What is Crime Prevention through Environmental Design?

Crime Prevention through Environmental Design (CPTED, pronounced “sep-ted”) is a concept that is now widely accepted throughout North America as an effective way to improve safety in neighbourhoods and communities. (CPTED) is an important component of a comprehensive approach to crime prevention and entails understanding the relationship between physical design and levels of criminal activity and then manipulating design to reduce the incidence of crime. CPTED plays a critical role in helping to:

- Reduce the fear and perception of crime;
- Reduce the actual number of crimes;
- Improve community safety and strengthen social fabric; and
- Improve quality of life throughout a community.

How to Use This Guide

This Best Practices Guide outlines proven and effective methods and strategies for improving safety and reducing the perception of crime through planning and design which can be applied in both residential and commercial settings.

This Guide is only intended to provide suggestions and examples for how to plan and design for improved safety; the concepts outlined in this Guide will not be imposed in a regulatory manner and are instead provided purely for information.

Opportunities for implementing CPTED strategies include:

- New construction;
- Revitalization, particularly within commercial cores or existing residential neighbourhoods;
- Building renovations; and
- Building repairs.

CPTED Principles

CPTED is built around four design principles which include:

1. **Natural Surveillance:** A design concept intended to discourage criminal activity by ensuring that public spaces are easily observable and people are able to easily observe their surroundings; this is based on the concept that people’s overall sense of safety improves when they are able to easily see others and be seen themselves.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE

2. **Territorial Reinforcement:** A design concept intended to allow users to develop a sense of territorial control which in turn may discourage potential offenders as they perceive this control; the main strategy in promoting territorial control is defining property lines and distinguishing between public and private spaces.
3. **Natural Access Control:** A design concept intended to reduce the opportunities for crime by reducing access to crime targets while simultaneously creating a perception of risk for potential offenders. This concept, which is strongly linked to the territorial reinforcement concept, utilizes design and planning to clearly delineate public areas while utilizing structural elements to discourage access to private areas.
4. **Target Hardening:** A design concept intended to increase physical security by prohibiting entry or access; this method is most effective when utilized in conjunction with the other design concepts identified above.

Residential CPTED Strategies

The following are CPTED strategies which can be applied in residential settings:

Natural Surveillance

- Front doors should be clearly visible from the street and driveway;
- Doorways which open to the outside should be well-lit;
- Sidewalks, pathways, and all areas of the yard should be well-lit;
- Windows should be installed on all sides the house to provide full visibility of the property;
- Driveways should be visible from either the front or back door and at least one window;
- Landscaping should be maintained to ensure visibility to and from the house;
- Transparent screening materials (i.e. chain link fences, etc.) should be utilized and yard clutter avoided in order to prevent 'blind-spots' or hiding areas;
- Motion lighting in lanes can improve safety for pedestrians and vehicles;
- Neighbourhood green space, open space, and recreational areas should be located centrally to ensure that they are visible from nearby homes and streets;
- Pedestrian scale street lighting should be provided in high-pedestrian-traffic areas to enable people to recognize and detect potential threats at night;
- For multi-family developments:
 - Ground-oriented units should be utilized as surveillance of outdoor activity areas and the street;
 - Building entrances and exterior doors should be clearly visible from the street or by neighbours;
 - Doors that open to the outside should be well-lit;

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE

- All four facades of a building should have windows;
- The lower branches of trees should be kept at least 10 feet (3 m) off the ground; and
- Parking areas and walkways should be well-lit and visible from windows and doors.

Territorial Reinforcement

- Plantings, pavement treatments, or fences should be used to define property lines and private areas;
- Lighting should be used to create boundaries between private and public spaces;
- Front porches and stoops help to create a transitional space between the street and the home;
- In order to deter unauthorized access and aid emergency services in responding, residences should be clearly identified by street address numbers which are a minimum of 3-5 inches (7.6 - 12.7 cm) high, reflective, and well-lit;
- Litter and trash should be picked up and the yard should be kept neat and free of items which may attract theft;
- The house, garage, and storage buildings should be kept in good repair;
- Lots, streets, and homes should be designed to promote interaction between neighbours;
- For multi-family developments:
 - Building entrances should be well-defined and accentuated using walkways, lighting, architecture, landscaping, or signage;
 - Where possible, individually locking mailboxes should be located next to the appropriate units; and
 - All common areas shall be maintained to very high standards.

Natural Access Control

- Walkways and landscaping should direct visitors towards to the proper entrance and away from private areas;
- Walkways should be installed in safe, un-obscured locations;
- Balcony railings should not be an opaque material;
- Traffic calming measures should be integrated into street design to discourage cut-through or high-speed traffic behaviours;
- For multi-family developments:
 - Entrances to the site and parking areas should be well-defined;
 - Building entrances, stairways, and elevators should be in a central location so that many users may observe them; and
 - Access to buildings should be limited to only one or two points.

Target Hardening

- Interior doors which connect a garage to a residence should have a single-cylinder dead bolt lock installed;

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE

- Door locks should be located a minimum of 40 inches (1 meter) from adjacent windows;
- Exterior doors should be hinged on the inside and should have a single cylinder dead bolt lock with a minimum 1 inch (2.54 cm) throw;
- All windows should have locking capabilities;
- Windows in older homes should be renovated such that they can be effectively locked;
- Sliding glass doors should have one permanent door on the outside and the inside moving door should have a locking device and a pin;
- Enclosures to balconies should be designed to exclude handholds and to eliminate the opportunity for climbing up or down, or in the case of multi-family developments, across or between balconies;
- For multi-family developments:
 - Cylinder dead bolt locks should be installed on all exterior doors;
 - Building entrances should be equipped with automatically locking doors; and
 - Door hinges should be located on the interior side of doors.

Commercial CPTED Strategies

The following are CPTED strategies which can be applied in commercial settings:

Natural Surveillance:

- Rear facing windows should be installed to provide for increased visibility to parking areas;
- Windows and exterior doors should be designed and placed such that they are visible from the street or by neighbouring buildings;
- When possible, windows should be installed on all facades;
- Window signs should cover no more than 15% of the window;
- Interior shelving displays should be no higher than 5 feet (1.5 m), and even less when in front of windows;
- Exterior of the building and property should be well-lit at night;
- Loading areas should be designed to eliminate any potential 'blind-spots' or hiding areas;
- Visibility from the store to the street, sidewalk, parking areas and passing vehicles should be provided and maintained;
- All entrances should be placed under visual surveillance, and monitored electronically if necessary;
- Dumpsters should be located such that they do not create 'blind-spots' or hiding areas;
- Recessed doorways, alcoves or other dark niches should be not be created, or should be removed if existing, to eliminate hiding places for potential assailants, vandals or other criminal activity;
- Lower branches of existing trees should be kept at least 10 feet (3 m) off the ground;
- Shrubbery should be kept to 3 feet (1 m) in height and under;

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE

- Pathways should be located in areas with good surveillance and should not be blocked in by blank walls and/or dense landscaping;
- Outdoor ATMs should be located to face the street;
- Outdoor ATMs and any associated queuing lanes should be well-lit; and
- Where appropriate, a mix of land uses should be encouraged to increase natural surveillance at different times of the day (i.e. residential above commercial provides for 'eyes on the street' at night time).

Territorial Reinforcement

- Public events such as festivals, markets, and outdoor concerts help to increase activity in a commercial area while fostering community ownership;
- Where possible, property boundaries should be marked using hedges, low fences, or gates which maintain visibility from the street and do not create visual barriers;
- Private and semi-private areas should be made distinguishable from public areas;
- Signs should clearly identify all businesses within a building;
- Shops should be identified with wall signs for those parking in the rear;
- Awnings above windows and doorways provide for territorial reinforcement;
- In order to discourage graffiti, blank walls should be avoided, but can be improved by the installation of windows, vertical landscaping (e.g. ivy), non-paint-able surfaces, or the use of mural art;
- Attractive displays should be installed in the windows of vacant stores to avoid creating a perception of abandonment;
- Benches should be provided in public spaces and along sidewalks and paths which will allow for broad observation and give users a greater sense of control;
- Buildings and walkways should be kept clean and repaired;
- Parking areas should be maintained to a high standard;
- Faded posters, broken signs, and worn displays should be removed;
- Plantings should be kept in good condition; and
- All public and semi-private areas should be well-maintained in order to convey a sense of pride and ownership which in turn will discourage vandalism.

Natural Access Control

- Cash registers and check-out counters should be located near the front of the store, near the main entrance, and should be visible from the outside;
- Reception areas should be located near the main entrance;
- Private areas should be difficult for non-employees to access;
- Public entrances should be clearly marked using walkways, lighting, landscaping, architecture, and/or signs;

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED): BEST PRACTICES GUIDE

- Entrances to residences within a commercial building should be separate from the commercial entrance to enable distinction between the two uses;
- Patrons should be directed to parking and entrances through signage;
- Sidewalks and public areas should be designated using special paving or landscaping;
- Public paths should be clearly marked;
- Ground access to the roof or fire escape should be prevented; and
- If rear public parking is provided, rear public access should also be provided;

Target Hardening

- Secure doors and frames should be used in conjunction with an appropriate locking system;
- When windows are located within 3 feet (1 m) of a door lock, shatter resistant windows should be installed or a shatter resistant coating applied;
- Un-monitored exits should have automatically locking doors installed; and
- Measures should be taken to avoid unmonitored exits from being propped open.

Management Considerations

- Operating hours should be set to coincide with those of neighbouring businesses;
- After business hours, the cash register should be emptied and left open;
- Employees should be provided with safety training;
- Interior spaces should be fully illuminated;
- Parking in close proximity to the business entrance should be provided for night-time employees; and
- Shifts and situations where only one employee is present should be avoided.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 8, 2015
Subject: Digital Billboard Sponsorship Renewal for 2015

RECOMMENDATION

THAT Council renews the annual digital billboard sponsorships for the year 2015;

AND THAT Council increases the annual digital billboard sponsorship value for the Enderby & District Services Commission from \$5,900 to \$10,000.

BACKGROUND

In response to a high priority strategy identified through the Integrated Community Sustainability Planning process, the City of Enderby purchased and installed a community digital billboard to market community events and programming while also enhancing communication between the City of Enderby, its residents, and tourists.

As per the Digital Billboard Policy, local community groups and sports associations which are registered not-for-profit organizations or charities can apply to Council for an in-kind annual sponsorship which will go towards advertising on the digital billboard. From September - December of 2014, eight groups/organizations received a sponsorship from Council. It is recommended that Council renew the following groups/organizations' annual sponsorships for the year 2015:

- Enderby Volunteer Firefighters Association - \$3,500
- Shuswap Trail Alliance - \$3,500
- Enderby Army Cadets - \$2,800
- Enderby Evangelical Chapel - \$2,800
- Enderby Artists' Initiative - \$2,100
- Enderby & District Seniors Complex - \$1,400
- Anglican Church Women - \$1,000
- Enderby Library Friends - \$700

Please be advised that some of the groups/organizations may only have applied for a digital billboard sponsorship based on their needs for the remainder of 2014, therefore their annual needs may be under represented in the above sponsorship values; in these cases, the groups/organizations can apply to

Council for an increase in annual sponsorship value when they have a better understanding of what their true annual needs are.

In 2014, the Enderby & District Services Commission received an annual digital billboard sponsorship valued at \$5,900 for advertising related to recreational programming for which no user fee was applied. This \$5,900 sponsorship value was calculated based on the advertising needs from October to the end of 2014. The Recreation Services Manager estimates that the annual sponsorship needs for the entire year of 2015 would be \$10,000 and therefore it is recommended that the Enderby & District Services Commission's annual digital billboard sponsorship value is increased from \$5,900 to \$10,000.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

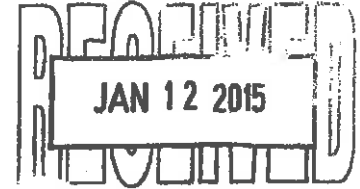


Agenda

102 Meadow Cres * Box 384 * Enderby BC * VoE 1Vo * Phone: (250) 838-6676 * Fax: (250)838-6626

January 12, 2015

Corporation of The
City of Enderby



City of Enderby;

The Enderby Preschool Society is a non-profit society that has been serving the Enderby and outlying areas since 1983. Our goal is to support families in the community by offering quality programs that are affordable and accessible to all.

We currently offer both Preschool and After School Care and serve approximately 80 families each year. We have identified a need for quality licensed daycare, infant to age five as well as increased spaces for 5-12 year old children both before and after school. We are in the process of seeking a grant for the creation of these much needed spaces by adding on to our existing facility.

We would appreciate it if you could please provide a letter supporting our grant application by February 6, 2015 for the creation of new Daycare spaces in Enderby.

Please feel free to contact me should you require additional information.

Sincerely,

Cheryl Heidt, ECE
Executive Director

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 12, 2015
Subject: Council Policy Update

RECOMMENDATION

THAT Council amends the Employee Mandatory Retirement policy;

AND THAT Council assigns the following policies to Administration:

- Banked Overtime
- Office Operations
- Training and Education
- Vacation

AND THAT Council adopts the Trees on Public Property policy;

AND THAT Council continues the previously adopted policies as presented.

BACKGROUND

As part of Council's orientation on January 6, 2015, policies were reviewed and included in its manual. However, several policies merited amendment, assignment, or adoption. Absent such a change, the remainder were recommended for continuation.

The proposed amendment to the Employee Mandatory Retirement policy limits its application only to those situations where it is rationally connected to the job, is necessary for the fulfillment of that work-related purpose, and is reasonably necessary to the accomplishment of that work-related purpose for which accommodation would impose undue hardship. This will make the policy consistent with legislative changes. The proposed amendment is attached.

Staff recommends assigning the following four policies to Administration which are purely operational in nature:

- Banked Overtime
- Office Operations
- Training and Education
- Vacation

Staff recommends that Council formalizes current practice with respect to Trees on Public Property, as this addresses public and environmental health, risk management, and service standards. Current practice has attempted to balance public safety, risk management, capacity constraints, and cost containment. Moreover, one of the most misunderstood areas of tree management involves riparian areas, which are regulated by various senior government agencies and for which a restrictive set of best management practices are in place for the protection of habitat, biodiversity, and stream bank integrity. A backgrounder on best management practices for trees in riparian areas is attached and would be incorporated into the policy by reference.

The remaining policies have previously been adopted by Council and are suitable for continuation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tate Bengtson', with a stylized flourish extending to the right.

Tate Bengtson
Chief Administrative Officer

Policy Title	Employee Mandatory Retirement
Policy Number	

Effective Date	Adopted by Council	Replaces Employee Mandatory Retirement, March 19, 2001
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POLICY:

THAT Council establishes a mandatory retirement age for City of Enderby employees of 65 for those positions in which:

- Mandatory retirement is rationally connected to the performance of the job;
- Mandatory retirement is necessary to the fulfilment of a legitimate work-related purpose; and
- Mandatory retirement is reasonably necessary to accomplish of a legitimate work-related purpose for which it is impossible to accommodate individual employees without imposing undue hardship.

Policy Title	TREES ON PUBLIC PROPERTY
Policy Number	

Effective Date	Adopted by	Replaces
		N/A

PURPOSE: To provide guidance to staff on tree management on public property.

POLICY:

1. Trees on Public Property

- a) A property owner may trim any branches on City trees that encroach on private property. The City will not reimburse expenses associated with this action. The property owner must take care to ensure that the trimming does not harm the tree or, if it may cause harm, must notify the City in advance to determine a mutually-agreeable solution.
- b) Trees and branches within City rights-of-way will only be removed by the City if they are deemed to be hazardous or detrimental to regular operations. Notwithstanding this, a property owner may, with prior express permission of the City, remove a non-hazardous tree in a City right-of-way adjacent to the property at the property owner's expense and risk.
- c) The City will adhere to *Best Management Practices for Tree Topping, Limbing, and Removal in Riparian Areas* produced by the Ministry of Environment.

2. Trees on Private Property Which Affect Public Property

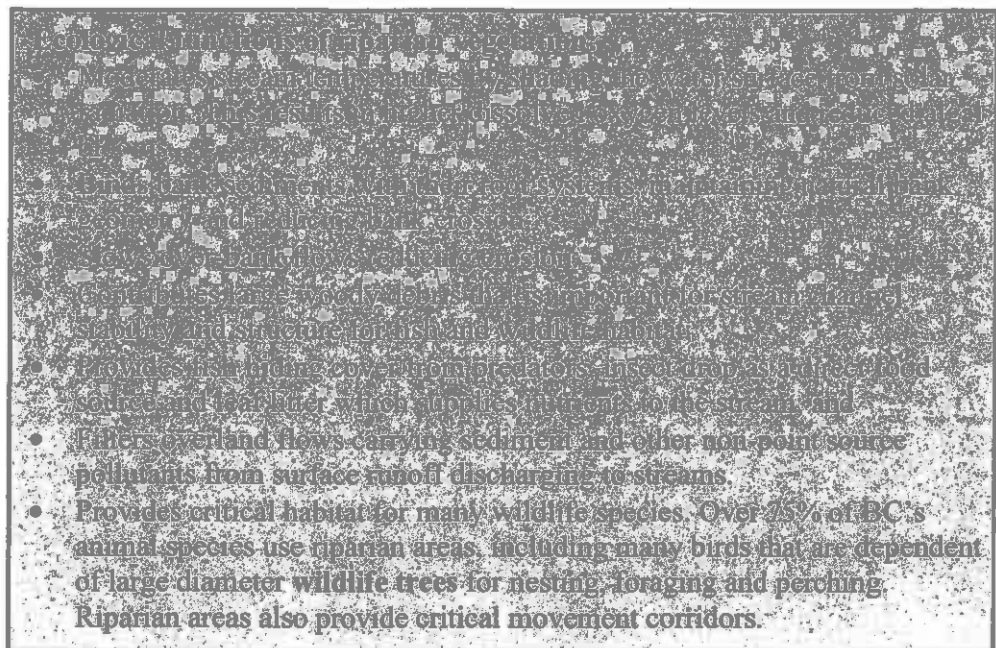
- a) Trees on private property that encroach upon or are otherwise near to public property shall be maintained by the property owner so as to be kept free of hazards.
- b) Trees on private property that encroach upon or otherwise interfere with a public street shall be maintained in accordance with the City of Enderby Street and Traffic Bylaw No. 1471, 2010, as amended from time to time, in order to prevent obstruction or limit vision of pedestrians and/or vehicles.

BEST MANAGEMENT PRACTICES FOR TREE TOPPING, LIMBING AND REMOVAL IN RIPARIAN AREAS



Wildlife Tree:
a standing dead or live tree with special characteristics that provide food and shelter for wildlife. Loss of wildlife trees has been associated with declines of threatened wildlife

Riparian areas are located adjacent to streams, lakes and wetlands and provide vegetation that is important for fish and wildlife habitat, and the proper functioning of our streams, lakes and wetlands. **Riparian areas typically have inundated or saturated soil conditions, contain vegetation that is distinct from adjacent upland sites, and can extend 30 meters, or more, from a water feature.** Retention of this important vegetation is considered a best management practice (BMP). However, in urban and rural settings where development has occurred in and around riparian areas, concerns regarding retaining riparian vegetation and the safety of human life and property may occur. In such cases, first consideration should be given to finding long-term solutions that address human safety issues while maintaining healthy riparian habitats. This document outlines BMPs for tree topping, limbing, and removal in riparian areas.



1.0 OBJECTIVES

1. Prevent violation of provincial and federal legislation that protects fish and fish habitat and to ensure that the works do not result in harmful alteration, disruption or destruction of fish habitat (HADD).
2. Prevent unnecessary impacts to riparian and aquatic habitats and associated species resulting from limbing, topping or removal of trees adjacent to streams, lakes and wetlands.

2.0 BEST MANAGEMENT PRACTICES FOR HAZARD TREES

Refer to Section 5.0 – Legislation for legislation that may apply to wildlife trees.

The following best management practices (BMPs) address the planning and operation stages. It is advisable to retain a qualified professional to assist in planning and to ensure all legislative requirements are followed.

- 2.1 **Hazard tree?** – Determine if the tree qualifies as a ‘Hazard’. Live hazard trees should be assessed and designated as such by:
- i) a ‘Qualified Environmental Professional’ (QEP) as required by the Riparian Areas Regulation (RAR) – Refer to Section 5.2; or
 - ii) a qualified arborist certified as a Wildlife Danger Tree Assessor when RAR is not applicable.

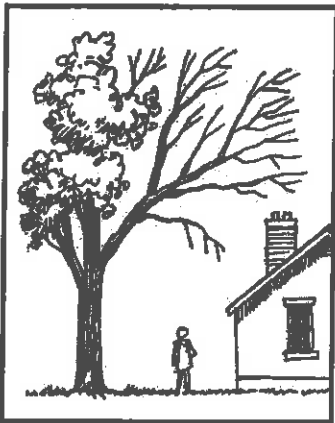
Refer to Section 4.0 “Non-Hazard Trees” if the tree/s have been assessed as “non-hazard” trees.

Hazard Tree:
any tree that is hazardous to people or facilities because of location, lean, physical damage, overhead hazards, deterioration of limbs, stem or root system, or a combination of these.

Hazard trees may be removed or limbed without authorization from provincial or federal authorities by following the remaining operational BMPs and provided that:

- i) a QEP determines no HADD will occur
- OR**
- ii) the hazard is limited to a few **dead** trees;
- AND**
- iii) the tree does not contain a nest of a heron, eagle, osprey, peregrine falcon or gyrfalcon (per *Wildlife Act*);
 - iv) the activity necessitating the tree removal does not require a RAR Assessment under the Riparian Areas Regulation; and
(http://www.env.gov.bc.ca/habitat/fish_protection_act/riparian/documents/ImplementationGuidebook.pdf)
 - v) a bird or its egg, or an occupied nest (see 2.3 below)

Example: Hazard tree limb over target.



- 2.2 **Limbing/topping** – Where safe, the preferred option is limbing or topping rather than removing the entire tree.
- i) Top trees to a minimum of 3-5m in height or as tall as is reasonably safe (i.e. shorter than the distance to the nearest possible target, such as a building).
 - ii) Leave a large branch on the stub to provide perching habitat.
- 2.3 **Wildlife tree?** A qualified professional can determine if the proposed tree removal is providing wildlife habitat. Vegetation removal is to be timed to avoid affecting trees used by all birds or wildlife while they are **breeding, nesting, roosting or rearing young**. See Section 34 of the *Wildlife Act*.



Choose native plants suited to the site conditions (i.e. suited to the biogeoclimatic sub zone and site series). Adjacent undisturbed riparian areas can be used as reference areas for suitable species.

- 2.4 **Reduce your impact** – limit vegetation removal to only that area which is required to avoid a hazard. Maximize tree and shrub understory retention. Minimize the potential for invasive plant infestation.
- 2.5 **Falling** – Avoid falling, limbing or topping trees into a stream, lake or wetland. Accumulations of fine materials and branches may block flows and are to be removed by hand. Options for falling trees in sections and/or crane-assisted removals are to be considered first. *Trees may be felled across or into a water body ONLY where no other method of tree removal is possible due to safety concerns.*
- 2.6 **Retain large woody debris and the stubs of large diameter trees** - the most valuable stubs and large woody debris is greater than 10 cm diameter and longer than 3 meters. *Where required, small branches and limbs may be removed offsite to reduce fire hazards.*
- 2.7 **Replant with native species** of trees, shrubs and herbaceous plants ecologically suited to the site conditions. Where entire trees have been removed the tree replacement criteria is to be applied.
http://srmwww.gov.bc.ca/sry/csd/downloads/forms/vegetation_riparian/treereplcrit.pdf
- 2.8 **Prevent contamination** – all equipment used for vegetation removal and management should comply with BMPs to prevent the discharge of deleterious substances into water bodies. For the purposes of this BMP it is assumed that all works will take place above the high water mark (HWM). Works below the HWM require *Water Act* permits and could also result in a HADD.
 - i) Ensure equipment and machinery is in good operating condition (power washed), free of leaks or excess oil and grease.
 - ii) No equipment refuelling or servicing should be undertaken within 30 metres of any watercourse or surface water drainage.
 - iii) Ensure all hydraulic machinery to be used around streams is clean and uses **environmentally sensitive hydraulic fluids** which are non-toxic to aquatic life, and which are inherently biodegradable.
 - iv) Keep a spill containment kit readily accessible onsite in the event of a release of a deleterious substance to the environment.
- 2.9 **Timing windows** – If proposed works pose risks to fish and wildlife and their habitat, then the works are to take place during the instream works reduced risk timing window provided by the regional Ministry of Environment (MOE) Office.
<http://wlapwww.gov.bc.ca/okr/wateract/workwindows.html>

- 2.10 **Retain records** to demonstrate compliance with BMPs and due diligence in meeting the requirements of applicable legislation. Photo documentation prior to and after completion of works may be requested during follow-up monitoring by MOE or Fisheries and Oceans Canada (DFO) staff.

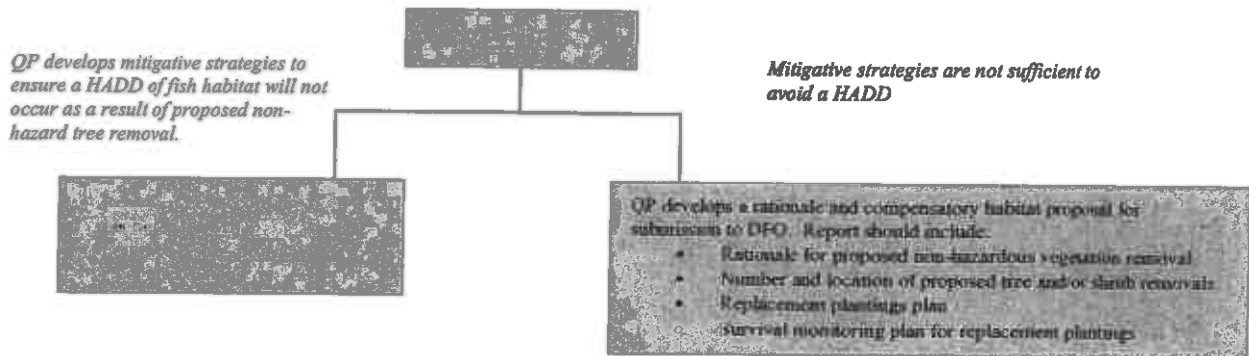
3.0 PINE BEETLE INFESTATION

In cases of large scale die offs due to pine beetle infestation, all hazard trees can be removed from the riparian area. Some of the trees within the riparian buffer should be retained as stubs to allow them to function as wildlife trees. The greater the diameter of the tree, the more species it can support. To maximize remaining riparian function, non target trees and shrub understory is to be retained. This is especially important where large areas of the riparian buffer have been impacted by beetle kill. BMPs listed in Section 2.0 also apply to removal of pine beetle killed trees, including legislative requirements such as Riparian Areas Regulation (RAR). For more information on RAR check with the local government or refer to Section 5.2.

4.0 NON-HAZARD TREES

The BMP for non-hazard trees is to avoid topping, limbing or removal. Removal of non-hazard trees from riparian areas bordering waterbodies that support fish habitat may result in a violation of the *Fisheries Act* and/or Riparian Areas Regulation. Non-hazard trees should only be removed if they have been designated for removal under a government pest control program. To avoid contravention of the *Fisheries Act*, prior to removal, you should consider engaging the services of a qualified professional to develop mitigation strategies to ensure a HADD of fish habitat will not occur as a result of proposed non-hazard tree removals. Refer to the chart below for procedures required when proposing to remove non-hazard trees in riparian areas providing fish habitat.

Note: a Qualified Professional (QP) includes Qualified Environmental Professional (QEP), which is applicable where the Riparian Areas Regulation is in effect.



5.0 APPLICABLE LEGISLATION

5.1 Local Government

Contact your local municipality or regional district to find out which local bylaws may apply to your proposed works.

5.2 Provincial Legislation

Water Act and Regulations

All works proposed in and about a stream, below the high water mark, are subject to the *Water Act* and require authorization by the MOE. Additional information is available at:

http://www.env.gov.bc.ca/wsd/water_rights/licence_application/section9/index.html

Wildlife Act, 2004

The *Wildlife Act* prohibits the killing, harming, harassment, capture or taking of species at risk and the damage or destruction of a residence of a species at risk except as authorized by regulation, permit or agreement. The *Act* also protects all birds and their eggs; nests while they are occupied by a bird or egg; and the nests of eagles, peregrine falcons, gyrfalcons, ospreys, and herons year-round. http://www.qp.gov.bc.ca/statreg/stat/W/96488_01.htm.

Riparian Areas Regulation, 2004

Through local government legislation, RAR protects riparian areas and their features, functions and conditions during residential, commercial, and industrial development and ancillary activities. Additional information is available at

http://www.env.gov.bc.ca/habitat/fish_protection_act/riparian/riparian_areas.html

Check with your local government on requirements for a RAR Assessment. If the local government has not currently fully implemented RAR we advise you to ensure that your project is in compliance with this legislation. This assessment (completed by a QEP) delineates a Streamside Protection and Enhancement Area (SPEA) setback necessary to avoid a HADD of fish habitat. The QEP will be able to best direct any hazard tree management in accordance with applicable legislation.

5.3 Federal Legislation

Fisheries Act

The *Fisheries Act* provides protection for all fish and fish habitat in Canada by prohibiting the harmful alteration, disruption or destruction (HADD) of fish habitat that is not authorized in advance by Fisheries and Oceans Canada (DFO). Depositing sediment or any other 'deleterious substance' into streams supporting fish is also prohibited. Additional information:

http://www-heb.pac.dfo-mpo.gc.ca/publications/publications_e.htm

Species at Risk Act

The *Species at Risk Act* provides for the legal protection of designated wildlife species and the conservation of their biological diversity. Before planning any work, review the website <http://www.env.gov.bc.ca/atrisk/> for further information on the species at risk in your area. The Conservation Data Centre is a provincial resource that can help you to find out what species at risk may be in your area (<http://www.env.gov.bc.ca/cdc/>). Lack of species data does not confirm the absence of species at risk in that area.

6.0 FURTHER INFORMATION

International Society of Arboriculture (ISA) - information on assessing tree health and tree care can be found at <http://www.treesaregood.com/>

Urban Tree Risk Management: A Guide to Program Design and Implementation – comprehensive document outlining practices around tree care and assessment and includes a section on wildlife values. <http://www.na.fs.fed.us/spfo/pubs/uf/utrm/>

Wildlife & Trees in British Columbia 2006 Fenger, Manning, Cooper, Guy & Bradford, Lone Pine Publishing

Birds of the Okanagan Valley, British Columbia 1987: Cannings et. al., The Royal British Columbia Museum, Victoria B.C.

Bald Eagles and Ospreys Fact Sheet #10 - Develop With Care

http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare2006/develop_with_care_intro.html

Great Blue Herons Fact Sheet #11 - Develop With Care

http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare2006/develop_with_care_intro.html

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 15, 2015
Subject: Council Appointments

RECOMMENDATION

THAT Council appoints one member and one alternate member to the Fire Training Centre Policy Board.

BACKGROUND

The above appointment to the Fire Training Centre (FTC) Policy Board needs to be made for the new term by Mayor and Council. The FTC Policy Board is comprised of one elected member from each participating jurisdiction.

The FTC provides training and exercises to prepare and train firefighters to respond safely and effectively to a wide array of emergency incidents. It is operated by the City of Vernon as an intermunicipal service. The Policy Board reviews and recommends approval to the participants regarding the Financial Plan and financial statements, amendments to the intermunicipal agreement, provides direction to the FTC Manager on policy or strategic matters, establishes duties, sets priorities, and monitors the performance of the FTC Manager, and establishes expenditure authorization limits and controls. The Policy Board holds at least one meeting per fiscal year.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer