

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, March 16, 2015
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of March 2, 2015](#)

pg 1-5

3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

6. BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

7. BYLAWS

8. REPORTS

Mayor and Council

[2014 Climate Action Survey Report](#)

pg 6-28

[Building Permit Detail Report – February 2015](#)

pg 29-30

9. NEW BUSINESS

- a. [Digital Billboard Sponsorship Application](#) – Enderby and District Lions Club pg 31-32
- b. [Digital Billboard Sponsorship Application](#) – Enderby in Motion pg 33-35
- c. Enderby Lions Club – Correspondence dated March 4, 2015
[Request to Hold Beer Garden at Gazebo during Funtastic](#) pg 36-37
- d. [Enderby Arts Festival Road Closure Request](#) – memo from Assistant Corporate Officer and Planning Assistant dated March 5, 2015 pg 38-40
- e. Enderby Return-It Recycling Depot – Correspondence dated March 3, 2015
Re: [Now Accepting Recycle Paint Products](#) pg 41

- f. [Environmental Leadership and Sustainability Award Nominations Open](#) – Information Bulletin from RDNO dated March 4, 2015 pg 42
- g. [Community to Community Forum – Regional Employment Lands Action Plan](#) – Correspondence from RDNO dated February 16, 2015 pg 43-51
- h. [Regional Parkland Legacy Fund](#) – Correspondence from RDNO dated February 16, 2015 pg 52-101
- i. [Street Lighting on Larsen Avenue and Local Improvement Program](#) – Memo from Chief Administrative Officer dated March 10, 2015 pg 102-111
- j. [Digital Billboard Policy Amendment](#) – Memo from Assistant Corporate Officer and Planning Assistant dated March 12, 2015 pg 112-115

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, March 2, 2015 at 4:30 p.m. in the Council Chambers of City Hall

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

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

APPROVAL OF AGENDA

Moved by Councillor Case, seconded by Councillor Davyduke that the agenda be approved as circulated.

Carried Unanimously

ADOPTION OF MINUTES

Regular Meeting Minutes of February 16, 2015

Moved by Councillor Schreiner, seconded by Councillor Case that the minutes of the regular meeting of February 16, 2015 be adopted as circulated.

Carried Unanimously

PETITIONS AND DELEGATIONS

Chad Eliason, Councillor – City of Salmon Arm

Re: SILGA Convention

- Mr. Eliason explained the role of the Southern Interior Local government Association (SILGA) as advocate for smaller communities throughout the region.
- Will attend Cabinet Minister meetings with local officials at UBCM for support.
- Can help with the transit issues that were brought up at the Committee of the Whole meeting earlier today.
- Convention details were shared. It is shaping up to be a great event.
- Encouraged to be active with SILGA. If bringing forward resolutions, advised to keep the resolution clear and concise to get it noticed and considered. SILGA team will help.

Bernie Desrossiers, President – Shuswap Settlement Services

Re: Community Conversation and Workshop

- Mr. Desrossiers provided a history of the society as it has evolved over the past 7-8 years.
- Part of the Thompson-Okanagan Respect Network.
- “Safe Harbour” – Employers place a logo on their door which people will recognise as being a safe place to go should they be encountering problems on the street.
- There are now trained people in the area to assist new immigrants.
- A flyer was circulated regarding the “Refresh and Recharge” Workshop on March 23rd.
- Mr. Desrossiers commented on the respectful relationship that Enderby Council and Splatins have developed over the past several years.

REPORTS

Councillor Case

- With all the notoriety of Miss P, it would be great idea for some group to print and sell “Ender-beagle” t-shirts as a fundraiser project.

Moved by Councillor Case, seconded by Councillor Knust that a letter of congratulations be sent to Miss P with an invitation to her and her owners to participate in this year’s Canada Day Parade.

Carried Unanimously

- The full number of teams for Funtastic have already been achieved. Diamond 4 will be in much better shape this year.

Councillor Knust

Has received a number of positive and appreciative comments for the works crew.

Councillor Schreiner

- Attended the tour of the new Splatins Community Centre. It will be a good opportunity to build on our relationship by sharing facilities.
- Will be attending the RCMP stakeholders meeting with Mayor McCune.

Councillor Davyduke

- Splatins Community Centre showcases artifacts, culture and heritage. Bus tours are being promoted. There will be spin-off for the City from this.
- Reminder of the high school production of “Grease” this week.
- Parks and Rec – there appears to be some broken windows on the north side of the arena.
- Cemetery – trees. Monitoring of maintenance needs to occur.
- Recycling options are being talked about in the community. Perhaps there is an opportunity to work with the new owners of the Bottle Depot.

Councillor Shishido

Portfolio priorities are:

- acquiring a disco ball for arena and upgrading the sound system;

- expanding use of the facility and using curling surface for other activities in off season;
- lighting of the Riverwalk.

Mayor McCune

- Cadets:
 - Attended the Grand March and Awards.
 - This is a great program that is offered at absolutely no cost. All uniforms and gear are provided free of charge.
 - Have invited them to participate in the annual spring clean-up.
- Clean Up:
 - Need to make sure it gets advertised on the digital billboard.
 - Will meet with schools regarding clean up of school grounds and getting the kids involved.
- SIDIT:
 - Has been elected to Southern Interior Development Initiative Trust (SIDIT) and will be attending approximately 4 meeting per year.
 - They have a \$50M budget to create employment. Ideas get submitted and are then reviewed by the Board for approval. Mayor McCune will circulate the criteria for submissions.
- Gordon Dale Trail Golf Tournament:
 - May 23rd.
 - Trails at Mabel Lake will be a focus.
 - Will be working with Herman Halvorson on projects that could possibly include the Riverwalk.
 - The group is experiencing volunteer burn-out. Perhaps Councillors could step up to take on the event.
- Water Meter Rates:
 - Having another look at the data.
 - Consideration to be given to possible adding another 30 m³ to summer period as "sprinkling bonus" as some people may decide to stop watering altogether. As the water would mostly go into the ground and evaporation, it would not impact the sewer system.
 - Find a proactive way of communicating rates structure.

Chief Administrative Officer

The CAO reported that he is happy with the progress of works at Mill and Belvedere.

Building Permit Detail Report – January 2015

Moved by Councillor Case, seconded by Councillor Schreiner that the report be received and filed.

Carried Unanimously

Drinking Water Annual Report for 2014

Moved by Councillor Case, seconded by Councillor Schreiner that the Drinking Water Annual Report for 2014 be received and filed; and

THAT Council direct staff to post the report on the City's website.

Carried Unanimously

The Chief Administrative Officer reported that part of this year's projects include getting the cross connection program going again and commencing a source protection plan.

Wastewater Annual Report for 2014

Moved by Councillor Knust, seconded by Councillor Shishido that the Wastewater Annual Report for 2014 be received and filed; and

THAT Council direct staff to post the report on the City's website.

Carried Unanimously

NEW BUSINESS

Enderby Return-It Recycling Depot – Correspondence dated February 23, 2015
Re: Additional Recycling Materials Now Accepted

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the correspondence be received and filed.

Carried Unanimously

Planters on Belvedere Street – Memo from Chief Administrative Officer dated February 25, 2015

Moved by Councillor Case, seconded by Councillor Davyduke that the preferred action for planters on Belvedere incorporate the following:

- Removal of existing planters;
- Create "bulb" design for sidewalks at intersection of Cliff Avenue and Belvedere Street;
- Sidewalk bulb on northeast corner of intersection should project out to improve visibility for future street signs;
- Create social gathering area on northeast corner that could accommodate seating and above grade planters, etc.;
- Enhance parking stalls in vicinity, and potentially add stalls to compensate for potential loss of one parking spot in front of Post Office.

Discussions:

- Design intersection of Cliff Ave and Belvedere Street for potential 3-way stop. Create better visuals for traffic and create social space for pedestrians.
- Engage with contractors to see if "bulb" work on Cliff could be done with current works to save money, without creating throw-away work lost when Cliff Avenue renewed.
- Losing one parking spot on Cliff, in front of Drug Store to create pedestrian meeting area.
- Removing planters on Belvedere would enhance parking and potentially create a new parking stall to offset loss.

Digital Billboard Sponsorship Application – Enderby Curling Club – Memo from Assistant Corporate Officer and Planning Assistant dated February 17, 2015.

Moved by Councillor Case, seconded by Councillor Davyduke that Council approve the Enderby Curling Club's sponsorship application and increase the value to \$5,000 in-kind.

Carried Unanimously

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Schreiner 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 7:00 p.m.

Moved by Councillor Case, seconded by Councillor Shishido that the regular meeting adjourn at 7:00 p.m.

Carried Unanimously

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agendas

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: March 6, 2015
Subject: 2014 Climate Actions Survey Report

RECOMMENDATION

THAT Council receives the attached 2014 Climate Action Revenue Incentive Program report for information.

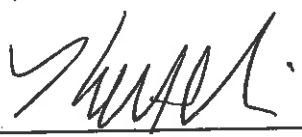
BACKGROUND

As a signatory of the Climate Action Charter, the City of Enderby is eligible to receive the annual Climate Action Revenue Incentive Program (CARIP) grant which is equal to 100% of the carbon taxes paid for that year. As a condition of the grant, the City is required to report publicly on its progress towards meeting its climate action goals including its progress towards carbon neutrality; the City of Enderby has completed the Climate Actions Survey Report which has been posted on the City's website and is now being presented to Council for information.

The attached Climate Actions Survey Report provides a summary of the actions the City took in 2014 and the actions it plans to take in 2015 in order to reduce local greenhouse gas emissions and continue to progress towards carbon neutrality.

As the report has been made public and submitted to the Province, the City will receive a 2015 CARIP grant in the amount of \$5,055.07.

Respectfully Submitted,



Kurt Inglis
Assistant Corporate Officer and Planning Assistant

Climate Action Revenue Incentive Program (CARIP) Public Reporting - Climate Actions Survey 2014

Climate action is a significant priority for the Province of British Columbia and local governments are key partners in helping to reduce greenhouse gas emissions and create complete, compact and energy-efficient communities.

The City of Enderby is a proud signatory to the Climate Action Charter and commits to taking actions to become carbon neutral in its corporate operations and reduce community-wide emissions.

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to BC Climate Action Charter signatories equivalent to one hundred percent of the carbon taxes they pay directly. This funding supports local governments in their efforts to reduce greenhouse gas emissions and move forward on achieving their Charter goals.

As per the reporting requirements of the CARIP Program, that the City of Enderby is proud to present the Climate Actions Survey Report which outlines the key actions the City took in 2014, and the actions it plans to take in 2015, in order to reduce local greenhouse gas emissions and continue to progress towards carbon neutrality.

Yes No Please specify or comment

Since initially establishing OCP targets, policies, and actions for the reduction of greenhouse gas (GHG) emissions, as required by the Local Government Act, has your local government updated those targets, policies and actions?

False	True	(No response)
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Variable

Response

Does your local government use the Community Energy and Emissions Inventory (CEEI) to measure progress?

Yes

Has your local government established Development Permit Areas (DPAs) for climate action (i.e. energy conservation, water conservation and/or GHG emission reduction)?

No

CORPORATE - Broad Planning

Actions taken in 2014

Actions proposed for 2015

Feasibility Studies, Research, Analysis	(No response)	Perform a market analysis for the sale of biomass-generated heat from the publicly owned district heating system.
Plans, Policies, Regulations	Adopted new Official Community Plan which frames objectives and policies for corporate energy efficiency and waste and emission reduction. Commenced developing a framework for a Climate Action and Sustainability Plan.	Develop corporate emission reduction strategies within the Climate Action and Sustainability Plan.
Policy Implementation	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate sustainability.	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate sustainability.
Employee Training, Awareness	(No response)	(No response)
Committees, Staffing	Developed Council portfolios which may lead to the development of broad plans or strategies related to corporate sustainability. Formed the Revitalization Committee which is tasked with implementing the outcomes of the Integrated Community Sustainability Plan.	(No response)
Funding	Utilized Gas Tax Grant funding to develop the Official Community Plan.	Continue to explore funding opportunities for broad corporate planning.

COMMUNITY-WIDE - Broad Planning

	Actions taken in 2014	Actions proposed for 2015
Feasibility Studies, Research, Analysis	(No response)	Perform a market analysis for the sale of biomass-generated heat from the publicly owned district heating system.
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to community sustainability. Adopted the Zoning Bylaw which frames regulations that promote sustainable, Smart Growth development.	Rewrite City's Subdivision Servicing and Development Bylaw to provide more sustainable standards for

	Adopted the Knoll Neighbourhood Plan which frames objectives and policies related to Smart Growth development in the future Knoll Neighbourhood. Adopted Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the Enderby and Splatsin communities. Began developing framework for a Climate Action and Sustainability Plan.	community works.
Policy Implementation	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability. Developed a Regional Policy Statement which makes the City's Official Community Plan consistent with the North Okanagan Regional Growth Strategy.	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability.
Community Education, Engagement	Undertook significant public engagement as part of the Official Community Plan and Active Transportation Plan planning processes.	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community education and engagement.
Committees, Staffing	Developed Council portfolios which may lead to the development of broad community sustainability plans or strategies. Joined the Regional Council Committee which is tasked with implementing the outcomes of the Integrated Community Sustainability Plan.	(No response)
Funding	Utilized Gas Tax Grant funding to develop the Official Community Plan, Zoning Bylaw, and Knoll Neighbourhood Plan. Received a BC Healthy Communities grant which will fund Phase II of the Enderby-Splatsin Active Transportation Planning process.	Continue to explore funding opportunities for broad community planning.

Buildings

BUILDINGS

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants, and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially viewed over the long term. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for

2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Does your local government have green building/construction policies, plans or programs?	No

CORPORATE - Buildings

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	Installed a high-efficiency hot water heater in City Hall.	Monitor City Hall appliances and fixtures and replace with high-efficiency appliances and low flow fixtures as necessary.
Feasibility Studies, Research, Analysis	(No response)	Continue to analyze opportunities for connecting additional municipal buildings to district heating systems.
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to energy efficiency, water conservation, and solid waste management within municipal buildings.	(No response)
Policy Implementation	Utilized the publicly owned district heating system to heat the public works building and dog pound. Optimized operation of the publicly owned district heating system which heats the public works building and dog pound.	Continue to explore opportunities for improving efficiency within municipal buildings. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to energy efficiency, water conservation, and solid waste management within municipal buildings. Continue to explore opportunities for optimizing the operation of the publicly owned district heating system which heats the public works building and dog pound.
Employee Training, Awareness	(No response)	(No response)
Committees, Staffing	(No response)	(No response)

Funding

Utilized gas tax funding to fund the development of the new Official Community Plan.

Continue to explore funding opportunities related to energy efficiency, water conservation, and solid waste management within municipal buildings.

COMMUNITY-WIDE - Buildings

Actions taken in 2014

Actions proposed for 2015

Physical Improvements, Construction	(No response)	Continue to explore opportunities for facilitating extension of local district energy systems to heat private buildings.
Feasibility Studies, Research, Analysis	(No response)	Perform a market analysis for the sale of biomass-generated heat from the publicly owned district heating system.
Plans, Policies, Regulations	Adopted Knoll Neighbourhood Plan which promotes green building design within the future Knoll Neighbourhood development. Adopted the Official Community Plan which frames objectives and policies which promote green building design for local buildings.	Implement the policies of the Knoll Neighbourhood Plan for development within the future Knoll Neighbourhood.
Policy Implementation	Granted a License of Occupation to Fink Machine which facilitated the extension of a private district heating system to the Splatsin reserve.	Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to energy efficiency, water conservation, and solid waste management within local buildings.
Community Education, Engagement	Posted tips on the Our Enderby Facebook page related to energy efficiency, water conservation, and solid waste management.	Continue to explore opportunities for advancing community education and awareness related to energy efficiency, water conservation, and solid waste management within local buildings. Explore existing incentive programs for energy efficiency, water conservation, and solid waste management within local buildings and then communicate these opportunities to the public.
Committees, Staffing	(No response)	(No response)
Funding	Utilized gas tax funding to fund the development of the Official Community Plan and Knoll	Continue to explore funding opportunities related to energy efficiency, water conservation, and solid waste management

Energy Generation

ENERGY GENERATION

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Has your local government undertaken district energy projects in 2014?	Yes
Has your local government undertaken renewable energy projects 2014?	Yes
Are you aware of the integrated resource recovery (IRR) guidance page on the BC Climate Action Toolkit? (http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr)	No

CORPORATE - Energy Generation

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	(No response)
Feasibility Studies, Research, Analysis	Explored on-site chipping of local wood waste which could then be used as fuel within the City's biomass heating system to heat municipal buildings.	Explore feasibility of constructing a community drop off area for local wood waste, possibly through a public-private partnership, with the wood to be chipped and used in the publicly owned district heating system to heat municipal buildings. Continue to explore opportunities for connecting additional municipal buildings to district heating systems. Explore alternative providers of wood waste fuel for the publicly owned district

Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to energy generation and renewable, sustainable energy within municipal operations. Began development of a work for Climate Action and Sustainability Plan which may include energy generation and renewable, sustainable energy in municipal operations.	heating system in order to minimize trucking. Explore opportunities for utilizing composted material in the publicly owned district heating system which will then be used to heat municipal buildings. Explore growing hybrid poplars on site as a fuel source for the district heating system to heat municipal buildings. (No response)
Policy Implementation	Continued to operate the publicly owned biomass heating system which heats the City's public works building and dog pound. Optimized the use of the publicly owned district heating system which heats the public works building and dog pound. Heated the public pool through biomass-generated heat from Fink Machine's private district heating system.	Continue to explore opportunities for connecting additional municipal buildings to district heating systems. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to energy generation and renewable, sustainable energy.
Employee Training, Awareness	Presented the City of Enderby's experience with district heating systems in the CEAP Quickstart Webinar.	(No response)
Committees, Staffing	(No response)	(No response)
Funding	Utilized gas tax funding to fund the development of the new Official Community Plan which frames objectives and policies related to energy generation and renewable, sustainable energy in municipal operations.	Continue to explore funding opportunities which may enhance or expand the municipal participation in district heating systems.

COMMUNITY-WIDE - Energy Generation

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	(No response)
Feasibility Studies, Research, Analysis	Explored on-site chipping of local wood waste which could then be used as fuel within the City's biomass heating system to heat municipal buildings and any private buildings connected to the system in the future.	Perform a market analysis for the sale of biomass-generated heat from the publicly owned district heating system. Explore opportunities for utilizing composted material in the publicly owned district heating system which will then be used to heat municipal buildings and any private buildings connected to the system in the future. Explore growing hybrid poplars on site as a fuel source in the district heating system which would heat municipal buildings and any private buildings connected to the system in the future.
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to energy generation and renewable, sustainable energy. Adopted the Knoll Neighbourhood Plan which promotes the use of district heating systems within the future Knoll Neighbourhood. Began developing framework for Climate Action and Sustainability Plan which may encompass energy generation and renewable, sustainable energy.	(No response)
Policy Implementation	Granted a License of Occupation to Fink Machine which facilitated the extension of a private district heating system to the Splatsin reserve.	Explore feasibility of constructing a community drop off area for local wood waste, possibly through a public-private partnership, with the wood to be chipped and used in the publicly owned district heating system which would heat municipal buildings and any private buildings connected to the system in the future. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to energy generation and renewable,

Community Education, Engagement	Present City of Enderby's experience with biomass heating in CEEP Quickstart Webinar.	sustainable energy. Continue to explore opportunities for furthering local awareness of energy generation and renewable, sustainable energy.
Committees, Staffing	(No response)	(No response)
Funding	Utilized gas tax funding to fund the development of the Official Community Plan and Knox Neighbourhood Plan which frame objectives and policies related to energy generation and renewable, sustainable energy.	Continue to explore funding opportunities which may enhance or expand energy generation or local participation in district heating systems.

Greenspace

GREENSPACE

Greenspace refers to parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites. Greenspaces support climate change mitigation (reducing emissions by absorbing and sequestering GHG) and adaptation (providing shade, cooling, deflecting strong wind, and improving air quality). In the appropriate boxes below, please record all community-wide actions taken in 2014 and proposed for 2015 (Note: the 'Greenspace' sector only has a community-wide actions section). Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Does your local government have urban forest policies, plans or programs?	No

COMMUNITY-WIDE - Greenspace

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	(No response)
Feasibility	Participated in the Regional Growth Strategy	(No response)

Studies, Research, Analysis	Lands Study which involves brownfield remediation. Consulted with School District 83 regarding the need for future school sites within the community.	
Plans, Policies, Regulations	Adopted the the Official Community Plan which frames objectives and policies related to greenspace. Adopted the Knoll Neighbourhood Plan which frames objectives and policies related to greenspace and open space within the future Knoll Neighbourhood. Adopted the Zoning Bylaw which frames enhanced landscaping provisions for development. Adopted the Endless Stratton Avenue Transportation Plan which frames objectives and strategies related to trails which are a form of greenspace. Developed a conceptual plan for improvements to the Belvidere Park Hand Launch. Developed a conceptual plan for improvements to Barnes Park.	Integrate the outcomes of the Regional Growth Strategy Lands Study into the City's policy and regulatory framework.
Policy Implementation	Embedded Riparian Areas Regulation within the City's policy and regulatory framework.	Plant trees along boulevard areas and within public parks as per the Tree Canada Grant received. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to greenspace.
Community Education, Engagement	(No response)	Hold an Open House for the Barnes Park Conceptual Plan.
Committees, Staffing	Developed Council portfolios which may lead to the development of plans or strategies related to greenspace. Formed the Revitalization Committee which is tasked with implementing the outcomes of the Integrated Community Sustainability Plan which may relate to greenspace.	(No response)
Funding	Received a Tree Canada grant for the planting of trees in boulevard areas and public parks.	Continue to explore funding sources for enhancing local greenspace.

Solid Waste

SOLID WASTE

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	No

CORPORATE - Solid Waste

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	Explore feasibility of constructing a community drop off area for local wood waste, including corporate wood waste, with the wood to be chipped and used in the publicly owned district heating system which would heat municipal buildings.
Feasibility Studies, Research, Analysis	Explored on-site chipping of local wood waste, including corporate wood waste, which could then be used as fuel within the City's district heating system to heat municipal buildings	Continue to explore on-site chipping opportunities for use within the publicly owned district heating system.
Plans, Policies, Regulations	Adopted new Official Community Plan which frames objectives and policies related to solid waste management within municipal operations.	(No response)
Policy	Continued to recycle paper,	Continue to recycle paper, aluminum, and

Implementation	aluminum, and glass within municipal buildings.	glass within municipal buildings. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to solid waste management in municipal operations.
Employee Training, Awareness	(No response)	(No response)
Committees, Staffing	(No response)	(No response)
Funding	(No response)	(No response)

COMMUNITY-WIDE - Solid Waste

Actions taken in 2014

Actions proposed for 2015

Physical Improvements, Construction	(No response)	Explore feasibility of constructing a community drop off area for local wood waste (including commercial waste) where the wood to be chipped and used in the publicly owned district heating system which would heat municipal buildings and any private buildings connected to the system in the future.
Feasibility Studies, Research, Analysis	Explored on-site chipping of local wood waste which could then be used as fuel within the publicly owned district heating system to heat municipal buildings and any private buildings connected to the system in the future.	Continue to explore on-site chipping opportunities for use within the publicly owned district heating system.
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to solid waste management throughout the community.	(No response)
Policy Implementation	Continued residential recycling and spring chipping programs which divert waste from the landfill. Held the 2nd annual Our Enderby Clean Up Challenge event. Installed refurbished recycling bins at key locations	Continue residential recycling and spring chipping programs. Continue the annual Our Enderby Clean Up Challenge. Construct a community drop off area for local wood waste, possibly through a public-private partnership, with the wood to be chipped and used in the publicly owned district heating system which would heat municipal

		buildings and potentially any private buildings connected to the system in the future. Continue to implement the outcomes of the Integrated Community Sustainability Plan which may relate to solid waste management.
Community Education, Engagement	Posted solid waste management tips on the Our Enderby Facebook page.	Continue to explore opportunities for improving community education and awareness related to solid waste management.
Committees, Staffing	(No response)	(No response)
Funding	(No response)	(No response)

Transportation

TRANSPORTATION

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Does your local government have policies, plans or programs to support alternative modes and technologies of transportation (e.g. walking, cycling, transit, electric vehicles)	Yes
Does your local government have a transportation demand management (TDM) strategy? (http://www.toolkit.bc.ca/resource/transportation-demand-management-small-and-mid-sized-communities-toolkit)	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	Yes

CORPORATE - Transportation

Actions taken in 2014

Actions proposed for 2015

Physical Improvements, Construction	(No response)	(No response)
Feasibility Studies, Research, Analysis	(No response)	Explore alternative providers of wood waste fuel for the publicly owned district heating system in order to minimize trucking.
Plans, Policies, Regulations	Adopted Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the Enderby and Splatsin communities. Adopted the Official Community Plan which frames objectives and policies related to transportation.	Rewrite the City's Subdivision Servicing and Development Bylaw to incorporate standards for more sustainable and active modes of transportation infrastructure.
Policy Implementation	Continued to maintain the 'no idling' policy for the municipal vehicle fleet. Continued to use 'proximity of service' on vehicle tender scoring matrices.	Continue to maintain the 'no idling' policy for the municipal vehicle fleet. Continue to use 'proximity of service' on vehicle tender scoring matrices.
Employee Training, Awareness	(No response)	(No response)
Committees, Staffing	(No response)	(No response)
Funding	Received a BC Healthy Communities grant which will fund Phase II of the Enderby-Splatsin Active Transportation Plan.	Continue to explore funding opportunities for enhancing transportation within municipal operations.

COMMUNITY-WIDE - Transportation

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	Installed a multi-use pathway along Cliff Avenue as part of road reconstruction project. Belvedere Street corridor was made more pedestrian friendly as part of the road reconstruction project.	Continue to give due consideration to the provision sustainable, active transportation infrastructure as part of capital road projects.
Feasibility Studies, Research, Analysis	(No response)	(No response)

Plans, Policies, Regulations	Adopted Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the Enderby and Splatsin communities. Adopted the Official Community Plan which frames objectives and policies related to transportation. Adopted the Knoll Neighbourhood Plan which frames objectives and policies related to promoting active transportation within the future Knoll Neighbourhood.	Rewrite the City's Subdivision Servicing and Development Bylaw to incorporate standards for more sustainable and active modes of transportation infrastructure.
Policy Implementation	(No response)	Conduct Phase II of the Enderby-Splatsin Active Transportation Plan which involves developing a shovel-ready plan for an active transportation project which connects the Enderby and Splatsin communities.
Community Education, Engagement	Undertook a significant public consultation and engagement process as part of the Enderby-Splatsin Active Transportation Planning process. Posted transportation facts and tips on the Our Enderby Facebook page.	Continue to explore opportunities for improving community education and awareness related to transportation.
Committees, Staffing	Developed Council portfolios which may lead to the development of plans or strategies related to transportation. Formed the Revitalization Committee which is tasked with implementing the outcomes of the Integrated Community Sustainability Plan which may relate to transportation.	(No response)
Funding	Received a BC Healthy Communities grant which will fund Phase II of the Enderby-Splatsin Active Transportation Plan.	Continue to explore funding opportunities for enhancing transportation throughout the community.

Water and Wastewater

WATER and WASTEWATER

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will

vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Does your local government have water conservation policies, plans or programs?	Yes

CORPORATE - Water and Wastewater

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	Monitor City Hall appliances and fixtures and replace with high-efficiency low flow fixtures as necessary. Fix all condensate and other latent leaks in municipal buildings periodically through the water meter reporting process.
Feasibility Studies, Research, Analysis	(No response)	(No response)
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to water conservation in municipal operations. Adopted the Zoning Bylaw which frames regulations aimed at promoting water conservation.	Rewrite the City's Subdivision Servicing and Development Bylaw to frame development standards which promote water conservation. Continue to monitor the effectiveness of the rate structure for water metering.
Policy Implementation	Continued to implement the outcomes of the Water Conservation Plan.	Continue to implement the outcomes of the Water Conservation Plan. Continue to monitor for continuous or intermittent leaks in municipal buildings.
Employee Training, Awareness	Displayed water conservation signage in City Hall bathrooms.	(No response)
Committees, Staffing	(No response)	Conduct a tour of the wastewater and water treatment plants for elected officials.
Funding	(No response)	Continue to explore funding opportunities which would promote water conservation in municipal

operations.

COMMUNITY-WIDE - Water and Wastewater

Actions taken in 2014

Actions proposed for 2015

Physical Improvements, Construction	(No response)	(No response)
Feasibility Studies, Research, Analysis	(No response)	Continue to monitor the effectiveness of the rate structure for water metering.
Plans, Policies, Regulations	Adopted the Official Community Plan which frames objectives and policies related to water conservation. Adopted the zoning Bylaw which frames regulations aimed at promoting water conservation. Adopted the Knoll Neighbourhood Plan which frames objectives and policies aimed at promoting water conservation within the future Knoll Neighbourhood.	Rewrite the City's Subdivision Servicing and Development Bylaw to frame development standards which promote water conservation.
Policy Implementation	Continued to implement the outcomes of the Water Conservation Plan. Developed a rate structure for water metering.	Continue to implement the outcomes of the Water Conservation Plan. Send letters to all property owners with continuous or intermittent leaks on their property, as determined through water meter reports, to advise them of their leaks.
Community Education, Engagement	Celebrated Drinking Water Week through guided tours of the City's wastewater and water treatment plants, the development of 'water wise pamphlets', and a Drinking Water Week Media Campaign.	Continue to celebrate Drinking Water Week with guided tours and educational/awareness campaigns.
Committees, Staffing	Developed Council portfolios which may lead to plans and strategies for community water conservation and wastewater reduction.	(No response)
Funding	Successfully applied for a Drinking Water Week grant which funded guided tours of the City's wastewater and water treatment plants, the development of	Apply for a 2015 Drinking Water Week grant. Continue to explore funding opportunities which would promote water conservation throughout the

'water wise pamphlets', and a Drinking Water Week Media Campaign. community.

Other Climate Actions

OTHER CLIMATE ACTIONS

This section is intended to give local governments a chance to record other climate actions that could not be captured in the above sectors, including climate change adaptation actions and air quality actions. In the appropriate boxes below, please record all corporate and community-wide actions taken in 2014 and proposed for 2015. Number and type of actions will vary by community. Please refer to the 'Action Examples' tab above for assistance in understanding the type of information to include in each action category. If the action was taken in partnership, please indicate with whom.

Variable	Response
Has your local government begun to integrate the impacts of a changing climate (adaptation) into its planning and operations?	Yes
Are you aware of the climate change adaptation guidance page on the BC Climate Action Toolkit? (http://www.toolkit.bc.ca/adaptation-challenges-and-opportunities)	Yes

CORPORATE - Other Climate Action

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	(No response)
Feasibility Studies, Research, Analysis	(No response)	(No response)
Plans, Policies, Regulations	(No response)	(No response)
Policy Implementation	(No response)	(No response)
Employee Training, Awareness	(No response)	(No response)
Committees, Staffing	(No response)	(No response)
Funding	(No response)	(No response)

COMMUNITY-WIDE - Other Climate Action

	Actions taken in 2014	Actions proposed for 2015
Physical Improvements, Construction	(No response)	(No response)

Feasibility Studies, Research, Analysis	(No response)	(No response)
Plans, Policies, Regulations	(No response)	(No response)
Policy Implementation	(No response)	(No response)
Community Education, Engagement	(No response)	(No response)
Committees, Staffing	(No response)	(No response)
Funding	(No response)	(No response)

Innovation

INNOVATION

This section is intended to give your local government an opportunity to describe any energy and GHG emission reduction activities that have been undertaken over the past year(s) that your local government is particularly proud of and would like to share with other local governments.

CORPORATE - Innovation

Please describe any innovative corporate actions taken in 2014 and add links to additional information where possible.

Continued to operate the publicly owned district energy system at the City of Enderby Public Works Yard to provide renewable, sustainable and clean heat to the Public Works building and dog pound. The City will continue to explore chipping local wood waste to be used as a fuel to provide renewable heat to municipal buildings while exploring adding additional customers onto the system.

COMMUNITY-WIDE - Innovation

Please describe any innovative community-wide actions taken in 2014 and add links to additional information where possible.

Updated the City's policy and regulatory framework to be consistent with the sustainability goals, objectives, and priorities identified by the community and framed within the Integrated Community Sustainability; this provides the City with a framework upon which its environmental, social, and economic goals can be supported.

Local Government Information

LOCAL GOVERNMENT INFORMATION

Variable

Response

LOCAL GOVERNMENT INFORMATION Name of Local Government	Enderby, The Corporation of the City of
LOCAL GOVERNMENT INFORMATION Name of member Regional District (RD)	North Okanagan
LOCAL GOVERNMENT INFORMATION Regional Growth Strategy (RGS) in your region	Yes
LOCAL GOVERNMENT INFORMATION Population	0-4,999

Submitted by:

Variable	Response
Submitted by: Name	Kurt Inglis
Submitted by: Position	Assistant Corporate Officer and Planning Assistant
Submitted by: Email	kinglis@cityofenderby.com
Submitted by: Telephone # (ten digit)	250-838-7230

This year we replaced the CARIP Public Reporting Template with two online surveys to streamline and improve the reporting process. We would like to know what you think.

Please check the answer that best describes your thoughts on how the Climate Actions Survey and the new survey process compares to the previous year's process.

Equally as difficult to fill out as the previous excel spreadsheet. The tabs are easier to access but it is unfortunate that you cannot save the survey onto your desktop. Furthermore, there are almost 200 individual boxes to fill out... there has to be a better way to group the categories to make it less onerous to complete.

Before submitting your survey, please ensure that it is your local government's complete and final 2014 Climate Actions Survey. Please submit this survey only once.

Is this your local government's complete and final 2014 Climate Actions Survey?

Yes

Once you have submitted your survey, be sure to download your survey report from the 'Thank You' page and use it as your public report.

CARIP Climate Actions Public Report Attestation

As per the CARIP guidance, the Financial Officer is required to submit this attestation form to attest that:

- On or before **March 8, 2015**, the report generated from the Climate Actions Survey submitted online to the Province has been made public.

The Financial Officer must complete and sign this attestation form by the applicable deadline and email a scanned copy to the province at infra@gov.bc.ca.

CARIP Climate Actions Public Report Attestation Form — DUE on or before March 8, 2015

I declare that the 2014 final, complete report generated from the Climate Actions Survey submitted online to the Province on (insert date) for (insert name of local government) was made public on (insert date).

Name, Title (print) CFO

Barry Gagnon

Signature:

[Handwritten Signature]

Date:

March 06, 2015

Carbon Tax Calculation Form
Under the Climate Action Revenue Incentive Program

Local Government Name:	The Corporation of the City of Enderby
Contact Information:	
Name:	Jennifer Bellamy
Position:	Chief Financial Officer
Telephone Number:	250-838-7230
Email address:	jbellamy@cityofenderby.com

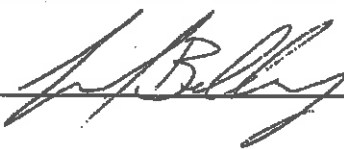
**Calculation of carbon tax paid directly by the local government
for fuel purchased between January 1 and December 31, 2014**

Fuel Type	Unit measure	Units	Tax Rate per unit, January 1, 2014 to December 31, 2014	Carbon Tax paid
Most common fuels in a local government context:				
Gasoline	Litre	9174.45	0.0667	611.94
Diesel	Litre	17778.65	0.0767	1,363.62
Bio-Diesel ²	Litre		0.0767	-
Natural Gas	Gigajoule ³	1996.08	1.4898	2,973.76
Natural Gas	m ³		0.057	-
Propane	Litre	2289	0.0462	105.75
Other fuels which are taxed:				
Heating Oil	Litre		0.0767	-
Locomotive Fuel	Litre		0.0767	-
Heavy Fuel Oil	Litre		0.0945	-
Aviation Fuel	Litre		0.0738	-
Jet Fuel	Litre		0.0783	-
Kerosene	Litre		0.0783	-
Naphtha	Litre		0.0765	-
Methanol	Litre		0.0327	-
Butane	Litre		0.0528	-
Ethane	Litre		0.0294	-
Refinery Gas	m ³		0.0528	-
Coke Oven Gas	m ³		0.0483	-
Coal -- Low Heat Value ⁴	Tonne		53.31	-
Coal -- High Heat Value ⁴	Tonne		62.31	-
Coke	Tonne		74.61	-
Petroleum Coke	Litre		0.1101	-
Tires -- shredded ⁵	Tonne		71.73	-
Tires -- whole ⁵	Tonne		62.4	-
Peat	Tonne		30.66	-

Total Carbon Tax Paid: 5,085.07

- Only list fuels that were purchased for the local government's own use, on which carbon tax was paid, and where that carbon tax was not refunded or recovered from another party (e.g., through a lease arrangement). Also do not include any fuels that were exempted from carbon tax (for more information
- Bio-diesel blends must be prorated in order to claim the diesel and bio-diesel portions on the appropriate line. The proportion of the blend (B5, B10, B15 etc) that is conventional hydrocarbon-based diesel is included on the diesel line; consequently, the bio-diesel pro-rated amount must be entered on the bio-diesel line. For example, a 10,000 litre purchase of B10, which is 10% bio-diesel and 90% hydrocarbon-based diesel, would be recorded as 9,000 litres hydrocarbon-based diesel (90% of 10,000
- Marketable Natural Gas may be recorded at either Gigajoules or m³
- Low Heat Value Coal includes Sub-Bituminous Coal; High Heat Value Coal includes Bituminous Coal
- Only include tires if they are combusted

I declare that the information contained in this Carbon Tax Calculation Form is true and correct and based on actual accounting records and not estimates. I am also aware of the requirement to report publicly by March 8, 2015 using the report generated from the Climate Actions Survey and by June 2, 2015 using the report generated from the Carbon Neutral Progress Survey.

Signature of Financial Officer  Feb 5/15



**Regional District of North Okanagan
Building Permit Detail Report for Feb 2015**

**THERE ARE NO PERMITS FOR THE PERIOD
For Area: Enderby**

Day:	Permit:	Owner:	Construction Location:	Builder:	Permit Desc: Units:	Value: Flr Area:	Cumulative TOTAL:
Area:	Cost:						



Regional District of North Okanagan

Building Inspections Statistical Report for Feb 2015

Class:	Electoral Areas:		Armstrong		Enderby		Lumbly		Spallumcheen			
	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:	H Units:	Permits:	Value:
Residential	2	4	\$162,900	1	2	\$352,000	0	0	\$0	0	0	\$0
Residential YTD	4	9	\$410,015	1	2	\$352,000	0	0	\$0	0	0	\$0
Commercial	0	0	\$0	0	0	\$0	0	0	\$0	0	1	\$1,000
Commercial YTD	0	2	\$110,000	0	1	\$100,000	0	0	\$0	0	1	\$1,000
Industrial	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Industrial YTD	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Public YTD	0	0	\$0	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural	0	1	\$18,000	0	0	\$0	0	0	\$0	0	0	\$0
Agricultural YTD	0	1	\$18,000	0	0	\$0	0	0	\$0	0	0	\$0
TIs for Month	2	5	\$180,900	1	2	\$352,000	0	0	\$0	0	1	\$1,000
Same Month Prev Yr	1	4	\$539,400	0	0	\$0	0	0	\$0	0	1	\$19,400
Yr to Date	4	12	\$538,015	1	3	\$452,000	0	0	\$0	0	1	\$1,000
Last Yr to Date	4	14	\$1,437,000	0	0	\$0	0	0	\$0	1	2	\$243,000

Totals for all Areas:

Year To Date	Units	Permits	Value
Year To Date	5	16	\$991,015.00
Last Year To Date	5	20	\$1,785,480.00

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: March 4, 2015
Subject: Digital Billboard Sponsorship Application - Enderby & District Lions Club

RECOMMENDATION

THAT Council considers the Enderby & District Lions Club's sponsorship application valued at \$5,000 in-kind.

BACKGROUND

The Enderby & District Lions Club has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$5,000 (7 weeks, 1 day of advertising) for messaging related to various community events including pancake breakfasts and the annual garage sale.

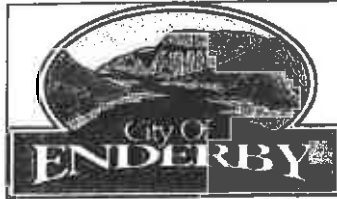
The Enderby & District Lions Club is a not-for-profit organization and therefore qualifies for a digital billboard sponsorship from Council.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0



The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Digital Billboard Sponsorship Application

Please Note: This form must be submitted at least 60 days prior to the requested start date of initial messaging.

Name of Organization/Society: Enderby Lions Club

Name of Applicant: Joe Deveau

Phone Number: 250-838-9868

Email: _____

Nature of Messaging: Garage sale,

(community events, programming,
announcements, etc.)

Fantastic, Pancake
breakfast, and various
other community events

Annual Sponsorship Needs: 50 Days

Requested Value of Sponsorship: \$ 5,000

(NOTE: Each message will be displayed for a minimum of one week, which may be non-consecutive days, to a maximum of three weeks. One week of messaging = \$700 in-kind value.)

Joseph L...
Signature of Applicant

March 4 2015
Date

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: March 2, 2015
Subject: Digital Billboard Sponsorship Application - Enderby in Motion

RECOMMENDATION

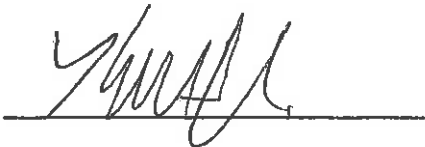
THAT Council considers Enderby in Motion's sponsorship application valued at \$700 in-kind.

BACKGROUND

Enderby in Motion has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$700 (1 weeks of advertising) for messaging related to the 4th Annual Enderby in Motion Event.

Enderby in Motion is a charity event and therefore qualifies for a digital billboard sponsorship from Council.

Respectfully Submitted,



A handwritten signature in black ink, appearing to read 'Kurt Inglis', is written over a horizontal line.

Kurt Inglis, Assistant Corporate Officer and Planning Assistant

619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0



The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Digital Billboard Messaging Request

Please Note: This form must be submitted at least 30 days prior to the requested start date of messaging

Name of Organization/Society: Enderby in Motion
Name of Applicant: Patricia Cech
Phone Number: (250) 550-8288
Email: PatriciaatCeches@gmail.com

Have you received a digital billboard sponsorship from Enderby City Council?

YES

NO

If no, please refer to the Digital Billboard Sponsorship Application Form

Requested Messaging:

Line #1 Enderby in Motion S M L

(Please circle requested font size for each line -- information related to font size and maximum number of characters per line is on reverse)

Line #2 Run / Walk / Wheel S M L

Line #3 April 11 S M L
C: Patricia 838-5640

Requested Start Date & Duration of Messaging:

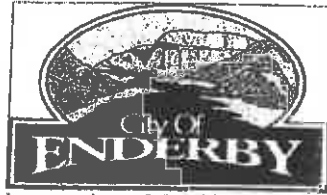
April 5-11, 2015

(Each message will be displayed for a minimum of one week, which may be non-consecutive days, to a maximum of three weeks.)

Patricia Cech
Signature of Applicant

Feb 26/15
Date

619 City Center
P. O. Box 401
Enderby, B. C. V2R 2Y1



The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 255-2400
Fax: (250) 255-5407
www.cityofenderby.ca

Digital Billboard Sponsorship Application

Please Note: This form must be submitted at least 60 days prior to the requested start date of initial messaging.

Name of Organization/Society:

Enderby in Motion

Name of Applicant:

Patricia Cech

Phone Number:

(250) 550-8288

Email:

PatriciaatCurves@gmail.com

Nature of Messaging:

(community events, programming,
announcements, etc.)

Advertising for Enderby in
Run/walk/wheel Motion

Annual Sponsorship Needs:

1 week.

Requested Value of Sponsorship:

\$ 700

(NOTE: Each message will be displayed for a minimum of one week, which may be non-consecutive days, to a maximum of three weeks. One week of messaging = \$700 in-kind value.)

Patricia Cech
Signature of Applicant

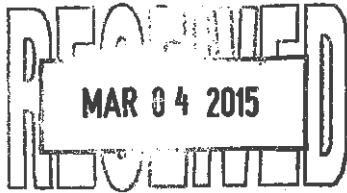
Feb 26th /15
Date



Agenda

Corporation of The
City of Enderby

ENDERBY LIONS CLUB
BOX 228
ENDERBY, BRITISH COLUMBIA
CANADA
V0E 1V0



Enderby & District Lions Club
P.O. Box 228
Enderby B.C. V0E 1V0

Mayor & Council of Enderby
City Hall
Enderby B.C.

Mayor & Council,

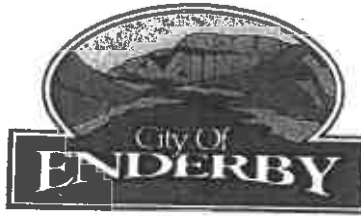
We the Lions Club of Enderby would like to ask the city for permission to hold
a beer garden at the Gazebo in Riverside Park from JUNE 26 to JUNE 29
2015 . Thanking you in advance for your consideration in this matter.

FRI	JUNE	26	5:00PM TO 1:00 AM
SAT	JUNE	27	11:00 AM TO 1:00 AM
SUN	JUNE	28	11:00 AM TO 1:00 AM
MON	JUNE	29	11:00 AM TO 7:00 PM

We Remain,

Enderby & District Lions Club

HERBERT BAYES
838 - 9361
111 CRESCENT DR
ENDERBY B.C
V0E 1V2



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Copy of previous letter

May 6, 2014

Enderby and District Lions Club
PO Box 228
Enderby, B. C. V0E 1V0

Attn: Herb Bayes, President

Dear Mr. Bayes:

Re: Beer Garden at Riverside Park

Please be advised that at the regular meeting of May 5, 2014, Council of the City of Enderby approved your request to hold a beer garden at the Riverside Park during Funtastic for the following dates and times:

June 27	5:00 p.m. – 1:00 a.m.
June 28	11:00 a.m. – 1:00 a.m.
June 29	11:00 a.m. – 1:00 a.m.
June 30	11:00 a.m. – 7:00 p.m.

If you have not already done so, I suggest that you contact the Provincial Liquor Inspector, as I understand approval is also required for licences extending beyond 10:00 p.m.

Yours truly,

Tate Bengtson
Deputy Chief Administrative Officer

/bk

Cc. RCMP – Enderby Detachment

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: March 5, 2015
Subject: Enderby Arts Festival Road Closure

RECOMMENDATION


THAT Council receives the Enderby Arts Festival Road Closure application for information.

BACKGROUND

The Enderby & District Arts Council has submitted a Road Closure application (attached) for its annual Enderby Arts Festival.

As this is not a first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application. As the Enderby & District Arts Council's insurance is not due for renewal until June 2014, a certificate of insurance will be provided at that time; the City is a named insured on the Arts Council's current insurance policy.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

Schedule A
Application for a Temporary Road Closure for a Community Event

Is this a first-time or relocated event? Yes **No**

Name of Sponsoring Organization ENDERBY + DISTRICT ARTS COUNCIL

Name of Contact Person NEIL FIDLER

Telephone or Email Infidler@shaw.ca 250-838-0577

Name of Event ARTS FESTIVAL

Date(s) of Closure SATURDAY JULY 25 2015

Start time for Closure 6 AM End time for Closure 6 PM

Location of Closure CLIFF AVE FROM HWY 97A TO OLD VERNON RD.
BELVEDERE SO FROM MILL TO CLIFF

Required Attachments

- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable) *on file.*

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

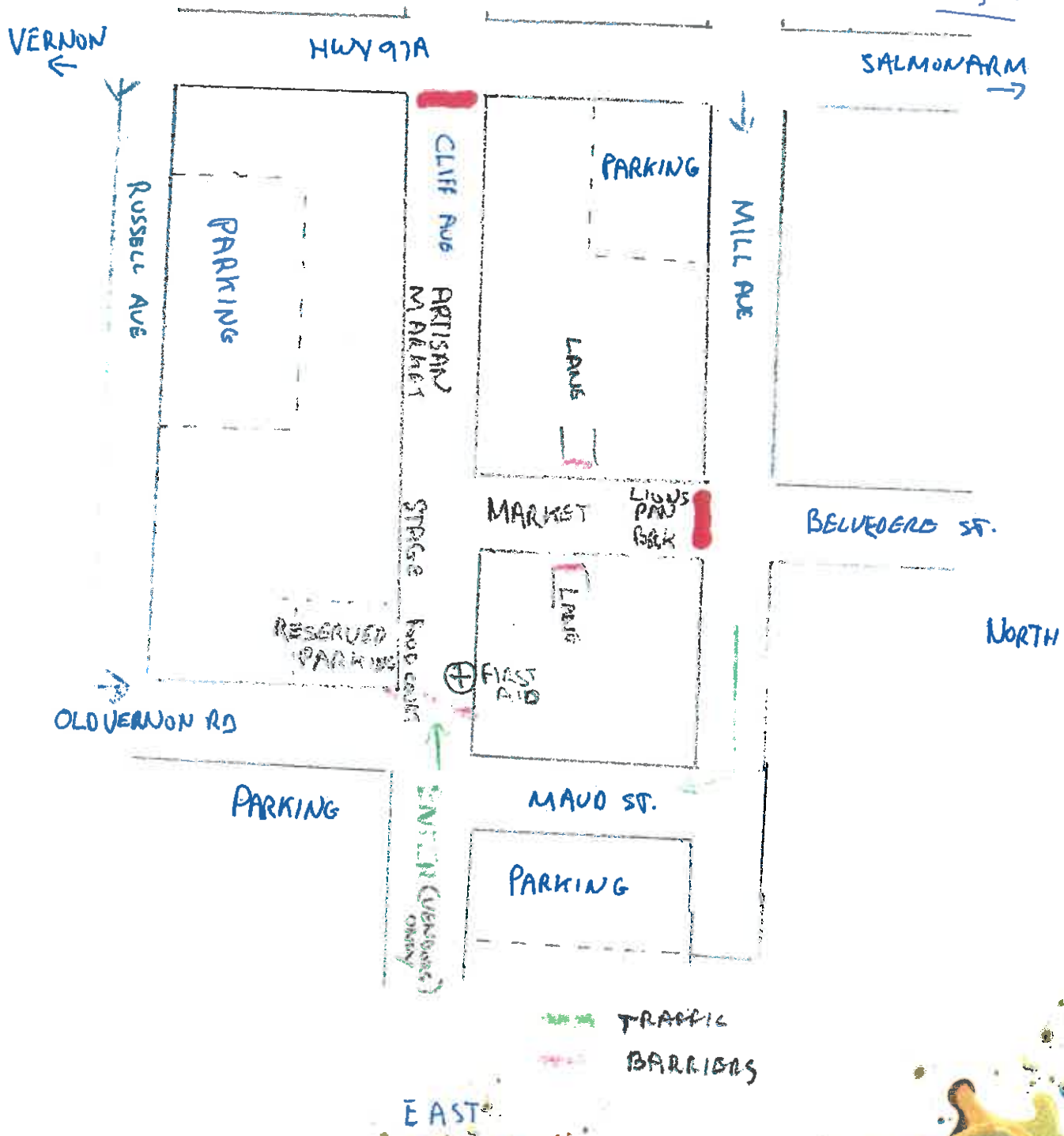
Authorized Signatory *Neil Fidler* Date Feb 26 / 2015

Do Not Complete – For Administrative Purposes			
Approved by _____	Date _____		
Certificate of Insurance	Yes	No	N/A
Map	Yes	No	N/A
Petition of Affected Business Owners	Yes	No	N/A



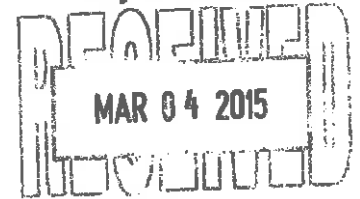
2015 ARTS FESTIVAL

July 25



Agenda

Corporation of The
City of Enderby



JOHN DOKJUN KIM
Enderby Return-It Recycling Depot
904 Belvedere Street, PO Box 355
Enderby, BC V0E 1V0
Tel : (250)838-9556
Email:djkim1130@hanmail.net

March 3, 2015

To: City of Enderby, Regional District of North Okanagan, Okanagan
Advertiser, River Talk

Re: Recycle paint products

To whom it may concerns;

Please be advised that The Enderby Return-It Recycling Depot will be open
to collect paint products on April 6, 2015.

Regards

John Dokjun Kim
Enderby Return-It Recycling Depot



INFORMATION BULLETIN

REGIONAL DISTRICT OF NORTH OKANAGAN

9848 Aberdeen Road
Coldstream, BC V1B 2K9

Agenda

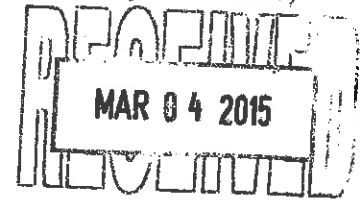
Corporation of the
City of Enderby

FOR IMMEDIATE RELEASE

DATE: March 4, 2015

CONTACT: Karmen Morgan, Waste Reduction Coordinator, RDNO
Jing Niu, Environmental Planning Assistant, City of Vernon

PHONE/EMAIL: 250-550-3743 / karmen.morgan@rdno.ca
250-550-3243 / jniu@vernon.ca



Environmental Leadership and Sustainability Award Nominations Open

Do you know of an individual, group, business or organization who is contributing to sustainability in the North Okanagan? Now is your chance to recognize and nominate leaders in our communities who are helping to make the North Okanagan a great place to live. The Regional District of North Okanagan (RDNO) Environmental Leadership Awards and the City of Vernon Sustainability Awards are now accepting nominations in a number of categories.

The categories for the RDNO Environmental Leadership Awards include:

- Youth Environmental Leadership
- Individual Environmental Leadership
- Business/Group Environmental Leadership

The City of Vernon Sustainability Award categories include:

- Building and Development
- Sustainable Business
- Community Sustainability
- Youth Sustainability Initiatives

Think about nominating your neighbours, co-workers, friends or family and have their efforts recognized! The nomination deadline is *April 22, 2015*. Forms and detailed descriptions of each category are available at either the RDNO or the City of Vernon office or online at www.rdno.ca/environmental_leadership or www.vernon.ca/sustainability.

For further information, please contact the RDNO at recycle@rdno.ca or call 250-550-3700, or the City of Vernon at sustainability@vernon.ca or 250-550-3634.

-30 -

MEMBER MUNICIPALITIES:
CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS:
"B" – SWAN LAKE
"C" – B.X. DISTRICT
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)



Agenda

REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
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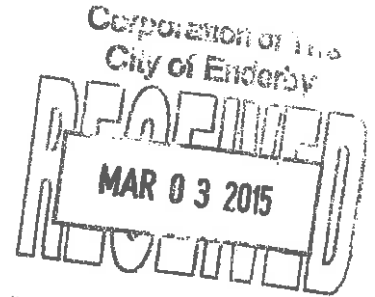
OFFICE OF: PLANNING DEPARTMENT

OUR FILE No.: 3045.02

February 16, 2015

City of Enderby
PO Box 400
Enderby, BC V0E 1V0

Splatsin Nation
PO Box 460
Enderby, BC V0E 1V0



Dear Sir or Madam:

Re: Community to Community Forum – Regional Employment Lands Action Plan

Please be advised that at the February 4, 2015 Board of Directors meeting, the following resolution was passed:

That as part of the Regional Employment Lands Action Plan process, a Community to Community Forum Grant application be supported; and further,

That the Regional Employment Lands Action Plan Community to Community Forum be organized in collaboration and partnership with the City of Enderby and Splatsin Nation.

Attached is the staff report that went to the Board of Directors regarding the Community to Community Forum.

If you require any further information or have any questions, please contact Rob Smailes at (250) 550-3736.

Yours truly:

Anthony Kittel
Regional Growth Strategy Coordinator
/ab

Enclosure

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Phone: 250-550-3700
Fax: 250-550-3701
Web: www.rdno.ca
E-Mail: info@rdno.ca



**REGIONAL DISTRICT
of
NORTH OKANAGAN**

REPORT

File No.: 3045.02

TO: Regional Growth Management Advisory Committee
FROM: Planning Department
DATE: December 18, 2014
SUBJECT: Community to Community Forum - Regional Employment Lands Action Plan

RECOMMENDATION:

That it be recommended to the Board of Directors, as part of the Regional Employment Lands Action Plan process, a Community to Community Forum Grant application be supported; and further,

That it be recommended to the Board of Directors the Regional Employment Lands Action Plan Community to Community Forum be organized in collaboration and partnership with the City of Enderby and Splotsin Nation.

DISCUSSION:

The Regional District of North Okanagan, in partnership with the City of Vernon, is undertaking a Regional Employment Lands Action Plan as a priority Regional Growth Strategy implementation project for 2015. The Plan will explore partnership opportunities for increasing the inventory of 'shovel-ready' employment lands in the North Okanagan.

The Regional Employment Lands Action Plan will include an informed and connected series of realistic and achievable actions to be taken by the Regional District, member municipalities and other participating agencies and stakeholders, including First Nations, over a five year period to ensure that employment lands are available and used to their full potential. The Action Plan is also intended to inform and guide future infrastructure investments in the region for business development and expansion.

The Plan will be developed by a project team consisting of Urban Systems, Regional District and member municipal staff, supported by a broad and diverse technical advisory group and overseen by a steering committee that includes Electoral Area and municipal elected representatives. Both the Splotsin Nation and Okanagan Indian Band senior staff have been invited to participate within the development of this Action Plan through the technical steering committee. Okanagan Indian Band is currently participating within the technical steering committee (Regional Growth Strategy Support Team). Splotsin Nation currently has not participated within this process to date.

The 2014/2015 Union of British Columbia Municipalities (UBCM) Community to Community (C2C) Forum Grant provides the Board of Directors and the Splotsin Nation an opportunity to discuss employment land issues, potential solutions and areas of collaboration on potential actions that may make Splotsin employment lands available for development in the short to medium term.

The use of C2C Forum Grant format will facilitate First Nations elected officials involvement within the Action Plan process through the design of an event in partnership with the Splatshin Nation.

The C2C Forum grant application was submitted on the December 17, 2014 deadline. A resolution indicating Board of Directors support of the C2C Forum Grant can be provided after application submission. It is recommended to the Board of Directors that a resolution of support be provided for inclusion in the UBCM C2C Forum application package.

BACKGROUND/HISTORY:

The C2C Forum program was designed specifically to help local governments and First Nations connect. The first forum was in January 1997, when the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) organized a province-wide meeting to discuss common goals and opportunities. It was so successful that communities across the province wanted to hold local forums to talk about specific issues and opportunities. Since 1997, more than 400 C2C forums have been held throughout the Province.

The program is based on a simple and effective formula: a small grant, funded jointly by the provincial and federal governments, covers half of the allowable costs of the venue, food and planning for a C2C forum. The program is administered by UBCM and supported by the FNS. Forums are completely led and organized by the communities involved, and give participants the opportunity to get to know each other and work together.

To qualify for funding, a C2C Forum must include dialogue between neighbouring First Nation and local government elected officials and must work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments.
- Providing a forum for dialogue on a specific concern or topical issue.
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff.
- Determining opportunities for future collaboration and joint action.

The Regional District has secured C2C Forum funding in the past, although these grants only apply for a short period of time (<3 months). C2C Forum funding has not been expended over the last several years due to project timelines, lack of grant alignment with appropriate First Nations engagement opportunities and willingness of First Nations to participate within a C2C event at that time. The 2015 C2C Forum Grant aligns with the Regional Employment Lands Action Plan work plan and project timeline.

FINANCIAL/BUDGETARY CONSIDERATIONS:

The C2C Forum Grant application will cover up to \$5,000 of the cost of meetings with the Splatshin Nation to discuss employment land planning across governments and common concerns, issues and potential areas of collaboration. The 50% Regional District contribution would be supplied from in-kind staff support. The C2C Grant will offset the costs of the venue and consulting fees of Urban Systems to undertake the workshop design and facilitation services.

SUMMARY:

Staff recommends that, as part of the Regional Employment Lands Action Plan process, the attached Community to Community Forum Grant application be supported.

As well, staff recommends that the Regional Employment Lands Action Plan Community to Community Forum be organized in collaboration and partnership with Splantsin Nation and City of Enderby.

Submitted by:


Anthony Kittel
Regional Growth Strategy Coordinator

Endorsed by:


Rob Smalles, MCIP, RPP
General Manager, Planning and Building

Approved for Inclusion:


David Sewell
Chief Administrative Officer



FIRST NATIONS SUMMIT

Regional Community to Community Forum Program

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

2014/15 (Fall) APPLICATION FORM

Please complete and return this by **Wednesday, December 17, 2014** for forums to be held before March 31, 2015. Thank you in advance for your co-operation. Please type directly in this form or print and complete. Use additional space or pages wherever required.

Questions? Contact UBCM at lgps@ubcm.ca or (250) 356-2947

Applicant Information

Applicant: Regional District of North Okanagan

Complete Mailing Address: 9848 Aberdeen Road, Coldstream, BC, V1B 2K9

Contact Person: Rob Smailes

Position: General Manager, Planning and Building

Phone: 250-550-3736

E-mail: rob.smailes@rdno.ca

Date(s) of proposed forum event(s): April 1, 2015

(Please note: funding will not be advanced until the date is set and provided to UBCM.)

1. DESCRIPTION. Please provide a description of the proposed forum event: If more than one event is proposed, please include a rationale for multiple events and a description of each event.

The Regional District of North Okanagan, in partnership with the City of Vernon, is undertaking a Regional Employment Lands Action Plan as a priority Regional Growth Strategy implementation project for 2015 which explores partnership opportunities for increasing the inventory of 'shovel-ready' employment lands in the North Okanagan.

The Regional Employment Land Action Plan will include an informed and connected series of realistic and achievable actions to be taken by the Regional District, member municipalities and other participating agencies and stakeholders, including First Nations, over a five year period to ensure that employment lands are available and used to their full potential. The Action Plan is also intended to inform and guide future infrastructure investments in the region for business, development and expansion.

The Plan will be developed by a project team consisting of Urban Systems, Regional District and member municipal staff, supported by a broad and diverse technical advisory group and overseen by a steering committee that includes Electoral Area and municipal elected representatives. Both the Splatshin Nation and Okanagan Indian Band senior staff have been invited to participate within

the development of this Action Plan through the technical steering committee.

The 2014/2015 Union of British Columbia Municipalities (UBCM) Community to Community (C2C) Forum Grant provides the Board of Directors and the Splat-sin Nation an opportunity to discuss employment land issues, potential solutions and areas of collaboration on potential actions that would make Splat-sin employment lands available for development in the short to medium term.

The use of C2C Forum Grant format will facilitate First Nations elected officials involvement within the Action Plan process through the design of an event in partnership with the Splat-sin Nation.

2. OBJECTIVES. Please describe what you hope the forum will achieve.

The objectives of the C2C Forum are to:

- Provide an opportunity to strengthen relationships between the Regional District and the Splat-sin Nation;
- Provide an opportunity for early involvement of the Splat-sin Nation within regional employment land planning;
- Discuss different approaches to collaborating on actions that provide 'shovel-ready' employment lands within the Splat-sin Nation;
- Identify diverse employment lands issues in the Regional District and Splat-sin Nation; and,
- Explore potential joint actions and areas of collaboration between the Regional District and Splat-sin Nation on employment land matters.

3. a) PROPOSED PARTICIPANTS. Please attach an additional page, if required.

- First Nation(s): Splat-sin Nation
- Local Government(s): Regional District of North Okanagan
- Other Participants: Urban Systems

b) CONFIRMATION OF PARTNERS.

Please attach written confirmation from each invited local government and/or First Nation that their elected officials have agreed to attend the planned forum. Confirmation can be in the form of a letter or e-mail. A council/board or band resolution is not required. Written confirmations can be submitted after the application, but are needed in order for grant approval and before funding will be advanced.

4. INTENDED OUTCOMES. Please describe the expected outcomes resulting from the forum (e.g. plans for future meetings, joint work plans, future action/collaboration, etc.)

The anticipated outcome of this event is to facilitate future dialogue and input into strategic employment land planning initiatives, identify opportunities for collaboration on mutually beneficial employment land servicing initiatives, and strengthen the relationship between the Regional District of North Okanagan and Splat-sin Nation on economic development issues.

The emphasis of Regional Employment Lands Action Plan will be on taking advantage of the opportunities that address local and regional employment land and economic development issues through collaborative action and an integrated approach. This C2C Forum will assist in defining

several of those collaborative actions.

This Plan is an opportunity for First Nations and local governments to collaborate on mutually supported actions during implementation, with the goal of supporting a vibrant, sustainable and resilient economy in the North Okanagan.

5. INTENDED DELIVERABLES. Please describe the specific deliverables that your forum will be working towards:

- Protocol agreement (e.g. communications, dispute resolution, planning and development approval processes, etc.). Please describe:
- Service Agreement (e.g. water, sewer, solid waste disposal or fire protection). Please describe: Potential
- Memorandum of Understanding (e.g. protection of archaeological or environmental resources). Please describe: Potential
- Joint project or plan (e.g. economic development, cultural initiative, emergency planning, youth engagement). Please describe: Regional Employment Lands Action Plan
- Other: C2C Meeting Outcome Report

6. FUTURE ACTIONS/ NEXT STEPS. Please list other activities or possible next steps following the forum event that will advance these specific deliverables.

The Regional Employment Lands Action Plan, when complete, will provide direction for the short and medium term. Through the Plan's collaborative process, action items will be identified for municipalities, First Nations and the Regional District to pursue, which may include joint funding requests, servicing arrangements or joint employment lands planning.

7. BUDGET. Amount of Request: \$5,000

Please review 'Information on the Budget' in Section 4 of the Program & Application Guide and attach a budget in the same format as the sample budget.

8. REPEAT APPLICANTS ONLY.

Date of Last Forum:

Progress: Please describe any improvements in the First Nation/local government relationship since your last C2C event and how the proposed event would build on the results of previous forums.

Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at lgps@ubcm.ca.

If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "Regional C2C Forum" in the subject line.

C2C Event Budget

Budgeted Expenditures	UBCM/C2C Grant Request	Application Contribution (cash or in-kind)
Event Organization (invitations, agenda, staff time, etc)		\$1,500
Hall Rentals (1 day)	\$1,000	
Dinner for 35 people	\$1,000	
Facilitation Services (Regional District)		\$2,000
Facilitation Services & Workshop Design/Preparation (Urban Systems)	\$3,000	
Guest Speakers		\$500
Audio/Visual Rental		\$125
Preparation Materials (printing cost for informational materials, PowerPoint preparation, etc)		\$750
Final Report Production and Printing		\$750
Contingency		\$500
TOTAL	\$5,000	\$6,125

Agenda



REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

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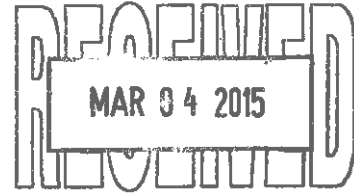
"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

OFFICE OF: PLANNING DEPARTMENT

OUR FILE No.: 3045.12.03.09
Corporation of The
City of Enderby

February 16, 2015

City of Enderby
PO Box 400
Enderby, BC V0E 1V0



Dear Sir or Madam:

Re: Regional Parkland Legacy Fund

The Board of Directors passed the following resolution on February 4, 2015:

"That a letter be sent to Member Municipalities and the Electoral Areas requesting under which conditions they may consider a legacy fund."

Further to the above resolution, the Board of Directors passed the following resolution on April 16, 2014:

"That the feasibility study for the establishment of a regional parkland legacy fund be deferred until the City of Vernon Parks Master Plan is completed."

Based upon the proposed City of Vernon Parks Master Plan timeline and anticipated date of completion, it is unlikely that this matter will be revisited until the third quarter of 2015 as a priority Regional Growth Strategy implementation project.

Attached to this letter are three staff reports in regards to a Regional Parkland Legacy Fund.

If you have any questions or require further information, please contact Rob Smailes at (250) 550-3736 or rob.smailes@rdno.ca.

Yours truly;


Anthony Kittel
Regional Growth Strategy Coordinator
/ab



**REGIONAL DISTRICT
of
NORTH OKANAGAN**

REPORT

File No.: 3045.12.03.09

TO: Regional Growth Management Advisory Committee
FROM: Anthony Kittel, Regional Growth Strategy Coordinator
DATE: July 17, 2013
SUBJECT: Regional Parkland Legacy Fund: Financial Options

RECOMMENDATION:

That it be recommended the Board of Directors refer the establishment of a Regional Parkland Legacy Fund to Municipal Councils and the Electoral Area Advisory Committee for consideration and support in principle.

PURPOSE:

To advise the Regional Growth Management Advisory Committee on the various financial options that could be considered when establishing a Regional Parkland Legacy Fund. This report does not discuss potential options for the administration, operation or maintenance of regional parks and trails once acquired.

DISCUSSION:

The Regional Growth Management Advisory Committee (RGMAC), at the June 20, 2013 meeting, discussed funding options associated with the development of a Regional Parkland Legacy Fund and the potential impacts that may be experienced by the community. RGMAC requested that staff provide additional information regarding financial implications and potential funding options for discussion.

RGMAC passed the following recommendation at the meeting:

"That discussion regarding a Regional Park Service Feasibility Study be postponed until Central Okanagan Regional District has met with the Regional Growth Management Advisory Committee and additional information has been provided from staff."

In addition to requesting a representative from the Regional District of Central Okanagan, acting as a delegation, to discuss their experiences with the Regional Parks Function, staff have been requested to further explore the feasibility of a Regional Parkland Legacy Fund. This is the purpose of the report.

BACKGROUND/HISTORY:

The Regional Growth Strategy (RGS) process has progressed from the development of the strategic plan to translating that plan into actions and initiatives that address more specific issues. The 2013 RGS Action Plan is one of the essential steps for translating the broad strategic direction of the RGS

into initiatives. Action planning identifies the specific actions that will be taken toward progress in achieving the vision and goals of the RGS.

To assist the Board of Directors in the discussion on how to proceed with RGS implementation in the short term, a RGS 2013 Action Planning Workshop was held at the November 8, 2012 Regional Growth Management Advisory Committee (RGMAC) meeting. The goal of this workshop was to identify a manageable number of new key projects that will be included within the RGS 2013 Action Plan, based on identified issues, priorities, budgets and staff capacity.

The RGMAC selected four new RGS implementation projects to be initiated in 2013, which in order of priority, are:

1. Regional Agricultural Area Plan, with a focus on economic development and long-term industry resilience;
2. In-kind support for regional economic development initiatives;
3. Regional Housing Needs Assessment, in partnership with the City of Vernon; and
4. **Regional Parks Legacy Fund Feasibility Study**

The Board of Directors endorsed these four RGS priority initiatives on January 2, 2013.

REGIONAL PARKLAND LEGACY FUND SERVICE ESTABLISHMENT:

The Board of Directors is considering establishing a regional park legacy fund "service" and "service area" that would allow the Regional District to charge a parcel tax or property assessment value tax to support a potential regional parks service. Under the *Local Government Act* Section 801(3), a Regional District can establish this type of service by referendum, by consent by the Board of Directors and Municipal Councils on behalf of the electors or some other approval process. Several other regional districts in the province have established such funds with participation of some or all of their member municipalities and electoral areas, and in some cases, in partnership with local conservation organizations, such as Capital Regional District, Regional District of Nanaimo, Regional District of East Kootenay, and Regional District of Central Okanagan. Attached to this report are the Regional Parkland Acquisition Fund Establishment Bylaws for the Regional District of East Kootenay and Cowichan Valley Regional District for information.

REGIONAL PARKLAND LEGACY FUNDING OPTIONS:

There are many ways of acquiring land for parks and trails; outright purchase is only one of them and large capital outlays are not necessarily always required. It is, however, extremely important to have some capital funding available so as to be able to take advantage of opportunities as they arise. This can take the form of an opportunity to purchase a piece of property which has been identified as high priority for the regional parks system and comes on the market, agreements with the Provincial government for the lease or transfer of Crown lands for regional parks or establishing easements that facilitate the acquisition of priority regional trail corridors.

The cost of a regional parks legacy fund function will depend on the structure of the service, level of taxation that is supported by the partners and the selected administration vehicle of the service. It is recommended that decisions should be made after each Municipal Council and Electoral Area Director determines if there is support in principle for a regional parks legacy fund service and after more extensive community input, both on what the public's priorities are for outdoor recreation and environmental protection and an indication, on a sliding scale, of what the public would be prepared to contribute annually through a contribution to a regional parkland legacy fund. (e.g. \$0; \$0-\$10; \$11-\$20; \$21-\$30; \$30-\$40).

There are several common features in the approaches taken by other regional districts that have created parkland legacy funds, which include:

- A regional park (and/or legacy) service establishment bylaw;
- A regional park and trails master plan, with identified priority property acquisitions;
- Established partnerships with not-for-profit organizations, land trusts and senior levels of government to assist with acquisition financing;
- Early public engagement to determine the level of support for a parkland legacy fund through taxation;
- Creation of a separate fund that can only be used for priority regional parkland acquisition; and,
- A 10 year tax levy on all properties within a regional district that will contribute to the fund using one of two methods:
 - A parcel tax (usually between \$10 and \$20 per parcel); or,
 - A residential property tax per \$1,000 assessed value (usually between \$0.05 and \$0.06 per \$1,000 of assessed value).

Local and regional governments use two methods to tax property: a assessed property value taxed at a specific rate, called a mill rate, or parcel tax. A variable tax rate is paid based on the assessed value of the property, whereas a parcel tax is the same tax levied on all parcels of land irrespective of land value.

Flat Parcel Tax:

Regional districts can apply a parcel tax to properties that receive a particular service. A parcel tax can be imposed on the basis of a single amount for each parcel of land; the taxable area of a parcel; and the taxable frontage of the parcel. For regional parkland legacy funds, a single amount (i.e. flat rate) for each parcel is the method that has been used by Capital Regional District and Regional District of Nanaimo.

A flat parcel tax can be established that would finance a regional parks legacy fund through a set amount that all residential properties are charged on an annual basis. A flat parcel tax would be equally applied to all residential properties throughout the North Okanagan, regardless of the assessed value of the property. Several regional districts used a flat parcel tax within their regional park legacy fund service establishment bylaw, including the Capital Regional District (\$20 per residential property) and Regional District of Nanaimo (\$13 per residential property).

There are a number of considerations when considering this approach:

- Proportionality must be considered, especially when many regional priorities for acquisition will be located outside of the Greater Vernon Area, which represents the largest concentration of residential properties.
- The assessed value of average residential properties varies between communities, with a high of \$399,000 in Coldstream to a low of \$175,000 in Electoral Area "E" (Cherryville). The lowest assessed value properties would be contributing the same amount per household as the highest assessed value properties. As a result, the Greater Vernon area with 67.5% of the properties would be contributing 64.1% of the funding for regional parks.
- Since assessed property values across the North Okanagan have a very broad range (<\$100,000 to <\$1,000,000), a flat tax will result in a much larger increase in property taxes for low assessed value properties and a marginal increase in property taxes for very high assessed valued properties.
- The flat parcel tax does not change if assessed value increased or decreases, ensuring a predicable annual contribution to regional parks acquisition.

Each municipality and electoral area would need to consider if the establishment of a flat parcel tax for a regional parks legacy fund would be consistent with their financial plan and funding priorities, especially if a flat parcel tax resulted in a significant tax increase for some of their low or fixed income property owners.

Assessed Value:

Property taxes are calculated on the basis of the assessment of land, improvements, or both and the local or regional government tax rate. Most local or regional governments calculate property taxes using the variable tax rate system where tax rates are based on an amount per \$1,000 dollars of assessed property value (e.g., \$0.10 per \$1,000 of assessed property). This is the "mill rate", which can vary for different property classes of land such as residential, industrial and commercial.

A regional parks legacy fund tax rate on assessed property values has been applied to the Regional District of Central Okanagan parks program (\$0.07 per \$1,000 assessed value) and Cowichan Valley Regional District (\$0.05 per \$1,000 of assessed value).

There are a number of considerations when using this approach:

- A tax levy per \$1,000 of assessed property value would ensure that the property tax rate increase would be consistent across all properties and that higher assessed properties will contribute more to the fund than lower assessed property values.
- There is a difference in average residential assessed value between community across the region, with Greater Vernon having the highest assessed values at \$330,600 and 67.5% of residential properties. As a result, Greater Vernon property owners will contribute approximately 74% of regional parkland funding based upon assessed value.
- Proportionally would need to be considered when selecting and prioritizing regional parklands for acquisition, especially with this option where the three quarters of regional parkland acquisition funding would originate in the Greater Vernon area.

Regional Parkland Acquisition Fund Options:

Nine potential funding options have been identified and potential impacts on property owners, by jurisdiction, have been analyzed (see Appendix A for the comprehensive analysis, based upon information received by the BC Assessment Office). Table 1 provides an overview of the options for establishing a regional parkland legacy fund. The shaded options (\$.05 and .06/\$1,000 assessed values, \$10 and \$15 flat parcel tax) are consistent with the approach of the regional districts. These funds are established for a 10 year period.

Table 1: Regional Parkland Legacy Fund Options Summary

Jurisdiction	2013 - Average ¹ Residential Assessed Value	Tax Levy Per \$1,000 Assessed Value (per \$1,000)					Flat Parcel Tax			
		\$0.03	\$0.05	\$0.06	\$0.075	\$0.10	\$10	\$15	\$20	\$25
Armstrong	\$266,815	\$8.00	\$13.34	\$16.01	\$20.01	\$26.68	\$10	\$15	\$20	\$25
Enderby	\$217,495	\$6.52	\$10.87	\$13.05	\$16.31	\$21.75	\$10	\$15	\$20	\$25
Vernon (Fee Simple)	\$377,000	\$11.31	\$18.85	\$22.62	\$28.28	\$37.70	\$10	\$15	\$20	\$25
Vernon (State)	\$184,000	\$5.52	\$9.20	\$11.04	\$13.80	\$18.40	\$10	\$15	\$20	\$25
Coldstream	\$395,312	\$11.86	\$19.77	\$23.72	\$29.65	\$39.53	\$10	\$15	\$20	\$25
Spallumcheen	\$217,557	\$6.53	\$10.88	\$13.05	\$16.32	\$21.76	\$10	\$15	\$20	\$25
Lumby	\$233,664	\$7.01	\$11.68	\$14.02	\$17.52	\$23.37	\$10	\$15	\$20	\$25
EA B	\$240,125	\$7.20	\$12.01	\$14.41	\$18.01	\$24.01	\$10	\$15	\$20	\$25
EA C	\$932,545	\$9.98	\$16.63	\$19.95	\$24.94	\$33.25	\$10	\$15	\$20	\$25
EA D	\$214,633	\$6.44	\$10.73	\$12.88	\$16.10	\$21.46	\$10	\$15	\$20	\$25
EA E	\$174,900	\$5.25	\$8.74	\$10.49	\$13.12	\$17.49	\$10	\$15	\$20	\$25
EA F	\$270,191	\$8.11	\$13.51	\$16.21	\$20.26	\$27.02	\$10	\$15	\$20	\$25
North Okanagan	299,996	\$9.00	\$15.00	\$18.00	\$22.50	\$30.00	\$10	\$15	\$20	\$25
RDNO ANNUAL LEGACY FUND CONTRIBUTION		\$373,518	\$622,530	\$747,037	\$933,796	\$1,245,061	\$404,830	\$607,245	\$809,660	\$1,012,075

The maximum allowable tax requisition for a regional parks acquisition fund service is \$50 per \$100,000 of assessed property value. The options that have been identified are below this limit.

If Municipal Councils and the Electoral Area Advisory Committee support the establishment of a regional parkland legacy fund, the level of support for each of the options outlined within this report should be identified at the community level. This approach was taken by all regional districts that have established or attempted to establish regional parkland legacy funds. Attached to this report are sample Cowichan Valley Regional District and Comox Valley Regional District legacy fund public engagement materials for information.

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

All regional districts follow the same basic process to establish new services. An idea, such as a regional parkland acquisition fund, emerges from citizens, municipal Councils, the Board of Directors and/or individual Electoral Area Directors. It will be necessary to undertake a feasibility study to review the rationale for the proposed service and to ensure it has:

- a defined and agreed-upon scope,
- measurable goals have been identified,
- clear support of the resident rate-payers of the area(s) to be served,
- identified all short and long-term costs to operate and manage the service; and,
- given consideration to any unique regulatory authority or limitations.

¹ 2013 BC Assessment Values for the North Okanagan

The extent of the study will be dictated by the size and nature of the service being considered. A smaller service with limited financial and operational impact will of course require a less rigorous review than a major program with significant operating and capital costs involved. The Regional Service Checklist is attached to this report.

At a minimum, the service feasibility study should include a general review of all relevant information and provide a summary of the costs and benefits of the proposed service. If the proposed service is deemed feasible, a Service Establishment Bylaw is developed. This bylaw must be approved before the service is established. Approval is commonly given by electors in the service area, either through voting or through the alternate approval process. In some situations the bylaw may be approved by the Directors. The bylaw approval process includes setting a taxation limit for the service. Appendix 'C' provides an overview of the Regional District legislative roadmap to establishing a new service.

EXISTING POLICY:

There was discussion at the RGS Environment and Natural Lands Working Group regarding potential funding and service mechanisms that would establish a network of regionally significant parks. The following RGS policies support the exploration of the feasibility of this project:

Strategy ENV-2.8: coordinate on the establishment of regionally significant open space networks and linkages across jurisdictional boundaries that will compliment local parks planning.

Strategy ENV-2.11: explore funding mechanisms to support regionally significant open space and parkland acquisitions.

Strategy GS-2.4: explore opportunities for cost sharing, equitable governance, capacity building and the development of collaborative relationships that will assist in the provision of fiscally responsible, efficient and effective services.

Strategy GS-1.1 support regional and municipal staff collaboration and coordination on matters of regional significance.

Strategy GS-1.8: explore cost sharing opportunities that will provide effective, efficient and fiscally responsible service delivery that strengthens regional collaborative relationships.

In addition to the above supporting policies, the following suggested actions were included within RGS Schedule 'C': **Possible Implementation Actions** that support this project:

Action ENV-1.2: Develop a Regional Parks and Natural Lands Acquisition Plan.

Action ENV-1.3: Establish a dedicated Regional Parks and Natural Lands Legacy Fund to assist in accessing additional innovative and cooperative funding opportunities.

Schedule 'D': Ideas' Bank also includes the following suggested action for consideration: "Support the development of a regional park system that is sensitive to adjacent land uses"

FINANCIAL/BUDGETARY CONSIDERATIONS:

A regional parkland legacy fund, if supported by residents, Municipal Councils, Electoral Area Directors and the Board of Directors, would increase the overall property taxation rate throughout the region. A distinct and separate fund for the acquisition of large areas of regionally significant lands would provide the opportunity to leverage additional funds and assist in pursuing Crown lands for

regional park designations (in the Capital Regional District, 35% of the value of regional parkland acquisitions were contributed by partner organizations or the Provincial government). Determining how much is needed for a regional parkland legacy fund is based on:

- How much community members are prepared to pay in taxes each year;
- What the money is needed for: acquisitions and/or management activities; and
- The general value of properties within the region.

A small fund will not generate enough buying power on its own and will require matching funds and support from other partners. A large fund may allow parkland to be purchased outright, partnerships with other organizations, and use of the funds as leverage to receive matching funding from other sources. This may allow the funding to be used for several acquisitions.

Funding for operations, maintenance and purchase of amenities would not be financed from a regional parkland acquisition fund and the level of service provision. The origin of funding would need to be determined as a component of any regional service establishment bylaw process.

SUMMARY:

The Regional District of North Okanagan is undertaking an analysis of the feasibility of establishing a dedicated regional parkland legacy fund which would require the establishment of a new regional service. Potential options have been identified, based upon the experience of regional districts that have established similar funds, for establishing this fund. Prior to proceeding, it is recommended that Board of Directors determine the level of Municipal Council and Electoral Area Director support for the establishment of a regional parkland legacy fund.

Submitted by:



Anthony Kittel, Regional Growth Strategy Coordinator

Approved For Inclusion:

Endorsed by:



Rob Smalles, MCIP
General Manager, Planning and Building


Trafford Hall, Administrator

Endorsed by:


Keith Pinkoski
Parks Planner, Greater Vernon Parks, Recreation and Culture

Appendix A: Regional Park Legacy Fund Options:

	\$0.03	\$0.06	\$0.075	\$0.10	\$0.15	\$0.20	\$0.25
City of Armstrong (Average Residential Property)	\$8.01	\$13.35	\$18.02	\$26.70	\$30.00	\$30.00	\$35.00
City of Armstrong Residential Properties	2,111	2,111	2,111	2,111	2,111	2,111	2,111
City of Armstrong Residential TOTAL	\$16,908.11	\$28,181.85	\$42,272.78	\$56,363.70	\$71,695.00	\$71,695.00	\$87,775.00
District of Coburnham (Average Residential Property)	\$11.85	\$18.75	\$23.70	\$29.63	\$35.00	\$35.00	\$45.00
District of Coburnham Residential Properties	4,683	4,683	4,683	4,683	4,683	4,683	4,683
District of Coburnham Residential TOTAL	\$55,493.55	\$92,489.25	\$110,987.10	\$184,978.50	\$202,465.00	\$202,465.00	\$242,775.00
District of Colborneham (Average Residential Property)	\$6.53	\$10.88	\$13.06	\$16.31	\$18.00	\$18.00	\$25.00
District of Colborneham Residential Properties	1,352	1,352	1,352	1,352	1,352	1,352	1,352
District of Colborneham Residential TOTAL	\$8,821.80	\$14,703.00	\$17,643.80	\$22,054.50	\$24,240.00	\$24,240.00	\$33,800.00
Village of Lunenburg (Average Residential Property)	\$7.01	\$11.66	\$14.02	\$20.28	\$20.00	\$20.00	\$25.00
Village of Lunenburg Residential Properties	820	820	820	820	820	820	820
Village of Lunenburg Residential Total	\$5,746.58	\$9,577.80	\$11,493.12	\$16,704.00	\$16,400.00	\$16,400.00	\$20,500.00
Township of Spauldineham (Average Residential Property)	\$9.55	\$10.88	\$13.06	\$16.31	\$18.00	\$18.00	\$25.00
Township of Spauldineham Residential Properties	3,108	3,108	3,108	3,108	3,108	3,108	3,108
Township of Spauldineham Residential TOTAL	\$29,268.86	\$33,777.75	\$40,583.30	\$50,668.85	\$55,950.00	\$55,950.00	\$77,850.00
City of Vernon (Average Residential Property)	\$11.21	\$18.85	\$22.82	\$37.70	\$37.00	\$37.00	\$50.00
City of Vernon Residential Properties	14,238	14,238	14,238	14,238	14,238	14,238	14,238
City of Vernon Residential TOTAL	\$161,051.78	\$268,368.30	\$322,063.56	\$462,579.45	\$523,500.00	\$523,500.00	\$700,000.00
City of Vernon (Average Strata Property)	\$5.52	\$9.20	\$11.04	\$13.80	\$15.00	\$15.00	\$20.00
City of Vernon Strata Properties	2,541	2,541	2,541	2,541	2,541	2,541	2,541
City of Vernon Strata TOTAL	\$14,026.32	\$23,377.20	\$28,022.64	\$35,065.60	\$38,115.00	\$38,115.00	\$50,825.00
Electoral Area "B" (Average Residential Property)	\$7.20	\$12.00	\$14.40	\$18.00	\$24.00	\$24.00	\$30.00
Electoral Area "B" Residential Properties	3,201	3,201	3,201	3,201	3,201	3,201	3,201
Electoral Area "B" Residential TOTAL	\$22,047.20	\$38,412.00	\$46,084.40	\$57,618.00	\$76,824.00	\$76,824.00	\$96,025.00
Electoral Area "C" (Average Residential Property)	\$9.98	\$16.83	\$18.96	\$24.95	\$33.26	\$33.26	\$45.00
Electoral Area "C" Residential Properties	2,702	2,702	2,702	2,702	2,702	2,702	2,702
Electoral Area "C" Residential TOTAL	\$26,960.86	\$45,434.26	\$51,221.11	\$67,401.38	\$90,688.52	\$90,688.52	\$121,500.00
Electoral Area "D" (Average Residential Property)	\$6.47	\$10.78	\$12.94	\$16.17	\$21.56	\$21.56	\$28.00
Electoral Area "D" Residential Properties	1,788	1,788	1,788	1,788	1,788	1,788	1,788
Electoral Area "D" Residential TOTAL	\$11,584.78	\$19,274.84	\$23,129.57	\$28,911.98	\$38,646.28	\$38,646.28	\$50,700.00
Electoral Area "E" (Average Residential Property)	\$5.25	\$8.75	\$10.48	\$13.12	\$17.49	\$17.49	\$22.00
Electoral Area "E" Residential Properties	803	803	803	803	803	803	803
Electoral Area "E" Residential TOTAL	\$4,216.25	\$7,022.25	\$8,428.66	\$10,583.35	\$13,944.47	\$13,944.47	\$17,670.00
Electoral Area "F" (Average Residential Property)	\$8.11	\$13.51	\$16.21	\$20.27	\$27.02	\$27.02	\$35.00
Electoral Area "F" Residential Properties	3,138	3,138	3,138	3,138	3,138	3,138	3,138
Electoral Area "F" Residential TOTAL	\$25,439.63	\$42,394.38	\$50,879.26	\$63,891.57	\$84,788.78	\$84,788.78	\$109,000.00
RDNO Average Residential Property Levy	\$8.00	\$15.00	\$22.50	\$30.00	\$40.00	\$40.00	\$50.00
RDNO TOTAL RESIDENTIAL PROPERTIES	40,463	40,463	40,463	40,463	40,463	40,463	40,463
RDNO ANNUAL LEGACY FUND CONTRIBUTION	\$373,618.28	\$622,530.47	\$747,038.56	\$933,795.70	\$1,246,060.93	\$1,246,060.93	\$1,612,076.00

Appendix B: Regional Parks and Trails Backgrounder²

WHAT ARE REGIONAL PARKS AND TRAILS?

Regional Districts throughout British Columbia have been providing regional parks and trails services since the late 1960's. The extent to which this has been done varies from one regional district to another and the terms of reference under which each operates is likewise tailored to their individual needs.

Regional parks can have a variety of roles, but their focus is on meeting the outdoor recreation needs of the region as a whole, complementing the more localized park functions of individual electoral areas or municipalities which are met through the community parks system. They may encompass larger areas of land than the local system; they frequently have an emphasis on more passive outdoor recreational pursuits; they may meet the need of a specific outdoor recreation user group; frequently environmental stewardship of representative landscapes or ecosystems is also a feature. Increasingly, trails are becoming a more prominent part of regional parks systems, whether providing linkages between parks and features of interest or to provide pedestrians and cyclists with active transportation alternatives.

Legislative Basis for Regional Parks and Trails

Legislative authority to provide a regional park and trails service derives from the *Local Government Act*. The act is flexible in the methods by which a regional district can obtain an interest in land for parks purposes; these range from outright ownership to lease, permit or easement. Designation of a specific site or corridor as a "regional" park or trail is done by motion of the Board of Directors.

Once an area is formally designated, it is covered by the regional district's standard liability insurance under the Municipal Insurance Association. In keeping with their regional role, regional parks and trails are financed by the regional district as a whole, which includes all municipalities and electoral areas.

Be Prepared to Take Advantage of Opportunities as They Arise

There are significant opportunities to apply for funding assistance and work with other agencies, but it is important to have the groundwork in place to take advantage of these. From research with other regional districts, it is clear that there are three basic requirements for moving forward with a regional parks service, especially if the development of partnerships is a priority:

1. Overall Plan for Regional Parks and Trails (Acquisition) Plan
2. Administrative Support
3. Financing for Acquisition, Administration and Operation

It is recognized that resources are limited but there are various methods by which these three components can be met and they need not be prohibitively expensive.

1. Overall Master Plan or Vision

It is important to have a clear idea of the specific community and regional needs that will be met through a regional parks and trails program and to identify sites of particular interest. There are several reasons why this first step is so important to the overall process:

- it helps set priorities for the Board of Directors;

² Based upon the Alberni-Clayoquot Regional Parks and Trails Policy Report (2008)

- it is normally a key requirement for outside funding agencies. There are many potential sources of grants, but in almost all cases, potential donors or partners want assurances that a proposed project has been considered carefully and is part of an overall planning process;

There should ideally be four steps to a regional parks and trails planning process:

i) Identify all existing parks and open space at whatever governmental level (i.e. community/municipal, regional, provincial and national and the outdoor recreation needs or environmental stewardship goals which they meet. Sub-regional parks, recreation and culture services or commissions and non-profit organizations have identified many potential regionally significant areas that may be included within a regional park and trail acquisition strategy. These inventories and plans include:

- Ribbons of Green (1993)
- Greater Vernon Natural Areas/Features Inventory (1993)
- Shuswap River Study: Appendix (1975)
- Biodiversity Conservation Strategy Mapping (2013)
- Shuswap River Watershed Sustainability Strategy (under development)

It is important to be comprehensive, because a regional system should be complementary to parks and trails operated by other levels of government.

ii) Establish regional parkland acquisition criteria to assist in determining whether sites should be acquired as future regional parks or trails. These criteria could include:

- Public input/demand: This is gauged through the public input processes associated with the development of a regional park and trail acquisition plan and requests from the public, landowners or community or non-profit groups regarding specific sites.
- Geographic coverage: All electoral areas and municipalities should be represented in a regional parks system, taking into consideration that the majority of the population, funding and therefore demand arises, from the Greater Vernon area.
- Park and/or trail linkages: The site should provide or enhance linkages among existing local, sub-regional or provincial parks, trails and recreation areas of all types.
- Recreational capacity, experiential value: The site already supports current recreational activities or has the ability to support activities that are in high demand; e.g., hiking, picnicking, fishing, etc.
- Water access: Ready access to lake and river shores is generally in high demand throughout the region; the type of access and uses would depend on the nature of the shore and water body.
- Environmental or heritage representation: The occurrence of a representative or unique landscape, environmentally sensitive or important area or a regionally significant historic site may be a consideration, particularly if the site fills a gap in representation.
- Existing level of protection (or threat): Sites that are already protected under provincial, sub-regional or local park or recreational site designations may not need regional park status

compared to unprotected sites. Regional parks would complement the existing local, sub-regional and provincial parks and trails system.

- **Priorities from past plans:** These are sites identified as possible parks, natural areas, significant regional features or recreational concepts from past plans.
- **Accessibility:** The relative ease with which the public and the Regional District can access the site is an important factor.
- **Cost of acquisition:** These costs can be significant if the site is privately owned. As well, the longer term costs of site development, operation, maintenance and enforcement should also be considered.
- **Partnerships:** The potential to offset costs and effectively use limited resources through partnerships with federal and provincial governments, non-government and/or community organizations and First Nations in the acquiring, funding, developing and/or maintain a site, is an important consideration.

iii) Prioritize key sites, corridors and uses and decide which of those would best be met by a regional parks system.

iv) Determine how best to acquire or protect these areas. In particular, look at partnership opportunities. In some jurisdictions there is a distinction between "active" and "non-active" parkland or park reserves, with different standards for each. This enables a regional district to acquire land as it becomes available, but to defer developing it.

In particular, there needs to be a process for public input. This should include open houses where the public is invited to come and map areas of importance to them. It should also include a statistically valid survey to determine the types of outdoor recreation the community is involved in, sites of interest and degree of support for a range of funding levels.

The initial regional parks acquisition plan can be a very simple document that identifies a few key regionally significant site or trails that have been identified through other processes or represented in parks and trails planning documents. An example is the Alberni-Clayoquot Regional District Regional Parks Plan which identifies 12 sites of regional significance for acquisition over a 10 year period.

Things to Consider Before, During and After Establishing a Regional Parkland Legacy Fund:³

1. Pre-Establishment

1. **Build consensus in the community through education.** This is especially important if the Board of Director members have not identified the establishment of a conservation fund as a priority.

2. **Establish a detailed regional park acquisition strategy.** The EKCP had trouble meeting the public's demands to know what areas would be conserved before voting in the referendum. It is useful to have an existing conservation strategy that describes what lands will be given priority. Ideally, the fund will be a part of a comprehensive long-term plan, such as the CVRD's Regional Parks and Trails Master Plan or the CRD's Green/Blue Spaces Strategy and Regional Parks Master Plan.

³ Carmody, Micah. 2009. Regional District Conservation Funds of British Columbia: Three Case Studies. Environmental Law Centre, University of Victoria, Victoria, BC, October 23, 2009.

3. Poll residents in each participating area well in advance of a referendum to determine the extent of support for the fund.

2. Establishment

1. Consider whether the fund should terminate on a specified date, and what that date should be. The date will depend on the time it is expected to take to reach land acquisition goals or conservation objectives.

2. Consider the form of tax best suited to the needs of the fund and the citizens supporting it. Both parcel taxes and property value tax rates have advantages and disadvantages.

3. Complete the preparatory work ahead of time. The establishing bylaw should be given three readings and approved by the Inspector of Municipalities before the referendum. Sufficient public support should be evident before the local government undertakes the referendum.

4. Seek assent of the electors via the entire service area if possible, to reduce the chance that rejection by one participating area could fail the whole process. This requires a board resolution by 2/3 majority vote. However, it may be necessary, as was the case in the RDEK, to prescribe a service area smaller than the entire regional district to obtain a majority vote.

5. Consider that a referendum to obtain assent of the electors will be perceived as more fair and open than either having board members consent on behalf of their electors or using an alternative approval process. However, these latter options are available to obtain participating area approval in specific circumstances outlined in the *Local Government Act*.

Appendix C: Service Establishment Legislative Roadmap
 (Source: Micah Carmody, Environmental Law Centre)

“Legislative Roadmap”

PA = Participating Area

All sections refer to the Local Government Act, R.S.B.C. 1996, c 323.

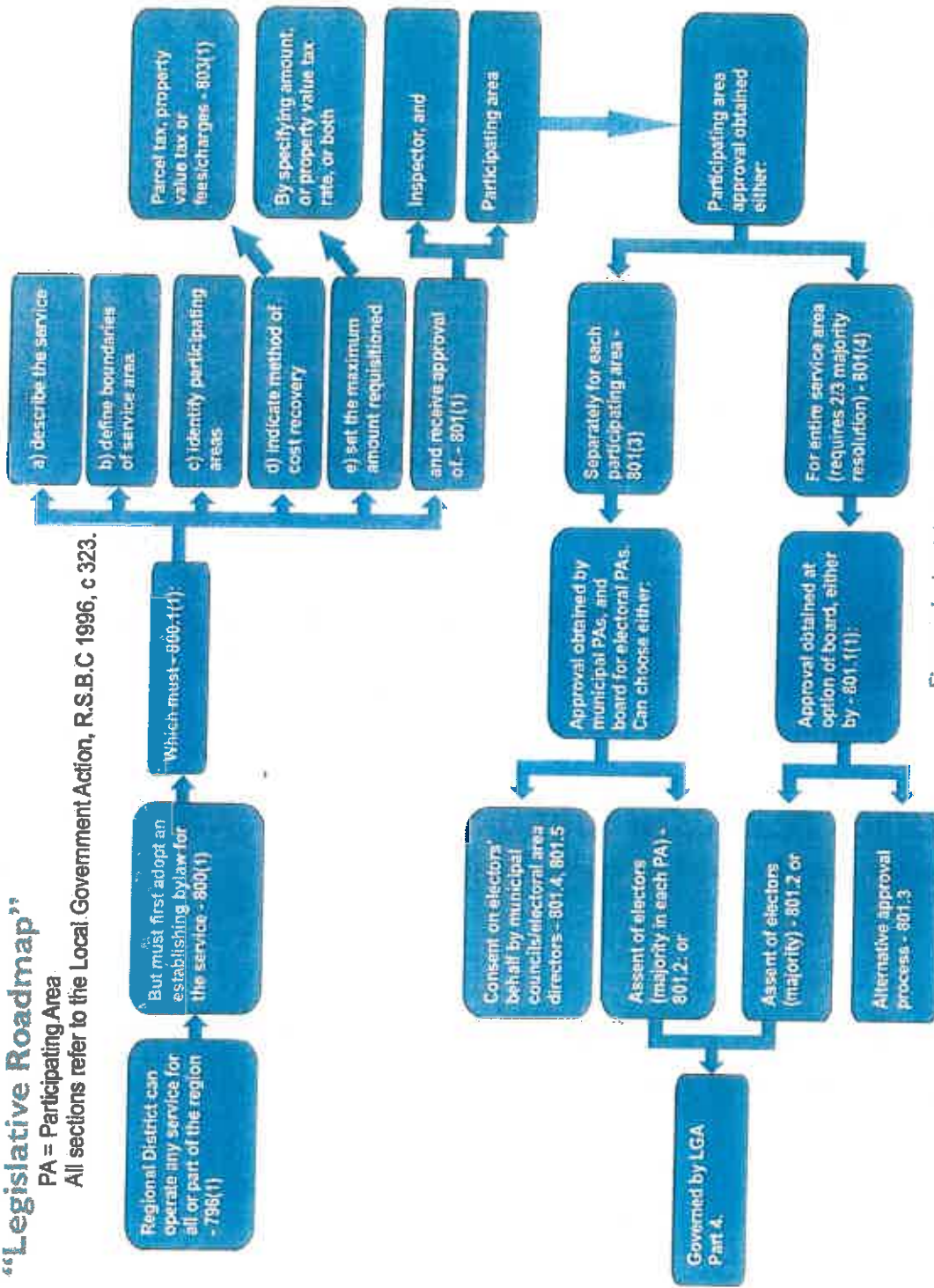


Figure 1. Legislative “roadmap” of the Local Government Act provisions relevant to the establishment of a conservation fund²⁶.
 Source: Micah Carmody, Environmental Law Centre

REGIONAL SERVICE CHECKLIST

- The proposed service has a clear and understood purpose.**

- The proposed service has a defined and agreed-upon scope (i.e., range of activities).**

- Specific, measurable goals for the service have been identified and can be achieved.**

- Progress towards the goals can be measured on a regular basis.**

- There is a clear understanding of anticipated (and potential) outcomes.**

- A five year financial plan for the proposed service has been developed.**

REGIONAL SERVICE CHECKLIST

- The parties agree on a way to share costs.**

- The parties agree on how the proposed service should be governed.**

- The parties agree on how the proposed service should be delivered, and by whom.**

- Potential conflicts or overlaps with existing services have been examined and resolved.**

- The parties agree on a process through which to review key aspects of the service (including the continued need for the service).**

- Service withdrawal provisions have been clearly laid-out.**

REGIONAL SERVICE CHECKLIST

A start-up plan (or transition plan in the event that the proposed service is emerging from an existing municipal, local, sub-regional or regional service) has been developed.

Support among elected officials for the proposed service is broad and sufficient.

A method for gathering elector support throughout the region has been clearly defined.



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3163

A Bylaw to Establish a Service to Provide a Regional Parkland Acquisition Fund within the Cowichan Valley Regional District

WHEREAS pursuant to Sections 796 and 800 of the *Local Government Act*, a regional district may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish an acquisition fund to provide for expenditures in respect to acquiring regional parkland within the Cowichan Valley Regional District;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors in accordance with the *Local Government Act* and the *Community Charter*;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3163 – Regional Parkland Acquisition Fund Service Establishment Bylaw, 2008".

2. SERVICE BEING ESTABLISHED

The service being established under the authority of this bylaw is a service for the purpose of establishing an acquisition fund to provide for expenditures in respect to acquiring regional parkland within the Cowichan Valley Regional District. The service shall be known as the "Regional Parkland Acquisition Fund Service".

3. SERVICE AREA BOUNDARIES

The boundaries of the service area are the boundaries of the whole of the Cowichan Valley Regional District.

.../2

4. PARTICIPATING AREA

The participating area for this service is the whole of the Cowichan Valley Regional District comprised of the: City of Duncan; District of North Cowichan, Town of Lake Cowichan; Town of Ladysmith; and Electoral Areas A – Mill Bay/Malahat; B – Shawnigan Lake; C – Cobble Hill; D – Cowichan Bay; E – Sahtlam/Glenora/Cowichan Station; F – Cowichan Lake South/Skutz Falls; G – Saltair/Gulf Islands; H – North Oyster/Diamond; and I – Youbou/Meade Creek.

5. METHOD OF COST RECOVERY

The annual cost of providing this service shall be recovered by property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements within the service area.

6. MAXIMUM REQUISITION

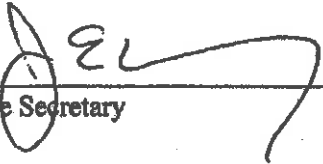
The maximum amount of money that may be requisitioned annually in support of this service shall be the greater of \$715,000. or an amount equal to the amount that could be raised by a property value tax of \$.05942 per \$1,000. of net taxable value of land and improvements within the service area.

READ A FIRST TIME this 9th day of July, 2008.

READ A SECOND TIME this 9th day of July, 2008.

READ A THIRD TIME this 9th day of July, 2008.

I hereby certify this to be a true and correct copy of Bylaw No. 3163 as given Third Reading on the 9th day of July, 2008.



Corporate Secretary

JULY 15, 2008

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 11th day of September, 2008.

ADOPTED this 10th day of December, 2008.



Chairperson



Corporate Secretary

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2083

A bylaw to establish a Local Conservation Fund Service.

WHEREAS a regional district may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of the Regional District of East Kootenay wishes to establish a service for the purpose of establishing a Local Conservation Fund in the Columbia Valley by collecting up to \$20 per parcel of land annually;

AND WHEREAS the assent of the electors has been obtained pursuant to Section 801.2 of the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of East Kootenay, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Regional District of East Kootenay - Local Conservation Fund Service Establishment Bylaw No. 2083, 2008."
2. The Regional Board hereby establishes a service for the purpose of establishing a Local Conservation Fund in the Columbia Valley.
3. The boundaries of the service area are the boundaries of Electoral Areas F and G, the District of Invermere, Village of Radium Hot Springs, and Village of Canal Flats and the service area is known as the "Local Conservation Fund Service Area".
4. The participants in the service established under Section 2 of this Bylaw are Electoral Areas F and G, the District of Invermere, Village of Radium Hot Springs, and Village of Canal Flats.
5. The Regional Board may enter into an agreement exceeding five years with the East Kootenay Conservation Program for administration of the local conservation fund.
6. The maximum amount that may be requisitioned annually for the service provided under Section 2 of this Bylaw shall be \$230,000 or the product of \$0.055 per \$1,000 of taxable assessed value of land and improvements, whichever is greater.
7. The annual costs to provide the service under Section 2 of this Bylaw shall be recovered by requisition of money to be collected by an annual parcel tax in the electoral and municipal participating areas.
8. The costs to provide the service under Section 2 of this Bylaw shall be apportioned among the municipal and electoral participating areas on the basis of the number of parcels in those areas.
9. This Bylaw shall expire on December 31, 2018.

READ A FIRST TIME the 6th day of June, 2008.

READ A SECOND TIME the 6th day of June, 2008.

READ A THIRD TIME the 6th day of June, 2008.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES the day of , 2008.

ASSENTED TO BY THE ELECTORS within the "Local Conservation Fund Service Area" the day of , 2008.

ADOPTED the day of , 2008.

CHAIR

MANAGER OF ADMINISTRATION

Funding the Plan

Current Funding

The operation and maintenance of regional district parks is funded through property taxes levied under the Electoral Areas 'A', 'B' and 'C' Community Parks Service. In 2009, the tax rate for the community parks service was \$0.16 per \$1,000 of assessed property value. For illustrative purposes, this amounts to about \$56 for a property valued at \$350,000.

Current Reserve Fund

The regional district has a reserve fund set up for the purchase of new parkland. However, no regular annual contributions are made to that fund. This makes it difficult, if not impossible, for the CVRD to budget for land purchases and assume short-term loans (less than 5 years) to buy land.

Future Funding

To achieve the vision of an expanded parks and greenways system, a number of funding tools are proposed:

Parkland Acquisition Fund

A number of regional districts across B.C. have parkland acquisition funds. All monies contributed to this fund go directly toward the purchase of new parks.

For example, the Central Okanagan Regional District put in place a tax levy of \$0.08 per \$1000 of assessed property value to go toward a parkland acquisition fund. The net effect of such a tax levy on an average home in the Comox Valley would be approximately \$28 annually (assuming a home valued at \$350,000).

Development Cost Charges for Parks

The regional district will develop a bylaw allowing it to collect development cost charges (DCC's) for parks.

The DCC's would ensure that new residential development assists in the provision of new parks and improvement of existing parks to meet its residents' needs.

The City of Courtenay, Town of Comox and Village of Cumberland all collect DCC's for parks.

Land Leases and Statutory Rights-of-way

Not all lands proposed as parks or greenways require purchase. Some lands may be secured through Crown land or private land leases, statutory rights-of-way for a public trail or conservation covenants.

Bequests and land donations

Bequests and gifts of land also play a role in acquiring parkland. Comox Valley residents have shown great generosity in donating land for parks. All land donations to the regional district are tax receiptable and some may qualify as an 'ecogift' allowing for considerable tax write-offs.

Survey Questions

1. What mechanism(s) do you support to fund new parks and greenways in the Comox Valley?
2. If you support a park land acquisition fund, would you be willing to pay an average of \$10, \$20, \$35 or \$50 annually to contribute to this fund?



WHAT ARE REGIONAL PARKS?

Regional Parks Are:

- Parks and trails acquired for the benefit of the entire Cowichan Region and are managed by the Cowichan Valley Regional District
- Funded through the taxation of all nine electoral areas and four municipalities
- Typically larger natural landscape areas of value to communities for outdoor recreation and environmental protection

Regional Park sites currently managed by CVRD:

- Sandy Pool Regional Park
- Osborne Bay Regional Park
- The Cowichan Valley Trail
- Spectacle Lake Park
- Chemainus River Park
- Cobble Hill Mountain Recreation Area



How are Community Parks Different?

- Community Parks are typically smaller parks located in close proximity to existing residential neighborhoods
- Community Parks provide a range of local outdoor recreation amenities including children's playgrounds, sports fields, grassy picnic areas, tennis courts, walking pathways, swimming beaches and neighborhood greenbelts
- Each of the nine electoral areas and the four municipalities have their own system of community parks available for use and enjoyment by local residents
- Funds to acquire and develop Community Parks are taxed for separately by each of the nine electoral areas and four municipalities



Regional Parkland Acquisition Fund

A Lasting Legacy...



RISKS AND CHALLENGES



Over 60% of land in the Cowichan Valley Regional District is privately owned.

Less than 40% of land in the CVRD is publicly owned. The majority of these public lands are west of Lake Cowichan. This is a significant contrast to the over 90% public landbase Province wide.

Many significant and renowned informal sites valued by the public for outdoor recreation are located on privately owned land.

We are facing uncertainty over continued public access to many of these special spaces due to:

- Population growth
- Development pressures
- Land use changes
- Access limitations or restrictions
- Liability concerns
- Resource asset protection issues (i.e. private forestry lands)



Less than 40% of Cowichan Region land is publicly owned.

40% vs. 90%

In other parts of the Province, land accessible to the public accounts for over 90%

Recognizing the need to secure significant spaces in the public interest, the CVRD Board adopted the Regional Parks and Trails Master Plan in 2007 to guide acquisition and management of regionally significant land of high outdoor recreational and environmental value to the Regional community.



Regional Parkland Acquisition Fund *A Lasting Legacy...*



CREATING THE MASTER PLAN



The Regional Parks and Trails Master Plan is a significant and detailed document, encompassing 90 pages plus 9 appendices.

It sets out strategic plans to guide a Regional Parks and Trails program for the Cowichan Region over the next 10 to 15 years.



The Regional Parks and Trails Master Plan was formally adopted by the Regional Board by Bylaw in March 2007.

The CVRD Board hired Lanarc Consultants Ltd. to work with the Regional Parks and Trails Advisory Group to create the Regional Parks and Trails Master Plan.

Throughout 2006, the following research and public consultation process was undertaken across the region:

- Analysis of the Current System
- Public Open Houses
- Region-Wide CVRD Residential Household Survey
- Regional/Community Stakeholder Consultation
- Public Information Meetings
- CVRD Website allowed for public input with an on-line feedback form

Cowichan

Regional Parkland Acquisition Fund

A Lasting Legacy...



PRIORITY REGIONAL PARK SITES



Based on the adopted vision, community consultation and stakeholder input, the Master Plan outlines a Regional Parks and Trails strategy, which proposes ten (10) new Regional Parks, and extensions to the existing Cowichan Valley Trail initiative.

The recommended sites for acquisition as Regional Parks are:

Priority Regional Park Sites

- | | |
|--|--|
| 1. Bald Mountain Peninsula | 7. Mount Whympre, Landale, El Capitan & Lomas Lake |
| 2. Chemainus River Corridor & Estuary | 8. Somenos Marsh |
| 3. Cobble-Hill Mountain & Bamberton Quarry | 9. Stony Hill / Sansum Narrows |
| 4. Heart & Stocking Lake Uplands | 10. Ladysmith Harbour Islands |
| 5. Cowichan Lake Waterfront | 11. Cowichan Valley Trail Completion |
| 6. Malahat, Spectacle, Oliphant Lakes, Mt. Jeffrey | |



3 Cobble-Hill Mountain



2 Chemainus Estuary



1 Bald Mountain



7 Mt. Whympre



6 Malahat



5 Cowichan Lake



4 Heart & Stocking Lake



11 CVT Completion



10 Ladysmith Harbour Islands



9 Stony Hill



8 Somenos Marsh

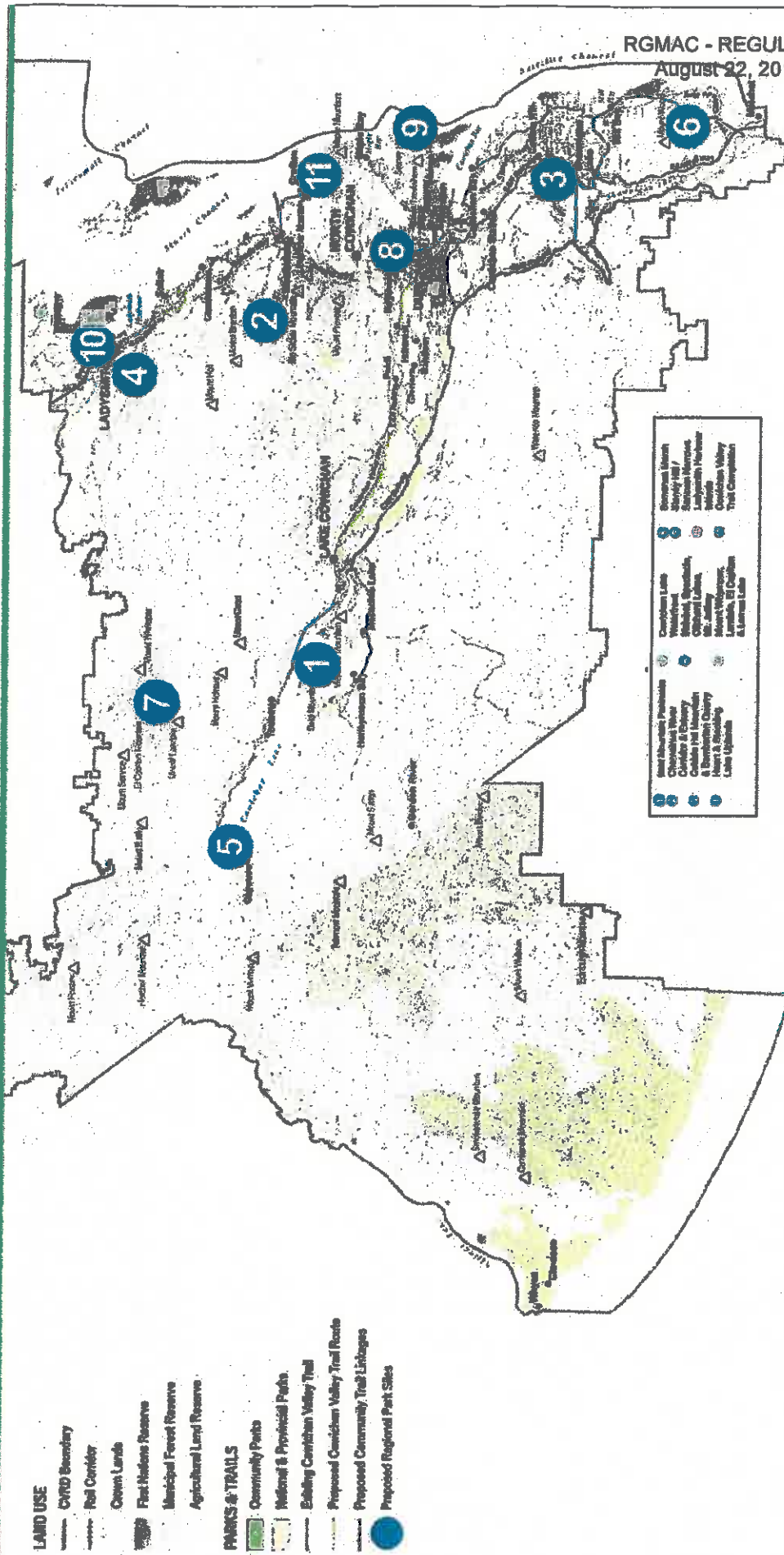


Regional Parkland Acquisition Fund

A Lasting Legacy...



PROPOSED REGIONAL PARK SITES



RGMAC - REGULAR AGENDA
August 22, 2013 - 7:30 PM

Regional Parkland Acquisition Fund
A Lasting Legacy...



COSTS AND REVENUES



Taxation amount will be \$5.00 per \$100,000 assessed residential property value.



Will raise about \$715,000 per year.

Dollars collected are put in a separate fund to be used **ONLY** for the acquisition of Regional Parkland sites in the Cowichan Region identified through Regional Parks program.

Fund to be created in the 2009 budget year.

When the acquisition objectives are met over time, it is expected this special parkland acquisition tax will no longer be required.

ALL of the Cowichan Valley Regional District will contribute to this initiative, as follows:

- City of Duncan
- District of North Cowichan
- Town of Lake Cowichan
- Town of Ladysmith
- Electoral Areas (all nine)

Electoral Areas

A Mill Bay/Malahat
B Shawnigan Lake
C Cobble Hill
D Cowichan Bay
E Sahtlam/Glenora/Cowichan Station
F Cowichan Lake South/Skutz Falls
G Saltair/Gulf Islands
H North Oyster/Diamond
I Youlbou/ Meade Creek



Regional Parkland Acquisition Fund

A Lasting Legacy...



THE VISION

The people of the Cowichan Region value and wish to secure in perpetuity a network of Regional Parks and Trails to:

- Provide a variety of outdoor recreational opportunities
- Protect natural ecosystems
- Feature representative landscapes
- Link our communities, and
- Enhance livability within the Region



THE BENEFITS



Creation of the Regional Parkland Acquisition Fund provides residents across the Region with the opportunity to:

- **ACQUIRE** large private landscapes of community value within the region.
- Secure the sites as a **LASTING LEGACY** of special outdoor places in the public trust.
- Protect **ECOLOGICAL INTEGRITY** and provide natural protected areas for our wildlife.
- Build a network of regional park sites accessible for **USE AND ENJOYMENT** by residents and visitors of the region.
- **ENHANCE** our quality of life, recreation options and understanding of the natural environment.
- Partner with other land stewardship organizations to **POOL FINANCIAL RESOURCES** towards securing sites of common value for outdoor recreation and environmental conservation.
- Work with other organizations and levels of government to **LEVERAGE FUNDS** and other resources to meet the objectives of the Master Plan.



Land with high outdoor recreational value is also frequently important for its environmental attributes (i.e. lake shores, riparian corridors and coastal waterfront)



Careful design of public access for recreation in these areas can have a significant benefit in reducing impacts on sensitive ecosystems.

THE REFERENDUM QUESTION



Are you in favour of the Board of the Cowichan Valley Regional District adopting CVRD Bylaw No. 3163 – Regional Parkland Acquisition Fund Service Establishment Bylaw, 2008 to establish an acquisition fund to provide for expenditures in respect to acquiring regional parkland within the Cowichan Valley Regional District?

YES or NO

- Taxation amount will be \$5.00 per \$100,000 assessed residential property value
- Funds raised through this taxation can be used by CVRD for the acquisition of regional parkland within the Cowichan Region, not for any other purposes

Referendum Date:
November 15, 2008
 (With Municipal and School District Elections)

Make your vote count in determining whether we leave a legacy of protected outdoor places for generations to come.

More Information:
 250-746-2620
www.cvrd.bc.ca













RGMAC - REGULAR REGION
 August 22, 2013 -



Regional Parkland Acquisition Fund

A Lasting Legacy...





COWICHAN VALLEY REGIONAL DISTRICT **FACT SHEET**

REGIONAL PARKLAND ACQUISITION FUND

On November 15, 2008 taxpayers throughout the Cowichan Region will be asked to decide if they support creation of a special fund so that unique landscapes across the Cowichan Valley Regional District can be secured in perpetuity as regional parks.

Vision Statement:

The people of the Cowichan Region value and wish to secure in perpetuity a network of Regional Parks and Trails to:

- Provide a variety of outdoor recreational opportunities
- Protect natural ecosystems
- Feature representative landscapes
- Link our communities, and
- Enhance livability within the Region.



Regional Parks Are:

- Those parks and trails that are created for the benefit of the entire Cowichan Region and are managed by the Cowichan Valley Regional District.
- Funded through the taxation of all nine electoral areas and four municipalities.
- Typically larger, natural landscape areas of value to communities for outdoor recreation and environmental protection.

Regional Park sites currently managed by CVRD are Sandy Pool Regional Park, Osborne Bay Regional Park, the Cowichan Valley Trail, Spectacle Lake and Chemainus River Parks, and Cobble Hill Mountain Recreation Area.

Risks and Challenges:

- Over 60% of lands in the Cowichan Valley Regional District are privately owned.
- Less than 40% of CVRD land is publicly owned. The majority of these public lands are west of Lake Cowichan. This is a significant contrast to the over 90% public land base Province wide.
- Many significant and favoured informal outdoor locations in the Cowichan Region are located on privately owned lands.
- We are facing uncertainty over continued public access to many of these special spaces due to:
 - Population growth
 - Development pressures
 - Land use changes
 - Access restrictions by private landowners
 - Liability concerns
- Recognizing the need to secure significant spaces in the public interest, the CVRD Board adopted the Regional Parks and Trails Master Plan in 2007 to guide acquisition and management of regionally significant lands of high outdoor recreational and environmental value to the Regional community.



How are Community Parks Different?

Community Parks are funded and developed separately by each of the nine electoral areas and four municipalities. They provide a range of local outdoor recreation amenities including community playgrounds, walkways, sport courts, swimming beaches, boat launches, and athletic fields. Community parks serve local neighborhood needs for outdoor play and activity space.



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

File No.: 3045.12.03.09

TO: Regional Growth Management Advisory Committee
FROM: Planning Department
DATE: February 24, 2014
SUBJECT: Regional Parkland Legacy Fund

RECOMMENDATION:

That the Regional Growth Management Advisory Committee provide recommendation to the Board of Directors whether to proceed or not with the feasibility study for the establishment of a regional parkland legacy fund.

DISCUSSION:

The Regional Growth Management Advisory Committee (RGMAC), on an annual basis, recommends priority Regional Growth Strategy (RGS) implementation projects for Board of Directors consideration. At a November 8, 2012 priority-setting workshop, the RGMAC selected four RGS implementation projects to be initiated in 2013, which in order of priority, were:

1. Regional Agricultural Area Plan, with a focus on economic development and long-term industry resilience;
2. In-kind support for regional economic development initiatives;
3. Regional Housing Needs Assessment, in partnership with the City of Vernon; and
4. ***Regional Parks Legacy Fund Feasibility Study***

The Board of Directors endorsed these four RGS priority initiatives on January 2, 2013.

In response to Board direction, the Regional District of North Okanagan has been undertaking an analysis of the possibility of establishing a dedicated regional parkland legacy fund. Potential options have been identified, based upon the experience of regional districts that have established similar programs, for establishing this type of fund.

The Board of Directors passed the following resolution on October 16, 2013:

"That establishment of a Regional Parkland Legacy Fund be referred to Municipal Councils and the Electoral Area Advisory Committee for consideration."

A referral letter was sent on October 21, 2013 to the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Area Advisory Committee. The following responses and/or resolutions were received in relation to the referral:

City of Armstrong, November 12, 2013

Although a formal resolution was not passed by City of Armstrong at regular session on November 12, 2013, the following is an extract taken from the meeting minutes:

"General consensus was that if the City is interested, they could contribute to their own Legacy fund rather than the RDNO's Legacy Fund."

District of Coldstream, November 4, 2013

*"That the Regional District of North Okanagan be advised that the District of Coldstream **supports** the establishment of a Regional Parkland Legacy Fund as a mechanism to acquire regionally significant parkland subject to the fund being modeled after the one used by the Regional District of Central Okanagan"*

City of Enderby, November 4, 2013

*"That the City of Enderby **is not interested** in supporting the concept of a regional parkland legacy fund at this time"*

Village of Lumby, November 18, 2013

*"That the Village of Lumby **supports** the Regional Legacy Parks Fund **in principal** with consensus of all participants on all projects undertaken and that we see a funding model prior to final approval."*

Township of Spallumcheen, November 18, 2013

*"That Spallumcheen Council direct staff to advise the Regional District of North Okanagan that the Township **does not support** the proposed Regional Parkland Legacy Fund Service Establishment."*

City of Vernon, January 27, 2014

"That Council consider establishment of a Regional Parkland Legacy Fund by the Regional District of North Okanagan following conclusion of the City of Vernon Parks Master Plan and the establishment of the related Development Cost Charge bylaw for local parks."

Electoral Area Advisory Committee, October 3, 2013

*"That the Board of Directors be advised that the Electoral Area Directors **support in principle** the establishment of a Regional Parkland Legacy Fund; and further,*

That it be recommended to the Board of Directors that staff be directed to explore details regarding establishment of a Regional Parkland Legacy Fund."

RESULTS AND ALTERNATIVES:

There are many ways of acquiring land for regionally significant parks and trails. Outright purchase is only one of them and large capital outlays are not necessarily always required. It is, however, important to have some capital funding available to be able to take advantage of opportunities as they arise.

This can take the form of an opportunity to purchase a piece of property which has been identified as high priority for the (sub)regional parks system, pursuing agreements with the Provincial government for the lease or transfer of Crown lands for (sub)regional parks or establishing easements that facilitate the acquisition of priority regional trail corridors.

At this time, The District of Coldstream, Village of Lumby and five Electoral Areas (“B”, “C”, “D”, “E” and “F”) support further exploration of the feasibility of establishing a Regional Parkland Legacy Fund. The City of Vernon has indicated that Council may consider participating in the establishment of a Regional Parkland Legacy Fund at a future date. The City of Armstrong, City of Enderby and Township of Spallumcheen have resolved that their Councils are not in support of pursuing this matter further.

The Regional Growth Management Advisory Committee could consider the following options, based upon responses received:

Option 1: Not Proceed

The Regional Growth Management Advisory Committee could recommend to the Board of Directors that the Regional Parkland Legacy Fund Feasibility Study not proceed at this time. If all regional partners express an interest in further exploring a regional parkland funding mechanism, the Board of Directors may consider proceeding with a feasibility study in the future.

Option 2: Sub-Regional Service

Sub-regional park acquisition could be entirely funded by the Village of Lumby, District of Coldstream and five Electoral Areas if a sub-regional service is established. There are several models that could be considered including:

- a) The Regional District of Nanaimo, where regional park acquisition and major capital items have been funded entirely by the eight electoral areas. Operational costs are shared by the electoral areas and the four municipalities under the Regional Parks Service Agreement.
- b) The Regional District of East Kootenay, where a Sub-Regional Conservation Fund was established for Electoral Areas “F” and “G”, District of Invermere, Village of Radium Hot Springs and Village of Canal Flats. The administration, operation and maintenance of the fund and sub-regional parks service is undertaken by the East Kootenay Conservation Program, under agreement with the Regional District.

Appendix “A” provides an overview of potential funding levels and approaches that may be considered if the partners are interested in further exploring a sub-regional service. The administration of the fund, the identification of sub-regional priorities and the operation and maintenance of the resulting parkland acquisitions would need to be explored during the feasibility study.

Although a parkland acquisition fund can be pursued through one, several or all of the sub-regional parks services, the geographic scope and mandate of the service would remain sub-regional. Due to the cost of large property acquisitions, sub-regional legacy funds will not have the "buying power" of a regional parks service. The partners which have expressed support in principle for further exploring the feasibility of this service represent 40% of the total potential regional funding contribution if all North Okanagan jurisdictions were participants.

Option 3: Regional Parkland Endowment Fund

An endowment fund provides a mechanism of achieving a public good through the management of donations or gifts received from individuals or organizations for a specific and defined purpose. Endowment funds have been used to achieve parkland acquisition and management goals by several local governments in Canada, including the City of Vancouver¹, Eglin-St. Thomas, Ontario², City of Peterborough, Ontario³ and Strathcona Regional District⁴. Several Regional Districts have explored creating parkland endowment funds, including the Regional District of Nanaimo, Powell River Regional District, Fraser Valley Regional District and Alberni-Clayoquot Regional District

Of special interest, as a potential Regional District North Okanagan model, is the Comox Valley Regional District Legacy Program, which has been accepting private gifts since 2003. The Regional District, operating under the Ecological Gifts Program administered by Environment Canada, has resulted in the donation of 98 acres of environmentally sensitive parkland over six separate sites within the Electoral Areas. Smaller gifts are encouraged, including a memorial bench program which has resulted in an average of four benches per year since the program began. Attached to this report is the "Leave a Legacy Program" Donation Form as information.

The use of endowment funds to achieve cultural, environmental or parkland objectives is associated with a community's culture of philanthropy and active non-profit fundraising. After reviewing several cases where parkland endowment funds have been established, a Regional District or local government must either partner with, or be registered as, a charitable organization with regard to the fund.

The Village of Lumby, District of Coldstream, five Electoral Areas and potentially other municipal partners may consider the establishment of a Regional Parkland Endowment Fund as a mechanism for the acquisition of regionally significant parkland and trails. A service, if established in this manner, could be used as the framework for contributions to parkland acquisition, although the amount available would be contingent on philanthropy and private donations.

¹ In 2006, the City of Vancouver created the Park Conservation Endowment to provide sustainable funding for park conservation projects, including trail rebuilding, protecting environmentally sensitive areas, invasive species removal, or replanting of native trees and shrubs.

² Elgin-St. Thomas Council created the Parks and Recreation/Pinafore Endowment Fund, administered by the non-profit Elgin-St. Thomas Community Foundation. The Fund contributes to capital projects and improvements for parks and trails infrastructure.

³ The Tollington Park Endowment Fund provides supplementary revenue for the development and maintenance of appropriate parks-related projects in the City of Peterborough. The fund is managed by Scotiatrust, under the terms of the endowment.

⁴ The Regional District of Strathcona created the Hank's Beach Forest Conservation Park Reserve Fund (an endowment fund) as part of the agreement with the Tides Foundation and the Land Conservancy regarding the establishment of the Hank's Beach Forest Conservation Park of British Columbia

If the Regional District was considering establishing such a fund, thought would need to be given to the following:

- a) How the Fund would be established and administered;
- b) How will the operation and maintenance of acquired regionally significant parkland be undertaken (i.e. agreements with corresponding sub-regional park services; non-profit organization administration and operation; separate Regional Parks function);
- c) Promotion and incentives that encourage donation to the Fund;
- d) Partnerships with volunteers and community groups to promote donations to fund specific regional projects, such as key trail linkages, within the regional parks and trails system; and;
- e) As part of the feasibility study, explore the establishment of a commemorative giving program to support specific regionally significant acquisitions that are defined by the communities of the North Okanagan.

Although this option provides a mechanism to provide some funding toward regionally significant parkland acquisition, available funds and gifted lands would be based upon voluntary donation which would not provide a consistent and reliable source of funding and/or parkland.

FINANCIAL/BUDGETARY CONSIDERATIONS:

Option 1: Do not establish a regional parkland legacy fund:

The Regional District and municipal partners would maintain the status quo regarding the funding of parkland acquisitions.

Option 2: (Sub)regional parkland legacy fund:

A (sub)regional parkland legacy fund, if supported, would increase the overall property taxation rate at the regional or sub-regional level. A distinct and separate fund for the acquisition of areas of (sub)regionally significant lands would provide the opportunity to leverage additional funds and assist in pursuing Crown lands for (sub)regional park designations (in the Capital Regional District, 35% of the value of regional parkland acquisitions were contributed by partner organizations or the Provincial government). Determining how much is needed for a (sub)regional parkland legacy fund is based on:

- How much community members are prepared to pay in taxes each year;
- What the money is needed for (i.e. acquisitions and/or management activities); and
- The general value of properties within the region.

A small fund may not generate enough buying power on its own, in the short to medium term, and will require matching funds and support from other partners. A large fund may allow parkland to be purchased outright, partnerships with other organizations, and use of the funds as leverage to receive matching funding from other sources. This may allow the funding to be used for several acquisitions.

Funding for operations, maintenance and purchase of amenities would not be financed from a (sub) regional parkland acquisition fund and an operational mechanism will need to be determined during a feasibility study.

Option 3: Regional parkland endowment fund:

The establishment of a regional parkland endowment fund may provide a source of funds or land gifts for regionally significant parkland and/or trail acquisitions without the requirement for increased requisitions from municipal or Electoral Area partners, although this voluntary approach may not result in a constant source of funding for these initiatives. Endowment funds/programs can be customized

and, based upon the establishment bylaw, individual donations could be directed to specific regional parkland projects or acquisition priorities.

SUMMARY:

As part of RGS implementation, the Board of Directors directed staff to investigate the concept of establishing a dedicated regional parkland legacy fund which would require the establishment of a new regional service. Potential options have been identified, based upon the experience of regional districts that have established similar funds.

The Regional District, on October 21, 2013, requested confirmation of support before proceeding with the feasibility study for the establishment of a regional parkland legacy fund. The Five Electoral Areas ("B", "C", "D", "E" and "F"), the District of Coldstream and Village of Lumby expressed support in principle. The City of Armstrong, City of Enderby and Township of Spallumcheen do not support the establishment of this service. The City of Vernon has deferred decision on the subject until the completion of local park planning.

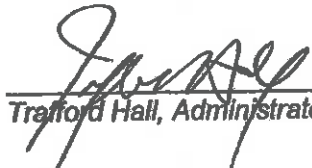
The Regional Growth Management Advisory Committee is requested to consider the options identified in this report when determining if, and how, to proceed with the establishment of a (sub)regional parkland acquisition mechanism.

Submitted by:

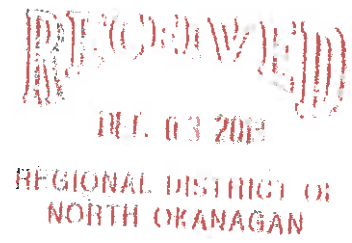

Anthony Kittel, Regional Growth Strategy Coordinator

Approved For Inclusion:

Endorsed by:


Trafford Hall, Administrator


Rob Smailes, MCIP
General Manager, Planning and Building



November 28, 2013

Mr. Anthony Kittel
Regional Growth Strategy Coordinator
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

Dear Anthony;

Re: Regional Park Legacy Fund – Request for Consideration

I am writing to advise you that Council, at their Regular meeting of November 12, 2013 received your correspondence in which you referred information for Council's consideration of support for a Regional Park Legacy Fund.

Council discussed the opportunity. Their general consensus was that the City of Armstrong is not interested in contributing to a regional park legacy fund.

Sincerely,

A handwritten signature in black ink that reads 'Melinda Stickney' in a cursive script.

Melinda Stickney
Deputy Corporate Officer





DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6
Phone 250-545-5304 Fax 250-545-4733
email: info@district.coldstream.bc.ca

File: 6420-20

November 19, 2013

Regional District of North Okanagan
Anthony Kittel, Regional Growth Strategy Coordinator
9848 Aberdeen Road
Coldstream BC V1B 2K9



Dear Mr. Kittel:

**Re: Regional Parkland Legacy Fund - Referral for Council
Consideration of Support - Your File No. 3045.12.03.09**

At their meeting held November 12, 2013, Council discussed the above and adopted the following resolution:

THAT the Regional District of North Okanagan be advised that the District of Coldstream supports the establishment of a Regional Parkland Legacy Fund as mechanism to acquire regionally significant parkland subject to the fund being modeled after the one used by the Regional District of Central Okanagan.

If you have any questions please feel free to contact me at 545-5304 or by email at kaustin@district.coldstream.bc.ca.

Yours truly,

Keri-Ann Austin, CMC
Director of Corporate Administration

cc T. Seibel, CAO
T. Hall, CAO, RDNO

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

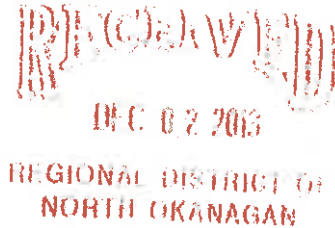
4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



File: 0410-50.01

November 26th, 2013

Regional District of North Okanagan
9848 Aberdeen Road
Vernon, BC V1B 2K9



Dear Mr. Kittel, Regional Growth Strategy Coordinator:

Re: Regional Parkland Legacy Fund Service Establishment

Thank you for your letter dated October 21st, 2013 regarding the Regional Parkland Legacy Fund and the request for the support of Spallumcheen Council in establishing the fund.

At the Monday, November 18th, 2013 Regular Meeting of Spallumcheen Council the following resolution was passed:

"That the letter to the Township of Spallumcheen from Anthony Kittel, Regional Growth Strategy Coordinator for the Regional District of North Okanagan dated October 21st, 2013 – Re: Regional Parkland Legacy Fund – Referral for Council Consideration of Support be received;

AND That Spallumcheen Council direct staff to advise the Regional District of North Okanagan that the Township does not support the proposed Regional Parkland Legacy Fund Service Establishment."

If you have any questions regarding the above noted matter please contact the undersigned.

Respectfully,

Cindy Graves
Deputy Corporate Officer

CG/cs



THE CORPORATION OF THE CITY OF VERNON

RECEIVED

FEB 04 2014

REGIONAL DISTRICT OF
NORTH OKANAGAN

File: 6970-21

January 29, 2014

Anthony Kittel
Regional Growth Strategy Coordinator
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Dear Mr. Kittel:

Re: REGIONAL PARKLAND LEGACY FUND

Council, at its Regular Open Meeting held on January 27, 2014, considered your letter of October 21, 2013 and adopted the following resolution:

"THAT Council consider establishment of a Regional Parkland Legacy Fund by the Regional District of North Okanagan following conclusion of the City of Vernon Parks Master Plan and the establishment of the related Development Cost Charge bylaw for local parks.

CARRIED."

Should you have any questions, please contact the undersigned.

Yours truly,

Susan Blakely, Deputy Corporate Officer
Manager, Legislative Services

/jn

Appendix "A" Sub-Regional Parkland Legacy Fund Options:

	Tax Levy Per \$1,000 Assessed Value			Flat Parcel Tax (per Property)			
	\$0.03	\$0.05	\$0.06	\$0.08	\$10.00	\$15.00	\$20.00
District of Coldstream (Average Residential Property)	\$11.85	\$19.75	\$23.70	\$29.63	\$10.00	\$15.00	\$20.00
District of Coldstream Residential Properties	4,683	4,683	4,683	4,683	4,683	4,683	4,683
District of Coldstream Residential TOTAL	\$55,483.55	\$92,489.25	\$110,987.10	\$138,733.88	\$48,830.00	\$70,245.00	\$93,660.00
Village of Lumby (Average Residential Property)	\$7.01	\$11.68	\$14.02	\$17.52	\$10.00	\$15.00	\$20.00
Village of Lumby Residential Properties	820	820	820	820	820	820	820
Village of Lumby Residential Total	\$5,746.56	\$9,577.60	\$11,493.12	\$14,366.40	\$8,200.00	\$12,306.00	\$16,400.00
Electoral Area "B" (Average Residential Property)	\$7.20	\$12.00	\$14.40	\$18.00	\$10.00	\$15.00	\$20.00
Electoral Area "B" Residential Properties	3,201	3,201	3,201	3,201	3,201	3,201	3,201
Electoral Area "B" Residential TOTAL	\$23,047.20	\$38,412.00	\$46,094.40	\$57,616.00	\$32,010.00	\$48,015.00	\$64,020.00
Electoral Area "C" (Average Residential Property)	\$9.98	\$16.63	\$19.96	\$24.95	\$10.00	\$15.00	\$20.00
Electoral Area "C" Residential Properties	2,702	2,702	2,702	2,702	2,702	2,702	2,702
Electoral Area "C" Residential TOTAL	\$26,960.56	\$44,934.26	\$53,921.11	\$67,401.39	\$27,020.00	\$40,530.00	\$54,040.00
Electoral Area "D" (Average Residential Property)	\$6.47	\$10.78	\$12.94	\$16.17	\$10.00	\$15.00	\$20.00
Electoral Area "D" Residential Properties	1,788	1,788	1,788	1,788	1,788	1,788	1,788
Electoral Area "D" Residential TOTAL	\$11,564.78	\$19,274.64	\$23,129.57	\$28,911.96	\$17,880.00	\$26,820.00	\$35,760.00
Electoral Area "E" (Average Residential Property)	\$5.25	\$8.75	\$10.49	\$13.12	\$10.00	\$15.00	\$20.00
Electoral Area "E" Residential Properties	803	803	803	803	803	803	803
Electoral Area "E" Residential TOTAL	\$4,213.34	\$7,022.24	\$8,426.68	\$10,833.36	\$8,030.00	\$12,045.00	\$16,060.00
Electoral Area "F" (Average Residential Property)	\$8.11	\$13.51	\$16.21	\$20.27	\$10.00	\$15.00	\$20.00
Electoral Area "F" Residential Properties	3,138	3,138	3,138	3,138	3,138	3,138	3,138
Electoral Area "F" Residential TOTAL	\$25,436.83	\$42,384.38	\$50,879.26	\$63,591.57	\$31,360.00	\$47,070.00	\$62,760.00
TOTAL ANNUAL LEGACY FUND	\$152,462.62	\$254,104.37	\$304,925.24	\$381,156.55	\$171,350.00	\$257,025.00	\$342,700.00

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
communityservices@comoxvalleyrd.ca
www.comoxvalleyrd.ca



LEAVE A LEGACY PROGRAM

Donation Form

The Comox Valley Regional District (CVRD) has a gifting program which offers the public, businesses and organizations a choice of three types of ways to contribute to the improvement and expansion of our parks and greenways:

Standard Gifts

Donations of a set dollar amount to cover the cost of installing typical park features such as of benches, tables, kiosks, native plants and signs in community parks, often in memory of someone. See the attached list of standard gifting opportunities currently available and the applicable costs.

Custom Gifts

Contributions of labour, materials or money of no set amount which assist with the acquisition or development of parks such as community group constructing a viewing stand; a business providing services "in kind", or a donation of cash to assist with a service, land purchase or construction project.

Distinctive Gifts

Donations of securities, irrevocable beneficiary designations, bequests, eco-gifts and land donations.

Please accept my donation for a

Please contact me to discuss a gift

Plaque Inscription for Standard Gifts: (The inscription must fit on a 4"x 12" plaque):

If you wish, please feel free to explain the personal significance of this donation below.

600 Comox Road, Courtenay, BC V9N 3P6
 Tel: 250-334-6000 Fax: 250-334-4358
 Toll free: 1-800-331-6007
 www.comoxvalleyrd.ca



December 12, 2011

Gift Giving Opportunities for 2011-2012

STANDARD GIFTS	CUSTOM GIFTS
<p>Benches Seal Bay Nymph Falls One Spot Trail Lazo Wildlife</p>	<p>Dog Bag Dispenser Sponsorship Goose Spit Glover Seal Bay Nymph Falls Royston Greenway Little River Nature</p>
<p>Tables Goose Spit (add plaques to existing tables)</p>	<p>Viewing Stands Dyke Road</p>
<p>Kiosks Nymph Falls Little River Nature Wildwood Forest</p>	<p>Picnic Shelters None at this time</p>
<p>Native Plants & Trees Headquarters Townsite Seal Bay Little River Nature</p>	<p>Boardwalks None at this time</p>
<p>Park Entrance Signs Tsolum Spirit Macaulay Heights Ship's Point Joe Walker Glover Community Nature Royston Greenway Foden Pinecrest Bracken Wildwood Forest</p>	<p>Fencing Little River Nature One Spot Trail</p>
<p>Bicycle Racks None at this time</p>	<p>Construction Projects One Spot Trail bridges (2) Morning Beach stairway</p>
	<p>Cash Donations Purchase of new parkland One Spot Trail extension Dyke Road viewing stand Royston Greenway extension Seal Bay map and signage improvements Nymph Falls map and signage improvements Goose Spit shoreline erosion</p>

Enclosed is my:

- Cheque Credit card information

CREDIT CARD #: _____ **VCode:** _____
EXPIRY DATE: _____ VISA Mastercard
NAME: _____
MAILING ADDRESS: _____

NAME ON CARD: _____
TELEPHONE #: _____
EMAIL: _____

It is the responsibility of the donor to update the CVRD with changes in contact information.

Terms and Conditions

1. Gifts must contribute to CVRD objectives. The items shall have community and political support, have aesthetic appeal, follow regional district design standards and be placed in an appropriate location.
2. The CVRD will issue a tax-deductible receipt for gifts other than in-kind services. Where there is no set value for the donation, the tax receipt will be based on a third party, professional appraisal or other external resource.
3. Standard gifts shall be recognized by a plaque or sign. Recognition of other gifts may include a plaque, sign, certificate, public announcement or advertisement, participation in an official opening, public unveiling, webpage or other acknowledgment in accordance with other regional district polices and as approved by the manager of parks.
4. The donation of a gift does not entitle the donor to any business from the CVRD, nor any naming rights for CVRD facilities.
5. The CVRD reserves the right to:
 - a) determine the type and style of standard and custom gifts, taking into consideration maintenance requirements;
 - b) approve the wording on plaques and other recognition items;
 - c) remove, relocate or dispose any item for operational reasons. A reasonable effort shall be made to notify the donor if their donation is affected;
 - d) use the lands adjacent to gifted items as it deems appropriate;
 - e) not to accept a gift; and
 - f) determine the use of gifts, if for whatever reason, the gift cannot be used as originally intended.
6. The location, design and installation of each gift is subject to the approval of the manager of parks at the CVRD. All gifts of securities and all gifts worth more than \$10,000 shall be subject to approval of the regional board.

7. Gifts of land shall be subject to a risk assessment and clearance of any and all liabilities including a phase 1 environment assessment as well as approval of the regional board.
8. Gifts of land under the Ecological Gifts Program administered by Environment Canada are subject to the terms of the *Income Tax Act* of Canada.
9. To assist potential donors in selecting a gift and location CVRD staff will maintain a list of gifting opportunities. It is recognized that not all gifts will be desirable or appropriate at each park and that the number of available locations is limited.
10. Fees charged for each standard gift shall be as follows:

Gift	Fee	Gift	Fee
50 Native Plants	\$500	Kiosks	\$3,750
Benches	\$1,300	Park Entrance Sign	\$4,500
Tables	\$2,750		

These fees reflect the price of all materials and labour plus \$25 a year to cover the cost of maintaining the gift for up to ten (10) years. Where a gift is being shared by two or more donors, the fee will be split equally among the donors plus the cost of any additional plaques.

11. The CVRD shall maintain and repair standard gifts for a period of up to ten (10) years. At the end of the initial ten (10) year term, the original donor may renew their gift, at the current fee. Should the donor opt not to renew their gift the CVRD will have the option to offer the location to another donor, leave the gift in place or remove the item. The CVRD will offer the gift and plaque to the donor or their family, business or organization if the item is removed.
12. The CVRD will not replace the standard gift if destroyed. The donor may replace the gift for the remaining portion of their ten-year term for a fee equal to the cost of replacement.
13. The CVRD may publish my name to acknowledge my gift. Names would be listed on the regional district website and within the CVRD annual report.

Thank you! Each contribution further enriches the regional district parks and greenways system. You help leave a legacy that shall benefit Valley residents and visitors today and for years to come. On behalf of all those who will enjoy and benefit from your gift we say thank you for caring and sharing with the community.

We would like to acknowledge your gift by offering you the following options.

- | | | |
|---|--------------------------|-----------------------|
| List your name and gift in the CVRD annual report. | <input type="checkbox"/> | No thanks, I decline. |
| List your name and gift on the CVRD website. | <input type="checkbox"/> | No thanks, I decline. |
| Issue a charitable tax receipt for your gift in the name you of your choice | <input type="checkbox"/> | No thanks, I decline. |
| Issue a certificate of appreciation signed by the regional board chair | <input type="checkbox"/> | No thanks, I decline. |

I understand and accept without restriction or reservation the above terms and conditions associated with my gift.

Signature: _____

Date: _____



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

File No.: 3045.12.03.09

TO: Regional Growth Management Advisory Committee
FROM: Planning Department
DATE: December 22, 2014
SUBJECT: Regional Parkland Legacy Fund Feasibility Study Update

RECOMMENDATION:

That the report dated December 22, 2014 from the Regional Growth Strategy Coordinator regarding an update of the Regional Parkland Legacy Fund Feasibility Study be received for information.

DISCUSSION:

The Board of Directors passed the following resolution on April 16, 2014:

"That the feasibility study for the establishment of a regional parkland legacy fund be deferred until the City of Vernon Parks Master Plan is completed."

The draft City of Vernon Parks Master Plan was presented to Council on November 10, 2014 and authorized the next phase of public consultation. According to the City of Vernon report, dated November 3, 2014, the project timeline anticipates Plan finalization in May or June, 2015. Communications with the City of Vernon Long Range Planner have clarified that the Plan sections addressing the proposed Regional Parkland Legacy Fund will be subject to change during the refinement and finalization of the Plan.

Based upon the proposed City of Vernon Parks Master Plan timeline and anticipated date of completion, it is unlikely that this matter will be revisited until the third quarter of 2015 as a priority Regional Growth Strategy implementation project.

BACKGROUND/HISTORY:

The Regional Growth Management Advisory Committee (RGMAC), on an annual basis, recommends priority Regional Growth Strategy (RGS) implementation projects for Board of Directors consideration. At a November 8, 2012 priority-setting workshop, the RGMAC selected four RGS implementation projects to be initiated in 2013, which in order of priority, were:

1. Regional Agricultural Area Plan, with a focus on economic development and long-term industry resilience;
2. In-kind support for regional economic development initiatives;
3. Regional Housing Needs Assessment, in partnership with the City of Vernon; and
4. **Regional Parks Legacy Fund Feasibility Study**

The Board of Directors endorsed these four RGS priority initiatives on January 2, 2013.

In response to Board direction, the Regional District of North Okanagan undertook a preliminary analysis of the possibility of establishing a dedicated regional parkland legacy fund. Potential options were identified, based upon the experience of regional districts that have established similar programs, for establishing this type of fund.

The Board of Directors passed the following resolution on October 16, 2013:

"That establishment of a Regional Parkland Legacy Fund be referred to Municipal Councils and the Electoral Area Advisory Committee for consideration."

A referral letter was sent on October 21, 2013 to the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon and Electoral Area Advisory Committee. The following responses and/or resolutions were received in relation to the referral:

City of Armstrong, November 12, 2013

Although a formal resolution was not passed by City of Armstrong at regular session on November 12, 2013, the following is an extract taken from the meeting minutes:

"General consensus was that if the City is interested, they could contribute to their own Legacy fund rather than the RDNO's Legacy Fund."

District of Coldstream, November 4, 2013

"That the Regional District of North Okanagan be advised that the District of Coldstream supports the establishment of a Regional Parkland Legacy Fund as a mechanism to acquire regionally significant parkland subject to the fund being modeled after the one used by the Regional District of Central Okanagan"

City of Enderby, November 4, 2013

"That the City of Enderby is not interested in supporting the concept of a regional parkland legacy fund at this time"

Village of Lumby, November 18, 2013

"That the Village of Lumby supports the Regional Legacy Parks Fund in principal with consensus of all participants on all projects undertaken and that we see a funding model prior to final approval."

Township of Spallumcheen, November 18, 2013

"That Spallumcheen Council direct staff to advise the Regional District of North Okanagan that the Township does not support the proposed Regional Parkland Legacy Fund Service Establishment."

City of Vernon, January 27, 2014

"That Council consider establishment of a Regional Parkland Legacy Fund by the Regional District of North Okanagan following conclusion of the City of Vernon Parks Master Plan and the establishment of the related Development Cost Charge bylaw for local parks."

Electoral Area Advisory Committee, October 3, 2013

"That the Board of Directors be advised that the Electoral Area Directors support in principle the establishment of a Regional Parkland Legacy Fund; and further,

That it be recommended to the Board of Directors that staff be directed to explore details regarding establishment of a Regional Parkland Legacy Fund."

SUMMARY:

As part of RGS implementation, the Board of Directors directed staff to investigate the concept of establishing a dedicated regional parkland legacy fund which would require the establishment of a new regional service. Potential options have been identified, based upon the experience of regional districts that have established similar funds.

The Regional District, on October 21, 2013, requested confirmation of support before proceeding with the feasibility study for the establishment of a regional parkland legacy fund. The Five Electoral Areas ("B", "C", "D", "E" and "F"), the District of Coldstream and Village of Lumby expressed support in principle. The City of Armstrong, City of Enderby and Township of Spallumcheen do not support the establishment of this service. The City of Vernon has deferred decision on the subject until the completion of local parks planning.

The City of Vernon is not anticipated to finalize the Parks Master Plan until mid-2015. Based upon the City of Vernon Parks Master Plan timeline, it is unlikely that consideration of the Regional Parkland Fund Feasibility Study will occur until the third quarter of 2015.

Submitted by:


Anthony Kittel,
Regional Growth Strategy Coordinator

Endorsed by:


Rob Smalls, MCIP
General Manager, Planning and Building

Approved For Inclusion:


David Sewell
Chief Administrative Officer

Agenda

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: March 10, 2015
Subject: Street Light on Larsen Avenue and Local Improvement Program

RECOMMENDATION

THAT Council does not allocate new taxation to the installation of a street light on Larsen Avenue east of Victor Street;

AND THAT Council directs staff to report back with a Local Improvement Program to facilitate neighbourhood-initiated customization during scheduled renewal.

ALTERNATE RECOMMENDATION

THAT Council allocates \$10,000 in the 2015 budget for the installation of a street light on Larsen Avenue east of Victor Street;

AND THAT Council allocates \$325 to new energy costs and \$450 to infrastructure renewal costs on an ongoing basis.

AND FURTHER THAT Council directs staff to continue addressing neighbourhood-level customization requests on a case-by-case basis and allocates staff time accordingly.

BACKGROUND

The attached email correspondence from Alyson Witts and Jon Turpin, two long-time residents who recently relocated to Larsen Avenue, requests that Council fund a street light on their block. The block in question is the last developed block on Larsen Avenue at present. No street light was installed during the development of that last block in the 1990s; this variance from the Subdivision Servicing Standards would have been granted by the Council of the day. In all likelihood, the determination would have been made because the block is at the (current) terminus of the street; once the adjacent property lying to the east of the road terminus develops, street lighting would presumably be provided from the eastern end (e.g. near the western edge of the currently-undeveloped property), subject to Council variance.

Differing service standards exist throughout the community. Among other things, proximity to parkland and schools, types of street lighting, road widths, and pedestrian paths, are all factored into property values through the assessment process and other market functions. In effect,

there is not a “penalty” for a different service standard as the market ultimately adjusts to accommodate variation. This occurs both at the point of sale through the purchase price and in the proportional allocation of property taxes on a yearly basis.

A similar request was made in 2012. The total cost at that time to install an ornamental street light was \$8,926.33. Ongoing electricity costs were \$305.73 per year. Lifecycle replacement costs were valued at \$399.50 per year. Should Council opt to install the light, the costs of inflation should be added to all of the above costs, and some contingency should be factored into the installation. This is reflected in the Alternate Recommendation, above.

An offer was made in 2012 for the residents to participate in a Local Service Tax pursuant to Section 212 of the *Community Charter*, but this did not appear to gain traction. Free use of the RCMP Safe Communities Rural Program Coordinator was also offered in order to provide recommendations on Crime Prevention Through Environmental Design (CPTED) strategies which would deter crime more cost effectively; it appears that, either through individual analysis or upon recommendation of the Safe Communities officer, CPTED initiatives were completed around the neighbourhood. The City now provides its own CPTED self-help guide free of charge.

In response to a few of the other items mentioned in the attached correspondence, the below questions-and-answers explain how variations in servicing standards may occur:

Do different servicing standards imply that certain property owners are penalized?

No. The housing market factors amenities into property valuation through the assessment process and other market functions, such that variations in servicing standards are reflected in home prices and the proportional allocation of property taxes.

How are servicing standards determined?

Among other things, through the City’s Subdivision Servicing Bylaw and the Official Community Plan, which guides planning and land use. Servicing standards may be varied at the time of development by Council, generally due to contextual factors. Servicing standards are affected by whether a road is a collector road or a local road, each of which is designed to accommodate a particular volume of vehicle and pedestrian traffic.

Are there light standards on every block in the City?

No.

How do servicing standards interact with the City’s infrastructure deficit?

Like most local governments in Canada, the City has a significant infrastructure deficit, of which it is only funding a fraction of the future replacement costs. The City has undertaken a variety of initiatives in an effort to manage its infrastructure deficit, including a commitment of an incremental tax increase of 1% per year that goes directly to asset management. The other critical component of managing the infrastructure

deficit is using more economically sustainable standards (such as not constructing local roads with full curb-and-gutter and sidewalks) and factoring lifecycle replacement costs into additional infrastructure obtained by the City. Over time, this helps the City to manage its infrastructure deficit and better position itself to fund local contributions towards senior government funding programs.

What are the details of the other community amenities referenced in the attached correspondence?

Sicamous Street foot path – this is apparently a reference to the sidewalk that was reconstructed as part of the 2012 road works. This was part of a scheduled renewal of the road and sidewalk on a lifecycle basis. The sidewalk was only renewed on one side, consistent with the City's infrastructure management policy for minor collector roads. The sidewalk on the other side of the street was not renewed, and will be eliminated at the end of its lifecycle. If the correspondence is, rather, referring to the Cliff Avenue pedestrian path that proceeds westward from the intersection with Sicamous Street, this improvement was made when both sidewalks were eliminated in order to facilitate pedestrian traffic. This was, in effect, another step to achieve a more sustainable standard by eliminating overbuilt infrastructure. In both cases described above, the servicing standard – and corresponding impact upon the City's infrastructure deficit – have decreased.

Preston Crescent tot lot park – this is a dedicated right-of-way that was converted into a tot lot park. The City does not maintain this park (in fact, it is not technically considered park, notwithstanding its use as such); it is maintained by and at the sole expense of the benefitting residents in the neighbourhood. The general taxpayer does not pay to maintain this park, as the neighbourhood is the beneficiary.

Granville Avenue upgrade – scheduled renewal based on lifecycle and condition. The proposed standard explored ways to reduce overbuilt infrastructure. Project was postponed.

Belvedere Park hand-launch upgrades – an amenity that benefits a broad proportion of the community (much as would be the case, for instance, with Council's support of the Arts Council or its purchase of a digital billboard to support community events) and provides economic development benefits through tourism.

Notwithstanding the above, and given feedback from certain neighbourhoods, it may make sense for Council to consider a more formal Local Improvement Program by which residents of a given neighbourhood could, at their expense and for their benefit, make application to customize the standards in their respective neighbourhoods at the time of a scheduled renewal. Such a program would enable a higher standard if it was supported by the benefitting neighbours, who would be responsible for considering costs and benefits. It would help to put neighbourhoods, particularly those on local roads, in the proverbial driver's seat with regard to service levels and associated costs that fall outside of the scope of benefit to the general taxpayer.

Such amenities would be added to a separate schedule of City assets that would be excluded from infrastructure deficit calculations, on the assumption that asset renewal would continue to be the responsibility of the neighbourhood beneficiaries at lifecycle end. Such a program exists in a variety of communities across Canada; staff have researched a model used by the City of Edmonton that may be useful to adopt and modify to suit the scale of projects likely to be proposed by the smaller neighbourhoods composing Enderby.

This program would offer the following benefits:

- 1) Provides a clear way for neighbourhoods to “control their destiny” by determining the level of amenities that they may wish to see over and above what the City of Enderby may be prepared or able to fund through general taxation.
- 2) Reduces staff time expended on evaluating and researching requests on a case-by-case basis, which can involve bringing in outside contractors, engineers, and sales agents in order to present background information on each and every request to Council. Through the Local Improvement Program, a mechanism may be crafted whereby the neighbourhood demonstrates its interest in funding the improvement prior to staff undertaking the most significant portion of the planning.
- 3) Determine on the front end whether a neighbourhood was interested in funding an amenity, rather than after staff have spent time and effort researching an amenity for which there was limited neighbourhood interest or will.
- 4) Enable the City to proceed with obtaining sustainable infrastructure standards to the benefit of the general taxpayer while still providing individual neighbourhoods with a participatory opportunity to balance service demands and costs.
- 5) For larger scale projects, the Local Service Tax provision provides a mechanism to finance a project over a longer period of time.
- 6) Provide clarity to residents with respect to requests for amenities that do not have a broad community benefit.

In many respects, such a Local Improvement Program exists on a local level already, as is the case with the tot lot park on Preston Crescent. This program would simply provide a formal mechanism through which neighbourhood initiatives could be advanced, for which all parties are clear on their respective obligations at the outset.

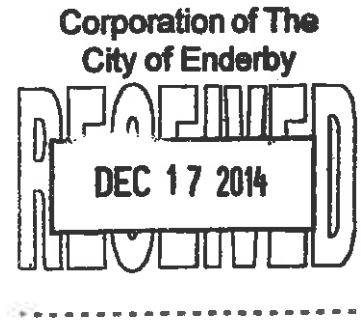
Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

107 Larsen Avenue
Enderby BC V0E 1V2

December 15, 2015



Mayor and Councillors
Corporation of the City of Enderby

Street lighting for #100 block of Larsen Avenue

Last Friday at 10.45 p.m. I surprised two men attempting to break in to the back sunroom of the home we moved into less than 7 months ago. It was a rude welcome to the neighbourhood.

Police subsequently arrested one suspect and he, carrying 3 weapons and a bag of house-breaking equipment, has been charged with breach of parole. To the best of my knowledge the other suspect has not so far been identified. The RCMP file for this incident is 2014-26923.

This raises the question of why there is no street lighting at all servicing the eastern section of Larsen Avenue. During summer the problem was not apparent to us, but it certainly has been these past 3 months where to venture outside after 4.30 p.m. without a flashlight invites a fall on a slippery street.

The nearest street light is on the corner of Victor Street, and there are 12 or 14 homes outside the ambit of that light.

I would ask Council to install one additional light during 2015 in the block between Victor Street and the present eastern end of Larsen Avenue. Thank you,

Alyson Witts.



Phone: 250 838 2274

Email: alyjon@telus.net

Tate Bengtson

From: Alyson Witts & Jon Turpin [alyjon@telus.net]
Sent: January-28-15 10:36 AM
To: Tate Bengtson, Enderby City Hall
Subject: STREET LIGHTING FOR # 100 BLOCK OF LARSEN AVENUE

Further to my letter to Council dated December 15 - thank you for meeting with Jon and me on January 15 and for the frank exchange of information. We have given a lot of thought to the pros and cons of this situation, especially the worrisome infrastructure deficit currently existing in Enderby's budgets.

We now understand the costs of installation, maintenance and replacement of a street light – and some of the history about development of the east end of Larsen Avenue. It is good that Council has been putting emphasis on the placing of new services underground for the past 25 or 30 years as this is an excellent, forward-looking streetscape enhancement.

We also considered Council's comments in 2012 concerning the need for residents to install motion and other lighting to help protect their own properties. I can assure you many homes in our long block (including our own) have done this. The beneficial effects of motion lights are of course much lessened because of the deep shadows cast by lighting which is not high up a pole and which thereby accidentally provides "hiding places" for those who wish to prowl.

It is noted from your memo of November 16, 2012 that Council denied a request for additional street lighting on Mill and Sicamous because of "the proximity of other street lights". That argument is not relevant in our case as there are no street lights at present near the eastern end of Larsen Avenue.

And we considered the suggestion that residents should pay to install their own street light. Why penalise this area for lack of street lighting? Did residents to the west in Larsen Avenue pay for their street lights to be installed? This suggestion seems an unnecessarily punitive course of action.

The other aspect you asked us to think about – of all residents being asked to pay towards the cost of an improvement benefitting just a few residents – actually happens often I think. A foot path in Sicamous Street, maintenance of a mini-park for kids (as in Preston Crescent), upgrading Granville Avenue (currently under consideration), improvements to launching areas for canoes and tubes – Jon and I would not benefit personally from any of these but are very happy to see some of our taxes used for these purposes. It is all part of the community, all aimed at making Enderby attractive, safe and useful to live in, both for present and future residents.

In summary, this seems to us to be a situation where "waiting" will not address the need of the 12 or 13 homes in need of a properly lit street so residents can walk safely now (especially in icy conditions). Failure to address the problem simply means those residents will be left indefinitely (?maybe forever) without street lighting just because its provision did not (for whatever reason) form part of Council's negotiation with the developer of our section of street. I cannot think up a

scenario where there will suddenly be a valid reason for Council to add this to some project in the future.

I therefore ask that my request for one street light (with – as you suggest - two cobra head fixtures) to be installed about halfway along the block (from Victor Street) be considered at a meeting of City Council. (Placing the light halfway would provide some light on either side of the pole, in the hope that when the final part of our street is developed to the east there could be two further lights included there to supplement the one under discussion). Could you please advise the date of the meeting so that we may be present if possible.

Many thanks,
Alyson Witts.

MEMO

To: Barry Gagnon, CAO
From: Tate Bengtson, Deputy CAO
Date: November 16, 2012
Subject: 100 Block of Larsen Avenue Street Light Request

Recommendation

THAT Council directs staff on its preferred option for responding to the 100 Block of Larsen Avenue Street Light petition.

Background

A petition was received for the installation of street lights on Larsen Avenue. The petition, signed by owners or occupants of 13 properties located along the 100 Block of Larsen Avenue, affirmed the following statement:

The undersigned residents of the 100 Block of Larsen Avenue are in favor of and request that the installation of the above [Street Lights on the 100 Block of Larsen Avenue, Enderby, BC] be pursued.

In the initial request submitted by the petition organizer, he noted that the relative darkness of the area was leading to the theft of solar patio lights.

Typically, the City is able to co-locate a street light on an existing pole. As a result, its expenses are generally limited to electricity charges and bulb/fixture replacement. Unfortunately, the services on Larsen Avenue are underground; this necessitates the installation of light standards at City expense.

On-site reviews were performed by me and, subsequently, an electrician with Mountain View Electric. The electrician recommended that the most cost-effective solution would be one (1) 5.5 meter pole with two (2) 250 watt cobra head fixtures. This would offer the greatest light radius while reducing the quantity of light standards that would need to be purchased, installed, connected to the grid, and ultimately replaced at lifecycle end. I also consulted with a BC Hydro representative about costs associated with establishing the connection and then referenced a recent bill to determine the electricity fee schedule for street lights. Finally, as the additional light standard will implicate the City's Average Annual Life Cycle Investment of our Asset Management Investment Plan, a cost for annual lifecycle replacement was determined based on the City's asset management study.

The cost analysis is attached to this memo. In summary, the costs are:

1) One-time purchase and installation	\$8,926.33
2) Annual ongoing electricity charges and regular maintenance	\$305.73
3) Annual ongoing lifecycle costs	\$399.50

The City has no existing policy or guidelines on streetlights; each request is addressed on a case-by-case basis, in part because each case offers distinctly different costs and community needs. For instance, a 2011 request for additional street lighting on Mill and Sicamous was denied by Council; while the costs may have been lower for the initial installation due to light co-location, it was determined that the added electricity and maintenance costs could not be justified in light of the proximity of other street lights. In the case of the Larsen Avenue request, there are no street lights for several blocks but there are also far greater expenses associated with the installation due to underground servicing.

Council may wish to consider the following three options:

- 1) Approve the request on the basis of the above cost and lifecycle replacement estimates. Council should be advised that choosing this option is likely to generate numerous similar requests that will have a significant financial impact.
- 2) Determine if property owners in the vicinity of the proposed light standard would voluntarily pay capital costs associated with the purchase and installation of the light (approximately \$8,926), with the City of Enderby paying for ongoing costs associated with electricity charges, ordinary maintenance, bulb replacement, and lifecycle replacement (approximately \$705.23 per year). If this route is chosen, it is recommended that the contribution be voluntary rather than on the basis of a Local Service Tax as described in Division 5 of the Community Charter given the size of the request relative to the legal complexity and internal costs of establishing a Local Service Tax.
- 3) Decline the request and ask RCMP Safe Communities to analyse the neighborhood as part of its Crime Prevention Through Environmental Design (CPTED) program and provide to the residents a set of initiatives that they may undertake to enhance the built environment (such as improving lighting on private properties) and/or foster cooperative neighbourhood-level solutions that will discourage undesirable activity. In all likelihood, and without prejudging the findings of the CPTED analysis, encouraging residents to implement CPTED recommendations on their respective properties would have a more significant impact at a lower cost to the individual property owner than the voluntary contribution towards a single light standard on City property as described in Option 2, above. Choosing this option also most effectively controls the City's existing electricity, maintenance, and asset replacement costs.

Council should be further advised that choosing the third option would not preclude the residents of the 100 Block of Larsen Avenue from initiating a petition for a Local Service Tax under Section 212 of the Community Charter. As such, choosing the third option would offer the best opportunity to promote neighborhood-level initiatives that may be more effective and

economical for the property owners and the City without necessarily closing the door to a request that the City impose a Local Service Tax as discussed in the second option.

Respectfully submitted,

Tate Bengtson

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: March 12, 2015
Subject: Digital Billboard Policy Amendment - Area "F" Participation

RECOMMENDATION

THAT Council rescinds the Digital Billboard Policy and adopts the attached Digital Billboard Policy.

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.

Council subsequently adopted a Digital Billboard Policy in order to preserve the overall purpose of the billboard which is to display messages or announcements that improve awareness of civic and community events/programs.

Although the current Digital Billboard Policy provides for the marketing of user-pay and non-user-pay programming delivered by Recreation Services on behalf of the Enderby & District Services Commission, the Policy does not provide for the advertising of community events/programming which are located outside of the City of Enderby and fall outside the mandate of the Commission, unless granted an exemption by Council. The Area "F" Director has since brought forward a proposal for Area "F" participation in messaging on the digital billboard. Under this proposal, the Area "F" Director may sponsor grants on behalf of the Area "F" Community Halls which wish to market programs or events related to hall activities, if approved by the Executive of the Community Hall; sponsorship grants for Community Halls may extend to other registered not-for-profit organizations or charities which may wish to utilize the billboard to market an event or program open to the community, if approved by the Executive of the Community Hall. Sponsored advertising would be provided at a bulk discount of 50% or \$50.00 per day. This proposal is framed within the following provision which was included in the amended Digital Billboard Policy:

- 8. *The Area "F" Director may sponsor grants on behalf of Area "F" Community Halls which wish to make an announcement of a program or event related to the Community Hall activities, if approved by the Executive of the Community Hall. Area "F" sponsored advertising will be provided at a bulk discount of 50%.*

The Area "F" Director is proposing to place \$5,000 in deferred revenue which would be drawn down as Community Halls, or other not-for-profit organizations or charities as approved by the Executive of a Community Hall, utilize messaging on the digital billboard.

Respectfully Submitted,



Kurt Inglis

Assistant Corporate Officer and Planning Assistant

City of Enderby Digital Billboard Policy

The purpose of the community digital billboard is to display messages or announcements that improve awareness of civic and community events and programs sponsored by the City of Enderby.

Eligible Use

1. Messages issued by the City of Enderby may be posted on the billboard as needed.
2. Council may, at its sole discretion, sponsor the following up to a specified in-kind value for displaying messages on the billboard:
 - a. Enderby-based community groups which are registered not-for-profit organizations or charities which wish to make an announcement related to an event or program open to the community;
 - b. Local sports associations serving Enderby which are registered not-for-profit organizations or charities which wish to make an announcement related to a registration opportunity or an event open to the community; or
 - c. Other community groups or associations which may not be registered not-for-profit organizations or charities, when granted an exemption from Council.
3. For the purposes of calculating a sponsorship value, a single message running for one week shall be given an in-kind value of \$700, inclusive of basic set-up fees, but such message does not need to be displayed in consecutive days.
4. Set-up or coordination required in excess of basic set-up shall be charged to the recipient on a cost recovery basis.
5. For efficiency, Council may develop a list of organizations that it wishes to sponsor on an ongoing basis, with specified annual sponsorship values.
6. An organization seeking to be sponsored by Council must submit a sponsorship request at least 60 days prior to the proposed start date for its initial message but must still submit a message request at least 30 days prior to the desired display date as per #19 of this Policy.
7. Subject to budget allocation, the Enderby & District Services Commission may make recommendations to Council for the sponsoring of particular groups or organizations for the displaying of messages related to events and programming which are related to the Commission. The Commission may purchase advertising at a bulk discount of 75% for marketing of user-pay programs delivered by Recreation Services on behalf of the Commission.
8. The Area "F" Director may sponsor grants on behalf of Area "F" Community Halls which wish to make an announcement of a program or event related to the Community Hall activities, if approved by the Executive of the Community Hall. Area "F" sponsored advertising will be provided at a bulk discount of 50%.

Ineligible Use

9. The use of the electronic billboard is limited to the dissemination of civic information or announcements made by Council-sponsored groups or associations in accordance with Section 2, above.
10. Political or religious messaging will not be accepted.
11. Images or comments of an obscene, hateful, explicit, racial, abusive, defamatory or sexual nature, or that encourages illegal activities, will not be accepted.

Design, Frequency and Duration of Messages

12. The design, frequency and duration of any message are at the discretion of the City.
13. The City reserves the right to change or reject a message, postpone it to a later date, choose an alternate end date, or substitute any message for another on a temporary or permanent basis.
14. The minimum duration of a displayed message is 1 week, which may be non-consecutive days, and the maximum duration of a displayed message is 3 weeks.
15. The number of civic messages on display in any given sequence is at the discretion of the City.
16. The maximum number of sponsored messages on display in any given sequence is 3.
17. If an event or activity is cancelled before or during the broadcast, the organization must notify the City of Enderby immediately. An announcement of cancellation will not count against the in-kind sponsorship value granted by Council.
18. The City reserves the right to establish an order of priority on messages. City announcements have precedence over other display messages.
19. Unused in-kind sponsorship value cannot be redeemed for cash or carried over to the following calendar year.
20. Message requests must be received at least 30 days before the desired display date and must comply with this usage policy.
21. All requests must be submitted using the required form.
22. As a condition of application, the applicant shall agree that the City is not responsible for liability or damage owing to any error, omission, interruption, refusal, or termination of a message.

Delegation

23. Council delegates to staff operation of the digital billboard.
24. A sponsored applicant may request reconsideration by Council of a message refused or altered by staff.
25. Only Council or the Area "F" Director may sponsor an applicant.

