

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, December 7, 2015
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of November 16, 2015](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

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

7. BYLAWS – 3 Readings

[Building Bylaw No. 1582, 2015](#)

pg 8-39

A bylaw for the administration of the BC Building Code

[Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1584, 2015](#)

pg 40-43

A bylaw to amend Fees and Charges Bylaw No. 1479

[Intermunicipal Emergency Operations Service Withdrawal Bylaw No. 1585, 2015](#) pg 44

A bylaw to withdraw from the intermunicipal agreement with the City of Vernon for the provision of Emergency Management Services

8. REPORTS

Mayor and Council

[Disclosure of Contracts – Council](#) – Memo from Chief Financial Officer dated December 1, 2015

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9. NEW BUSINESS

a. [2015 Business Walk Results](#) – Memo from Assistant Corporate Officer and Planning Assistant dated November 30, 2015

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b. [Removal of Signatory for Banking](#) – Memo from Chief Financial Officer dated December 1, 2015

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- c. [Digital Billboard Sponsorship Application – Polar Dip](#) pg 56-57
- d. [Okanagan Regional Library](#) - Correspondence dated November 27, 2015 pg 58-60
Re: Appointments to ORL Board

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (b), (e), (i) and (k), and Section 90 (2) (b) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, November 16, 2015 at 4:30 p.m. in the Council Chambers of City Hall

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

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

APPROVAL OF AGENDA

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of November 2, 2015

Moved by Councillor Schreiner, seconded by Councillor Knust that the minutes of the regular meeting of November 2, 2015 be adopted as circulated.

Carried

PETITIONS AND DELEGATIONS

Corporal Todd Bowden, RCMP

Re: Introduction and discussion of recent RCMP initiatives

- Corporal Bowden introduced himself and provided a brief history of his employment with the RCMP and his family's attachment to Enderby.
- The service area of the North Okanagan encompasses a huge area.
- His staff members have a solid moral.

Annual strategic priorities are:

- Crime Reduction:
 - Focus has been on school talks.
 - Anti-bullying program.
 - COPS for Kids Ride (supporting cancer research) targets youth.
 - DARE program offers healthy choices.
 - Foot patrols are popular and is what people want. They will keep it up.

- Curfew checks are done to make sure offenders are complying with their conditions.
- Cross Culture Aboriginal Canoe trip.
- Communication:
 - Have been keeping in contact with Mayor McCune and the Chief Administrative Officer. He has been made to feel very welcome in the community.
- Road Safety:
 - Speed watches take place every 2 weeks.
 - Check-stops are done randomly. These checks are mostly to address sobriety.

In response to questions from Council:

- Perception of high crime in Enderby – street level disputes are often linked to mental health issues. About ½ of calls are tied to mental health. Many who have been displaced from Vernon have ended up in Enderby. Often many filed are the result of activity from one or two individuals
- Repeat nuisance calls – the City’s bylaw has been provided to the RCMP. They will support it if the City needs enforcement.
- How many people in Enderby are on the curfew list? Approximately 5 or 6. There are rehab opportunities for problem residents, but currently there are none in the program at the moment. The initiative of Council to encourage reporting of incidents is helping.
- Hours of coverage – Not able to discuss scheduling, but officers are available within in the area. In the case of a serious incident, attendance is immediate. It is not practical to have overnight full coverage.
- Is there anything else that Council can do in working with the RCMP to create a safe community? No. The RCMP is comfortable with the “report it” initiative. It is logic based and the calls have been quality calls.

Dr. Curtis Bell and Dr. Hundal – Interior Health

Re: Discussion on recruitment and retention of physicians

Occurred at Committee-of-the-Whole meeting.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Water Treatment Plant Filter Emergency Repair – Memo from Chief Administrative Officer dated November 12, 2015

Moved by Councillor Case, seconded by Councillor Baird that the memorandum be received and filed.

Carried

REPORTS

Councillor Baird

Attended a Fraser Basin Council conference.

Councillor Shishido

Early Years meeting:

- Parent program in Enderby
- Evangelical chapel is offering after school programming for K-7
- Ages & Stages training seminar for early intervention.
- Will know in January whether grant funding has been approved.
- Unplug and Play is 3rd week in January to encourage kids to disconnect from electronics.

Councillor Davyduke

- Fit for Children Provincial Summit – very effective speakers.
- Chamber of Commerce – Dash BC can set up programs with Recreation Services.
- Good attendance at free public skates at arena.
- November 20th is National Child Day and also National Jersey Day.

Councillor Case

- Good turnout at both Remembrance Day ceremonies.
- Provincial announcement of assisted living expansion at Memorial Terrace.
- Building Bridges meeting.
- Splatsin Joint meeting

Councillor Knust

- FACT will not be pursuing becoming a society. They will operate under the Resource Centre umbrella.
- December 2nd is Realtors Food Drive. Volunteer drivers needed. Meet at Remax at 5:00.
- Jean Dorey (AL Fortune) made a presentation regarding food bank.

Councillor Schreiner

- Chamber of Commerce Annual General Meeting is Tuesday, November 24th.
- Enderby Museum Annual General Meeting is this Friday @ 7:00.

Mayor McCune

- Received a presentation from Grindrod Elementary students (Anna Aeschlimann and Kayla Arbuckle) who raised food for the local food bank.
- School District 83 and Okanagan College are building a relationship around trade opportunities.
- Changes to Councillor's portfolios are coming for the new year.
- Succession planning for dairy farming is being worked on by Greg Kylo.
- Application is being submitted to obtain status from Food Banks of BC.

Moved by Councillor Case, seconded by Councillor Davyduke that a letter of support be issued to the Enderby and District Resource Centre in support of their application to Food Banks of BC.

Carried

RCMP 3rd Quarter Mayors Report

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

RCMP 3rd Quarter Victims Assistance Report

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

Building Permit Detail Report – October, 2015

Moved by Councillor Baird, seconded by Councillor Shishido that the report be received and filed.
Carried

NEW BUSINESS

2016 Council Meeting Schedule – Memo from Chief Administrative Officer dated November 12, 2015

Moved by Councillor Davyduke, seconded by Councillor Shishido that the 2016 Council Meeting Schedule be approved as presented.
Carried

Christmas Office Closure – Memo from Chief Administrative Officer dated November 12, 2015

Moved by Councillor Baird, seconded by Councillor Davyduke that City Hall be closed from 4:30 p.m. on Thursday, December 24, 2015 to 8:30 a.m. on Monday, January 4, 2016.
Carried

Enderby Lions Club – Correspondence dated November 2, 2015

Re: Thanks for Halloween Donation

Moved by Councillor Baird, seconded by Councillor Shishido that the correspondence be received and filed.
Carried

Digital Billboard Sponsorship Application – Enderby Winter Market

Moved by Councillor Shishido, seconded by Councillor Case that Council approve the Enderby Winter Market's sponsorship application valued at \$3,000 in-kind.
Carried

Appointment of Deputy Fire Chief – Memo from Fire Chief dated November 2, 2015

Moved by Councillor Baird, seconded by Councillor Davyduke that Cliff Vetter be appointed as Deputy Fire Chief to the Enderby and District Volunteer Fire Department.
Carried

Moved by Councillor Case, seconded by Councillor Davyduke that a letter of thanks be sent to Shane Williamson in appreciation of his service as Deputy Fire Chief and his continued service with the Enderby and District Fire Department.

Carried

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Case, seconded by Councillor Knust 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)(e), (j) and (k) of the *Community Charter*.

ADJOURNMENT

The regular meeting reconvened at 6:18 p.m.

The following item was released from In-Camera:

Building Inspection Service Agreement with RDNO – Memo from Chief Administrative Officer dated November 9, 2015

Moved by Councillor Schreiner, seconded by Councillor Shishido that Council authorize the Mayor and Chief Administrative Officer to execute the Building Inspection Agreement with the Regional District of North Okanagan;

AND THAT this resolution be released from in-camera.

Moved by Councillor Shishido, seconded by Councillor Knust that the regular meeting adjourn at 6:20 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 1582, 2015

A bylaw for the administration of the BC Building Code

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SECTION ONE – SCOPE AND APPLICABILITY

WHEREAS the Province of British Columbia has enacted the British Columbia Building Code to govern standards in respect of the construction, alteration, repair and demolition of buildings and structures in municipalities;

AND WHEREAS the Province by enactment has authorized Council, for the health, safety and protection of persons and property, to regulate the construction, alteration, repair or demolition of buildings and structures by bylaw;

AND WHEREAS it is deemed necessary to provide for the administration of the Building Code;

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

101 CITATION

This Bylaw may be cited as ***“City of Enderby Building Bylaw No. 1582, 2015”***.

102 SCHEDULES

The following schedule is attached to and forms part of this bylaw:

Schedule “A” Climate Values

103 PURPOSE OF BYLAW

1. This Bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with Section 103.2.
2. This Bylaw is enacted and retained for the purpose of regulating construction in the general public interest within the area where this Bylaw has force and effect. The activities undertaken by or on behalf of the City pursuant to this Bylaw are for the sole purpose of providing a limited spot check for health, safety and the protection of persons and property. The purpose of this Bylaw does not include:
 - a. the protection of owners, owner/builders or constructors from economic loss;
 - b. the assumption by the City of any responsibility for ensuring the compliance by any owners, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of this Bylaw or any other applicable codes or standards;
 - c. providing any person a warranty of design or workmanship with respect to any building or structure for which a permit is issued under this Bylaw; or
 - d. providing a warranty or assurance that construction undertaken pursuant to building permits issued by the City is free from latent or any other defects.

104 PERMIT CONDITIONS

1. A permit is required whenever work regulated under this Bylaw is to be undertaken.
2. Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made

by or on behalf of the City shall in any way relieve the owner or his or her representative from full and sole responsibility to perform the work in strict accordance with the Building Code, this Bylaw and all other codes, standards and applicable enactments.

3. It shall be the full and sole responsibility of the owner, and where the owner is acting through a representative, the representative, to carry out the work in respect of which the permit was issued in compliance with the Building Code, this Bylaw and all other applicable codes, standards and enactments.
4. Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the City constitute in any way a representation, warranty, assurance or statement that the Building Code, this Bylaw or any other applicable codes, standards or enactments have been complied with.

105 SCOPE AND GENERAL EXEMPTIONS

1. This Bylaw applies to the design, construction and occupancy of new buildings and structures; the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings and structures; and the installation of plumbing works.
2. As a general exemption to all regulations of this Bylaw, this Bylaw does not apply to:
 - a. buildings or structures exempted by Part 1 of the Building Code except as expressly provided herein;
 - b. accessory buildings less than 10 square metres in building area that do not create a hazard, on the condition that the building is sited in accordance with the City Zoning Bylaw;
 - c. accessory and agricultural buildings located in Country Residential Zones, are less than 55 m² in size, are no higher than one storey (6 metres) in height, do not contain plumbing and meet the requirements of the City Zoning Bylaw;
 - d. retaining structures 1.2 metres in height or less;
 - e. fences;
 - f. non-structural repairs or alterations to a building or structure or the repair or replacement of plumbing works;
 - g. bridges, except pedestrian and vehicle bridges attached to buildings;
 - h. docks or wharves, except where a building is constructed on a dock or wharf;
 - i. deck additions, except a deck where the difference in elevation between the deck surface and the ground surface at any point is 0.6 metres or more and on the condition that the deck is sited in accordance with the Zoning Bylaw;
 - j. greenhouses or other similar structures covered by a polyethylene film and intended to be used only for storage purposes or the production of agricultural products; on the condition that the structure is sited, and the uses are in accordance with the City Zoning Bylaw;
 - k. travel trailers and similar recreational vehicles within a commercial campground as designated by the City;
 - l. site services within a manufactured home park or a commercial campground as designated by the City; nor
 - m. site services for a bare land strata development under the *Strata Property Act*.

SECTION TWO – INTERPRETATION

In this bylaw the following words and terms have the meanings set out in section 1.4.1.2 of the building code as of the date of the adoption of this bylaw: *alteration, assembly occupancy, basement, building, building area, building height, business and personal services occupancy, care occupancy, chimney, constructor, coordinating registered professional, designer, detention occupancy, dwelling unit, excavation, field review, firewall, foundation, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, private sewage disposal system, storey, registered professional, residential occupancy and unsafe condition.*

In this bylaw, unless the context otherwise requires:

AGRICULTURAL BUILDING means a building or structure, the use or intended use of which is agricultural and specifically includes providing for the growing, rearing, producing, and harvesting of agricultural products; includes the preliminary grading of such products for shipment, and specifically includes riding stables, dog kennels, nurseries, greenhouses, and the keeping of pigeons, doves, or other animal or birds of the like kind, feed lots, fish farms, piggeries, mushroom growing, and the keeping of bees, horses, sheep, goats, dairy cows, fur bearing animals, rabbits, poultry or other animals or birds of like kind.

BUILDING CODE means "The British Columbia Building Code" as adopted by the Minister and as amended or re-enacted from time to time.

BUILDING OFFICIAL includes the Chief Building Inspector, Building Inspectors, Plan Checkers and Building Technicians retained by the City.

CHIEF ADMINISTRATIVE OFFICER means that person appointed the City Council pursuant to Section 147 of the *Community Charter*.

CISTERN SYSTEM means a private water system consisting of facilities for the storage and distribution of potable water which is supplied by the collection and treatment of surface, groundwater or delivered water and includes all tanks, reservoirs, pipes, pumps, power supplies and mechanical and plumbing components of such a water system.

CITY means the Corporation of the City of Enderby as described by its letters patent and amendments thereto.

CIVIC USE means a use as may be defined by the City Zoning Bylaw.

CLASS OF OCCUPANCY means the major occupancy group for which a building or part thereof is used or intended to be used according to the classification set out in the Building Code.

COMMUNITY SANITARY SEWAGE SYSTEM means a system of works which is established and operated in accordance with provincial legislation and regulations that may apply, for the collection, treatment and disposal of sanitary sewage.

COMMUNITY WATER SYSTEM means a system of works, which is established and operated in accordance with provincial legislation and regulations that may apply, for the provision of water to more than one single family residence, and which is owned, operated and maintained by the City, a Strata Corporation, Improvement District, Irrigation District, Water Utility, Water Users' Community, or other body.

COMPLEX BUILDING means those buildings to which Part 3 of the Building Code applies and specifically includes:

- a. all buildings used for major occupancies classified as:
 - i. assembly occupancies;
 - ii. care or detention occupancies; and
 - iii. high hazard industrial occupancies.

- b. all buildings exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as:
 - i. residential occupancies;
 - ii. business and personal services occupancies;
 - iii. mercantile occupancies; and
 - iv. medium and low hazard industrial occupancies.

CONSTRUCTION VALUE means the total cost of a proposed building or structure determined from an executed construction contract or an estimated value of the building or structure established by the Building Official in the absence of a contract.

FEES AND CHARGES BYLAW means the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time.

FLOOR AREA means the space on any story of a building between the exterior walls including the space occupied by interior walls and partitions, but not including the floor area of basements, attached garages, sheds, open porches, or breezeways.

HEALTH AND SAFETY ASPECTS OF THE WORK means design and construction regulated by Part 3, Part 4, and sections 9.4, 9.8, 9.9, 9.10, 9.12, 9.14, 9.15, 9.17, 9.18, 9.20, 9.21, 9.22, 9.23, 9.24, 9.31, 9.32, and 9.34 of Part 9 of the Building Code.

HOLDING TANK SEWAGE DISPOSAL PERMIT means a permit issued by the *City of Enderby*.

OFFICIAL COMMUNITY PLAN means a bylaw adopted pursuant to Section 876 of the *Local Government Act* by the City.

PARK MODEL RECREATION UNIT means a recreational vehicle designed as living quarters for seasonal recreation accommodation, which can be relocated on occasion, and must be connected to those utilities necessary for the operation of installed fixtures and appliances, and has a Gross Floor Area, including lofts, not exceeding 50 square metres (538.2 square feet) when in the setup mode, and has a width greater than 2.6 metres (8.5 feet) and less than 4.42 metres (14.5 feet) in the transit mode. A park model recreational vehicle must conform to CAN/CSA-Z241 Series Standard (dated 1992 or later) and is not a trailer as defined by this bylaw.

REGISTERED PROFESSIONAL means:

- a. a person who is registered or licensed to practice as an architect under the *Architects Act* and has experience in the practice of architecture; or

- b. a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act* and has experience in the relevant branch of engineering or geoscience.

RE-INSPECTION means any additional inspection required as a result of faulty or deficient work, work not completed or work covered-up prior to inspection.

REPRESENTATIVE means a person authorized by a property owner to represent the owner where permitted by this Bylaw.

RETAINING STRUCTURE means a structure that is subject to lateral earth pressure, is laterally unsupported at the top and retains more than 1.2 metres of soil material measured as the difference between the finished grade at the top and bottom of the structure.

SIGN means a structure that is subject to a bylaw in respect of signs enacted by the City.

SIMPLE BUILDING means those buildings to which Part 9 of the Building Code applies; being buildings of three storeys or less in building height, having a building area not exceeding 600 square metres and used for major occupancies classified as:

- a. residential occupancies;
- b. business and personal services occupancies;
- c. mercantile occupancies; or
- d. medium and low hazard industrial occupancies.

SPECIAL INSPECTION means an inspection not listed in Section 903.2 including inspection of a building site, a building to be moved, an existing building for the purpose of change in occupancy classification or where a permit has expired.

STRUCTURE means constructed works of any kind, whether fixed to, supported by or sunk into land or water; but specifically excludes landscaping, fences, flag poles, patios, paving and retaining structures 1.2 metres in height or less.

SWIMMING POOL means any constructed or pre-fabricated structure for holding water for the purpose of bathing or swimming having a surface area of more than 15.0 square metres and a depth of more than 0.5 metres.

ZONING BYLAW means a bylaw adopted by the City pursuant to Section 903 of the *Local Government Act*.

SECTION THREE – PROHIBITION AND ENFORCEMENT

301 PROHIBITIONS

1. No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure, or other work related to construction, unless a Building Official has issued a permit for the work as outlined in this Bylaw.
2. No person shall install a manufactured home or park model recreational unit unless a Building Official has issued a permit for the work as outlined in this Bylaw.
3. No person shall change the Class of Occupancy of an existing building contrary to this Bylaw, the Building Code, the *Local Government Act* or any other applicable bylaw or Provincial statute unless a Building Official has issued a permit for the change as outlined in this Bylaw.
4. No person shall move a building or structure unless a Building Official has issued a permit for the moving of the building or structure as outlined in this Bylaw.
5. No person shall demolish a building or structure unless a Building Official has issued a permit for the demolition as outlined in this Bylaw.
6. No person shall erect a sign structure unless a Building Official has issued a permit for the sign structure as outlined in this Bylaw.
7. No person shall submit any false or misleading information in an application for a permit or in regards to any other submissions as outlined in this Bylaw.
8. No person shall do any work that is at variance with the approved design, plans or specifications of a building, structure or other works for which a permit has been issued unless that variance has been approved in writing by a Building Official.
9. No person shall occupy or use any building or structure unless an Occupancy Permit or Provisional Occupancy Permit has been issued by a Building Official for the building or structure.
10. No person shall occupy or use any building or structure contrary to the terms of any permit issued or any notice given by a Building Official.
11. No person shall, unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit, or certificate posted upon or affixed to a building or structure pursuant to this Bylaw.
12. No person shall obstruct the entry of a Building Official or other authorized official of the City on property in the administration and enforcement of this Bylaw.

302 GENERAL PENALTIES

1. Every person who contravenes any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six months.

2. Each day during which a violation is continued shall be deemed to constitute a new and separate violation.

303 'STOP WORK ORDER' NOTICE

1. A Building Official may order cessation of any work that is proceeding in contravention of the Building Code, this Bylaw or a permit issued pursuant to this Bylaw by posting a 'Stop Work Order' notice in the form provided by the City.
2. The owner of property on which a 'Stop Work Order' notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work other than work expressly authorized or required by the Building Official, until all applicable provisions of this Bylaw have been complied with and the 'Stop Work Order' notice has been rescinded by a Building Official.
3. Every owner who commences work requiring a permit without first obtaining such a permit shall, if a 'Stop Work Order' notice is issued, pay a penalty equal to double the permit fee for construction valued up to \$1,000,000 (one million dollars), such penalty not to exceed \$1,500 (one thousand five hundred dollars) and 15% (fifteen percent) of the Building Permit fee for construction valued at \$1,000,000 (one million dollars) or more, such penalty not to exceed \$15,000 (fifteen thousand dollars) prior to obtaining the required permit. Construction work shall be deemed to have commenced when:
 - a. concrete pouring or other foundation work related to construction has begun;
 - b. a building or manufactured home has been moved onto its new location;
 - c. a concrete slab, which is intended to be part of a building or structure, has been poured; or
 - d. equivalent work is in place when other building systems are used.

304 'DO NOT OCCUPY' NOTICE

1. Where a person occupies a building or structure or part of a building or structure in contravention of this Bylaw a Building Official may post a 'Do Not Occupy' notice in the form provided by the City on the affected part of the building or structure.
2. The owner of property on which a 'Do Not Occupy' notice has been posted, and every other person, shall cease occupancy of the building or structure immediately and shall refrain from further occupancy until all applicable provisions of this Bylaw have been complied with and the 'Do Not Occupy' notice has been rescinded by a Building Official.

305 NOTICE ON TITLE

1. Upon payment of the Administrative Charge as specified in the Fees and Charges Bylaw, an owner of land with respect to which a 'Notice on Title' has been filed pursuant to Section 57 of the *Community Charter* may apply to the Building Inspection Department for a report concerning the cancellation of the Notice as provided in Section 58 of the *Community Charter*.

SECTION FOUR – BUILDING OFFICIALS

401 The Chief Administrative Officer and the Chief Building Inspector shall administer this Bylaw.

402 Building Officials:

1. shall keep records of any applications; permits, and notices issued; inspections and tests made; and shall retain copies of all documents related to the administration of this Bylaw for a period as may be established by City policy from time to time;
2. may, if requested to do so and upon payment of the Evaluation Fee specified in the Fees and Charges Bylaw, review evidence to consider whether new or alternative types of materials, products or methods of construction used in the construction of a building or structure substantially conform to the requirements of the Building Code;
3. may undertake an equivalency evaluation to determine the suitability and if appropriate, approve the use of equivalent materials, appliances, systems, equipment, methods of design and construction procedures under the terms and conditions as specified in the Building Code;
4. may determine the compliance of an application with this Bylaw, the Building Code, the *Local Government Act*, the *Community Charter*, or any other applicable bylaw enacted by the City or Provincial statute;
5. may enter any land, building or premises at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
6. shall, where any residence is occupied, obtain the consent of the occupant or provide written notice to the occupant 24 hours in advance of entry;
7. shall carry credentials confirming his or her status as a Building Official;
8. may order the correction of any work that is being or has been done in contravention of the Building Code, this Bylaw or any permit issued pursuant to this Bylaw; and
9. may issue or refuse to issue a permit, notice or certificate as outlined in this Bylaw; under terms as outlined in this Bylaw, the Building Code, the *Local Government Act*, the *Community Charter*, or any other applicable bylaw enacted by a City or Provincial statute.

SECTION FIVE – RESPONSIBILITIES OF THE OWNER

501 Every owner:

1. shall ensure that all work in respect of which a permit has been issued complies with the permit, the Building Code, this Bylaw and all other applicable codes, standards and enactments respecting safety;
2. to whom a permit is issued pursuant to this Bylaw, shall be responsible for the cost of repair of any damage to public works or public property that occurs in the course of construction works;
3. shall allow a Building Official to enter the property at any reasonable time or times for the purpose of administering or enforcing this Bylaw;
4. shall immediately stop work on a building or structure in respect to which a Building Official has posted a 'Stop Work Order' notice;
5. shall obtain from a Building Official written permission to resume construction that has been suspended by a 'Stop Work Order' notice;
6. shall immediately vacate the building or portion of a building in respect to which a Building Official has posted a 'Do Not Occupy' notice;
7. shall obtain from a Building Official written permission to resume occupancy of a building after the issuance of a 'Do Not Occupy' notice;
8. before the commencement of any on-site construction work, shall obtain:
 - a. a permit as specified in Sections 601.1, 1001.1 and 1101.1 of this Bylaw,
 - b. a permit as specified in this Bylaw relating to a proposed change in the Class of Occupancy of an existing building or part of it,
 - c. any other permit or approval as required in this Bylaw in connection with the proposed work;
9. shall obtain an inspection and approval of the construction works as indicated on a permit or as provided in Section Nine of this Bylaw;
10. to whom a building permit is issued, shall obtain from a Building Official an Occupancy Permit as provided in this Bylaw;
11. to whom a permit is issued, shall during construction keep a copy of the approved designs, plans and specifications on the property; keep the permit posted in a conspicuous place on the property; and post the civic address on the property in a location that is readable from the frontage public road.

SECTION SIX – GENERAL PROVISIONS FOR BUILDING PERMIT APPLICATIONS

601 GENERAL PROVISIONS

1. Every owner shall apply for and obtain a permit before:
 - a. constructing, or undertaking structural repair or alteration of a building or structure related to the inspections undertaken pursuant to this Bylaw as outlined in Section Nine;
 - b. installing plumbing systems related to the inspections undertaken pursuant to this Bylaw as outlined in Section Nine;
 - c. constructing a new masonry chimney, installing a new metal chimney for a solid fuel burning appliance or installing a new solid fuel burning appliance; or
 - d. constructing works on a property to which a building or manufactured home is to be moved.
2. Each building or structure to be constructed on a parcel requires a separate application for a permit and shall be assessed a separate application fee as determined in accordance with the Fees and Charges Bylaw. The Application Fee is non-refundable.
3. An application for a permit for a building or structure shall expire six months after the application date if any requested documents, professional certificates or approvals have not been submitted; or after notification to the Owner that a permit is issuable and the permit fee has not been paid. A Building Official may destroy any material that has not been retrieved by the applicant if the application has expired.

602 APPLICATION EXEMPTIONS

1. Except as required to meet specifications of the Building Code, a Building Official may waive information requirements specified for an application for a permit for a building or structure where the size, simplicity or details of the proposed construction can be adequately evaluated without such information.
2. An application for a permit for an accessory building may be submitted with only a Site Plan and two sets of Construction Plans consisting of a Foundation Plan, two Building Elevations and one Cross Section Drawing; all as detailed in this Section.
3. An application for the structural repair of a building or structure, the installation of a chimney or the construction of a structure may be submitted with a Site Plan and only those Construction Plans relevant to the proposed works; all as detailed and at the scale specified in this Section.
4. An application to accompany a Moving Permit Application may be submitted with only those Construction Plans relevant to the reconstruction at the new building site.
5. General exemptions from *all* regulations of this Bylaw are provided in Section 105.2 of this Bylaw.

603 MANUFACTURED HOMES

1. An application for the installation of a manufactured home that does not comply with the construction standard specified by the City or the Building Code shall include the following reports and plan confirming that the manufactured home substantially complies with or is equivalent to following codes or standards.
 - a. A report from a Registered Professional which states that the manufactured home substantially complies with the current Structural Design requirements of the Building Code.
 - b. A report from a licensed tradesperson or the Electrical Safety Officer that the manufactured home substantially complies with the Canadian Electrical Code.
 - c. A report from a licensed tradesperson or the Gas Safety Officer that manufactured home substantially complies with the Natural Gas and Propane Installation Code.
 - d. A floor plan showing room and building egress, electrical smoke alarm(s) installation and solid fuel burning appliance(s) installation to substantially comply with the Building Code.

604 PROFESSIONAL DESIGN AND FIELD REVIEW

1. Where a Building Official considers that the site conditions or the size or complexity of the development or an aspect of the development warrants, a Building Official may require an owner to provide a design, certification or a field review from a Registered Professional, supported by Letters of Assurance as outlined in the Building Code, that the plans submitted with the application for a permit, or specified aspects of those plans, comply with this Bylaw, the Building Code and other applicable enactments respecting safety; and

Where Letters of Assurance are provided, the Registered Professional shall also provide a report on professional liability insurance to the Building Official in the form provided by the City.

2. Building Officials may require certification from a Registered Professional for any construction work that has been covered prior to inspection by the Building Official.
3. Where a Building Official considers that siting circumstances warrant or the size or complexity of the development or an aspect of the development warrants, a Building Official may require an owner to provide a plan of the development area prepared by a Registered Professional or practising registered BC Land Surveyor showing:
 - a. site servicing plans and profiles including off-site works;
 - b. cross section drawings through the subject parcel showing grades, existing and proposed buildings, parking areas and driveways; and
 - c. any other information as may be necessary to establish substantial compliance with this Bylaw, the Building Code or any other applicable bylaw enacted by the City or Provincial statute.

605 CLIMATE DATA

1. The climatic values for the design of buildings in the City are specified in Schedule "A" to this Bylaw.
2. In the absence of a climate value in Schedule "A", the climate values shall be in conformance with those values specified in the Building Code or as may be determined by a Building Official.

606 WATER METERS

1. Where a water connection is made to the City's Community Water System, the owner shall install a water meter appliance on the water service line up-stream of all connections in accordance with the City of Enderby Watering and Sprinkling Regulation Bylaw No. 1468, 2010 as amended from time to time.

607 EVIDENCE OF POTABLE WATER SUPPLY

1. Evidence of potable water supply shall be submitted with an application for a permit for a building or structure where the occupancy of which requires a supply of potable water.
2. Where an application for a permit for a building or structure is submitted to replace an existing legally constructed building or structure using an existing source of potable water, a Building Official may waive the requirements to provide evidence of potable water supply.
3. Where a potable water supply is not located on the subject property, the applicant shall provide evidence of a registered easement to access the water supply if located on private land; or an access license, permit or lease if located on Crown land.
4. Community Water System
 - a. Where a proposed building or structure is located where a Community Water System is available, evidence of potable water supply shall include written confirmation from the City that potable water will be supplied by the Community Water System.
5. On-Site Water System
 - a. Where a Community Water System is not available, evidence of potable water supply shall include:
 - i. a water license or written assurance that a water license will be issued, from the Provincial authority having jurisdiction for a minimum quantity of 2,273 litres (500 Imperial Gallons) per day for each dwelling unit.
 - b. Where a well has existed for a period of one year or more, a Building Official may, except where he has knowledge that the well will not meet the water supply requirements outlined in this Bylaw, waive the requirement for evidence of potable water supply providing that a covenant is registered which gives notice that a potable water supply report was not filed with the City and including a save-harmless indemnification clause in favour of the City.

6. Cistern Water System

- a. Where an applicant cannot produce evidence of a potable water supply as outlined in this Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that:
 - i. the cistern system and all its components shall be designed by a Registered Professional;
 - ii. the service area for the cistern system is restricted to the subject property; and,
 - iii. a covenant is registered in favour of the City on the subject parcel which covenant:
 - a. prohibits the use of the property for uses requiring a supply of potable water unless the Owner ensures that the water quality meets the regulations of the *Drinking Water Protection Act* and maintains the cistern water system in good repair at all times,
 - b. prohibits subdivision of the parcel until such time as a potable water supply is provided meeting the standards of the City Subdivision Servicing Bylaw, and
 - c. indemnifies the City, its officers, directors and employees in respect of any breach of the covenant.
- b. Where an applicant has submitted an application for a permit for a building or structure for a '*Civic Use*' and cannot produce evidence of a potable water supply as outlined in this Bylaw, a Building Official may accept a Cistern Water System as equivalent evidence of potable water supply provided that approval has been obtained from the authority having jurisdiction for the installation and use of a cistern system as evidence of a potable water supply for such '*Civic Use*' and approved the design and specifications of such a cistern system.

608 SEWAGE DISPOSAL

1. A Sewage Disposal Permit shall be submitted with an application for a permit for:
 - a. a building or structure, the occupancy of which will generate sewage; and
 - b. additions or alterations to an existing residential building or structure served by an existing sewage disposal system installed pursuant to the authority having jurisdiction, the occupancy of which will generate an increase in sewage.
2. A Sewage Disposal Permit shall mean:
 - a. written confirmation from a Community Sanitary Sewage System utility that the proposed building will be permitted to connect to the Community Sewer System;
 - b. where a Community Sanitary Sewage System is not available, a Record of Sewerage System from the authority having jurisdiction; or

- c. a Holding Tank Sewage Disposal Permit has been issued.

609 CONSTRUCTION PLANS

1. Construction Plans shall be submitted with an application for a permit for a building or structure.
2. Construction Plans shall be submitted in duplicate at a scale of 1:50 (1/4" = 1.0') indicating the nature and extent of the work in sufficient detail to establish conformance with the Building Code and the siting, height and site coverage regulations in the Zoning Bylaw and including:
 - a. a *Foundation Plan* showing building dimensions, footings, foundation walls and chimney footings;
 - b. a *Basement Plan* showing the columns, beams, bearing walls, partition walls, doors, windows, stairs, rough-in plumbing, water/sewer service lines, floor drains and clean-outs; and the location of water heater, heating, air conditioning and ventilating equipment;
 - c. *Floor Plans* showing the dimensions and use of every room area; dimensions and height of crawl and roof spaces; location, size and swing of doors; location size and opening of windows; location and description of all plumbing works and fixtures; location and dimensions of all stairs; location and structural details of all fireplaces; structural details and the thickness of all walls; and the finishing treatment for all floors, walls and ceilings;
 - d. *Framing Plans* showing floor joists, trusses, rafters, beams and other structural elements;
 - e. *Building Elevations* for each side showing the height of the building, finished grade, roof slopes, exterior finishes, doors, windows and other design features; and
 - f. *Cross Section Drawings* (at least two) showing the existing and finished grades; entire roof, floor and wall systems; foundation walls and footings; and location of draitiles.
3. Construction Plans submitted shall bear the name and address of the designer of the building or structure.

610 ROOF AND FOUNDATION DRAINAGE PLAN

1. A Roof and Foundation Drainage Plan shall be submitted with an application for a permit for a building or structure.
2. A Roof and Foundation Drainage Plan shall be submitted in duplicate at a scale of 1:200 (1/16" = 1.0') showing lot dimensions and the location of draitiles, drywells, storm sewer connections, culverts, manholes and cleanouts.
3. For properties outside a '*Residential*', '*Commercial*' or '*Industrial*' zone as specified in the Zoning Bylaw, a Building Official may waive the requirement to provide a Roof and Foundation Drainage Plan.

4. The Roof and Foundation Drainage Plan shall demonstrate that:
 - a. driveways, walkways, terraces, retaining walls, landscaping or any other structure will not obstruct the flow of drainage water; and
 - b. where drainage water would likely enter a garage, carport, porch or basement entrance below ground level, that adequate catch basin or floor drain(s) will be installed and directed to a designated stormwater disposal location.

611 SITE PLAN

1. A Site Plan shall be submitted with an application for permit for a building or structure.
2. A Site Plan should be submitted in duplicate at a scale of 1:200 (1/16" = 1.0') showing:
 - a. legal description and civic address of the parcel together with lot dimensions taken from the registered subdivision plan or equivalent information;
 - b. measurements for the location of any existing and proposed buildings or structures relative to:
 - i. property lines in proximity to these buildings or structures,
 - ii. the natural boundary of any watercourses within 30 metres to these buildings or structures whether on the subject parcel or on any adjacent land, and
 - iii. all statutory rights-of-way or easements on the subject parcel;
 - c. the location of the frontage road, driveways and other roadways including the gradient of existing and proposed driveways to access any proposed dwelling;
 - d. the gradient of the subject parcel as required to determine the height of any proposed building or structure relative to the maximum height permitted in the Zoning Bylaw;
 - e. the location of any septic tank and the means to access the septic tank for servicing; and
 - f. the location of any septic drainfields, domestic water sources or water and sewer servicing lines.

612 SURVEY CERTIFICATE REQUIRED

1. The owner shall confirm that every building or structure, or addition to a building or structure, meets the siting and height regulations specified in the Zoning Bylaw by providing a Survey Certificate.
2. A Survey Certificate shall be prepared by a practising registered BC Land Surveyor.
3. A Building Official may issue a 'Stop Work Order' notice if a Survey Certificate has not been provided.

4. The Survey Certificate shall be provided upon completion of the foundation wall forms but before the concrete foundation is poured or upon completion of the preserved wood or masonry foundation.
5. A Survey Certificate shall include:
 - a. the location and dimensions of the foundation wall forms of the new building or structure relative to property lines, watercourses or other buildings;
 - b. the location and dimensions of all statutory rights-of-way or easements;
 - c. the location, dimension and gradient of driveways and parking areas; and
 - d. the top elevation of the foundation wall of the new building or structure and the elevation of either:
 - i. the midpoint of the rear property line in the case of a parcel which slopes uphill from the public road providing access, or
 - ii. the centre line of the road opposite the midpoint of the front property line in the case of a parcel that slopes downhill from the public road providing access.
6. A Building Official may waive the requirement for a Survey Certificate if:
 - a. a Building Official is satisfied with the accuracy of the Site Plan and the elevations of the building or structure as submitted with an application;
 - b. a Building Official will not require elevation information to establish the height of the building or structure; and
 - c. the Site Plan submitted with the application shows:
 - i. side yard setbacks of at least 200% of the minimum side yard setback requirement specified in the Zoning Bylaw,
 - ii. front and rear yard setbacks of at least 125% of the minimum setback requirement specified in the Zoning Bylaw, and
 - iii. no watercourse within 30 metres of the building or structure.

SECTION SEVEN – SPECIFIC PROVISIONS FOR BUILDING PERMIT APPLICATIONS

701 APPLICATION FOR A SIMPLE BUILDING OR A STRUCTURE

1. An application for a permit for a simple building or a structure shall be made in the form provided by the City and signed by the owner, or a signing officer if the owner is a corporation.
2. In addition to the requirements for an application for a permit for a simple building or a structure as described herein, a Building Official may require a professional design and field review as outlined in Section 604.1 of this Bylaw.
3. An application for a permit for a simple building or a structure shall include:
 - a. supplementary contractor information in the form provided by the City;
 - b. owner's acknowledgement of responsibility and undertakings made in the form prescribed by the City, signed by the owner, or a signing officer if the owner is a corporation;
 - c. confirmation of compliance with the *Homeowner Protection Act* as applicable;
 - d. a copy of a title search made within 30 days of the date of application;
 - e. any required highway access permit issued by the Ministry of Transportation and Infrastructure; and
 - f. any other documents and plans required in Section Six of this Bylaw.

702 SPECIFIC REQUIREMENTS FOR STRUCTURES

1. In general, an application for a permit for a structure shall include only construction plans as outlined in Section 609.1 of this Bylaw.
2. Retaining Structure
 - a. In addition to the requirements outlined in Sections 701.1, 701.2 and 701.3 of this Bylaw, an application for a permit for a retaining structure greater than 1.2 metres in height shall:
 - i. require a professional design and field review by a Registered Professional including the submission of Letters of Assurance and proof of professional liability insurance as outlined in Section 604.1 of this Bylaw prior to an Occupancy Permit being issued by a Building Official; and
 - ii. include provisions for a guardrail in accordance with the provisions of the Building Code.

3. Swimming Pool

- a. In addition to the requirements outlined in Sections 701.1, 701.2 and 701.3 of this Bylaw, an application for a permit for a swimming pool shall include provisions for:
 - i. an enclosed fence not less than 1.2 metres in height with no openings greater than 100mm and so designed that members, attachments or openings will not facilitate climbing;
 - ii. a self-closing gate so designed and installed as to cause the gate to return to a locked position automatically; and
 - iii. pressure reducing valves and a backflow prevention device to be installed in accordance with the requirements of the Building Code.

4. Sign

- a. In addition to the provisions of Section 701.2 of this Bylaw, an application for a permit for a sign structure shall be made in the form provided by the City and signed by the owner, or a signing officer if the owner is a corporation.

703 APPLICATION FOR A COMPLEX BUILDING

1. An application for a permit for a complex building shall be made in the form provided by the City and signed by the owner, or a signing officer if the owner is a corporation.
2. An application for a permit for a complex building shall be accompanied by:
 - a. supplementary contractor information in the form provided by the City;
 - b. the owner's acknowledgement of responsibility and undertakings made in the form provided by the City, signed by the owner, or a signing officer if the owner is a corporation;
 - c. confirmation of compliance with the *Homeowner Protection Act* as applicable;
 - d. Letter of Assurance in the form of Schedule A to Part 2 of the Building Code signed by the owner, or a signing officer if the owner is a corporation, and the Coordinating Registered Professional;
 - e. Letters of Assurance in the form of Schedule B to Part 2 of the Building Code each signed by such Registered Professionals as a Building Official or the Building Code may require, to address the design and field reviews for the construction of the proposed building;
 - f. proof of professional liability insurance in the form provided by the City;
 - g. a copy of a title search made within 30 days of the date of application;
 - h. any required highway access permit issued by the Ministry of Transportation and Infrastructure; and
 - i. any other documents and plans required in Section Six of this Bylaw.

SECTION EIGHT – BUILDING AND OCCUPANCY PERMITS

801 BUILDING PERMIT

1. Neither the issuance of a Building Permit under this Bylaw, the review and acceptance of the design, drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or this Bylaw have been complied with or the building or structure meets any standard of materials or workmanship, and no person shall rely on any of those actions as establishing compliance with the Building Code or this Bylaw or any standard of construction.
2. When:
 - a. a completed application in compliance with Section Seven of this Bylaw including all required supporting documentation has been submitted;
 - b. a Building Official has determined that health and safety aspects of the works are in compliance with this Bylaw, the Building Code, the *Local Government Act* and any other applicable bylaw of the City or Provincial statute;
 - c. the owner or representative has paid all applicable fees as specified in the Fees and Charges Bylaw including any penalty as outlined in Section 303.3 or any surcharge as outlined in Section 802.2 of this Bylaw;
 - d. the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a building permit;
 - e. evidence has been provided that the proposed construction complies with the *Homeowner Protection Act* as applicable; and
 - f. no covenant, agreement, resolution or regulation of the City authorizes the permit to be withheld;

a Building Official may issue a Building Permit for which the application is made in the form provided by the City.
3. The Building Permit period is valid for two years from the date the permit is granted unless the permit expires or is revoked.
4. A valid and subsisting Building Permit that was issued under Regional District of North Okanagan Building Bylaw No. 1747, 2003 and all amendments thereto, before the repeal of that bylaw, is deemed to be a Building Permit issued under this Bylaw and remains valid until its expiration date unless earlier surrendered, suspended or cancelled.

802 BUILDING PERMIT FEES

1. Building Permit Fees shall be determined in accordance with the Fees and Charges Bylaw.
2. A Building Official may, except for the Application Fee and subject to an Administrative Charge set in accordance with the Fees and Charges Bylaw, refund the fees paid for a Building Permit upon receipt of a written request for cancellation of the permit within one year of the issuance of the permit provided construction has not begun.

3. When a Building Permit is issued in accordance with Section 803.1 of this Bylaw, the Building Permit Fee shall be reduced by 5% of the fee payable as specified in the Fees and Charges Bylaw, up to a maximum of \$500.00.
4. When a Building Permit is issued in accordance with Section 803.3 of this Bylaw, the Building Permit Fee shall be reduced by 20% of the fee payable as specified in the Fees and Charges Bylaw.

803 PROFESSIONAL PLAN CERTIFICATION AND PERMIT

1. Letters of Assurance in the form of Schedule B to Part 2 of the Building Code provided pursuant to this Bylaw are relied upon by the City and its Building Officials in the issuance of a Building Permit as certification that the design and plans, to which the Letters of Assurance relate, comply with the Building Code and other applicable enactments relating to safety. This Section applies to Building Permits where a registered professional is involved in the construction process.
2. A Building Permit issued for the construction of a Complex Building, or for a building or structure for which a Building Official required professional design pursuant to Section 604.1 of this Bylaw, shall include a notice to the owner concerning the reliance upon the certification of the Registered Professionals, in the form provided by the City.
3. Confirmation of Commitment by Owner and Coordinating Registered Professional in the form of Schedule A to Part 2 of the Building Code provided pursuant to this Bylaw are relied upon by the City and its Building Officials in the issuance of a Building Permit as certification that the design and plans, to which the confirmation relate, comply with the Building Code and other applicable enactments relating to safety. This Section applies to Building Permits where there is a Coordinating Registered Professional involved in the construction process.

804 PHASED BUILDING PERMIT

1. A Building Official may issue a Building Permit for construction of a phase of a building or structure before the entire plans and specifications have been submitted or approved, provided sufficient information has been submitted showing that the building phase is in substantial compliance with the Building Code, this Bylaw or other applicable bylaws or regulations and the permit fee for that portion of the building or structure has been paid. The remainder of the building or development shall conform to those regulations as if a Building Permit has not been issued.

805 BUILDING PERMIT EXPIRED

1. A Building Permit expires if:
 - a. construction has not commenced within one year of the date of permit issuance;
 - b. an Occupancy Permit has not been issued within the valid Building Permit period or within any renewal period authorized by a Building Official;
 - c. the work associated with a structure, other than a building, has not been approved to the Final Inspection stage within the valid Building Permit period or within any renewal period authorized by a Building Official;
 - d. construction has been discontinued for a period of one year;
 - e. a Building Official has revoked the Building Permit as provided in this Bylaw; or
 - f. the owner or representative has requested that the Building Permit be cancelled.

2. Except as provided in Section 802.3, no fees shall be returned where a Building Permit has expired.

806 BUILDING PERMIT REVOKED

1. A Building Official may, upon written notification to an applicant, revoke a Building Permit issued under this Bylaw where:
 - a. the permit was issued in error;
 - b. an approval issued by another authority, on the basis of which a permit was issued under this Bylaw, is withdrawn by that authority;
 - c. notification of a successful appeal has been received by the City pursuant to the authority having jurisdiction concerning the issuance of a Sewage Disposal Permit for the subject building;
 - d. the permit was issued on the basis of incorrect information provided by the owner, representative or a Registered Professional; or
 - e. there is a violation of this Bylaw, the Building Code, the *Local Government Act*, or any other Provincial statute or bylaw enacted by the City.
2. No fees will be returned where a Building Permit has been revoked.

807 BUILDING PERMIT RENEWAL

1. Where a Building Permit has expired and the owner wishes to have the permit reissued, the owner must submit a new application, including a new Application Fee, including all documents and permits as prescribed in Sections Six and Seven of this Bylaw.
2. Where an application is received pursuant to Section 807.1 and where the information submitted with the new application has not changed substantively from the original application, a Building Official may issue a new Building Permit pursuant to all the terms and conditions of this Bylaw, except that the Building Permit Fees prescribed in the Fees and Charges Bylaw shall not apply.
3. Where a Building Permit has not expired or been revoked and upon written request, a Building Official may extend the term of the Building Permit for one renewal period of one year upon any terms and conditions specified by the Building Official.
4. Where construction has not commenced or has been discontinued due to adverse weather, strikes, material or labour shortages or similar hardship beyond the owner's control, a Building Official may extend the valid Building Permit period for one renewal period of one year upon any terms and conditions specified by the Building Official.
5. Where a Building Permit has been revoked and the owner wishes to have the permit reissued, the owner shall submit a new application, including a new Application Fee, including all documents and permits as prescribed in Sections Six and Seven of this Bylaw.

808 OCCUPANCY PERMIT REQUIRED

1. Except as provided in this Bylaw, an Occupancy Permit is required prior to occupancy of any building or structure for which a Building Permit is required under

this Bylaw and it is the responsibility of the owner to obtain an Occupancy Permit after the building or structure is complete and ready for occupancy, but before any occupancy.

2. Prior to the issuance of an Occupancy Permit for:
 - a. a complex building, or for a building or structure for which a Building Official required professional design pursuant to Section 604.1 of this Bylaw, the owner shall provide Letters of Assurance in the form of Schedules C-A and C-B to Part 2 in the Building Code each signed by the Co-Ordinating Registered Professional and Registered Professionals as the Building Code may require;
 - b. a building or structure which will generate sewage, the owner shall provide to the Building Official a Record of Sewerage System pursuant to the authority having jurisdiction for a sewerage system, or a confirmation of acceptable connection to a Community Sanitary Sewage System from the City.
3. Where a Building Official has indicated on final inspection that the construction work is acceptable, the Building Official may issue an Occupancy Permit in the form provided by the City.
4. A Building Official may issue an Occupancy Permit for part of a building when part of the building is self-contained and complies with the requirements of this Bylaw, the Building Code, the *Local Government Act*, the *Community Charter*, or any other Provincial statute or bylaw enacted by the City.

809 PROVISIONAL OCCUPANCY PERMIT

1. A Building Official may issue a Provisional Occupancy Permit in the form provided by the City where the construction of a building or structure has substantially been completed and where the health and safety requirements of this Bylaw and the Building Code have been met.
2. The owner shall pay the Provisional Occupancy Permit fee as specified in the Fees and Charges Bylaw before the issuance of the permit.
3. The Provisional Occupancy Permit is valid for 90 days from the date the permit is issued.
4. A Building Official may extend the term of the Provisional Occupancy Permit for an additional 90 days upon any terms and conditions specified by the Building Official.

SECTION NINE – BUILDING INSPECTIONS

901 COMPLEX BUILDINGS

1. When a Registered Professional provides Letters of Assurance for the construction of a complex building, or for a building or structure for which a Building Official required professional design and Letters of Assurance pursuant to Section 604.1 of this Bylaw, the City will rely solely on field reviews undertaken by the Registered Professional and the Letters of Assurance as certification that the construction substantially conforms to the approved design, plans and specifications and that the construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.
2. A Building Official may attend the construction site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the Registered Professionals.

902 SIMPLE BUILDINGS OR STRUCTURES

1. A Building Official may attend periodically at the site of the construction of simple buildings or structures to ascertain whether the health and safety aspects of the work are being carried out in substantial conformance with the health and safety requirements of the Building Code, this Bylaw and any other applicable enactments concerning safety.

903 INSPECTIONS REQUIRED

1. The owner or representative shall give at least two clear working days' notice to the Building Official when requesting an inspection.
2. The owner or representative shall obtain an inspection and receive a Building Official's acceptance of the work as indicated on the Building Permit or at each of the following aspects of the work prior to concealing them:
 - a. *"Footing Forms Inspection"* after completion of the footing forms; but before pouring concrete for the footings.
 - b. *"Foundation Forms Inspection"* after completion of the footings and the foundation forms; but before pouring concrete for the foundation.
 - c. *"Pre-Backfill Inspection"* after damp-proofing foundations and the installation of perimeter drains with connections to the designated stormwater disposal location; but before backfilling the foundation or covering drainage works.
 - d. *"Plumbing Below-Grade Inspection"* after installation of the water and sewer service lines, and any other below-grade plumbing works; but before backfilling excavations.
 - e. *"Under Slab Preparation Inspection"* after the foundation is complete; but before pouring the concrete slab.

- f. *"Plumbing Above-Grade Inspection"* after completion of the rough-in plumbing and the tests required by the Building Code have been satisfactorily completed; but before covering with insulation, vapour barrier or wall coverings.
 - g. *"Framing Inspection"* after completion of framing, sheathing, stairs, chimney, fireplace, plumbing, electrical, heating, ventilation and installation of windows, exterior doors and roofing; but before installing insulation and vapour barrier that would conceal the framing works.
 - h. *"Insulation and Vapour Barrier Inspection"* after the Plumbing Above-Grade Inspection and the insulation and vapour barrier have been installed; but before wall coverings are installed.
 - i. *"Final Inspection"* when the building or structure or part thereof is complete, including grading around the building or structure, the installation of surface drainage works and confirmation that any water meter appliance (if necessary) is in operating condition, and the building or structure is ready for use or occupancy; but before use or occupancy takes place of the whole or part of the building or structure.
3. For accessory and agricultural buildings which are up to 110 m² in size and do not contain plumbing, the required inspections are as follows:
 - a. Footings and Forms
 - b. Framing
 - c. Final Occupancy
 4. No aspect of the work referred to in Section 903.2 of this Bylaw shall be covered until a Building Official has indicated acceptance in writing.
 5. Notwithstanding the requirement for inspections under Sections 903.2 and 903.4 of this Bylaw, a Building Official may when unable to attend a construction site on the date requested due to travel distance or time constraints, alternatively determine on the basis of information provided by the contractor whether the work may proceed despite Section 903.4 and require that photographs of the work be taken prior to the work being concealed and these photographs be submitted to the Building Official.
 6. Pursuant to Section 903.5, a Building Official may require work to be uncovered if photographs indicate a problem is likely to create a health or safety hazard.
 7. The requirements of Sections 903.2 and 903.4 of this Bylaw do not apply to any aspect of the work that is the subject of a Registered Professional's Letter of Assurance which has been provided for the construction of a complex building, or for a building or structure for which a Building Official required professional design and Letters of Assurance pursuant to Section 604.1 of this Bylaw.
 8. In the event that the Building Official has notified the owner or contractor that additional inspections are required, it shall be the responsibility of the owner or representative to request these additional inspections.
 9. The owner or representative shall, prior to obtaining re-inspection of any work that the Building Official determines is unacceptable, pay for the Re-Inspection Charge as specified in the Fees and Charges Bylaw.

SECTION TEN – DEMOLITION PERMIT AND APPLICATION

1001 APPLICATION

1. No owner shall demolish or cause to be demolished any building or structure without first obtaining a permit to carry out such demolition.
2. An Application for a Demolition Permit shall be submitted in the form provided by the City.

1002 EXEMPTIONS

1. This Section does not apply to:
 - a. structures other than buildings, less than 15.0 metres in height; or
 - b. accessory buildings that are one storey or less in height provided that there are no service works connected to the building.

1003 DEMOLITION PERMIT

1. When:
 - a. a completed application including all required supporting documentation has been submitted as outlined on the application form provided by the City;
 - b. a Building Official has determined that the proposed demolition works are in compliance with this Bylaw, the Building Code, the *Local Government Act* and any other applicable bylaw of the City or Provincial statute;
 - c. the owner or representative has paid all applicable fees as specified in the Fees and Charges Bylaw including any penalty as outlined in Section 303.3;
 - d. the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect of the issuance of a demolition permit; and
 - e. no covenant, agreement, resolution or regulation of the City authorizes the permit to be withheld;

a Building Official may issue a permit for which the application is made in the form provided by the City.

2. A permit for demolition shall be valid for one year from the date of issuance of the permit after which the permit expires.
3. A Building Official may withhold a permit for a demolition where:
 - a. the building or structure is protected heritage property, is subject to temporary heritage protection or is identified in a community heritage registry pursuant to the *Heritage Conservation Act* or the *Local Government Act*, or
 - b. in the case of a residence, the building is occupied.

1004 DEMOLITION DEPOSIT

1. An applicant for a permit for a demolition shall pay the Demolition Deposit as specified in the Fees and Charges Bylaw before the issuance of the permit to ensure the work is completed and the site is rehabilitated.

2. Where a building or structure is demolished under a permit, and where:
 - a. the property is rehabilitated to a tidy and safe condition;
 - b. all waste debris has been removed;
 - c. any septic tank or other underground storage facility has been removed; and
 - d. any barricade or covered way has been dismantled;

the Building Official shall return the Demolition Deposit to the applicant.

3. Where a Demolition Deposit is returned to the applicant, any interest earned upon the security shall accrue to the applicant.
4. Where a permit for a demolition has expired and the demolition and works referred to in Section 1004.2 have not been completed, the City may utilize the Demolition Deposit to complete the works.

SECTION ELEVEN – MOVING PERMIT AND APPLICATION

1101 APPLICATION

1. Where the moving of buildings is permitted in the City, no person shall move or cause to be moved any building without first obtaining a permit to carry out such a move as well as a Building Permit for construction works on the property to which the subject building is to be moved.
2. An Application for a Moving Permit shall be submitted in the form provided by the City.
3. A Building Permit Application shall be submitted in the form provided by the City for the construction works on the property to which the subject building is to be moved.

1102 EXCEPTIONS

1. This Section does not apply to the moving of manufactured homes or accessory buildings.

1103 MOVING PERMIT

1. When:
 - a. a completed application including all required supporting documentation has been submitted as outlined on the application form provided by the City;
 - b. a Building Official has determined that any proposed works are in compliance with this Bylaw, the Building Code, the *Local Government Act* or any other applicable bylaw of the City or Provincial statute;
 - c. the owner or representative has paid all applicable fees as specified in the Fees and Charges Bylaw including any penalty as outlined in Section 303.3;
 - d. the owner or representative has paid all charges and met all requirements imposed by any other statute or bylaw in respect to the moving of buildings; and
 - e. no covenant, agreement, resolution or regulation of the City authorizes the permit to be withheld;

a Building Official may issue a permit for which the application is made in the form provided by the City.

2. A permit for moving a building shall be valid for two years from the date of issuance of the permit after which the permit expires.
3. Building Officials shall refuse a permit for moving a dwelling where:
 - a. the appraised value of the building after the move as indicated in the Appraisal Report as outlined on the application form provided by the City, is less than:
 - i. 1.25 times of the average appraised value of all the dwellings situated on parcels which are wholly or partially enclosed by lines drawn parallel to and perpendicularly distant 100.0 metres from the boundaries of the parcel to which the building is to be moved; or
 - b. the floor area of the building to be moved is less than the minimum floor area specified in the Zoning Bylaw for the property to which it is to be moved.

1104 MOVING DEPOSIT

1. An applicant for a permit shall pay the Moving Deposit as specified in the Fees and Charges Bylaw before the issuance of a permit to ensure that the building is rehabilitated and installed according to the permit.
2. Where a building is moved under a permit, and where a Building Official has issued an Occupancy Permit for the building, the Building Official shall return the Moving Deposit to the applicant.
3. Where a Moving Deposit is returned to the applicant, any interest earned upon the security shall accrue to the applicant.
4. Where a permit for moving a building has expired and the works authorized by the Moving Permit and any associated Building Permit have not be completed, the City may utilize the Moving Deposit to complete the works.

SECTION TWELVE – BYLAW REPEAL, READINGS, AND ADOPTION

1201 REPEAL

Not applicable.

1202 EFFECTIVE DATE

This Bylaw shall come into force and take effect on January 1, 2016.

1203 SEVERABILITY

The provisions of this Bylaw are severable and the invalidity of any part of this Bylaw shall not affect the validity of the remainder of this Bylaw.

Read a First Time this day of , 2015

Read a Second Time this day of , 2015

Read a Third Time this day of , 2015

ADOPTED this day of , 2015

Mayor

Chief Administrative Officer

SCHEDULE "A" – CLIMATE VALUES

Area	Design Temperature				Degree Days Below 18°C	15 Min. Rain mm	One Day Rain mm	Ann. Tot. Ppn. mm	Ground Snow Load kPa		Hourly Wind Pressures		
	January		July 2.5%						S _S	S _R	1/10 kPa	1/30 kPa	1/100 kPa
	2.5% °C	1% °C	Dry °C	Wet °C									
Enderby	--	--	--	--	--	--	--	3.9	0.1	--	--	--	

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1584

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 1479, 2010

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

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1584, 2015".
2. Schedule "8" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is deleted and Schedule "8" attached to and forming part of this bylaw are substituted therefore.
3. Schedule "10" attached hereto is hereby established, and forms part of this Bylaw.

READ a FIRST time this day of , 2015.

READ a SECOND time this day of , 2015.

READ a THIRD time this day of , 2015.

ADOPTED this day of , 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE 8
LAND USE FEES**

Application Type	Fee \$
Zoning Bylaw Amendment / Rezoning *	1,000.00
Official Community Plan Amendment *	1,000.00
Joint Official Community Plan Amendment / Zoning Bylaw Amendment	1,200.00
Development Variance Permit	450.00
Temporary Use Permit ***	650.00
Campground Permit - First 50 Camping Spaces	100.00
- Each Additional Camping Space	2.00
Land Use Contract – Vary / Discharge (non-refundable)	750.00
Board of Variance Application (non-refundable)	225.00
Secondary Suite Decommission Application**	25.00
Subdivision:	
Application fee for the first lot proposed to be created	500.00
Application fee for each additional parcel or strata lot proposed to be created	155.00
Inspection fee on subdivisions creating 3 or more lots:	
	3% of the first \$500,000.00
	2% on the second \$500,000.00
	1% on the balance over \$1,000,000.00
(of the estimated costs of constructing services as approved by the City)	
Additional Public Hearing	350.00 for each occurrence

* 350.00 will be refunded if the application is rejected or withdrawn prior to advertising.

** In the event a decommissioned suite is rented without notification provided to the City, the applicable fees and charges will be charged retroactively and a 10% penalty will be applied to the property.

*** \$175.00 will be refunded if the application is rejected or withdrawn prior to advertising.

**SCHEDULE 10
BUILDING INSPECTION FEES**

Administered through the Building Inspection Bylaw

		\$
1.	Building Permit Application Fees – Non-Refundable:	
	a. Construction value \$1,000 or less	55.00
	b. Construction value over \$1,000 up to \$250,000	109.00
	c. Construction value \$250,000 or more	163.00
2.	Building Permit Fees:	
	a. For the first \$2,000 of construction value	60.00
	b. For each \$1,000 of construction value of part thereof over \$1,000 and less than \$500,000	13.00
	c. For each \$1,000 of construction value or part thereof over \$500,000 and less than \$1,000,000	12.00
	d. For each \$1,000 of construction value or part thereof over \$1,000,000	11.00
	e. For the first five plumbing fixtures	60.00
	f. For each plumbing fixture over the first five	12.00
	g. For installing a Manufactured Home (mobile home) or park model recreational unit	265.00
3.	Building Permit Fees for Agricultural Buildings over 600 square metres:	
	a. For the first \$1,000 of construction value	52.50
	b. For each \$1,000 of construction value or part thereof over \$1,000 and less than \$250,000	11.00
	c. For each \$1,000 of construction value or part thereof over \$250,000	8.25
4.	Sign Permit Fees:	
	a. Application for a Sign Permit (non-refundable)	60.00

b.	Permit for a sign:	
	- for the first \$100 of construction value	60.00
	- for each \$1,000 of construction value or part thereof over \$100	13.00
5.	Demolition / Moving Permit Fees:	
a.	Application of a Demolition / Moving Permit (non-refundable)	55.00
b.	Demolition / Moving Permit	242.00
c.	Demolition / Moving Deposit	2,100.00
6.	Other Fees and Charges:	
a.	Special Inspection or Re-Inspection	109.00
b.	Provisional Occupancy Permit with Re-Inspection	109.00
c.	Administrative Charge to remove a "Notice on Title"	850.00
d.	New products, systems or methods Evaluation Fee	2,415.00
e.	Administrative Charge for refund of Building Permit Fees	230.00
7.	Building Permit File Closing Fee (Refundable):	
	In addition to other fees and charges payable in accordance with this Schedule at the time of permit issuance, a file closing fee will apply for all building permits as follows:	
a.	Where construction value is less than \$10,000	100.00
b.	Where construction value is between \$10,000 and \$50,000	150.00
c.	Where construction value is between 50,001 and \$100,000	300.00
d.	Where construction value is in excess of \$100,000	500.00
8.	When all works associated with a building permit are completed and a final inspection has been approved within twenty-four (24) months of the date of permit issuance, the City of Enderby will refund the Building Permit File Closing Fee as follows:	
a.	Where construction value is less than \$10,000	100.00
b.	Where construction value is between \$10,000 and \$50,000	150.00
c.	Where construction value is between \$50,001 and \$100,000	300.00
d.	Where construction value is in excess of \$100,000	500.00
9.	Building Permit Deposit Liability (Refundable):	
a.	Liability Deposit – refundable (with interest) upon final inspection and with no damage incurred to City infrastructure	350.00

Where the works associated with a permit are not completed within twenty-four (24) months of the date of permit issuance, there will be no refund of the Building Permit File Closing Fee.

Any re-inspection fees or fines assessed against the owner/permit holder during the period of construction will also be deducted from the Building Permit File Closing Fee. In addition, if Notice on Title is required, there will be no refund of the file closing fee.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1585

A bylaw to withdraw from the intermunicipal agreement with the City of Vernon for the provision of Emergency Management Services

WHEREAS the City of Enderby has entered into an intermunicipal agreement with the City of Vernon for the provision of emergency management services pursuant to City of Enderby Intermunicipal Emergency Operations Bylaw No. 1462;

AND WHEREAS the City of Enderby wishes to withdraw from its intermunicipal agreement with the City of Vernon for the provision of emergency management services;

NOW THEREFORE the Council of the City of Enderby enacts as follows:

1. CITATION

- a. This Bylaw may be cited as City of Enderby Intermunicipal Emergency Operations Service Withdrawal Bylaw No. 1585, 2015.

2. WITHDRAWAL

- a. Pursuant to Section 12.2 of Schedule 'A' to City of Enderby Intermunicipal Emergency Operations Bylaw No. 1462, as most recently amended by City of Enderby Intermunicipal Emergency Operations Service Amendment Bylaw No. 1561, 2014, the City of Enderby hereby withdraws from its intermunicipal agreement with the City of Vernon for the provision of emergency management services as of the Effective Date.

3. EFFECTIVE DATE

- a. This Bylaw shall come into effect on January 1, 2018.

READ a FIRST time this day of , 2015.

READ a SECOND time this day of , 2015.

READ a THIRD time this day of , 2015.

ADOPTED this day of , 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: December 1, 2015
Subject: Disclosure of Contracts - Council

RECOMMENDATION

THAT Council receives and files this memorandum

BACKGROUND

Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

During the said periods, the City of Enderby entered into the following contracts:

January 1, 2015 - March 31, 2015

Council Member	Supplier	Amount
Councillor Baird	Baird Bros Ltd.	\$66,341.34
Mayor McCune	GTI Petroleum	\$12,424.56

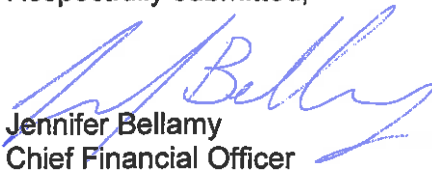
April 1, 2015 - June 30, 2015

Council Member	Supplier	Amount
Councillor Baird	Baird Bros Ltd.	\$1,205.32
Mayor McCune	GTI Petroleum	\$5,466.74

April 1, 2015 - June 30, 2015

Council Member	Supplier	Amount
Councillor Baird	Baird Bros Ltd.	\$3,557.56
Mayor McCune	GTI Petroleum	\$6,366.15

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: November 30, 2015
Subject: 2015 Business Walk Results

RECOMMENDATION

THAT Council receives this memorandum for information;

AND THAT Council endorses undertaking a Business Walk on an annual basis.

BACKGROUND

Enderby City Council, in cooperation with the Enderby & District Chamber of Commerce, Community Futures North Okanagan, and the Ministry of Jobs, Tourism and Skills Training undertook a Business Walk on October 28, 2015. The intent of this Business Walk was to learn more about local businesses through face-to-face interviews and to identify opportunities for further supporting community economic development; the British Columbia Economic Development Association has identified Business Walks as a key way to support business retention and expansion.

The British Columbia Economic Development Association has developed tools to help municipalities undertake Business Walks within their communities, including the *BC Business Counts - Business Walk Survey* and the *BC BusinessCounts Program*; the *BC Business Counts - Business Walk Survey* was conducted with each business and this information was then imported into the *BC BusinessCounts Program* which has allowed the City of Enderby to collect valuable information relative to community economic trends, opportunities, and threats, and then communicate this information through simple reports.

A total of 14 volunteers took part in the Business Walk and were split into 6 teams. The Business Walk targeted commercial and industrials areas within the community and the 6 teams gathered information from a total of 53 businesses.

A report of the results of the *BC Business Counts - Business Walk Survey* is attached as a Schedule to this memorandum. The outcomes of this Business Walk are as follows:

- 11 referrals to the Enderby & District Chamber of Commerce;
- 10 referrals to Community Futures North Okanagan;
- 6 internal referrals to the City of Enderby Planning Department; and

- Continued engagement with local businesses and the RCMP.

Please be advised that City of Enderby Staff have followed up on all 6 internal referrals; the nature of the follow-ups included providing local businesses with information relative to the metered water rate structure, discussing options for traffic control for road projects, discussing the proposed Cliff Avenue reconstruction project, referring a matter to Bylaw Enforcement, and identifying and discussing a range of options which a local business could pursue in order to address their parking concerns and potentially accommodate an expansion.

The Business Walk has proven to be a valuable tool in identifying community economic trends, opportunities, and threats. Staff recommend that a Business Walk be conducted on an annual basis as this will allow the City of Enderby to continue to keep its pulse on the community's economic climate, gather valuable feedback from the business community, and compare results from previous years.

Respectfully Submitted,

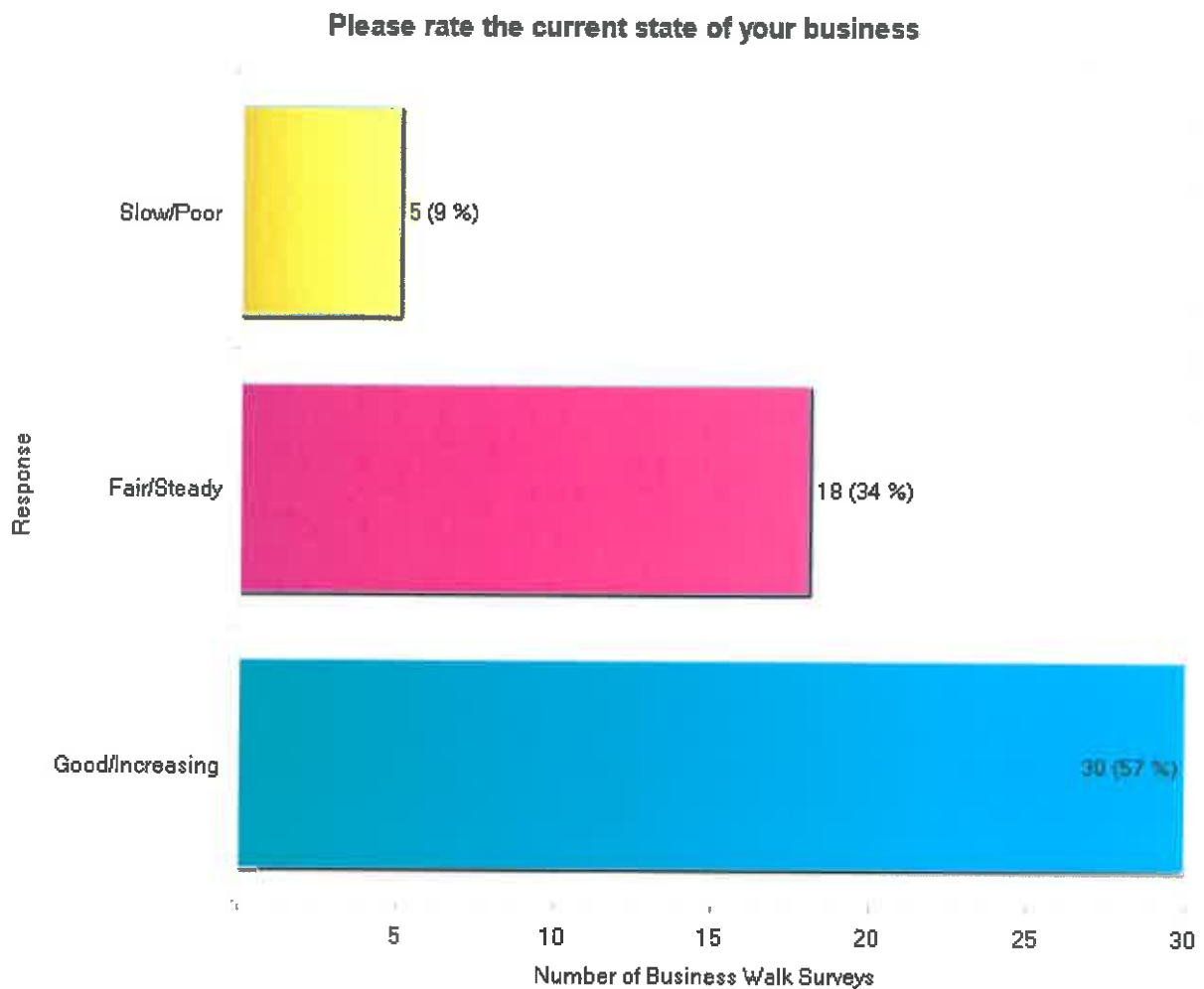


Kurt Inglis
Assistant Corporate Officer and Planning Assistant

Schedule 1 - Enderby Business Walks Survey 2015

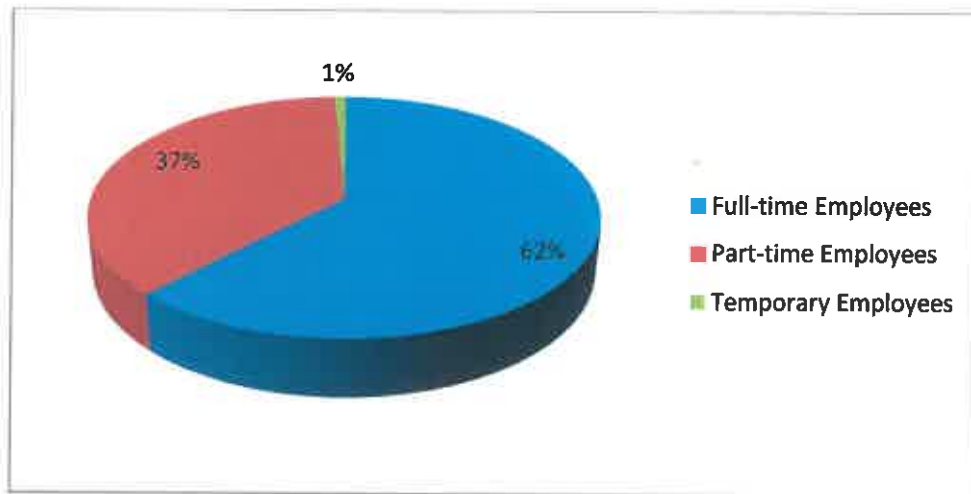
1. Please rate the current state of your business.

This question is an important indicator in gauging the current economic climate for local business and industry within Enderby. The below results are quite positive in that 91% of businesses stated that their current state of business is either fair/steady or good/increasing.



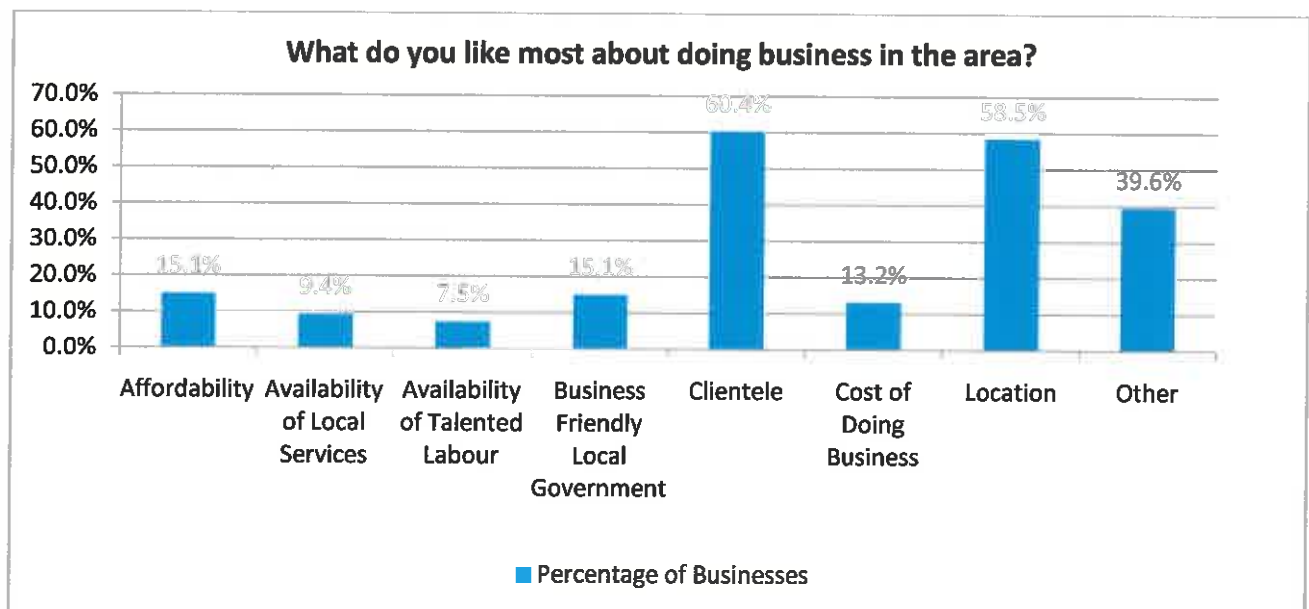
2. Total number of employees at this facility

The 53 businesses surveyed employed a total of 372 people (full-time, part-time, and temporary). The number of employees ranged from 1-30, with 84.9% of businesses employing 10 people or less.



3. What do you like most about doing business in the area?

This question was used in order to identify the unique characteristics of the community which are conducive to good business. 60.4% of the businesses surveyed identified clientele as what they liked most about doing business within the area while 58.5% identified location as a key factor. Of the 39.6% who chose 'Other' factors, a strong sense of community and volunteerism, the small town feel and atmosphere, and Enderby's location along Highway 97A between urban hubs were identified as key strengths.



4. What can be done to help your business thrive?

This question was used in order to identify what can be done to better support local businesses and which areas provide the best opportunity for strengthening the local economic climate.

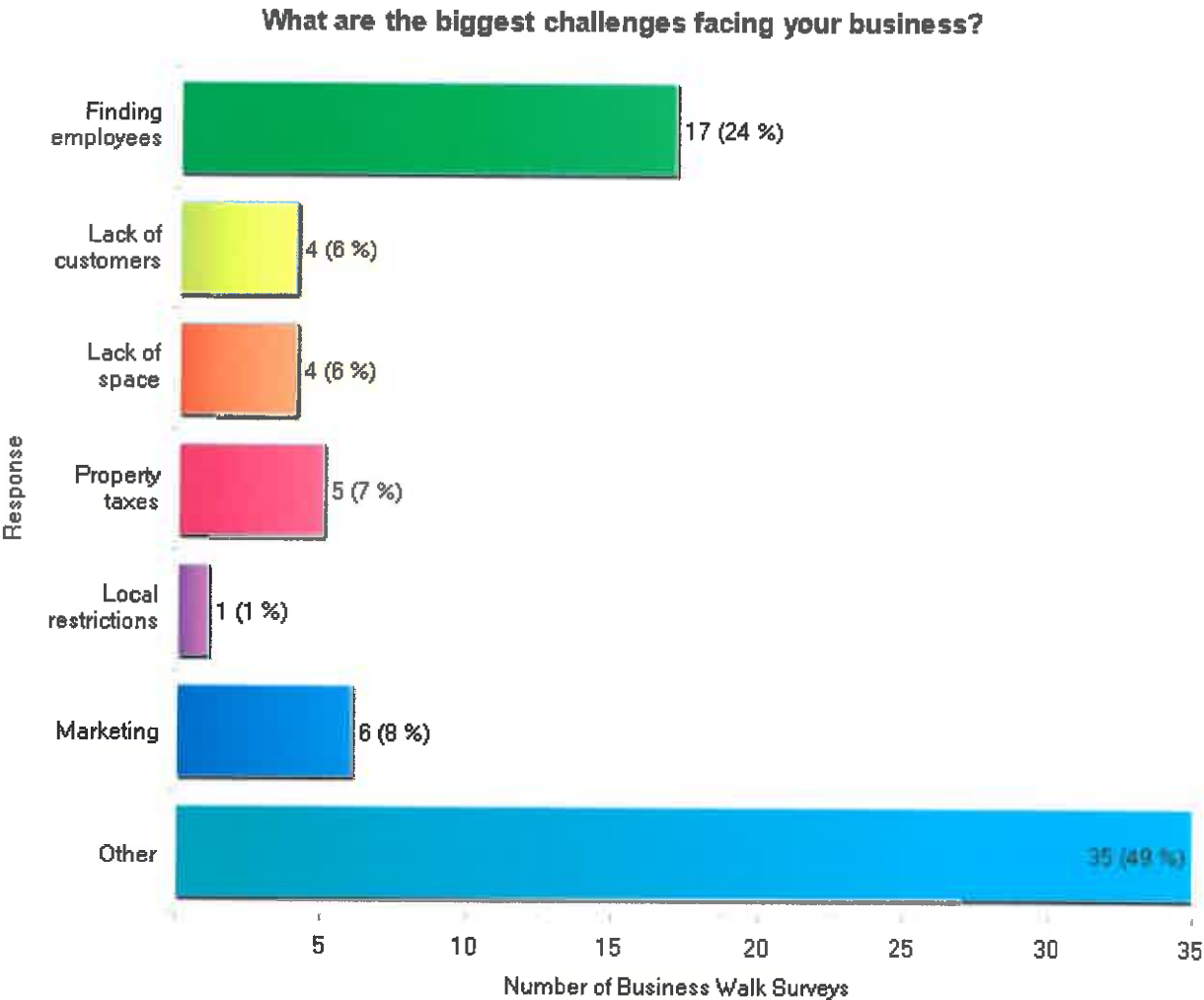
What can be done to help your business thrive?

Promotion & marketing	20.8%
Attract more business & industry	11.3%
Revitalization (both commercial and residential)	11.3%
Reduce crime	9.4%
Attract more people and families	9.4%
Increase service from Chamber of Commerce	7.5%
Lower taxes and provide incentives	7.5%
Increase in local services	7.5%
Support for seniors	3.8%
No boating regulations	1.9%

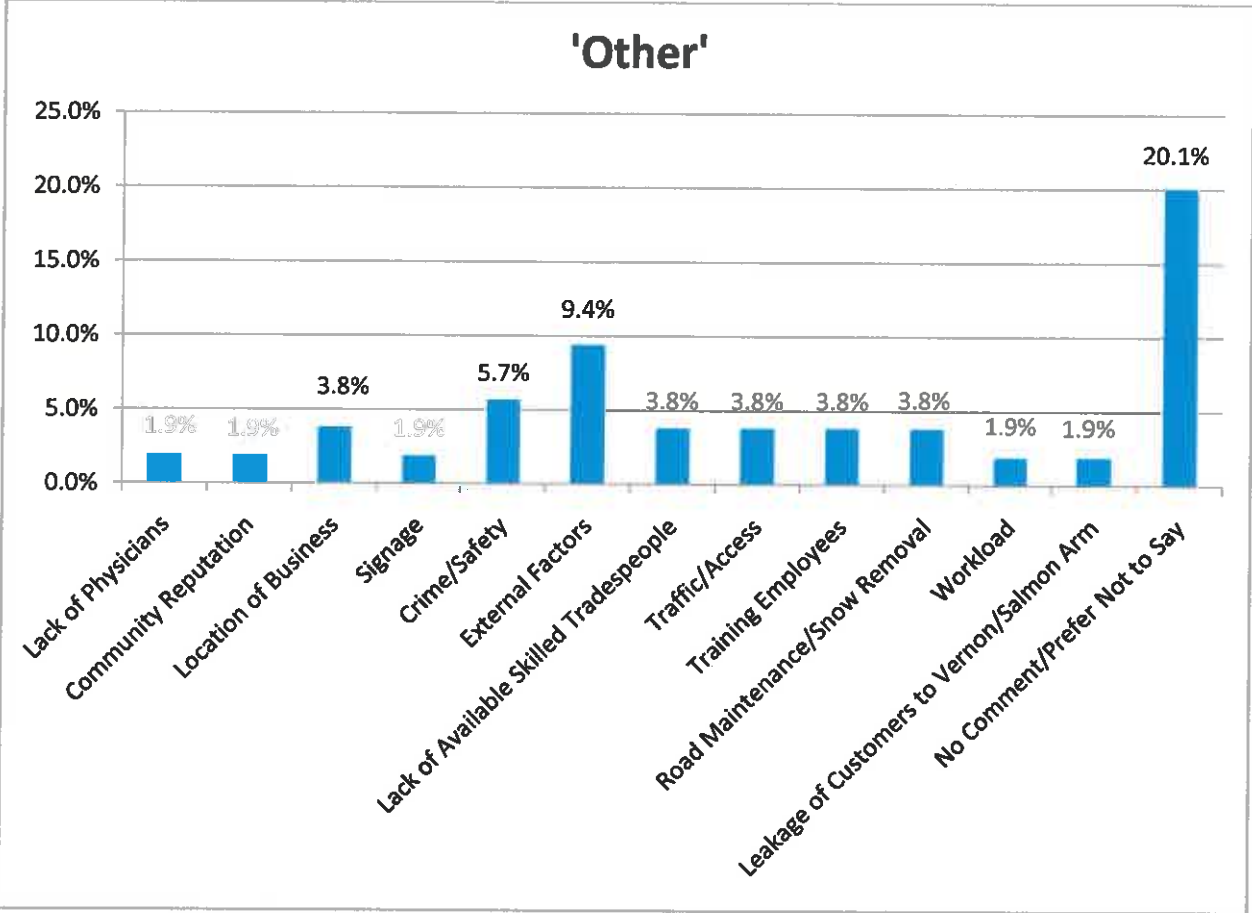
Please be advised that the responses from surveyed businesses who chose an 'Increase in local services' related to an increase in signage for parking within the community, dust control along Highway 97A, the provision of up-to-date technological services such as fibre-optics, and a reduction in local parking restrictions in order to enable an expansion. It should be noted that City of Enderby Staff have followed up with the local business who identified the need for reduced parking restrictions in order to enable expansion; through the City's case managed approach to development, Staff were able to identify and discuss range of options which this business could pursue in order to address their parking concerns and potentially accommodate an expansion.

5. What are the biggest challenges facing your business?

This question was used to gain insight regarding the main challenges that local businesses are facing. A total of 24% of the surveyed businesses noted that finding employees was their biggest challenge. Of the 49% of surveyed businesses who chose 'Other' factors, the main themes related to crime within the community, lack of signage, and customer leakage to Salmon Arm and Vernon.

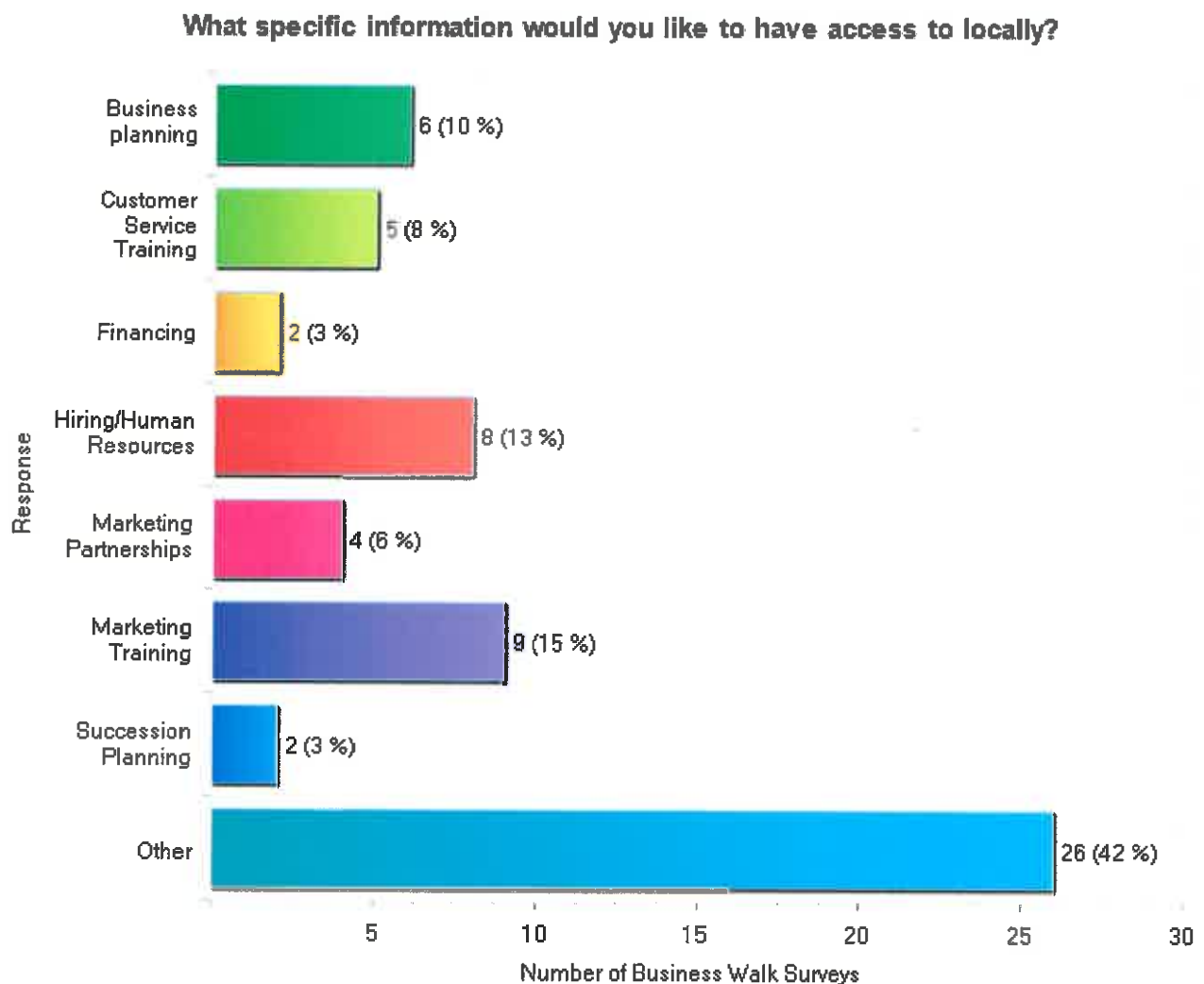


Of the 49% of surveyed businesses who chose 'Other' factors, the primary challenges identified related to crime within the community and external factors such as the health of the forest industry, the US Dollar, and the price of energy.



6. What specific information would you like to have access to locally?

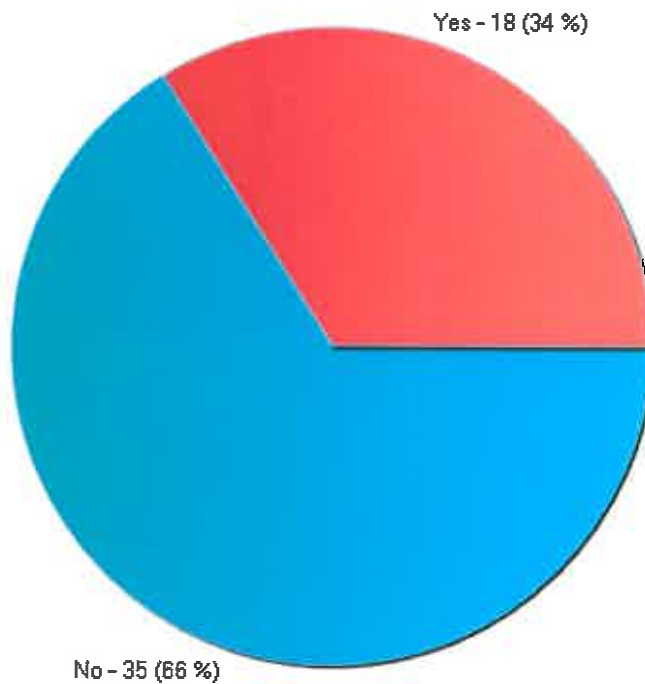
The final question in the Business Walk Survey was geared towards identifying the types of resources that could be used to better support local businesses; a total of 15% of the surveyed businesses noted they would most like to have access to information related to 'Marketing Training' while 13% and 10% of surveyed businesses noted 'Hiring/Human Resources' and 'Business Planning' respectively. Of the 42% of surveyed businesses who chose 'Other' types of information, a business directory, employment information, and inventory of hiring businesses were identified as specific information they would like access to locally.



Walker Question: Should this company be revisited to provide 1:1 assistance?

One of the primary objectives of the Business Walk was to identify businesses that needed additional support or assistance from the City of Enderby or business support organizations such as the Chamber of Commerce or Community Futures North Okanagan. Of the businesses surveyed, 34% required some form of assistance; this assistance primarily involved access to information which the Chamber of Commerce or Community Futures would have available. City of Enderby Staff have begun the follow up process and will be providing the Chamber of Commerce and Community Futures North Okanagan with a list of businesses that could use their assistance.

Should this company be revisited to provide 1:1 assistance?



Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: December 1, 2015
Subject: Removal of Signatory for Banking

Recommendation:

THAT Barry Gagnon be removed as a signatory for the General, Cemetery Care Fund, and Cemetery Donations Accounts in the name of The Corporation of the City of Enderby currently held at Enderby & District Financial.

Background:

In order to remove Barry Gagnon as a signatory with Enderby & District financial, the above Council resolution is required.

Respectfully submitted.



Jennifer Bellamy
Chief Financial Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: December 3, 2015
Subject: Digital Billboard Sponsorship Application - Enderby & Area Polar Dip

RECOMMENDATION

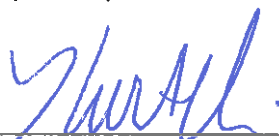
THAT Council considers the digital billboard sponsorship application for the Enderby & Area Polar Dip event valued at \$700 in-kind.

BACKGROUND

The organizer for the Enderby & Area Polar Dip event has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$700 (1 week of advertising) for messaging related to the promotion of the annual Polar Dip in the Shuswap River.

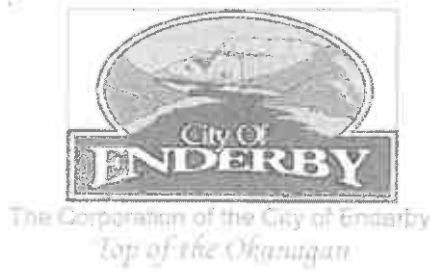
Although the Enderby & Area Polar Dip event is not sponsored by a registered not-for-profit organization or charity, it is a volunteer-run community event which is free and open to the public and therefore qualifies for a digital billboard sponsorship from Council.

Respectfully Submitted,



Kurt Inglis
Assistant Corporate Officer and Planning Assistant

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



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 * Area Polar Dip

Name of Applicant: Patricia Cech

Phone Number: (250) 550-8288

Email: Patricia at Curves @ gmail . com

Nature of Messaging: Advertising Awareness
(community events, programming, of Community Event
announcements, etc.) Polar Dip in the River

Annual Sponsorship Needs: 1 week \$700.00

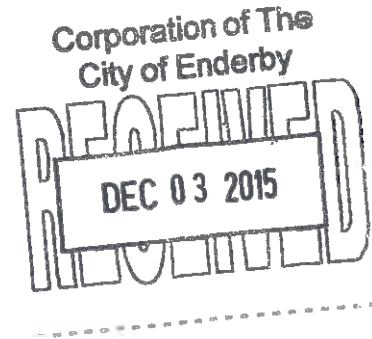
Requested Value of Sponsorship: \$700.00

(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

Dec 3/2015
Date

Agenda



November 27, 2015

Mayor Greg McCune
City of Enderby
619 Cliff Ave
PO Box 400
Enderby, BC VoE 1V0

Dear Mayor McCune:

Re: Appointment to the Okanagan Regional Library

Annual appointments to the Okanagan Regional Library are made according to the *BC Library Act*.

Attached:

1. Letter of Appointment form. Please name the board member and the alternate you wish to appoint;
2. Library Member and Alternate information forms;
3. Library Meeting Schedule;
4. Related sections of the *BC Library Act*.

Please return the completed forms to Leah Samson via fax 250-861-8696 or e-mail lsamson@orl.bc.ca by January 7.

staff will complete after appointments made by Council.

Meetings, including travel, may constitute a full day and are held at Library headquarters in Kelowna. Board members' expenses only are paid by the ORL.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

Leah Samson
Manager | Administrative Services
Okanagan Regional Library

Encls.

BOARD MEETING SCHEDULE – 2016

In-Camera meetings begin at 9 AM (subject to change)

Regular meetings begin at 10 AM (subject to change)

Library Headquarters, Boardroom
1430 KLO Road, Kelowna, BC

Wednesday February 17	Regular Meeting & AGM
Wednesday May 18	Regular Meeting
Wednesday September 21	Regular Meeting
Wednesday November 16	Regular Meeting (2017 Budget Vote)

2016 Dates of Interest to Board Members:

SILGA AGM and Convention
April 19 – April 22
Delta Grand Okanagan Resort, Kelowna

BC Library Association Annual Conference
May 11 – 13
Sheraton Vancouver Airport Hotel, Richmond

Canadian Library Association Conference
June 1 - 3
Ottawa, Ontario

UBCM Convention
September 26 – 30
Victoria Conference Centre

LIBRARY ACT, Part 3 – Regional Library Districts

“How the library board is appointed

- 16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
 - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
 - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
- (a) the director of the electoral participating area is a member of the library board, and
 - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

When members are appointed

- 17 (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

Term of Office

- 18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.