



## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, March 7, 2016  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of February 15, 2016](#)

pg 3-7

[Special Meeting Minutes of February 22, 2016](#)

pg 8

**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

**5. DEVELOPMENT MATTERS**

[0002-16-OR-END](#)

pg 9-26

That Part of Lot 1 Shown on Plan B1074, Section 27, Twp 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014 – 174 Salmon arm Drive

Applicant: George Potrie and Debra Potrie C/o Planning Protocol 2 Inc

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

**7. BYLAWS – 2 Readings**

[Official Community Plan Bylaw Amendment Bylaw No. 1549, 2014 Amendment Bylaw No. 1592, 2016](#)

pg 27

A bylaw to amend Official Community Plan Bylaw No. 1549, 2014 and Amendments Thereto

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1593, 2016](#)

pg28-29

A bylaw to amend the Zoning Bylaw No. 1550, 2014 and Amendment Thereto

**BYLAWS – 3 Readings**

[Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016](#)

pg 30-31

A bylaw to amend Building Bylaw No. 1582

[Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016](#)

pg 32-33

A bylaw to amend Dog Control Bylaw No. 1469

**BYLAWS – Adoption**

[Municipal Ticketing Information \(MTI\) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016](#)

pg 34-42

A bylaw to amend the Municipal Ticketing Information (MTI) System Bylaw No. 1518

[Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016](#)

pg 43-56

A bylaw to amend Bylaw Notice Enforcement Bylaw No. 1581

**8. REPORTS**

Mayor and Council

**9. NEW BUSINESS**

a. [Upgrades to Cliff Avenue – Borrowing – Alternate Approval Process](#) – Memo from Chief Financial Officer dated February 29, 2016

pg 57-64

b. [Vernon Fire-Rescue Services – Reserve Funding](#) – Memo from Chief Financial Officer dated February 29, 2016

pg 65-80

c. [Appointment of Deputy Corporate Officer](#) – Memo from Chief Administrative Officer dated March 3, 2016

pg 81

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to Section 90 (1) (j) of the *Community Charter*

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, February 15, 2016 at 4:30 p.m. in the Council Chambers of City Hall

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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

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### **APPROVAL OF AGENDA**

The following item was added to the agenda under New Business:

- Regent Lift Station Backup Power Generator Award – Memo from Chief Administrative Officer dated February 12, 2016

The following item was added to the agenda under Unfinished Business:

- Dog Control Bylaw – fecal matter

Moved by Councillor Case, seconded by Councillor Schreiner that the agenda be approved as amended.

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of February 1, 2016

Moved by Councillor Schreiner, seconded by Councillor Shishido that the minutes of the regular meeting of February 1, 2016 be adopted as circulated.

Carried

### **PETITIONS AND DELEGATIONS**

Gabriele Wesle – Farmer’s Market Update

2015 Season:

- 2<sup>nd</sup> year in the parking lot. It was a good season.
- Appreciation was expressed for digital billboard sponsorship and use of the parking lot.
- Good variety of vendors offering local produce, eggs, plants, food, crafts, baking etc.
- Market makes donations annually to students (bursary) and to other groups also.
- A lot of “regulars” attend the market. Good highway visibility generated a lot of visitors. There was also an increase of young families attending the market.

- Several new vendors including blueberries, fruit from Oyama, fresh sushi, and a very young local baker.
- The year started with 17 vendors and grew to as many as 33.
- Organized 3 festivals.
- Music helped to deflect noise from the highway.

Moving Forward:

- Biggest challenge was parking. Illegal parking on Mill created a conflict situation at times. After lines painted and signs posted, problem decreased.
- Will be getting more seating and tents so that people can relax in the shade.
- They are hoping to organize 1 or 2 more festival type events.
- More signage is required on festival days. Alternate parking location signage required.
- They are considering offering a second market day/evening in July and August to accommodate those who work – perhaps Thursdays.
- Would like to suggest a “long table dinner” that would have food provided by market vendors and offered as a fundraising event (perhaps for the Food Bank). This type of event helps to bring the community together.
- Second market day could possibly be held on Cliff Avenue with merchants remaining open to create an “event”. Special entertainment would create a draw to the market.

Seed Swap:

- Taking place at the Splatsin Community Centre on March 5<sup>th</sup>.
- This is the largest swap in the area and will be a good test for the venue.
- There is concern about traffic flow making a left at Fortune Road onto Hwy 97A. There is plenty of parking, but signage may be required to direct traffic to the lights rather than attempting a left at Fortune Road. The CAO will coordinate with the Splatsin to address traffic issue.

Councillor Knust expressed appreciation for the Market’s contribution to the Harvest Hut.

**UNFINISHED BUSINESS**

*Late Item: Dog Control Bylaw – Fecal Matter*

It was recommended that there be a fine assigned to people who do not carry with them a means of collecting their dog’s fecal matter.

Moved by Councillor Knust, seconded by Councillor Case that a recommendation be made to the Enderby and District Service Commission to amend the dog control bylaw to include a fine for persons without a means of collection dog fecal matter.

Carried

**BYLAWS – 3 Readings**

Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016

A bylaw to amend the Municipal Ticketing Information (MTI) System Bylaw No. 1518

Moved by Councillor Case, seconded by Councillor Baird that Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016 be given three readings.

Carried

Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016

A bylaw to amend the Bylaw Notice Enforcement Bylaw No. 1581, 2015

Moved by Councillor Case, seconded by Councillor Baird that Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016 be given three readings.

Carried

## **BYLAWS – Adoption**

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1591, 2016

A bylaw to amend Fees and Charges Bylaw No. 1479

Moved by Councillor Knust, seconded by Councillor Davyduke that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1591, 2016 be adopted.

Carried

## **REPORTS**

### Councillor Case

- Garlic Festival will be taking place in Grindrod again this year. Traffic issues have been worked out.
- Council will be entering a curling team in the Salmon Arm bonspiel (March 18-20)

### Councillor Davyduke

- If there are enough other Councillors attending SILGA, Councillor Davyduke would like to accompany Councillor Knust to the Food Bank conference.
- AL Fortune scholarship process – Mayor McCune will be visiting the school and will discuss this item with staff.

### Councillor Baird

- “Exploring Enderby Winter Video” has been released.
  - The Chamber of Commerce General Manager reported that the video will launch this week via social media. The focus of the video is winter recreation in the area.
- The Museum is holding a history night this Friday and will be presenting a history of pubs and restaurants in Enderby.

### Chief Administrative Officer

- Vernon Street works are going well and should be completed by the end of April.
- Cliff Avenue project detailed design is well under way, after which project will go to tender.

- Public Works crew working on various clean-up projects.
- Speed reader board will be placed on Preston Crescent once the new season starts.

RCMP Mayor's 2015 4<sup>th</sup> Quarter Report

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

RCMP Victim's Assistance 2015 4<sup>th</sup> Quarter Report

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

Carried

Building Permit Detail Report – January 2016

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

Carried

**NEW BUSINESS**

Neighbourhood Improvement Policy – Memo from Assistant Corporate Officer and Planning Assistant dated February 11, 2016

Moved by Councillor Knust, seconded by Councillor Case that Council adopt the Neighbourhood Improvement Policy as presented.

Carried

*Late Item: Regent Lift Station Backup Power Generator Award – Memo from Chief Administrative Officer dated February 12, 2016*

Moved by Councillor Schreiner, seconded by Councillor Case that Council allocates \$1,992 from the 2015 drainage surplus to fund the difference between the estimated and quoted costs for the Regent Lift Station Stormwater Pump Station backup power generator;

AND THAT Council award the supply contract for the Regent Lift Station backup power generator to Total Power in the amount of \$122,852 plus tax.

Carried

**PUBLIC QUESTION PERIOD**

*Corrine Van De Crommenacker, General Manager of Enderby and District Chamber of Commerce clarified the regular meeting minutes February 1<sup>st</sup> which stated that the Chamber's strategic planning focus was tourism and not economic development. She advised that this was an information session only and was not a strategic planning session. She indicated that the economy is part of the Chamber's strategic goals.*

*Stacy Pavlov of the Advertiser queried as to the business community's feedback regarding having the market on Cliff Avenue. Councillor Schreiner said that there are more in favour than*

against. Council indicated that occasional street events rather than a weekly market may be more suitable at this time.

**ADJOURNMENT**

Moved by Councillor Case, seconded by Councillor Davyduke that the meeting adjourn at 5:25 p.m.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

**THE CORPORATION OF THE CITY OF ENDERBY**

Minutes of a **Special Meeting** of Council held on Monday, February 22, 2016 at 3:30 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson

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**APPROVAL OF AGENDA**

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

Carried

**NEW BUSINESS**

Extension of Mutual Aid Agreement – Memo from Chief Administrative Officer dated February 18, 2016

Moved by Councillor Baird, seconded by Councillor Davyduke that Council authorize an extension of the Mutual Aid Agreement between the Cities of Enderby, Armstrong, and Vernon, the District of Coldstream, the Regional District of North Okanagan, and the Township of Spallumcheen to August 1, 2016.

Carried

**ADJOURNMENT**

Moved by Councillor Knust, seconded by Councillor Case that the meeting adjourn at 3:35 pm.

Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**



Agenda

**CITY OF ENDERBY  
OFFICIAL COMMUNITY PLAN AMENDMENT AND ZONING AMENDMENT  
APPLICATION**

**File No.: 0002-16-OR-END**

**March 3, 2016**

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**APPLICANT:** George Potrie and Debra Potrie c/o Planning Protocol 2 Inc.

**LEGAL DESCRIPTION:** That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014

**P.I.D #:** 005-409-225

**CIVIC ADDRESS:** 174 Salmon Arm Drive, Enderby BC

**PROPERTY SIZE:** 0.270 hectares

**PRESENT ZONING:** Residential Single Family (R.1)

**PROPOSED ZONING:** Residential Apartment and Multi-Family (R.3)

**PRESENT O.C.P DESIGNATION:** Residential Low Density

**PROPOSED O.C.P DESIGNATION:** Residential Medium Density

**PROPOSED USE:** Continue to use the subject property for a single family dwelling while providing a more flexible range of permitted residential housing forms, should the applicant wish to redevelop or sell the property

**RECOMMENDATION:**

THAT Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 which proposes to change the future land use designation of the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014, and located at 174 Salmon Arm Drive from Residential Low Density to Residential Medium Density be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 and in accordance with Section 477 of the Local Government Act, Bylaw No. 1592 be considered in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan, Bylaw No. 1592 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 as outlined in the report from the Assistant Corporate Officer and Planning Assistant dated February 26, 2016 be considered appropriate consultation for the purposes of Sections 475 and 476 of the Local Government Act;

AND THAT Zoning Bylaw Amendment Bylaw No. 1593, 2016 which proposes to rezone the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014, and located at 174 Salmon Arm Drive from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone be given First and Second Reading and forwarded to a Public Hearing;

AND THAT, should Council adopt Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 and Zoning Bylaw Amendment Bylaw No. 1593, 2016 following the Public Hearing, the amendments shall be of no force or effect until a covenant is registered on the title of the property requiring any new development which increases its density to provide a report sealed by a qualified registered professional demonstrating that adequate fire flows are available to service the proposed building(s) prior to issuance of a building permit.

#### **BACKGROUND:**

This is an application to rezone the property located at 174 Salmon Arm Drive from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone and to change the Official Community Plan designation of the property from Residential Low Density to Residential Medium Density. The purpose of rezoning the subject property is to provide a more flexible range of permitted residential housing forms which may enable future redevelopment of the site to a more intensive residential use.

#### Site Context:

The 0.270 hectare (0.0667 acre) property is located along the southern side of Salmon Arm Drive, which is identified in Schedule 'C' of the City's Official Community Plan as a 'Municipal Minor Collector' road. A single-family dwelling is located in the central portion of the subject property, along the eastern property boundary, along with a detached garage in the southern portion of the lot along the western property boundary. The subject property is relatively flat, with a slight slope from west to east and south to north. Access to the property is gained off Salmon Arm Drive via a gravel driveway located along the eastern property boundary. A multi-use, separated pathway is located on the southern side of Salmon Arm Drive adjacent to the subject property, with an open-channel drainage ditch located between the multi-use pathway and the edge of the roadway.

The subject property and the properties to the north, east, south, and west are currently zoned Residential Single Family (R.1) and are designated as Residential Low Density in the City of Enderby Official Community Plan (OCP); one of the properties to the south is currently zoned Residential Two-Family (R.2) and is designated as Residential Low Density in the OCP.

To the east, there is a pocket of 6 lots zoned Residential Apartment and Multi-Family (R.3) and designated as Residential Medium Density in the OCP (5 lots along Salmon Arm Drive, 1 lot along Cliffview Drive); the subject property is separated from this pocket of intensive residential land uses by 2 lots or approximately 58 m (190 feet). Furthermore, an additional large, multi-family development (Skyline Ridge) is located approximately 200 m to the south.

The following map shows the Zoning designation of the subject and surrounding properties.

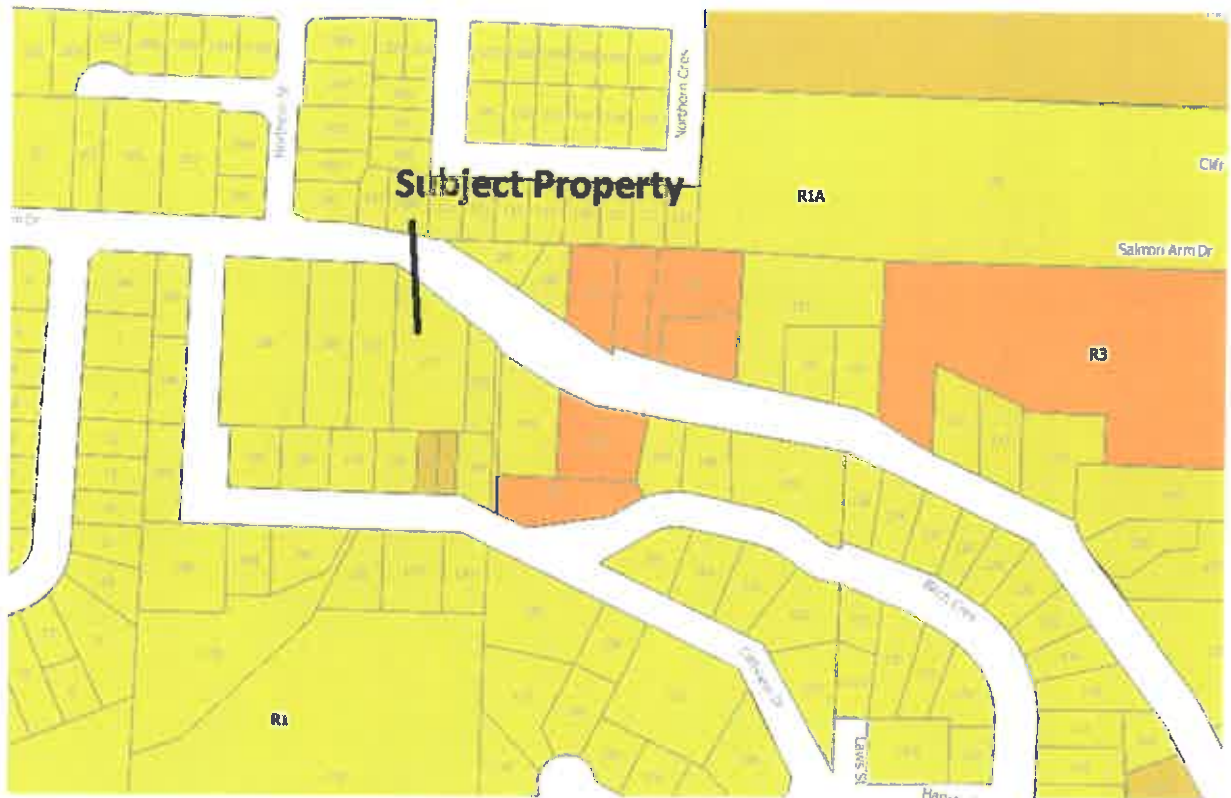


Figure 1: Zoning Map

The following orthophoto of the subject and surrounding properties was taken in 2011:



**Figure 2: Orthophoto**

### The Proposal

The applicant is proposing to continue to use the subject property for a single family dwelling; the purpose of the rezoning application is to provide a more flexible range of permitted residential housing forms, should the applicant wish to redevelop or sell the property.

Given the maximum permitted gross densities within the proposed 'Residential Medium Density' OCP designation, a potential rezoning of the subject property could result in up to 21 dwelling units being developed on the site, and potentially more if the OCP's density bonusing provisions were to apply through the provision of seniors housing, affordable housing, special needs housing, etc. It should be noted that the maximum number of dwelling units which could potentially be developed on site may be restricted by the City's Zoning Bylaw standards related to provision of open space, minimum off street parking requirements, minimum setback requirements, maximum lot coverage, etc.

## **ZONING BYLAW:**

The subject property is currently zoned Residential Single Family (R.1); uses permitted within this zone include:

- Accessory residential;
- Restricted agricultural use;
- Single family dwellings;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

Uses permitted within the proposed Residential Apartment and Multi-Family (R.3) zone include:

- Apartment and multi-family residential;
- Four family dwellings;
- Row housing;
- Three family dwellings;
- Adult retirement housing;
- Boarding lodging or rooming houses
- Convalescent, nursing, and personal care homes;
- Restricted agricultural use;
- Single family dwellings;
- Two family dwellings;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

Given the fact that 'single family dwellings' are a permitted use within both the Residential Single Family (R.1) and Residential Apartment and Multi-Family (R.3) zones, the existing single family dwelling use of the subject property could continue in a legally, conforming manner in the event of a successful rezoning of the property.

## **OFFICIAL COMMUNITY PLAN:**

The City of Enderby Official Community Plan (OCP) designates the future land use of the subject property as Residential Low Density; housing forms permitted within the Residential Low Density land use designation include single family dwellings, single family dwellings with a secondary suite, and two family dwellings. In order to rezone the subject property from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone, an OCP amendment is first required in order to designate the property as Residential Medium Density; OCP Policy 10.3.a (see below table) states that the housing forms associated with the Residential Apartment and Multi-Family (R.3) zone are only permitted for properties with a Residential Medium Density land use designation.

<b>Land Use Designation</b>	<b>Housing Forms</b>	<b>Maximum Permitted Gross Density</b>
<i>Country Residential</i>	<ul style="list-style-type: none"> <li>• <i>Single Family Dwellings</i></li> <li>• <i>Two Family Dwellings</i></li> </ul>	<i>1 unit/ha/gross</i>
<i>Residential Low Density</i>	<ul style="list-style-type: none"> <li>• <i>Single Family Dwellings</i></li> <li>• <i>Single Family Dwellings with Secondary Suite</i></li> <li>• <i>Two Family Dwellings</i></li> </ul>	<i>45 units/ha/gross</i>
<i>Residential Medium Density</i>	<ul style="list-style-type: none"> <li>• <i>Residential Low Density Forms</i></li> <li>• <i>Row Housing</i></li> <li>• <i>Multiple Family Dwellings</i></li> <li>• <i>Adult Retirement Housing</i></li> <li>• <i>Seniors Housing</i></li> </ul>	<i>80 units/ha/gross</i>
<i>Knoll Comprehensive Development Area</i>	<ul style="list-style-type: none"> <li>• <i>Residential Low Density Forms</i></li> <li>• <i>Row Housing</i></li> <li>• <i>Multiple Family Dwellings</i></li> <li>• <i>Adult Retirement Housing</i></li> <li>• <i>Seniors Housing</i></li> </ul>	<i>80 units/ha/gross</i>

**Table 1: OCP Policy 10.3.a**

As previously discussed, given the maximum permitted gross densities associated with the 'Residential Medium Density' Official Community Plan (OCP) designation, rezoning of the property could result in up to 21 dwelling units being developed on the site, and potentially more if the OCP's density bonusing provisions were to apply through the provision of seniors housing, affordable housing, special needs housing, etc.

The following additional policies from the City of Enderby OCP relate to this development:

Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.

Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.

Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.

Policy 8.3.h - Council will support infill and redevelopment within the community.

Policy 8.3.i - Council will employ Smart Growth principles in future development.

Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.

Policy 10.3.h - As per a recommendation from the Infill & Redevelopment Working Group, Council may support a rezoning to Residential Single Family (R.1-A) for the properties legally described as Lot A, Sec 27, R19, M6, Plan 1702, LD25 and Sec 27, R9, M6, Plan B1074, LD25.

\* Note: Further discussed in Planning Analysis below.

Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

Policy 20.3.g - Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.

#### **REFERRAL COMMENTS:**

The subject application was referred for comment to the City of Enderby Public Works Manager, Chief Financial Officer, Building Inspector, Fire Chief, Manager of Regional Engineering Services, and the Ministry of Transportation and Infrastructure.

The Building Inspector advised that he had no comments and would review the construction drawings when they are made available.

The Manager of Regional Engineering Services with the Regional District of North Okanagan advised that the Regional District does not foresee any conditions necessary for solid waste management planning for the proposed development.

The City of Enderby Chief Financial Officer advised that the application would have no negative implications to the City of Enderby Financial Plan.

The City of Enderby Public Works Manager provided the following comments:

*The following comment is provided from engineering regarding the above mentioned referral:*

*The existing water system cannot meet the fire flow of 90 L/s (as required in the Servicing Bylaw for Apartments and Townhouses) while maintaining minimum residual pressures as also outlined in the Bylaw. Velocities in the mains exceed normally accepted values when trying to achieve the 90 L/s fire flow. The current fire flow in the vicinity is 60 L/s (which does meet the Bylaw requirement for Single Family Residential). There are a couple of options to address this matter:*

- *Improvements to the existing water distribution system; and/or*
- *Reducing required fire flows at the site, which would likely involve sprinklering.*

*The existing sanitary sewer system can meet the likely servicing demands of the proposed higher density.*



*Given the above, I recommend that adoption of the OCP amendment/rezoning application be made subject to a covenant being placed on title requiring any new development which increases the density of the subject property to provide a report sealed by a qualified registered professional demonstrating that adequate fire flows are available to service the building prior to issuance of a building permit.*

The Development Approvals Technician for the Ministry of Transportation and Infrastructure advised that preliminary approval has been granted for the rezoning application for one year, pursuant to Section 52(3)(a) of the *Transportation Act*, and that the Bylaw should be forwarded following Third Reading for endorsement.

No other comments were received in response to the referral.

## **PLANNING ANALYSIS:**

### Site Characteristics

The subject property has a lot area of 0.270 hectares, which makes it one of the larger residential lots in the area. This large lot area may allow for a more intensive apartment or multi-family residential use; the City's Zoning Bylaw requires that such developments have a minimum lot area of 0.19 hectares.

### Surrounding Land Uses

As discussed above, the subject property is located in close proximity to a pocket of properties zoned Residential Apartment and Multi-Family (R.3), which are currently being used for intensive residential purposes (i.e. apartments, townhouses, strata developments); given this, a rezoning of the subject property to Residential Apartment and Multi-Family (R.3), which may result in redevelopment of the property to a more intensive residential use in the future, would be consistent with existing land uses in the near vicinity.

### Impacts to Adjacent Property Owners

The City of Enderby Zoning Bylaw requires apartment and multi-family uses to have a minimum front yard setback area of 10 m (32.81 feet); the Zoning Bylaw defines a 'front yard' as follows:

*The area of a lot bounded by the front lot line, each side lot line, and a line drawn parallel to and perpendicularly distant from the front lot line, such perpendicular distance (depth) to be as specified by the provisions of this Bylaw for the Zone in which the lot is located.*

Given that the front lot line of the subject property is not perpendicular to the side lot lines, this will result in an angled front yard setback area as shown in the following photo:





**Figure 3: Front Yard Setback Area**

Furthermore, the City of Enderby Zoning Bylaw requires that apartments and multi-family developments have minimum side yard setback as follows:

- 3 m (9.842 feet) for four family dwellings and apartment and multi-family use for a wall without a window or with a window to a non-habitable room; or
- 8 m (26.25 feet) for apartment and multi-family use with a wall with a balcony or with a window to a habitable room.

Given the above front yard and side yard setback requirements, there will be a buildable portion of the lot which is outside of the front yard and side yard setback areas yet situated such that if an apartment or multi-family building were to be erected (which could have a maximum height of 12 m (39.37 feet) or three (3) storeys) it may negatively impact the views of the Valley and Enderby Cliffs for the neighbouring property to the west located at 178 Salmon Arm Drive; this area is depicted in blue in the following photo:



**Figure 4: Buildable Area Which May Impact Views for Neighbouring Property to the West**

If through the Public Hearing process the adjacent land owner to the west makes public representation regarding concerns of a potential redevelopment of 174 Salmon Arm Drive impacting their views and negatively affecting the use and enjoyment of their property, Council may wish to make adoption of the proposed OCP Amendment/Rezoning Application subject to the applicant registering a 'no-build covenant' on the title which restricts the construction of principal buildings for that portion of the lot where such construction may negatively impact the views of the neighbouring property to the west; this 'no-build' area would be defined as the portion of the lot lying north of the building footprint of the existing single family dwelling located on the property.

If Council should wish to address potential concerns from the neighbouring property by making adoption of the proposed OCP Amendment/Rezoning Application subject to the applicant registering a 'no-build covenant' on the title of the property, this covenant should be structured such that redevelopment of the property to the west (178 Salmon Arm Drive) would trigger the covenant to be discharged; this approach would protect the views of the neighbouring property to the west while still respecting the fact that if the neighbouring property were to be redeveloped, a potential 'no-build covenant' for the subject property should rightly be discharged as it would then be incumbent on the neighbouring property owner to situate the buildings associated with their development in order to best preserve their views. A suitable trigger for discharging a potential covenant would be the issuance of a Building Permit for the construction of a new principal dwelling on the property located at 178 Salmon Arm Drive.

Notwithstanding the above, it is not anticipated that the rezoning of the subject property and potential redevelopment to a more intensive residential use would have a negative impact on the use and enjoyment of the subject or neighbouring properties to the north, east, and south for the following reasons:

- There are already established intensive residential land uses in close proximity to the subject property;
- Given the vertical separation between the subject property and neighbouring properties to the south, it is not anticipated that a potential redevelopment of the site to a more intensive residential use, which could include taller buildings to a maximum height of 12 m or 3 storeys, would negatively impact the views of these neighbouring properties; and
- Given the siting of the neighbouring properties to the north and east, a potential redevelopment of the site to a more intensive residential use (which could include taller buildings to a maximum height of 12 m or 3 storeys) would not significantly interfere with these properties' views of the Valley and Enderby Cliffs.

#### Access/ Traffic Impacts

The subject property has approximately 40 m (131 feet) of frontage along Salmon Arm Drive which exceeds the Zoning Bylaw's minimum frontage requirement of 35 m (114.8 feet) for apartment and multi-family dwellings; this large frontage means that the subject property will have adequate opportunity to provide access to Salmon Arm Drive if the site were redeveloped. If the existing driveway access were to be relocated for a future redevelopment, it would need to be designed to accommodate the existing open-channel drainage ditch and the multi-use pathway located adjacent to the subject property; these items would be addressed at the Building Permit stage.

Furthermore, Salmon Arm Drive is a Municipal Minor Collector road (as identified within the City's OCP) and is intended to move larger volumes of traffic from local roads towards Highway 97A; given this, it is anticipated that Salmon Arm Drive has the capacity to accommodate the increased traffic flows associated with any potential redevelopment of the site to a more intensive residential use.

#### Density/Infill

This application could result in up to 21 dwelling units being developed on the site, and potentially more if the OCP's density bonusing provisions were to apply through the provision of seniors housing, affordable housing, special needs housing, etc.; this application is supported by a number of policies within the OCP related to higher densities, Smart Growth development, and infill/redevelopment.

Higher densities are a critical element of Smart Growth development and infill/redevelopment are a means of achieving higher densities; community benefits related to higher densities through infill/redevelopment include:

- i. More efficient use of land by increasing the ratio of improvement-to-land values;
- ii. Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;

- iii. Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure;
- iv. Adding residential capacity without infringing upon open space or other sensitive areas; and
- v. Providing affordable, attainable housing and additional rental housing options.

Items ii and iii are consistent with sound Asset Management Investment Planning principles and over time will help to reduce the community's infrastructure deficit.

It should also be noted that achieving higher densities within the community through infill/redevelopment satisfies a range of policies contained in the North Okanagan Regional Growth Strategy related to Urban Containment and Rural Protection, Economic Development, and Transportation and Infrastructure.

Furthermore, in 2013 the City of Enderby struck an Infill and Redevelopment Working Group in order to identify properties within the community that had a high potential for infill/redevelopment; the Working Group advanced a series of recommendations to Council related to infill and redevelopment which would ultimately inform updates to the OCP. One of these recommendations, which was endorsed by Council and included in the OCP as Policy 10.3.h, related to supporting a rezoning of the subject property from the Residential Single Family (R.1) zone to the Residential Single Family (R.1-A) zone; the purpose of supporting such a rezoning would be to enable a potential subdivision of the site as the Residential Single Family (R.1-A) zone has a lesser minimum lot area requirement as compared to the Residential Single Family (R.1) zone. Although Policy 10.3.h only considers rezoning the subject property to the Residential Single Family (R.1-A) zone and not the proposed Residential Apartment and Multi-Family (R.3) zone, Council has given policy direction to support more intensive residential uses of the subject property, albeit to a lesser degree.

#### Servicing

As mentioned above, the proposed OCP Amendment/Rezoning application was referred to the City's Public Works Manager for comment and the following response was received:

*The following comment is provided from engineering regarding the above mentioned referral:*

*The existing water system cannot meet the fire flow of 90 L/s (as required in the Servicing Bylaw for Apartments and Townhouses) while maintaining minimum residual pressures as also outlined in the Bylaw. Velocities in the mains exceed normally accepted values when trying to achieve the 90 L/s fire flow. The current fire flow in the vicinity is 60 L/s (which does meet the Bylaw requirement for Single Family Residential). There are a couple of options to address this matter:*

- *Improvements to the existing water distribution system; and/or*
- *Reducing required fire flows at the site, which would likely involve sprinklering.*

*The existing sanitary sewer system can meet the likely servicing demands of the proposed higher density.*

*Given the above, I recommend that adoption of the OCP amendment/rezoning application be made subject to a covenant being placed on title requiring any new development which increases the density of the subject property to provide a report sealed by a qualified registered professional*

*demonstrating that adequate fire flows are available to service the building prior to issuance of a building permit.*

As the subject property cannot meet the fire flows associated with the residential housing forms permitted within the Residential Apartment and Multi-Family (R.3) zone, pursuant to the recommendation of the City's Public Works Manager, it is recommended that Council make its adoption of the proposed OCP Amendment/Rezoning Application subject to the applicant registering a covenant on title requiring any new development which increases the density of the subject property to provide a report sealed by a qualified registered professional demonstrating that adequate fire flows are available to service the proposed building(s) prior to issuance of a building permit. The purpose of requiring such a covenant is to ensure that any prospective purchaser is aware that redevelopment of the subject property is dependent upon demonstrating adequate fire flows; if the application were to be approved without requiring such a covenant to be registered on title, a prospective purchaser may wrongly assume that the subject property meets all of the applicable servicing requirements given its zoning designation.

## **SUMMARY**

This is an application to rezone the property located at 174 Salmon Arm Drive from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone and to change the Official Community Plan designation of the property from Residential Low Density to Residential Medium Density. The purpose of the rezoning application is to provide the property with a more flexible range of permitted residential housing forms in support of a potential redevelopment.

Upon consideration of input at the Public Hearing, it is recommended that Council approves the OCP Amendment/Rezoning application, subject to the applicant registering a covenant on title requiring any new development which increases the density of the subject property to provide a report sealed by a qualified registered professional demonstrating that adequate fire flows are available to service the proposed building(s) prior to issuance of a building permit, for the following reasons:

The City of Enderby Planning Assistant supports the subject application for the following reasons:

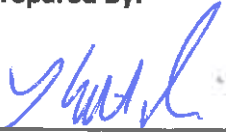
- Given the property's large lot area, it is a prime candidate for redevelopment to a more intensive residential use;
- A potential redevelopment of the property to a more intensive residential use is consistent with established land uses in the area;
- Given the vertical separation between the subject property and the neighbouring properties upslope to the south, and the existing siting of the neighbouring properties to the north and east, it is not anticipated that the redevelopment of the site would negatively impact the views of these neighbouring properties;
- The subject property has ample opportunity to provide access off of Salmon Arm Drive suitable for an apartment or multi-family development;
- Salmon Arm Drive has the capacity to accommodate the additional traffic demands associated with a potential redevelopment of the subject property to a more intensive residential use;
- Accommodating higher densities through infill/redevelopment is a critical element of Smart Growth and would result in a number of environmental, social and economic benefits to the community; and



- Policy 10.3.h of the Official Community Plan supports a more intensive residential use of the subject property, albeit to a lesser degree.

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**Prepared By:**



**Kurt Inglis**

Assistant Corporate Officer and Planning Assistant

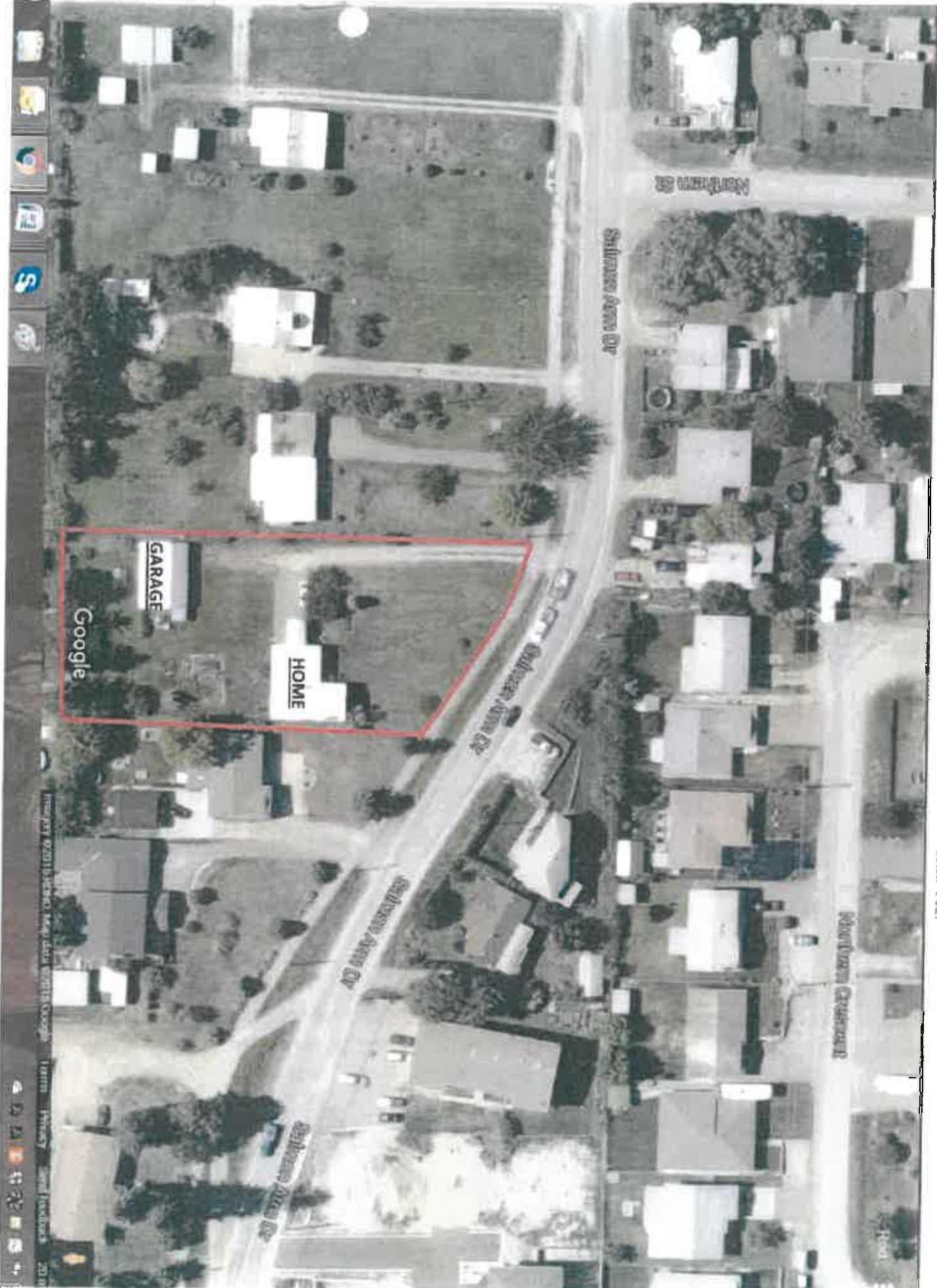
**Reviewed By:**



**Tate Bengtson**

Chief Administrative Officer





35.0479821





The information in this report is provided for informational purposes only. It is not intended to be used for any other purpose. If the information has been altered or modified in any way, the user should verify the information with the appropriate authority. In any case of doubt, the official BC Assessment records should be consulted. The information is provided in the format in which it was originally received.

# 174 SALMON ARM DR ENDERBY V0E 1V1



**Total Value \$296,000**

Assessed as of July 1st, 2014

Land	\$171,000
Buildings	\$125,000
<b>Total Value</b>	<b>\$296,000</b>
Previous Year 2014	
Land	\$171,000
Buildings	\$125,000
<b>Area-Jurisdiction-Roll</b>	<b>20-206-0444.150</b>

Land Size	27570 Sq Ft
First Floor Area	1240
Second Floor Area	0
Basement Finish Area	
Strata Area	

Year Built	1981
Description	1 STY house - standard
Bedrooms	3
Baths	1
Carports	
Garages	0

**MANUFACTURED HOME**

Width:  
Length:  
Floor Area:

Building Stories:  
Stories Below Grade:  
**Net Leasable Area**  
No. of Apartment Units:

**COMMENTS**

**LEGAL DESCRIPTION AND PROPERTY ID**

Plan KAP1074B Section 27 Township 18 Range 9 Meridian W6 Land District 26 PT LOT 1 KAP1094 EXC (1) KAP13014 (2) PT LYING S OF KAP13014 & S OF A LINE ADJOINING THE SE CORNER OF LOT B KAP1702 AND THE SW CORNER OF LOT 1 KAP13014

PID: 005-409-226

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1592

A BYLAW TO AMEND THE CITY OF ENDERBY OFFICIAL COMMUNITY PLAN BYLAW NO. 1549, 2014 AND AMENDMENTS THERETO

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Official Community Plan Bylaw No. 1549, 2014";

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

1. This bylaw may be cited as the "City of Enderby Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016".
2. The future land use designation of the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014 is hereby changed from Residential Low Density to Residential Medium Density.

READ a FIRST time this     day of     , 2016.

READ a SECOND time this     day of     , 2016.

Advertised on the     day of     , 2016 and the     day of     , 2016, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the     day of     , 2016.

READ a THIRD time this     day of     , 2016.

ADOPTED this     day of     , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1593

A BYLAW TO AMEND THE CITY OF ENDERBY ZONING BYLAW NO. 1550, 2014 AND  
AMENDMENTS THERETO

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WHEREAS pursuant to Section 479 of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 1550, cited as "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Zoning Bylaw No. 1550, 2014";

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw Amendment Bylaw No. 1593, 2016".
2. The zoning of the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014 is hereby changed from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone.

READ a FIRST time this     day of     , 2016.

READ a SECOND time this     day of     , 2016.

Advertised on the     day of     , 2016 and the     day of     , 2016, and a  
Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on  
the     day of     , 2016.

READ a THIRD time this     day of     , 2016.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this     day of     , 2016.

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Senior District Development Technician  
Ministry of Transportation

ADOPTED this    day of    , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1595

A BYLAW TO AMEND BUILDING BYLAW No. 1582, 2015

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WHEREAS Council of the City of Enderby has adopted "The City of Enderby Building Bylaw No. 1582, 2015";

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 Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016".
2. Schedule "A" of "City of Enderby Building Bylaw No. 1582, 2015" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this \_\_\_\_ day of \_\_\_\_\_, 2016.

READ a SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2016.

READ a THIRD time this \_\_\_\_ day of \_\_\_\_\_, 2016.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 <sub>S</sub>	S <sub>R</sub>	1/10 kPa	1/30 kPa	1/100 kPa
	2.5% °C	1% °C	Dry °C	Wet °C									
Enderby	--	--	--	--	--	--	--	3.3	0.1	--	--	--	

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1594

A BYLAW TO AMEND DOG CONTROL BYLAW NO. 1469, 2010

---

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Dog Control Bylaw No. 1469, 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 Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016".
2. Section 5 of "City of Enderby Dog Control Bylaw No. 1469, 2010" is deleted and Section 5 attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this      day of      , 2016.

READ a SECOND time this      day of      , 2016.

READ a THIRD time this      day of      , 2016.

ADOPTED this      day of      , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## 5. CONTROL OF DOGS

- 5.1 No owner of a dog shall allow such dog to be under the care, custody, and control of a person who is not competent and strong enough to control the dog.
- 5.2 No owner of a dog shall allow such dog to be unlawfully at Large.
- 5.3 No owner of a dog shall allow such dog to:
- a. molest passers by; approach a person in a menacing fashion or apparent attitude of attack;
  - b. bite, inflict injury, assault or otherwise attack a person;
  - c. chase vehicles or cyclists;
  - d. chase, harass, bite, inflict injury, assault or otherwise attack any other animal;
  - e. damage property, other than that of the owner;
  - f. bark excessively.
- 5.4 No dog owner shall allow such dog to deposit any faecal material on public or private property without the express consent of the property owner. Any such deposited faecal material shall immediately be removed from the property and disposed of in a suitable refuse container or other suitable disposal method.
- 5.4.1 An owner of a dog shall, when on public or private property without the express consent of a property owner, be in possession of at least one dog fecal matter disposal bags for the purpose of removing any fecal matter that their dog may deposit.
- 5.5 An owner of a Dangerous Dog, in addition to the other provisions of this bylaw:
- a. shall at all times that the dangerous dog is not on the property of the owner, keep the dog muzzled, and restrained on a leash strong enough to hold the dog, and which is no longer than six (6) feet, and be under the continuous care, custody and control of a person competent and strong enough to control the dog;
  - b. shall, at all times that the dangerous dog is on the property of the owner:
    - i. keep the dangerous dog confined indoors; or
    - ii. if the dangerous dog is outdoors;
      - a. keep the dog tethered; or
      - b. keep the dog in an enclosure to prevent the dangerous dog from escaping.
- 5.6 Unless otherwise posted through signage, a person is permitted to allow any dog to enter upon and remain within any public beaches, swimming areas, or parks as long as the dog is under the care, custody and control of a person who is competent and strong enough to control the dog.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1588

A BYLAW TO AMEND THE MUNICIPAL TICKETING INFORMATION (MTI) SYSTEM BYLAW  
NO. 1518

---

WHEREAS Council of the City of Enderby has adopted "City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013";

AND WHEREAS Council wishes to amend Schedule "1" in accordance with City of Enderby Dog Control Bylaw No. 1469, 2010;

AND WHEREAS Council wishes to amend Schedule "7" in accordance with City of Enderby Fire Protection Bylaw No. 1529, 2013;

AND WHEREAS Council wishes to amend Schedule "9" in accordance with City of Enderby Zoning Bylaw No. 1550, 2014;

AND WHEREAS Council wishes to include Schedule "10" in accordance with City of Enderby Building Bylaw No. 1582, 2015;

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

1. This bylaw may be cited as the "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016".
2. Schedule "A" of "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "1" is hereby deleted and Schedule "1" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "7" is hereby deleted and Schedule "7" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "9" is hereby deleted and Schedule "9" attached to and forming part of this bylaw is substituted therefore.
4. Schedule "10" attached hereto is hereby established, and forms part of this Bylaw.

**Read a FIRST TIME** this 15<sup>th</sup> day of February, 2016.

**Read a SECOND TIME** this 15<sup>th</sup> day of February, 2016.

**Read a THIRD TIME** this 15<sup>th</sup> day of February, 2016.

**ADOPTED**

this day of , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## Schedule "A"

### MUNICIPAL TICKETING INFORMATION SYSTEM BYLAW NO. 1518

DESIGNATED BYLAWS	DESIGNATED BYLAW ENFORCEMENT OFFICERS
Dog Control Bylaw No. 1469, 2010	<ul style="list-style-type: none"> <li>• Dog Control Officers</li> <li>• Royal Canadian Mounted Police</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Water and Sprinkling Regulations Bylaw No. 1468, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Business Licence and Regulation Bylaw No. 1558, 2014	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• License Inspector</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Good Neighbour Bylaw No. 1517, 2013, excluding Section VI	<ul style="list-style-type: none"> <li>• Royal Canadian Mounted Police</li> <li>• Bylaw Enforcement Officers</li> <li>• Fire Chief</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Good Neighbour Bylaw No. 1517, 2013, Section VI	<ul style="list-style-type: none"> <li>• Royal Canadian Mounted Police</li> </ul>
Sanitary Sewer Regulation Bylaw No. 1470, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Street and Traffic Bylaw No. 1471, 2010	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Building Inspector</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Fire Protection Bylaw No. 1529, 2013	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• Fire Chief</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Cemetery Regulation Bylaw No. 1515, 2013	<ul style="list-style-type: none"> <li>• Bylaw Enforcement Officers</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> </ul>
Zoning Bylaw No. 1550, 2014	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Building Inspector</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>
Building Bylaw No. 1582, 2015	<ul style="list-style-type: none"> <li>• Director of Engineering and Public Works</li> <li>• Bylaw Enforcement Officers</li> <li>• Building Inspector</li> <li>• Royal Canadian Mounted Police</li> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> </ul>

## SCHEDULE "1"

### DOG CONTROL BYLAW NO. 1469, 2010

	SECTION	Fine \$	Fine if Pd within 30 days \$
Keeping an unlicensed dog	3.1	50.	25.
Dog not wearing license	4.1.c	50.	25.
Dog unlawfully at large	5.2.	100.	50.
Dog molesting passers-by or approaching in a menacing fashion or apparent attitude of attack	5.3.a	100.	50.
Dog bites, inflicts injury, assaults or otherwise attacks a person	5.3.b	200.	100.
Dog chases vehicles or cyclists	5.3.c	100.	50.
Dog chases, harasses, bites, inflicts injury, assaults or otherwise attacks any other animal	5.3.d	200.	100.
Dog damages property, other than that of the owner	5.3.e	50.	25.
Dog barking excessively	5.3.f	50.	25.
Failure to remove faecal material	5.4	100.	50.
Failure to be in possession of at least one dog faecal matter disposal bag	5.4.1	100.	50.
Dangerous dog not muzzled and on a leash	5.5.a	150.	75.
Unsecured dangerous dog	5.5.b	150.	75.
Dog on a public beach, swimming area, park or public area	5.6	50.	25.
To release or rescue or attempt to release or rescue an impounded dog	6.7.a	150.	75.
To resist, intervene, or otherwise interfere with the Pound keeper or Dog Control Officer	6.7.b	300.	300.

## SCHEDULE "7"

FIRE PROTECTION BYLAW 1529, 2013	SECTION	Fine \$	Fine if Pd within 30 days \$
Fail to comply with order to remove Vehicle, material of other matter	3.7 b)	100.	50.
Enter prescribed boundaries at an Incident	3.7 d)	100.	50.
Impede, obstruct or hinder a Member	3.7 f)	500.	500.
Drive vehicle over equipment	3.7 g)	100.	50.
Accumulation of combustible growth/waste/rubbish	4.1	100.	50.
Fail to remove daily combustibles	4.2	100.	50.
Fail to provide proper storage container	4.3	100.	50.
Fail to remove flammable, combustible or explosive material	4.4	200.	100.
Fail to maintain fire doors/separations	4.5	200.	100.
Excessive storage of flammable /combustible liquids	4.6	300.	150.
Fail to provide approved container or proper placement	4.7	100.	50.
Fail to post adequate no smoking signs	4.8	100.	50.
Cleaning with combustible/flammable liquids	4.9	100.	50.
Fail to provide portable fire extinguisher	4.10	100.	50.
Sell Low Hazard Fireworks	5.1 a)(i)	200.	100.
Sell High Hazard Fireworks	5.1 a)(ii)	300.	150.
Sell Firecrackers	5.1 a)(iii)	200.	100.
Set off Low Hazard Fireworks without permit	5.1 b)(i)	200.	100.
Set off High Hazard Fireworks without permit	5.1 b)(ii)	200.	100.
Set off Firecrackers without a permit	5.1 b)(iii)	200.	100.
Fail to secure vacant premises	6.1	100.	50.
Fail to secure damaged building	6.4	200.	100.
Obstruction of Fire Chief or Officer	7.3	500.	500.
Fail to provide information	7.4	100.	50.
Provide false information	7.5	200.	100.
Fail to address property	8.2	100.	50.
Fail to retain records of fire alarm and sprinkler systems	9.2	100.	50.
Fail to correct deficiencies immediately	9.3	100.	50.

Obstruction within one (1) meter of a fire hydrant	10.1 a)	200.	100.
Attach item to hydrant or standpipe	10.1 b)	300.	150.
Parking within five (5) metres of a Fire Hydrant	10.1 e)	200.	100.
Interference with fire hose line	10.3	300.	150.
Obstructed building access routes	11.1	300.	150.
Obstructed access during construction	11.2	300.	150.
Fail to gain approval for fire lane gates or access routes	11.3	300.	150.
Fail to provide "No Parking Fire Lane" sign(s)	11.4	300.	150.
Remove/deface/alter posted notices	12.3	300.	150.
Impersonate member of the Department	12.4	500.	500.



## SCHEDULE "9"

Zoning Bylaw No. 1550, 2014	Section	Fine \$	Fine if Pd within 30 days \$
Obstructing an inspection or inspector	101	100.	50.
Unlawful use of land, buildings, or structures	303.1	200.	100.
Off-street parking or loading contravention	305	100.	50.
Home occupation contravenes permitted use	307.2.a	100.	50.
Temporary building or structure contravenes permitted use	307.2.b	100.	50.
Boarding use contravenes permitted use	307.2.c	100.	50.
Tent, trailer, or mobile home use contravention	307.3.b	100.	50.
Unenclosed storage of vehicles in state of disrepair nor not licensed	307.3.c	100.	50.
Incineration or processing of fish, animal, or vegetable waste	307.3.d	100.	50.
Unauthorized parking and storage in residential zones	307.4.a	100.	50.
Failure to maintain screening	309.1.a	100.	50.
Sign not permitted	310.3.a	100.	50.
Prohibited sign	310.3.b	100.	50.
More than one home occupation, real estate or political sign	310.3.d	100.	50.
Illumination not permitted for home occupation, real estate or political signs	310.3.e	100.	50.
Failure to maintain sign	310.3.h	100.	50.
Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	501.10.c	200	100
Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	501.10.c	500	500
Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	502.10.c	200	100
Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	502.10.c	500	500

**SCHEDULE "10"**

**BUILDING BYLAW NO 1582, 2015**

	<b>SECTION</b>	<b>FINE</b> \$	<b>Fine if Pd within 30 days</b> \$
Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	301 (1)	500	250
Obstruction of Building Official	301 (12)	500	500
Failure to Comply with a 'Stop Work Order' Notice	303 (2)	500	250
Failure to Comply with a 'Do Not Occupy' Notice	304 (2)	500	250

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1589

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 1581, 2015

WHEREAS Council of the City of Enderby has adopted "City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015";

AND WHEREAS Council wishes to amend Schedule "A" in accordance with City of Enderby Dog Control Bylaw No. 1469, 2010;

AND WHEREAS Council wishes to amend Schedule "A" in accordance with City of Enderby Building Bylaw No. 1582, 2015;

AND WHEREAS Council wishes to amend Schedule "A" in accordance with City of Enderby Zoning Bylaw No. 1550, 2014;

AND WHEREAS Council wishes to amend Schedule "A" in accordance with City of Enderby Fire Protection Bylaw No. 1529, 2013;

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

1. This bylaw may be cited as the "City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016".
2. Schedule "A" of "City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

**Read a FIRST TIME** this 15<sup>th</sup> day of February, 2016.

**Read a SECOND TIME** this 15<sup>th</sup> day of February, 2016.

**Read a THIRD TIME** this 15<sup>th</sup> day of February, 2016.

**ADOPTED** this day of , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE 'A'**  
**BYLAW NO. 1581, 2015**

**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>DOG CONTROL BYLAW</b>						
<b>1469</b>	<b>3.1</b>	Keeping an unlicensed dog	<b>\$50</b>	<b>\$25</b>	<b>\$60</b>	<b>YES</b>
<b>1469</b>	<b>4.1.c</b>	Dog not wearing license	<b>\$50</b>	<b>\$25</b>	<b>\$60</b>	<b>YES</b>
<b>1469</b>	<b>5.2</b>	Dog unlawfully at large	<b>\$100</b>	<b>\$50</b>	<b>\$110</b>	<b>YES</b>
<b>1469</b>	<b>5.3.a</b>	Dog molesting passers-by or approaching in a menacing fashion or apparent attitude of attack	<b>\$100</b>	<b>\$50</b>	<b>\$110</b>	<b>YES</b>
<b>1469</b>	<b>5.3.b</b>	Dog bites, inflicts injury, assaults or otherwise attacks a person	<b>\$200</b>	<b>\$100</b>	<b>\$225</b>	<b>NO</b>
<b>1469</b>	<b>5.3.c</b>	Dog chases vehicles or cyclists	<b>\$100</b>	<b>\$50</b>	<b>\$110</b>	<b>YES</b>
<b>1469</b>	<b>5.3.d</b>	Dog chases, harasses, bites, inflicts injury, assaults or otherwise attacks any other animal	<b>\$200</b>	<b>\$100</b>	<b>\$225</b>	<b>NO</b>
<b>1469</b>	<b>5.3.e</b>	Dog damages property, other than that of the owner	<b>\$50</b>	<b>\$25</b>	<b>\$60</b>	<b>YES</b>
<b>1469</b>	<b>5.3.f</b>	Dog barking excessively	<b>\$50</b>	<b>\$25</b>	<b>\$60</b>	<b>YES</b>

1469	5.4	Failure to remove faecal material	\$100	\$50	\$110	NO
1469	5.4.1	Failure to be in possession of at least one dog faecal matter disposal bag	\$100	\$50	\$110	NO
1469	5.5.a	Dangerous dog not muzzled and on a leash	\$150	\$75	\$175	NO
1469	5.5.b	Unsecured dangerous dog	\$150	\$75	\$175	YES
1469	5.6	Dog on a public beach, swimming area, park or public area which is signed otherwise	\$50	\$25	\$60	NO
1469	6.7.a	To release or rescue or attempt to release or rescue an impounded dog	\$150	\$150	\$150	NO
1469	6.7.b	To resist, intervene, or otherwise interfere with the Pound keeper or Dog Control Officer	\$300	\$300	\$300	NO
<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>WATER AND SPRINKLING REGULATION BYLAW</b>						
1468	9.04, 9.05	Prohibited water use including violation of sprinkling regulations	\$100	\$50	\$110	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>BUSINESS LICENSE AND REGULATION BYLAW</b>						
1558	4(a)(i)	No business license	\$500	\$250	\$500	YES
1558	4(a)(ii)	Business license not valid for person, activity or premises	\$100	\$50	\$110	YES
1558	4(a)(iii)	No business license for each premises	\$100	\$50	\$110	YES
1558	3(b)(viii)	Prohibit entry of authorized person	\$500	\$500	\$500	NO
1558	4(a)(v)	Fail to display business license	\$100	\$50	\$110	YES
1558	4(f)(iv)	Removal of suspension notice	\$200	\$100	\$225	NO
<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>GOOD NEIGHBOUR BYLAW</b>						
1517	2.1	Obstruct an officer	\$500	\$500	\$500	NO
1517	2.2	Obstruct entry to property	\$500	\$500	\$500	NO
1517	3.3 (b)	Operate public address system before 9:00 am or after 6:00 pm	\$100	\$50	\$110	YES
1517	3.4 (a)	Noise disturbing people	\$100	\$50	\$110	YES

1517	3.4 (b)	Allow disturbing noise	\$100	\$50	\$110	YES
1517	3.5 (a)	Apparatus producing noise	\$100	\$50	\$110	YES
1517	3.5 (b)	Allow apparatus producing noise	\$100	\$50	\$110	YES
1517	3.5 (c)	Disturbing animal noise	\$100	\$50	\$110	YES
1517	3.5 (d)	Equipment producing noise	\$100	\$50	\$110	YES
1517	3.5 (e)	Construction noise	\$100	\$50	\$110	YES
1517	3.5 (f)	Fighting creating a nuisance	\$100	\$50	\$110	NO
1517	4.3 (a)	Accumulation of matter	\$100	\$50	\$110	YES
1517	4.3 (b)	Accumulation of rubbish around container	\$100	\$50	\$110	YES
1517	4.3 (c)	Unightly property	\$100	\$50	\$110	YES
1517	4.3 (d)	Accumulation of vegetation	\$100	\$50	\$110	YES
1517	4.3 (e)	Accumulation of construction or demolition waste	\$100	\$50	\$110	YES
1517	4.4 (a)	Accumulation of matter obstructs boulevard/lane drainage	\$100	\$50	\$110	YES
1517	4.4 (b)	Failure to maintain boulevard/lane or keep free of weeds	\$100	\$50	\$110	YES
1517	4.4 (c)	Driveway crossing in disrepair	\$100	\$50	\$110	YES
1517	4.4 (d)	Failure to maintain plantings in boulevard/lane	\$100	\$50	\$110	YES
1517	4.4 (e)	Accumulation of matter on boulevard, lane, or sidewalk	\$100	\$50	\$110	YES
1517	4.6	Deposit material upon boulevard or lane	\$100	\$50	\$110	YES

1517	4.7	Failure to remove snow or ice	\$100	\$50	\$110	YES
1517	4.8	Failure to remove snow or ice from the roof	\$100	\$50	\$110	YES
1517	4.9	Deposit snow on highway	\$100	\$50	\$110	YES
1517	5.2	Unlawful burning	\$100	\$50	\$110	YES
1517	5.4.3	Failure to comply with burning permit conditions	\$200	\$100	\$225	NO
1517	5.4.4	Burn unlawful materials	\$200	\$100	\$225	NO
1517	5.4.5	Failure to put competent person in charge	\$200	\$100	\$225	NO
1517	6.2.1	Panhandle within specified area	\$50	\$25	\$60	YES
1517	6.2.2	Panhandle from person in a motor vehicle	\$50	\$25	\$60	YES
1517	6.2.3	Panhandling causes concern for safety or security	\$50	\$25	\$60	YES
1517	6.2.4	Panhandle or follow person after a negative response	\$50	\$25	\$60	YES
1517	6.2.5	Panhandle before dawn or after sunset	\$50	\$25	\$60	YES
1517	6.2.6	Sit or lie on a street for the purpose of panhandling	\$50	\$25	\$60	YES
1517	6.2.7	Obstruct the path of pedestrian traffic	\$50	\$25	\$60	YES
1517	6.2.8	Panhandle as a member of a group	\$50	\$25	\$60	YES
1517	6.2.9	Panhandle in the same place for excessive period	\$50	\$25	\$60	YES



<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>STREET AND TRAFFIC BYLAW</b>						
1471	402	Park, drive or operate a vehicle or cycle in contravention of a traffic control device	\$100	\$50	\$110	NO
1471	403	Remove or alter a traffic control device	\$100	\$50	\$110	NO
1471	404	Failure to obey command	\$100	\$50	\$110	NO
1471	409	Vehicle blocking intersection or marked crosswalk	\$100	\$50	\$110	NO
1471	411	Failure to obey load limits	\$100	\$50	\$110	YES
1471	415	Ride bicycle on a sidewalk or walkway	\$100	\$50	\$110	YES
1471	416	Ride skateboard contrary to bylaw	\$100	\$50	\$110	YES
1471	420	Removal of traffic notice	\$100	\$50	\$110	NO
1471	601	Parking vehicles contrary to bylaw	\$100	\$50	\$110	YES
1471	701	Littering	\$100	\$50	\$110	NO
1471	702	Excavation or construction on highway without authorization	\$100	\$50	\$110	NO
1471	703	Impeding traffic on highway or causing damage to highway	\$100	\$50	\$110	NO
1471	704	Trees or shrubs obstructing sidewalk or highway	\$100	\$50	\$110	YES

1471	706	Defacing poles	\$100	\$50	\$110	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>ZONING BYLAW</b>						
1550	101	Obstructing an inspection or inspector	\$500	\$500	\$500	NO
1550	303.1	Unlawful use of land, buildings or structures	\$200	\$100	\$225	YES
1550	305	Off-street parking or loading contravention	\$100	\$50	\$110	YES
1550	307.2.a	Home occupation contravenes permitted use	\$100	\$50	\$110	YES
1550	307.2.b	Temporary building or structure contravenes permitted use	\$100	\$50	\$110	YES
1550	307.2.c	Boarding use contravenes permitted use	\$100	\$50	\$110	YES
1550	307.3.b	Tent, trailer or mobile home use contravention	\$100	\$50	\$110	YES
1550	307.3.c	Unenclosed storage of vehicles in state of disrepair or not licensed	\$100	\$50	\$110	YES
1550	307.4.a	Unauthorized parking and storage in residential zones	\$100	\$50	\$110	YES
1550	309.1.a	Failure to maintain screening	\$100	\$50	\$110	YES
1550	310.3.a	Sign not permitted	\$100	\$50	\$110	YES

1550	310.3.b	Prohibited sign	\$100	\$50	\$110	YES
1550	310.3.d	More than one home occupation, real estate or political sign	\$100	\$50	\$110	YES
1550	310.3.e	Illumination not permitted for home occupation, real estate or political signs	\$100	\$50	\$110	YES
1550	310.3.h	Failure to maintain sign	\$100	\$50	\$110	YES
1550	501.10.c	Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	\$200	\$100	\$225	YES
1550	501.10.c	Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	\$500	\$500	\$500	YES
1550	502.10.c	Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	\$200	\$100	\$225	YES

1550	502.10. c	Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	\$500	\$500	\$500	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>CEMETERY REGULATION BYLAW</b>						
1515	12 (5)(a)	Damage any memorial, fence, gate, improvement or structure	\$200	\$100	\$225	NO
1515	12 (5)(b)	Deposit rubbish or offensive matter	\$100	\$50	\$110	NO
1515	12 (6)	Conducting business on grounds	\$100	\$50	\$110	NO
1515	12 (8)(b)	Operate a vehicle on any road, path or walk for purposes other than attending or conducting a funeral or visiting a lot	\$100	\$50	\$110	YES
1515	12 (8)(c)	Operate a vehicle at a speed in excess of fifteen (15) kilometres per hour or upon or over any lot	\$100	\$50	\$110	YES
1515	12 (8)(d)	Possess or consume alcoholic beverages or controlled substances	\$100	\$50	\$110	YES

1515	12 (9),12 (10)	Disobeying the reasonable directions or orders of the Cemetery Administrator	\$200	\$100	\$225	NO
1515	15	Entering or remaining in the Cemetery during the hours it is closed without the permission of the Cemetery Administrator	\$100	\$50	\$110	YES
<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>BUILDING BYLAW</b>						
1582	301 (1)	Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	\$500	\$250	\$500	YES
1582	301 (12)	Obstruction of Building Official	\$500	\$500	\$500	NO
1582	303 (2)	Failure to Comply with a 'Stop Work Order' Notice	\$500	\$250	\$500	YES
1582	304 (2)	Failure to Comply with a 'Do Not Occupy' Notice	\$500	\$250	\$500	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>FIRE PROTECTION BYLAW</b>						
1529	3.7 b)	Fail to comply with order to remove Vehicle, material of other matter	\$100	\$50	\$110	YES
1529	3.7 d)	Enter prescribed boundaries at an Incident	\$100	\$50	\$110	YES
1529	3.7 f)	Impede, obstruct or hinder a Member	\$500	\$500	\$500	NO
1529	3.7 g)	Drive vehicle over equipment	\$100	\$50	\$110	YES
1529	4.1	Accumulation of combustible growth/ waste/ rubbish	\$100	\$50	\$110	YES
1529	4.2	Fail to remove daily combustibles	\$100	\$50	\$110	YES
1529	4.3	Fail to provide proper storage container	\$100	\$50	\$110	YES
1529	4.4	Fail to remove flammable, combustible or explosive material	\$200	\$100	\$225	YES
1529	4.5	Fail to maintain fire doors/separations	\$200	\$100	\$225	YES
1529	4.6	Excessive storage of flammable /combustible liquids	\$300	\$150	\$330	YES
1529	4.7	Fail to provide approved container or proper placement	\$100	\$50	\$110	YES

1529	4.8	Fail to post adequate no smoking signs	\$100	\$50	\$110	YES
1529	4.9	Cleaning with combustible/flammable liquids	\$100	\$50	\$110	YES
1529	4.10	Fail to provide portable fire extinguisher	\$100	\$50	\$110	YES
1529	5.1 a)(i)	Sell Low Hazard Fireworks	\$200	\$100	\$225	YES
1529	5.1 a)(ii)	Sell High Hazard Fireworks	\$300	\$150	\$330	YES
1529	5.1 a)(iii)	Sell Firecrackers	\$200	\$100	\$225	YES
1529	5.1 b)(i)	Set off Low Hazard Fireworks without permit	\$200	\$100	\$225	YES
1529	5.1 b)(ii)	Set off High Hazard Fireworks without permit	\$200	\$100	\$225	YES
1529	5.1 b)(iii)	Set off Firecrackers without a permit	\$200	\$100	\$225	YES
1529	6.1	Fail to secure vacant premises	\$100	\$50	\$110	YES
1529	6.4	Fail to secure damaged building	\$200	\$100	\$225	YES
1529	7.3	Obstruction of Fire Chief or Officer	\$500	\$500	\$500	NO
1529	7.4	Fail to provide information	\$100	\$50	\$110	NO
1529	7.5	Provide false information	\$200	\$100	\$225	NO
1529	8.2	Fail to address property	\$100	\$50	\$110	YES
1529	9.2	Fail to retain records of fire alarm and sprinkler systems	\$100	\$50	\$110	YES
1529	9.3	Fail to correct deficiencies immediately	\$100	\$50	\$110	YES

<b>1529</b>	10.1 a)	Obstruction within one (1) meter of a fire hydrant	\$200	\$100	\$225	YES
<b>1529</b>	10.1 b)	Attach item to hydrant or standpipe	\$300	\$150	\$330	YES
<b>1529</b>	10.1 e)	Parking within five (5) metres of a Fire Hydrant	\$200	\$100	\$225	YES
<b>1529</b>	10.3	Interference with fire hose line	\$300	\$150	\$330	NO
<b>1529</b>	11.1	Obstructed building access routes	\$300	\$150	\$330	YES
<b>1529</b>	11.2	Obstructed access during construction	\$300	\$150	\$330	YES
<b>1529</b>	11.3	Fail to gain approval for fire lane gates or access routes	\$300	\$150	\$330	YES
<b>1529</b>	11.4	Fail to provide "No Parking Fire Lane" sign(s)	\$300	\$150	\$330	YES
<b>1529</b>	12.3	Remove/ deface/ alter posted notices	\$300	\$150	\$330	NO
<b>1529</b>	12.4	Impersonate member of the Department	\$500	\$500	\$500	NO



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** February 29, 2016  
**Subject:** Upgrades to Cliff Avenue Borrowing - AAP Process

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**Recommendation:**

1. THAT Council passes a resolution to initiate the Alternate Approval Process;
2. THAT Council determines the total number of electors to which the approval process applies to be 238;
3. THAT the report respecting the basis on which the total number of electors has been determined be made available to the public;
4. THAT Council approves the elector response form attached to this memorandum;
5. THAT notice of the alternate approval process be published in the March 16 and 23, 2016 editions of the Okanagan Advertiser newspaper;
6. AND THAT Council establishes the deadline for elector responses in relation to the approval process as 4:30 p.m. on Monday, April 25, 2016.

**Background:**

On February 1, 2016 Council introduced and gave three readings to *Upgrades to Cliff Avenue Loan Authorization Bylaw Number 1590, 2016* to authorize the borrowing of up to \$467,000 for a twenty year period. The bylaw was then sent to the Inspector of Municipalities for statutory approval. The bylaw has now received statutory approval and the City can proceed with obtaining elector approval.

When borrowing money over a period of more than 5 years, a loan authorization bylaw is required. Elector approval, either by voting or through the Alternate Approval Process, is a prerequisite to the adoption of a loan authorization bylaw. In this instance, it is recommended that the Alternate Approval Process be followed. In general terms, the process is as follows:


- Council gives 3 readings to a loan authorization bylaw;
- Council establishes an elector response form;
- Council makes a fair determination of the total number of electors;

- Council establishes a deadline for receiving elector responses, which must be at least 30 days after the second publication of a notice;
- A notice outlining the purpose of the bylaw is published in a newspaper in 2 consecutive weeks;
- Electors may respond, on the prescribed form, in opposition to the adoption of the bylaw prior to the deadline established by Council;
- After the deadline has passed, the Corporate Officer determines and certifies, on the basis of the elector response forms received before that deadline, whether elector approval has been obtained;
- If less than 10% of the estimated number of electors respond by the deadline, the bylaw may be adopted;
- If 10% or more of the estimated number of electors respond by the deadline, the bylaw cannot be adopted unless the assent of the electors is obtained by voting.

Electoral approval is being sought for borrowing the funds for the project. The approval is not for whether the project will go forward. If elector approval is not obtained, Council has the option to fund the \$467,000 needed through surplus funds and/or taxation increases.

Note that the average residential assessment on the notice is \$217,120. This is based on the 2016 assessed values from BC Assessment. The average residential assessment provided at the open house was based on the 2015 assessed values as this was what was available at the time. The annual taxation impact of \$20.10 has not changed.

Respectfully submitted,



Jennifer Bellamy  
Chief Financial Officer



# *Statutory Approval*

*Under the provisions of section* \_\_\_\_\_ 179

*of the* \_\_\_\_\_ Community Charter

*I hereby approve Bylaw No.* \_\_\_\_\_ 1590

*of the* \_\_\_\_\_ City of Enderby,

*a copy of which is attached hereto.*

*Dated this* \_\_\_\_\_ 19 *day*

*of* \_\_\_\_\_ FEBRUARY, 2016

\_\_\_\_\_  
**Deputy Inspector of Municipalities**



## NOTICE OF ALTERNATIVE APPROVAL PROCESS

### UPGRADES TO CLIFF AVENUE LOAN AUTHORIZATION BYLAW NO. 1590, 2016

This is the first of two notices to advise electors that the Corporation of the City of Enderby intends to proceed with the adoption of the Upgrades to Cliff Avenue Loan Authorization Bylaw No. 1590, 2016 which authorizes the borrowing of up to Four Hundred Sixty Seven Thousand Dollars (\$467,000) for a twenty year period for the purpose of financing the cost for upgrades to Cliff Avenue (east of Highway 97). The overall project cost is One Million Eight Hundred Ninety Five Thousand Dollars (\$1,895,000) of which Four Hundred Sixty Seven Thousand Dollars (\$467,000) is to be funded through borrowing and One Million Four Hundred Twenty Eight Thousand (\$1,428,000) is to be funded through a combination of reserves and current taxation/user fees.

The City is proposing to borrow the local share of Four Hundred Sixty Seven Thousand Dollars (\$467,000) over a twenty year period so that the annual cost will be less for the rate payers. The annual cost of borrowing will be \$9.55 per \$100,000 of assessed value to a residential taxpayer (or \$17.85 per \$100,000 of assessed value for a business taxpayer).

The average residential assessment is \$217,120. Accordingly the cost for an average assessed residence will be \$20.10 over twenty years.

Council may adopt Bylaw No. 1590, 2016 only if it does not receive elector responses against the bylaw signed by at least 10% of the electors of the City of Enderby. Under section 86 of the *Community Charter*, the number of electors who must sign the alternative approval process elector response form against the bylaw in order to prevent Council from adopting the bylaw is 238. **If you are not opposed to the adoption of the proposed bylaw, you need do nothing.** If elector approval is not obtained, alternate funding will be sought which may include an increase to taxation.

Elector response forms will only be accepted if they are in the form established by the Council. These forms must include full name, residential address, and signature of the elector. The forms are available at City Hall, 619 Cliff Avenue, Enderby, B.C. starting Wednesday, March 16, 2016. The form can also be downloaded from the City of Enderby website: [www.cityofenderby.com](http://www.cityofenderby.com). **Elector Response Forms must be submitted to the Chief Financial Officer, City of Enderby, 619 Cliff Avenue – Box 400, Enderby, B. C. V0E 1V0. The deadline for submitting the signed Elector Response Forms opposing the bylaw is 4:30 p.m. on Monday April 25, 2016.** The only persons entitled to sign the forms are the electors of the City of Enderby.

Only electors of the local government are eligible to sign the elector response forms. There are two types of electors – resident electors and non-resident electors.

**Resident elector** – A person who is a Canadian citizen, is 18 years of age or older, has resided in the province for the previous six months and has resided in the local government for the previous 30 days.

**Non-resident property elector** – A person who is a Canadian citizen, is 18 years of age or older, has resided in the province for the previous six months and has owned property in the local government for the previous 30 days. Note that only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property.

For more information on elector qualifications, please contact the local government or see the Voter's Guide to Local Elections in BC, available from the Ministry of Community Development or its website at [www.cd.gov.bc.ca/lgd/gov\\_structure/elections/voters\\_guide.htm](http://www.cd.gov.bc.ca/lgd/gov_structure/elections/voters_guide.htm)

The Bylaw is available for public inspection at City Hall – 619 Cliff Avenue, Enderby, B.C. during regular office hours. For information on the alternative approval process, please contact Jennifer Bellamy, Chief Financial Officer – 619 Cliff Avenue - (250) 838-7230.



## NOTICE OF ALTERNATIVE APPROVAL PROCESS

### UPGRADES TO CLIFF AVENUE LOAN AUTHORIZATION BYLAW NO. 1590, 2016

This is the second of two notices to advise electors that the Corporation of the City of Enderby intends to proceed with the adoption of the Upgrades to Cliff Avenue Loan Authorization Bylaw No. 1590, 2016 which authorizes the borrowing of up to Four Hundred Sixty Seven Thousand Dollars (\$467,000) for a twenty year period for the purpose of financing the cost for upgrades to Cliff Avenue (east of Highway 97). The overall project cost is One Million Eight Hundred Ninety Five Thousand Dollars (\$1,895,000) of which Four Hundred Sixty Seven Thousand Dollars (\$467,000) is to be funded through borrowing and One Million Four Hundred Twenty Eight Thousand (\$1,428,000) is to be funded through a combination of reserves and current taxation/user fees.

The City is proposing to borrow the local share of Four Hundred Sixty Seven Thousand Dollars (\$467,000) over a twenty year period so that the annual cost will be less for the rate payers. The annual cost of borrowing will be \$9.55 per \$100,000 of assessed value to a residential taxpayer (or \$17.85 per \$100,000 of assessed value for a business taxpayer).

The average residential assessment is \$217,120. Accordingly the cost for an average assessed residence will be \$20.10 over twenty years.

Council may adopt Bylaw No. 1590, 2016 only if it does not receive elector responses against the bylaw signed by at least 10% of the electors of the City of Enderby. Under section 86 of the *Community Charter*, the number of electors who must sign the alternative approval process elector response form against the bylaw in order to prevent Council from adopting the bylaw is 238. **If you are not opposed to the adoption of the proposed bylaw, you need do nothing.** If elector approval is not obtained, alternate funding will be sought which may include an increase to taxation.

Elector response forms will only be accepted if they are in the form established by the Council. These forms must include full name, residential address, and signature of the elector. The forms are available at City Hall, 619 Cliff Avenue, Enderby, B.C. starting Wednesday, March 16, 2016. The form can also be downloaded from the City of Enderby website: [www.cityofenderby.com](http://www.cityofenderby.com). **Elector Response Forms must be submitted to the Chief Financial Officer, City of Enderby, 619 Cliff Avenue – Box 400, Enderby, B. C. V0E 1V0. The deadline for submitting the signed Elector Response Forms opposing the bylaw is 4:30 p.m. on Monday April 25, 2016.** The only persons entitled to sign the forms are the electors of the City of Enderby.

Only electors of the local government are eligible to sign the elector response forms. There are two types of electors – resident electors and non-resident electors.

**Resident elector** – A person who is a Canadian citizen, is 18 years of age or older, has resided in the province for the previous six months and has resided in the local government for the previous 30 days.

**Non-resident property elector** – A person who is a Canadian citizen, is 18 years of age or older, has resided in the province for the previous six months and has owned property in the local government for the previous 30 days. Note that only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property.

For more information on elector qualifications, please contact the local government or see the Voter's Guide to Local Elections in BC, available from the Ministry of Community Development or its website at [www.cd.gov.bc.ca/lgd/gov\\_structure/elections/voters\\_guide.htm](http://www.cd.gov.bc.ca/lgd/gov_structure/elections/voters_guide.htm)

The Bylaw is available for public inspection at City Hall – 619 Cliff Avenue, Enderby, B.C. during regular office hours. For information on the alternative approval process, please contact Jennifer Bellamy, Chief Financial Officer – 619 Cliff Avenue - (250) 838-7230.



## Upgrades to Cliff Avenue Loan Authorization Bylaw No. 1590, 2016

### ELECTOR RESPONSE FORM

I am **OPPOSED** to the Corporation of the City of Enderby proceeding with the Upgrades to Cliff Avenue Loan Authorization Bylaw which authorizes the borrowing of up to Four Hundred Sixty Seven Thousand Dollars (\$467,000) for a twenty year period for the purpose of financing the cost for upgrades to Cliff Avenue (east of Highway 97).

I, the undersigned, hereby certify that:

- I am eighteen years of age or older; and
- I am a Canadian Citizen; and
- I have resided in British Columbia for at least six months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in the City of Enderby for at least thirty days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process elector response form and have not previously signed an alternative approval process elector response form for the proposed Loan Authorization.

**An elector response form must be received by the Chief Financial Officer – 619 Cliff Avenue, Box 400, Enderby, B. C. V0E 1V0 on or before 4:30 p.m. on *Monday April 25, 2016.***

ELECTOR'S <u>FULL</u> NAME (print – NO initials)	RESIDENTIAL ADDRESS (or address of real property in City of Enderby owned by elector if non-resident elector)	SIGNATURE OF ELECTOR

**NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector form after the deadline for submission of the petition has passed. You must meet the requirements above in order to sign this form.**

**The number of electors of the City of Enderby is estimated to be 2,388. If 10% ( 238 ) of the estimated number of electors of the City of Enderby sign an alternative approval process elector response form opposing the noted loan authorization, Council will not be able to proceed with the adoption of the Loan Authorization Bylaw.**



# REPORT FOR DETERMINING THE TOTAL NUMBER OF ELECTORS

## The Corporation of the City of Enderby

### ALTERNATIVE APPROVAL PROCESS

The purpose of this report is to provide the municipal council with information that will form the basis for determining the total number of electors in relation to “Upgrades to Cliff Avenue Loan Authorization Bylaw Number 1590, 2016” that is the subject of an alternative approval process. Section 86 of the *Community Charter* requires local government to make a fair determination of the total number of electors of the area to which the approval process applies. In addition, the local government must make available to the public, on request, a report respecting the basis on which the determination was made. This report can be used for both of these purposes.

The number of people eligible in the City of Enderby to be a resident elector or a non-resident property elector potentially changes whenever an individual:

- becomes 18 years of age;
- becomes a Canadian citizen;
- becomes a resident of the province for 6 months;
- becomes disqualified from being a candidate;
- changes their place of residence at least 30 days prior to a vote or an alternative approval process (in the case of a resident elector); or
- sells or buys a parcel of land within the local government at least 30 days prior to a vote or an alternative approval process (in the case of a non-resident property elector).

Based on information from various sources as indicated below, the estimated number of electors in the City of Enderby is calculated as follows:

1. Estimated population	2,932
2. Estimated number of people 18 years of age or older	2,412
3. <b>Minus</b> number of people estimated as not being Canadian citizens	13
4. <b>Minus</b> the number of people who are estimated not to be residents of BC for the past 6 months	13
5. <b>Minus</b> the number of residents who are estimated to have moved out of the local government in the past 30 days	13
6. <b>Add</b> the number of residents who are estimated to have moved into the local government in the past 30 days	13
7. <b>Minus</b> the number of electors that are estimated to be disqualified	7
8. <b>Add</b> estimated number of non-resident property electors	9
<hr/>	
Estimated total number of eligible electors	2,388
<b>Ten percent of the total number of eligible electors:</b>	<b>238</b>



1. The total estimated population of the local government was derived from information obtained from Statistics Canada 2011 Census of Population of 2,932.
2. The estimated number of people 18 years of age or older is 2,412 of the population based on information from the same source.
3. The number of people estimated as not being Canadian citizens is estimated to be .5%. Therefore, this number of 13 is being subtracted from the calculation in 3.
4. The number of people who are estimated not to be residents of BC for the past 6 months is estimated to be .5%. Therefore, this number of 13 is being subtracted from the calculations in 4.
5. The number of residents who are estimated to have moved out of the local government in the past 30 days is estimated to be .5%. Therefore, this number of 13 is being subtracted from the calculations in 5.
6. The number of residents who are estimated to have moved into the local government in the past 30 is estimated to be .5%. Therefore, this number of 13 is being added to the calculations in 6.
7. The number of electors that are estimated to be disqualified from being an elector is estimated to be .25%. Therefore, this number of 7 is being subtracted from the calculations in 7.
8. The number of non-resident property electors is based on actual electors registered for the November 15, 2014 election. Therefore, this number of 9 is being added to the calculation listed in 8.
9. The number of electors that represent 10% of the total estimated number of electors is estimated to be 238.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** February 29, 2016  
**Re:** Vernon Fire - Rescue Services - Reserve Funding

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**Recommendation:**

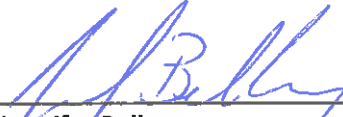
THAT Council approves providing Vernon Fire - Rescue Services with \$3,306 to fund the Fire Training Centre Reserve.

**Background/Discussion:**

Attached is correspondence received from Vernon Fire - Rescue Services. In December 2013, the Fire Training Centre Operating Reserve was redistributed to each of the member municipalities with the intent that each of the municipalities hold their respective funds in reserve for future needs. The City's portion of these funds (\$7,002.82) was transferred to the City's Fire reserves.

Vernon Fire - Rescue is requesting that \$3,306 of these funds be returned to the service to fund its 5 Year Facility Improvement Plan.

Respectfully submitted

  
Jennifer Bellamy  
Chief Financial Officer

Vernon Fire – Rescue Services  
3401 30<sup>th</sup> Street  
Vernon, B.C.  
V1T 5E7

February 10, 2016

Attn: Tate Bengtson  
City of Enderby  
619 Cliff Avenue  
P.O. Box: 400  
Enderby, BC  
V0E 1V0

Dear Tate,

Re: Fire Training Centre Facility Improvements Reserve

On January 13, 2016, the Fire Training Centre Policy Board passed the following resolution:

THAT the Fire Training Centre Policy Board approves the City of Vernon Memorandum, titled Fire Training Centre Facility Improvements Reserve, dated January 13, 2016, and;

FURTHER that the Fire Training Centre Policy Board directs the Vernon Fire Chief to distribute the City of Vernon Memorandum, titled Fire Training Centre Facility Improvements Reserve, dated January 13, 2016, to all the parties to the Schedule A Agreement of the Intermunicipal Fire Training Centre Services Bylaw.

CARRIED

In accordance with the resolution please find attached the City of Vernon Memorandum, titled Fire Training Centre Facility Improvements Reserve, dated January 13, 2016.

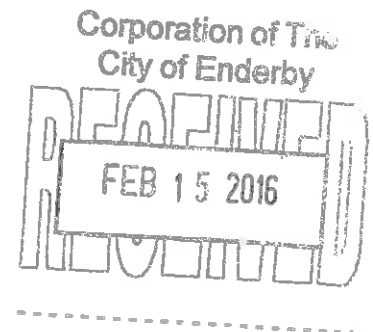
It is expected the Fire Training Centre Policy Board will meet again in mid-April. Vernon Fire – Rescue is respectfully requesting the attached Memorandum be considered by respective parties to the Schedule A Agreement of the Intermunicipal Fire Training Centre Services Bylaw, in advance of the April meeting, in order that the Facility Improvements Reserve funding decisions may be concluded at the April meeting.

Thank you.

Sincerely,



Keith Green,  
Fire Chief, VFRS  
/lt  
Att.





THE CORPORATION OF THE CITY OF VERNON

**MEMORANDUM**

**TO:** Members of the Fire Training Centre Policy Board: **FILE:** (CoV) 7010-06

**PC:** Will Pearce, CAO, Vernon **DATE:** January 13, 2016  
Distribution List below

**FROM:** Keith Green, Fire Chief, Vernon Fire - Rescue

**SUBJECT:** Fire Training Centre Facility Improvements Reserve

Distribution List:

Attn: Melinda Stickney City of Armstrong 3570 Bridge Street PO Box 40 Armstrong, BC V0E 1B0	Attn: Trevor Seibel District of Coldstream 9901 Kalamalka Road Coldstream, BC V1B 1L6	Attn: Tate Bengtson City of Enderby 619 Cliff Avenue P.O. Box: 400 Enderby, BC V0E 1V0
Attn: Tom Kadla Village of Lumby 1775 Glencaird Street P.O. Box 430 Lumby, B.C. V0E 2G0	Attn: David Sewell Regional District of North Okanagan LSA 16 (E.A. B/C/D/F) 9848 Aberdeen Road Coldstream, BC V1B 2K9	Attn: Corey Paiement Township of Spallumcheen 4144 Spallumcheen Way Spallumcheen, BC V0E 1B6

At the Fire Training Centre (FTC) Policy Board Meeting on September 1, 2015, the Board reviewed and approved the Fire Training Centre Revised (August 13, 2015) 5 Year Facility Improvements Plan, the 2016 FTC Budget and Proposed 2016 Invoicing.

In reviewing and approving the documents, a discussion occurred during which Policy Board members expressed concern over the forecasted depletion of the FTC Facility Improvements Reserve, held by the City of Vernon, in 2016 and beyond. As a result of the discussion, the Board resolved the following:

THAT the Fire Training Centre Policy Board directs Vernon Fire – Rescue staff to confirm the Regional District of North Okanagan FTC Operating Reserve surplus balances which were distributed to the partners in full, in 2013;

AND FURTHER that the Fire Training Centre Policy Board directs Vernon Fire – Rescue staff to provide a written memo to all Fire Training Centre Inter-municipal Bylaw partners summarizing the 2013 reserve distribution;

AND FURTHER that Vernon Fire – Rescue staff recommend an appropriate percentage return, of the reserve monies redistributed in 2013, with intent to fund the Facility Improvements Reserve, held by the City of Vernon, for projects approved in the Revised (August 13, 2015) 5 Year Facility Improvements Plan in 2016 and beyond;

AND FURTHER that the memo be reviewed by all partners for consideration and discussion at the next Fire Training Centre Policy Board meeting.

CARRIED

In December of 2013 the entire RDNO Fire Training Centre Operating Reserve (\$187,651.93) was distributed to partner municipalities (Attachment 1). Consistent with the Fire Training Centre Policy Board direction in March of 2013, the Facility Improvements Reserve was created with an initial balance of \$60,000.00. This was created by invoicing partner municipalities proportionately (Attachment 1). The remaining \$127, 651.93 is held proportionally by the partners individually and was intended to be held in reserve.

As per the September 1, 2015, resolution of the Board;

**Vernon Fire – Rescue is proposing 70% of the reserve monies previously distributed by RDNO, and not allocated initially to the FTC Improvements Reserve be collected and held by the City of Vernon in the Fire Training Centre Facility Improvements Reserve. If approved by all the partners the reserve funds collected would total \$89,356.00, and would be collected via 2016 invoices issued separately from the annual invoices. The additional funds would be allocated to 2017 Facility Improvements projects and the 2017 forecasted collective invoicing requirements would be reduced by \$50,000 overall. At the end of 2017 the projected balance of the FTC Reserve held by the City of Vernon would be \$39,356.00.**

Attachment 1 is the Reserve Proposal Summary and displays the original RDNO Operating Reserve distribution to the partners and the proposed invoice amounts to collect \$89,356.00.

Attachment 2 is the March 21, 2013, resolution of the Board directing the creation of the reserve.

Attachment 3 is the Report Rationale FTC Facility Improvements Projects submitted to the Board on September 1, 2015, and the Board approved Fire Training Centre Revised (August 13, 2015) 5 Year Facility Improvements Plan. The documents show the approved projects and expenditures to end of 2014, as well as the approved projects ongoing in 2015 and the future projects approved for 2016 and through 2018.

Attachment 4 is the Board approved 2016 FTC Budget (Including 5 Year forecast). Approved facility improvements are embedded in the budget as line item “Projects – One Time”.

Attachment 5 is the Board approved Proposed 2016 Invoicing.

Vernon Fire – Rescue respectfully requests that each party to the FTC Agreement seek authorization of their Council or Board, to fund the FTC Reserve as outlined in this Memorandum. Once authorizations are complete, and provided to Vernon Fire – Rescue, staff will call a meeting of the Fire Training Centre Policy Board, in order to amend the 5 Year Budget Forecast and approve the separate 2016 invoicing of reserve funds.

On behalf of the City of Vernon and Vernon Fire – Rescue, we wish to thank all our partners for the continued support of Fire Training Centre operations and facility improvements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith Green', with a large, stylized flourish extending to the left.

Keith Green  
Fire Chief, VFRS  
/It  
Att.

# Reserve Proposal Summary

RDNO Distribution of Reserve

2016 Funding Facility Improvements Reserve

	2012 Apportionment	Reserve \$ Distributed by RDNO	Reserve collected by CoV 60K	2016 Funding Facility Improvements Reserve		
				2012 Apportionment	Reserve Invoices based on 2012%	
ARMSTRONG	5.40%	\$10,057.05	\$3,240.00	ARMSTRONG	5.40%	\$4,825
ENDERBY	3.70%	\$7,002.82	\$2,220.00	ENDERBY	3.70%	\$3,306
VERNON	43.60%	\$81,849.40	\$26,160.00	VERNON	43.60%	\$38,959
COLDSTREAM	15.00%	\$28,140.97	\$9,000.00	COLDSTREAM	15.00%	\$13,403
SPALLUMCHEEN	8.10%	\$15,141.48	\$4,860.00	SPALLUMCHEEN	8.10%	\$7,238
LUMBY	3.40%	\$6,314.17	\$2,040.00	LUMBY	3.40%	\$3,038
RDNO for "B/C/D/" and "F"	17.6%	\$39,146.04	\$12,480.00	RDNO for "B/C/D/" and "F"	17.60%	\$15,727
TOTAL	100.00%	\$187,651.93	\$60,000.00		3.20%	\$2,859
				Collecting 70%		\$89,356
				Not allocated to Reserve \$127,651.93		\$89,356

March 21, 2013:

THAT \$100,000.00 operating surplus from the Regional District of North Okanagan Fire Training Centre fund be returned to the partners of the municipalities and the Regional District with the intent to keep the funds in a reserve for future Fire Training Centre costs. Vernon Fire Rescue Services to draft memo to council of municipalities.

**Motion Carried**

THAT \$60,000.00 from the Regional District of North Okanagan operating reserve be disbursed to the Fire Training Centre for the new Fire Training capital reserve. Vernon Fire Rescue Services to draft memo to council of municipalities.

**Motion Carried**

**REPORT RATIONALE**  
**FIRE TRAINING CENTRE**  
**FACILITY IMPROVEMENTS PROJECTS**

To: Members of the Fire Training Centre Policy Board  
Cc: Members of the Fire Training Centre Operations Committee

Submitted by: Deputy Chief Jack Blair, Vernon Fire – Rescue  
Submitted on: September 1, 2015

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On May 21, 2015, the Fire Chiefs representing the parties to the Inter-municipal Fire Training Centre (F.T.C.) function, met to discuss needs and objectives and to plan for future improvements to the facility. The objective of the meeting was to firstly ensure improvements protect and maintain existing infrastructure and props, and secondly that improvements position the facility to ensure firefighters training there can meet provincial guidelines in the Playbook. As a result of that meeting, the 5 Year Facility Improvements Plan, developed in early 2014, has been updated, revised and was presented to the Fire Training Centre Operations Committee on August 13, 2015.

At the meeting on August 13, 2015, the F.T.C. Operations Committee resolved the following:

THAT the Fire Training Centre Operations Committee directs the Vernon Deputy Chief of Operations to provide, to the Fire Training Centre Policy Board, a written Report / Rationale detailing the changes to the Revised 5 Year Facility Improvements Plan. CARRIED.

The below tables detail the project completions to date, and rationale for the revisions endorsed on August 13, 2015.

**Revised Facility Improvements Plan 2014-2018**  
**Dated: August 13, 2015**

<b>Fiscal Year</b>	<b>Project Description</b>	<b>Status</b>
2014	Renovation of Compressor Room and Lobby Store Room	COMPLETED
2014	Add Sink to Lobby Coffee Room	COMPLETED
2014	Black top for an Auto-Ex Training Pad	COMPLETED
2014	Two Steel Containers for Rapid Intervention (RIT) and Self Rescue Training	COMPLETED
2014	Tidy Tanks	COMPLETED



<b>Fiscal Year</b>	<b>Project Description</b>	<b>Status</b>
2014	Re-Line Burn Walls	COMPLETED
2015	Re-line Burn Walls	COMPLETED
2015	Renovate Entrance to prevent snow fall into entrance way	COMPLETED
2015	Construct interior props in the RIT Containers	80% complete at Aug. 13
2015	New Tables and Chairs for the Classroom	To completed fall of 2015
<b>NEW OR REVISED</b>		
<b>Fiscal Year</b>	<b>Project Description</b>	<b>Project Revisions Rationale / Justification</b>
2015	Replace Air Conditioning System	NEW The roof top air conditioning unit failed. Usability of the building and safety affected due to summer temperatures. Replacement required and work authorized. Funded from existing budget.
2015	Add 1 Level to Fitness Scaffolding	ABANDON After discussions of the area Fire Chiefs it was felt there was no need for an additional level to be added to the Fitness Testing scaffold at the FTC
2015	Addition to the Rear of the Extinguisher Garage for parking	ABANDON Fire Chiefs felt during the May 2015 meeting that a garage with a small sheltered area for rehab would be better for the FTC members It would be closer to the SCBA refill area and would allow for better storage of the FTC engine and Bobcat.
2016	Replace Technician Turn Out Gear	SCOPE OF PROJECT ADJUSTED Due to donations of gear usable for training purposes, cost of replacing turn out gear significantly reduced from initial scope.
2016	Washroom Upgrades	NEW Currently there is no women's showers and it was felt by the Area Chiefs that it is time to have a shower installed in the ladies washroom.

Fiscal Year	Project Description	Status
2016 to 2018	Add Two Stories to the Burn Building (Business Case dependent)	ABANDON SCOPE OF EXPANSION PROJECT ADJUSTED SEE 2017 BURN BUILDING PORTABLE EXPANSION
2016	Garage Structure	NEW As mentioned above this will allow for better storage of the FTC engine during Spring, Summer and Fall. By having the engine outside the current engine storage area can be utilized as a small classroom. A rehabilitation area with roof will also be part of the new garage.
2017	Burn Building Portable Expansion	NEW The area Fire Chiefs felt that adding up to 4 containers (2 levels) onto the roof of the existing burn building would enhance the suppression skills of their members to better suppress fires on upper levels of taller occupancies such as 3 to 4 story apartment buildings. The 2 more floors would allow the members to practice high building attack procedures and stairway stretches along with practicing standpipe deployment and pumping procedures necessary for standpipe connections.
2018	No new projects	Complete any 2017 deferred or carry over.

It is important to note that the Burn Building Portable Expansion, proposed for 2017, will require additional funding to be collected via 2017 invoices. Funding details are outlined in the Revised (August 13, 2015) 5 Year Facility Improvements Plan, which is attached.

---

Jack Blair  
Deputy Chief, Operations  
Vernon Fire - Rescue

**Fire Training Centre  
Revised Facility Improvements Plan 2014-2018**

**Dated: August 13, 2015**

Objective: Plan for future needs and requirements at the fire training centre facility, maintain existing infrastructure and foster growth and opportunity for consistent and standardized training for all firefighters.

Stakeholder Input: On December 1, 2013, Deputy Chief Blair met with the partnering area Fire Chiefs to determine needs for facility improvements. It is anticipated additional input will be provided at the regularly held RDNO Chiefs Meetings.

Updated for August 13, 2015, Meeting of FIC Operations Committee as per the Fire Chiefs Meeting held May 21, 2015.

Fiscal Year	Project Description	Project Justification	Proposed Cost	Actual Cost \$	Carry Forward \$
2014	Renovation of Compressor Room and Lobby Store Room	Room are roughly framed but not completed. There is no clean area for doing light repairs and maintenance of the SCBA <b>COMPLETED IN HOUSE</b>	5,000	2,200.95	2,799.05
2014	Add Sink to Lobby Coffee Room	The main refreshment and break area is in the lobby but there is no water or sink <b>COMPLETED IN HOUSE</b>	2,000	1,350.85	649.15
2014	Black top for an Auto-Ex Training Pad	Currently if partner departments wish to do auto extrication training it is done on gravel. This creates a logistical problem in that broken glass and sharp metal is scattered in the gravel after training. It is a safety concern and difficult for cleaning up. <b>COMPLETED</b>	4,000	2,850.75	1,149.25
2014	Two Steel Containers for Rapid Intervention (RIT) and Self Rescue Training	With today's lightweight construction techniques, comes the much greater probability of structural collapse of walls, ceilings and floor systems. These containers will allow us to build props inside that simulate catastrophic construction failures. The firefighters will be able to practice self-rescue along with RIT training. <b>COMPLETED</b>	8,000	8,560.00	-560.00
2014	Tidy Tanks	Safe and Effective Fuel storage required. Note -- this project was out of the scope of the plan initially approved, but was considered urgent due to safety. <b>COMPLETED (within existing plan funding)</b>		2,284.01	-2,284.01
2014	Re-Line Burn Walls	Address concrete spalling. In 2014 partially completed by testing use of steel.	15,000	4,974.19	10,025.81

Fiscal Year	Project Description	Project Justification	Proposed Cost	Actual Cost \$	Carry Forward \$
2014	Addition to the Rear of the Extinguisher Garage	Deferred to 2015	14,000	0	14,000.00
2014	Renovate Entrance	Deferred to 2015	3,000	0	3,000.00
2014	Add 1 Level to Fitness Scaffolding	Deferred to 2015	3,000	0	3,000.00
<b>Totals 2014</b>			<b>54,000</b>	<b>22,226.75</b>	<b>31,779.25</b>
<b>Carry Forward from 2014</b>					
Fiscal Year	Project Description	Project Justification	Proposed Cost	Actual Cost \$	Carry Forward \$
2015 2014 Partial Carry Forward	Re-line Burn Walls	Many areas in the burn building are suffering from concrete spalling and need to be lined <b>COMPLETED</b>	10,026	11,000	-974
2015 2014 Carry Forward	Addition to the Rear of the Extinguisher Garage for parking	Historically the bobcat has been parked outside and exposed to weather conditions. Currently the engine is stored inside which creates a space and logistics issue in the scba storage area. There is also a need for better access to the turnout gear used by instructors and technicians. The addition will allow the engine to be parked outside through the months of heaviest FTC usage. <b>ABANDON</b>	14,000		14,000
2015 <b>NEW</b>	Replace Air Conditioning System	Required replacement of AC Funded from existing approval for Addition of Rear Extinguisher Garage above	FUNDED FROM CARRY FWD		-11,000
2015 2014 Carry Forward	Renovate Entrance to prevent snow fall into entrance way	Currently the entrance to the main classroom facility has a hip roof which sheds snow and roof run off directly onto the pathway in the entrance. This is safety concern. <b>COMPLETED</b>	3,000	1,000	2,000
2015 2014 Carry Forward	Add 1 Level to Fitness Scaffolding	An extra level of fitness scaffolding would allow for practice drills for hoisting equipment, lifting lines aloft, raising and lowering ground ladders and overall fitness requirements. <b>PENDING FURTHER REVIEW ABANDON</b>	3,000		3,000
2015	Construct interior props in the RIT Containers	RIT and Self Rescue containers are ready for interior props (New) 80% complete at Aug. 13	3,000*		

Fiscal Year	Project Description	Project Justification	Proposed Cost	Actual Cost \$	Carry Forward \$
2015 Defer to 2016	Replace Technician Turn Out Gear	Existing gear is very worn and has a life cycle expectation. The gear will not meet safety standards beyond 2014. (Amended Aug 13 ) *Budgeted 14K, diverted 3K to RIT props ** Will only require 4K due to donations	11,000*		**11,000
2015	New Tables and Chairs for the Classroom	The furniture is showing disrepair and normal wear and tear. The facility generates significant outside revenue and the classroom should meet a rental standard. Will be completed fall of 2015	2,600		
		<b>Total Proposed Improvements to end 2015</b>	<b>46,626</b>		<b>18,026</b> Projected Carry fwd
		<b>Reserve Balance at Jan. 1, 2016</b> (includes 2016 10K contribution)			<b>37,879</b>
2016-2018	Add Two Stories to the Burn Building	A business case analysis on the viability of expansion to the burn building is required and will be developed and submitted to the Fire Training Centre Operations Committee. <b>SCOPE OF PROJECT ADJUSTED PER FIRE CHIEFS MEETING HELD May 21, 2015</b>	100K over 3 years		
2016	Replace Technician Turn Out Gear	Due to donations cost of replacing turn out gear significantly reduced from initial scope.	4,000		
2016	Washroom Upgrades	A womens shower needs to be added Upgrades to mens showers	9,000		
2016	Storage Garage Structure	Purchase and installation of Storage Garage Structure	30,000		
		<b>2016 Total Proposed Projects</b>	<b>43,000</b>		
2017	Burn Building Portable Expansion	Adjusted scope Burn Building portable expansion	60,000		
		<b>2017 Total Proposed Projects</b>	<b>60,000</b>		
	<b>SUMMARY</b>	<b>Total Proposed 2016 - 2017</b>	<b>103,000</b>		
		<b>Total Additional Funding Required 2016</b>	<b>5,121</b>		
		<b>Total Additional Funding Required 2017</b>	<b>50,000</b>		
2018-2020		<b>No new projects proposed</b>	<b>0</b>		
		<b>Reserve balance anticipated at Dec. 31, 2020</b>	<b>30,000</b>		

**FTC Facility Improvements Reserve Reconciliation**

	reserve funds
2013 collected	60,000.00
2013 budget transfer to reserve	10,000.00
<b>total 2013</b>	<b>70,000.00</b>
Facility Imp. With OC projects	<del>-11,300.00</del>
Balance (as at Dec. 31, 2013)	58,700.00
2014 budget transfer to reserve	10,000.00
<b>total 2014</b>	<b>68,700.00</b>
2014 facility improvements	<del>-22,221.00</del>
Balance (as at Dec. 31, 2014)	46,479.00
2015 budget transfer to reserve	10,000.00
<b>total 2015</b>	<b>56,479.00</b>
2015 proposed facility improvements	<del>-46,626.00</del>
Anticipated 2015 Carry forward	18,026.00
Balance (as at Dec. 31, 2015)	27,879.00
2016 budget transfer to reserve	10,000.00
<b>total 2016</b>	<b>37,879.00</b>
2016 proposed facility improvements	<del>-43,000.00</del>
2016 Reserve deficit	<del>-5,121.00</del>
<b>2016 additional funds to be invoiced</b>	<b>5,121.00</b>
Balance (as at Dec. 31, 2016)	0.00
2017 budget transfer to reserve	10,000.00
<b>total 2017</b>	<b>10,000.00</b>
2017 Proposed facility improvements	<del>-60,000.00</del>
<b>2017 additional funds to be invoiced</b>	<b>50,000.00</b>
<b>Projected balance at Dec. 31, 2017</b>	<b>0.00</b>

<b>SUMMARY:</b>		
<b>Additional Funding Requirements Required for 2016-2018</b>	<b>55,121</b>	<b>Source of Funds - to be Collected from all participants</b>

# 2016 FIRE TRAINING CENTRE BUDGET

FTC Costing Center: 2016 - 2020 5 Year Forecast

\* MAY BE SUBJECT TO INFLATIONARY CHANGES

	2016	2017*	2018*	2019*	2020*
<b>Revenues</b>					
1-600	INTERMUNICIPAL RECOVERIES	36,700	456,931	34,391	34,391
1-622	FIRE TRAINING FEES	69,211	89,211	89,211	89,211
1-792	INTERNAL REVENUE	44,710	69,358	41,898	41,898
1-824	TSP FROM FTC FACILITY IMPROVE RES	37,879	10,000		
<b>Total Revenues</b>	<b>208,500</b>	<b>225,500</b>	<b>165,500</b>	<b>165,500</b>	<b>165,500</b>
<b>Expenditures</b>					
2-140	LABOUR NON-UNION	43,000	43,000	43,000	43,000
2-200	GENERAL SUPPLIES	10,000	10,000	10,000	10,000
2-203	EQUIPMENT PARTS	9,000	9,000	9,000	9,000
2-204	OFFICE SUPPLIES	1,400	1,400	1,400	1,400
2-265	FIRE EQUIPMENT PURCHASES	10,000	10,000	10,000	10,000
2-272	EQUIPMENT PURCHASES	5,000	5,000	5,000	5,000
2-302	PARTS & MATERIALS	4,631	4,631	4,631	4,631
2-463	SECURITY/ALARM CONTRACTS	1,250	1,250	1,250	1,250
2-499	GENERAL CONTRACTS	11,500	11,500	11,500	11,500
2-600	UTILITIES	5,100	5,100	5,100	5,100
2-601	GAS	2,100	2,100	2,100	2,100
2-602	ELECTRICITY	3,000	3,000	3,000	3,000
2-613	TELEPHONES (LAND LINES)	1,250	1,250	1,250	1,250
2-632	PROPERTY INSURANCE PREMIUMS	2,269	2,269	2,269	2,269
2-824	TSP TO FTC FACILITY IMPROV RES	10,000	10,000	10,000	10,000
2-911	INTERNAL CHARGES	46,000	46,000	46,000	46,000
2-999	PROJECTS - ONE-TIME	43,000	60,000	0	0
<b>Total Expenses</b>	<b>208,500</b>	<b>225,500</b>	<b>165,500</b>	<b>165,500</b>	<b>165,500</b>
<b>Note:</b>					
1-824	FTC FACILITY IMPROV. RES BALANCE	0	0	10,000	20,000
	ANTICIPATED AT YEAR END	0	0	10,000	30,000

Costing Center Summary

Attachment 4 to:  
C.o.Vernon Memorandum (7010-06)  
Jan. 13, 2016  
Fire Training Centre Facility  
Improvements Reserve

**Fire Training Centre Reconciliation**  
 Proposed 2016 Invoicing Revised Aug. 21, 2015

2014 Year End	Actual	Budgeted
2014 Operating Expenses	\$192,061.40	\$169,432
2014 F.T.C. Fee Revenue	(\$118,188.24)	(\$86,211)
2014 Gov Revenue	(\$52,876.75)	(\$51,177)
2014 Inter-municipal Revenue	(\$29,024.23)	(\$29,044)
unexpended balance	(\$6,941.79)	\$0

Updated: April 12, 2015

	2015 Land & Improvements	2015 Percentage of Total	2015 Invoice Amounts ***	2015 Proposed Board Approved*	2014 allocation percentage*	% 2014 Unexpended Balance credited*	2015 Reconciled Invoice Amounts**	Proposed 2016 Invoice Amounts ***
ARVISTRONG	630,073,510	5.05%	\$3,855.35	\$3,814.45	5.0%	(\$317.89)	\$3,538.26	\$4,114.44
ENDERBY	345,092,460	2.54%	\$1,984.18	\$2,059.80	2.7%	(\$171.29)	\$1,762.90	\$2,067.84
VERNON	6,847,230,948	54.92%	\$41,897.46	\$42,424.93	54.3%	(\$5,444.59)	\$38,458.87	\$44,710.87
COLDSTREAM	1,875,993,949	15.85%	\$12,090.52	\$11,901.08	15.8%	(\$189.24)	\$11,401.20	\$12,988.49
SPALLUMCHEEN	692,115,285	5.55%	\$4,234.98	\$4,424.78	5.8%	(\$187.82)	\$3,987.15	\$4,398.49
LUMBY	215,353,030	1.78%	\$1,317.72	\$1,373.20	1.8%	(\$55.45)	\$1,208.57	\$1,518.45
USA 16(F.T.C.-E.A."B/C/D")	1,525,232,497	12.24%	\$9,338.85	\$9,612.41	12.6%	(\$273.07)	\$8,589.78	\$1,408.59
USA 16(F.T.C.-E.A."F")	284,751,793	2.12%	\$1,619.99	\$1,578.36	2.2%	(\$41.62)	\$1,480.47	\$1,725.89
	12,467,282,442	100.0%	\$76,289	\$76,289	100.0%	(\$6,341.79)	\$69,947.21	\$81,410.00
						certly fwd unexpended	\$5,341,791	
							\$76,289,000	includes the rollover \$4,121 reduced by interest

Annual Budget Requirements Identified in \$4.1M

\* based on 2014 roll  
 \*\* based on 2015 roll minus 2014 unexpended balance credit  
 \*\*\* based on 2015 roll

**Attachment 5 to:**  
 C.o.Vernon Memorandum (7010-06)  
 Jan. 13, 2016  
 Fire Training Centre Facility  
 Improvements Reserve



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 3, 2016  
Subject: Appointment of Deputy Corporate Officer

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**RECOMMENDATION**

THAT Council appoints Jennifer Bellamy as Deputy Corporate Officer.

**BACKGROUND**

Staff recommends that Council appoints the Chief Financial Officer as Deputy Corporate Officer pursuant to Section 148 of the *Community Charter*. A Corporate Officer is one of two officer positions to which Council must make an appointment under the *Community Charter*. A Deputy may act in the place of the officer pursuant to Section 4 of the Schedule to the *Community Charter*.

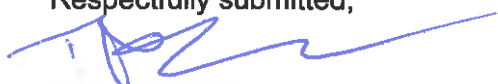
Currently, the Chief Administrative Officer serves as Corporate Officer. Council's appointment of the Chief Financial Officer as Deputy Corporate Officer will aid in the following situations, among others:

- 1) Acting as a Commissioner of Oaths in the absence of the Corporate Officer, which is important from a customer service perspective with respect to Riparian Area Regulation affidavits which must be signed by Building Permit applicants;
- 2) Providing business continuity in the event that the Chief Administrative Officer is temporarily dedicated to another function, such as Director of Emergency Operations during a protracted emergency.

Ms. Bellamy has already been delegated the position of Coordinator for the purposes of the *Freedom of Information and Protection of Personal Privacy Act*, which is a typical function within a corporate department.

There is no financial impact to the municipality associated with this appointment.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer