



## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, October 3, 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 September 19, 2016](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS – 3 Readings**

[2017 Tax Exemption Bylaw No. 1613, 2016](#) – Memo from Chief Financial Officer dated September 26, 2016

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[Emergency Bylaw No. 1616, 2016](#) – memo from Chief Administrative Officer dated September 26, 2016

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**8. REPORTS**

Mayor and Council

**9. NEW BUSINESS**

a. [Fire Training Centre Policy Board Resolutions](#) – Memo from Chief Financial Officer dated September 27, 2016

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b. [Climate Action Charter – Level 2](#) – Correspondence from the Green Communities Committee dated September 21, 2016

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**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, September 19, 2016 at 4:45 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Recording Secretary – Bettyann Kennedy  
The Press and Public

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### **APPROVAL OF AGENDA**

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

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of September 6, 2016

Moved by Councillor Schreiner, seconded by Councillor Shishido that the minutes of the regular meeting of September 6, 2016 be adopted as circulated.

Carried

### **BYLAWS - Adoption**

Enderby and District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1605, 2016

A bylaw to amend Cemetery Regulation Bylaw No. 1515, 2012 – Memorial Markers

Moved by Councillor Baird, seconded by Councillor Knust that Enderby and District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1605, 2016 be adopted.

Carried

Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1609, 2016

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015

Moved by Councillor Schreiner, seconded by Councillor Shishido that Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1609, 2016 be adopted.

Carried

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1612, 2016

A bylaw to amend Fees and Charges Bylaw No. 1479, 2010

Moved by Councillor Knust, seconded by Councillor Davyduke that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1612, 2016 be adopted.

Carried

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1611, 2016

A bylaw to amend the Zoning Bylaw to include a new residential zoning designation titled *Residential Multi-Family Low Intensity (R.3-A)*, separate the different permitted uses defined within 'Assembly Use' into appropriate zones, and provide density bonussing for the *Comprehensive Development – Seniors Housing Zone (CD.1)*

Moved by Councillor Shishido, seconded by Councillor Baird that Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1611, 2016 be adopted.

Carried

## REPORTS

### Councillor Schreiner

- Heritage Committee Meeting:
  - Hosting a tea next spring.
  - Plaque program will continue. They are targeting the Riverwalk extension area.
  - Walking tour would like to include 5 more houses.
- Arts Council Meeting:
  - Pursuing the building of a bandshell. Canada 150 funding and other grant opportunities may be available.
  - They are working with the Legion to paint a mural on their building.
- Phase II of Cliff Avenue Extension:
  - Sewer works have been done.
  - Water lines are going in.
  - Traffic control is going fairly well.
  - Dust control has been challenging.
  - Works are on schedule.

### Councillor Knust

- FACT – Harvest celebration will take place on October 5<sup>th</sup> at the Legion. Lunch is being provided by Enderby and District Financial.
- Food Bank – Last week was the busiest yet. December 16<sup>th</sup> is Christmas hamper day. It would be appreciated if Councillors would all be there to help.
- Christmas Committee – Craig Bell and Dana Jackson want to step down. It is time to get organized with the Chamber to spear-head the plans.

### Councillor Davyduke

- Attended Fire Training Centre policy meeting.
- Attended Splatsin's Quilakwa customer appreciation day. Gerald Thomas is the new manager.

- Economic Development portfolio – will be meeting with Chief Administrative Officer to develop a plan.
- Chamber of Commerce – business walk is coming up soon.

Councillor Shishido

The AL Fortune Drum Line participated in a parade in Salmon Arm.

Councillor Baird

- Works at the Belvidere Hand Launch should be completed on or around October 15<sup>th</sup>. The design has been revised to manage costs while still hitting the core objectives.
- Attended a Shuswap Watershed Council meeting. Water quality is being monitored.
- Will be attending a Regional Library budget meeting.

Mayor McCune

UBCM meetings are all lined up.

Public Hearing Report of September 6, 2016

Moved by Councillor Shishido, seconded by Councillor Baird that Public Hearing Report of September 6, 2016 be received and filed.

Carried

Building Permit Detail Report – August 2016

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

Carried

**NEW BUSINESS**

Infrastructure Planning Grant Application – Memo from Chief Administrative Officer dated September 14, 2016

Moved by Councillor Baird, seconded by Councillor Shishido that Council supports an Infrastructure Planning Grant Program application for completion of engineering design associated with the separation of sanitary and storm sewers on the hillside.

Carried

Bylaw Enforcement Officer and Dog Control Officer Appointments – Memo from Planner and Assistant Corporate Officer dated September 14, 2016

Moved by Councillor Knust, seconded by Councillor Baird that Council designate Anna Parsons and Rod Enns as Bylaw Enforcement Officers and Dog Control Officers for the City of Enderby.

Carried

Speed Board Reader Update – Memo from Planner and Assistant Corporate officer dated September 14, 2016

Moved by Councillor Baird, seconded by Councillor Knust that the memorandum be received and filed;

AND THAT Council direct staff to forward all speed board reader data to the RCMP.

Carried

### **PUBLIC QUESTION PERIOD**

In regards to the Belvidere Hand Launch project, *Jackie Pearase of Rivertalk* asked when works were starting, who was awarded the contract, how much the project is expected to cost, and what the new version would look like.

The Chief Administrative Officer reported that works will be starting soon, with the order for the precast concrete steps being placed immediately, as they have the longest production time. The contract was awarded to Splatsin Construction Services, which was the low bidder from the previous tender, at a cost of \$55,000. The new version will include a launch area that is 4 meters wide and the pathway will be compacted gravel rather than asphalt. The project footprint will be smaller thus reducing environmental impact.

### **CLOSED MEETING RESOLUTION**

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

Carried

### **ADJOURNMENT**

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

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

Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

Agenda  
Bylaws - 3 reads

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** September 26, 2016  
**Subject:** Permissive Tax Exemptions for 2017

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**Recommendation:**

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby 2017 Tax Exemption Bylaw No. 1613, 2016".

**Background:**

Attached is the City of Enderby 2017 Tax Exemption Bylaw No. 1613, 2016, which incorporates the list of properties that will receive permissive tax exemptions for 2017 as approved by Council at the September 6, 2016 meeting.

In order for the bylaw to take effect for 2017, it must be adopted by October 31, 2016.

Respectfully Submitted

  
Jennifer Bellamy  
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1613

A bylaw of the Corporation of the City of Enderby to exempt certain properties from taxation for the year 2017.

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**WHEREAS** Section 224 of the Community Charter provides that Council may by bylaw grant exemption from taxation of certain land or improvements or both;

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

- a. **Folio 208.0020.000** - Lot 1, Plan KAP67159, DL 150 [PID 024-819-310] [1104 Belvedere Street]. Registered Owner and Occupier - **Pioneer Place Society**.
- b. **Folio 208.0023.022** - Lot A, Plan KAP54361, DL 150 [PID 023-025-930] [606 Stanley Avenue]. Registered Owner and Occupier - **Enderby & District Senior Citizens Complex**.
- c. **Folio 208.0294.000** - Lot 3, Block 16, Plan KAP211A, DL 150 [PID 012-594-059 & PID 012-594-067] [1101 George Street]. Registered Owner and Occupier - **Enderby & District Senior Citizens Complex**.
- d. **Folio 208.0607.007** - Lot 1, Plan KAP77756, DL 150, [PID 026-240-319] [708 Granville Avenue]. Registered Owner – **Provincial Rental Housing Corp.** Occupier – **Enderby Seniors Housing Society**.
- e. **Folio 208.0590.500** - Lot 5, Plan KAP6406, DL 150 [PID 010-101-578] [507 Mill Avenue]. Registered Owner and Occupier - **Enderby Fraternal Hall Society**.
- f. **Folio 208.0017.000** - Lot 30, Plan KAP211, DL 150 [PID 012-454-842] [909 Belvedere Street]. Registered Owner and Occupier - **Royal Canadian Legion Branch #98**.
- g. **Folio 208.0298.000** - Lot 5, Block 16, Plan KAP211A, DL 150 [PID 005-363-195] [606 Regent Avenue]. Registered Owner and Occupier - **St Andrew's United Church – c/o Trustees**.
- h. **Folio 208.0018.000** - Lot 31, Plan KAP211, DL 150 [PID 005-363-187] [1110 Belvedere Street]. Registered Owner and Occupier - **St Andrew's United Church – c/o Trustees**.
- i. **Folio 208.0113.100** - Lot Z, Plan KAP211A [PID 012-591-904] [706 Mill Avenue]. Registered Owner and Occupier - **Enderby Evangelical Chapel**.
- j. **Folio 208.0358.004** - Lot 1, Plan KAP27530, DL 150 [PID 004-825-683] [602 Knight Avenue]. Registered Owner and Occupier – **Synod of the Diocese of Kootenay**.
- k. **Folio 208.0356.000** - Lot 2, Plan KAP20377, Section 26, Township 18, Range 9, Meridian W6 [PID 003-932-150] [608 Knight Avenue]. Registered Owner and Occupier – **Synod of the Diocese of Kootenay**.
- l. **Folio 208.0607.100** - Lot 1, Plan KAP10055, DL 150 [PID 009-593-764] [115 George Street]. Registered Owner and Occupier - **Trustees of the Enderby Congregation of Jehovah's Witnesses**.
- m. **Folio 208.0618.200** - Lot 1, Plan KAP12491, DL 150 [PID 009-422-323] [1406 George Street]. Registered Owner and Occupier - **Roman Catholic Bishop of Kamloops**.
- n. **Folio 208.0269.100** - Lot 4, Block 14, Plan KAP211A, DL 150 [PID 009-553-479 & PID 012-593-851] [907 George Street]. Registered Owner - **172965 Canada Limited c/o Imperial Oil Limited**. Occupier - **The Corporation of the City of Enderby (Parking lot behind City Hall)**.

- o. Folio 208.0492.000 - Lot 1, Block 3, Plan KAP920, DL 150 [PID 009-974-148] [208 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby Drill Hall Committee** (Drill Hall).
- p. Folio 208.0493.000 - Lot 2, Block 3, Plan KAP920, DL 150 [PID 009-974-164] [206 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby Drill Hall Committee** (Drill Hall Parking Lot).
- q. Folio 208.0494.000 - Lot 3, Block 3, Plan KAP920, DL 150 [PID 009-974-083] [204 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier - **Enderby Drill Hall Committee** (Drill Hall Parking Lot).
- r. Folio 208.0270.000 - Lot 2, Block 14, Plan KAP211A, DL 150 [PID 012-593-877 & PID 012-593-842] [903 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby & District Community Museum Society**.
- s. Folio 208.0602.000 - Lot 2, Plan KAP211B, DL 149 [PID 012-826-901, PID 012-826-910 & PID 012-826-928] [700 Railway Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby & District Chamber of Commerce** (Information Centre).
- t. Folio 208.0212.000 - Lot 9, Block 11, Plan KAP211A, DL 150 [PID 012-453-463 & PID 012-453-447] [703 Old Vernon Street]. Registered Owner and Occupier - **Seventh-day Adventist Church (BC Conference)**. 50% of the land assessment is to be exempt.

- 2. The term of the exemptions shall be for one year and shall be reviewed on an annual basis.
- 3. This bylaw may be cited as the **“City of Enderby 2017 Tax Exemption Bylaw No. 1613, 2016”**.
- 4. **“City of Enderby 2016 Tax Exemption Bylaw No. 1579, 2015”** is hereby repealed.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2016;

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2016;

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2016;

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

\_\_\_\_\_  
MAYOR

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



THE CORPORATION OF THE CITY OF ENDERBY

Agenda  
- Bylaws  
3 readings

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: September 26, 2016  
Subject: Emergency Program Bylaw

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**RECOMMENDATION**

THAT Council gives three readings to the City of Enderby Emergency Program Bylaw No. 1616, 2016;

AND THAT Council appoints the Mayor and one or more Councillors to serve on the Emergency Program Executive Committee.

**BACKGROUND**

At the end of 2016, the emergency management services provided through intermunicipal agreement with the City of Vernon, otherwise known as North Okanagan Emergency Management, will sunset. The City of Enderby and the other parties to the intermunicipal agreement will deliver emergency management services independently, although it is anticipated that there will be ongoing cooperation and potentially mutual aid agreements between the parties.

There are a number of legislative, procedural, and operational requirements that the City of Enderby needs to have in place in order to deliver upon its obligations and responsibilities. Critical steps occurring now or in the near future are:

- 1) Adopting of an emergency program bylaw to provide for the function, structure and powers of the City's emergency program, in accordance with section 6(3) of the Emergency Management Act.
- 2) Establishing an Emergency Management Executive Committee to provide strategic direction.
- 3) Appointing an Emergency Management Coordinator and convening the Emergency Program Management Committee.
- 4) Completion of an emergency plan, including a hazard, risk, and vulnerability analysis, in accordance with section 6(2) of the Emergency Management Act, with the contents of the plan fulfilling the requirements of section 2 of the Local Authority Emergency Management Regulation.
- 5) Providing for an Emergency Operations Centre and Emergency Social Services.

Staff anticipate that the emergency plan will be ready for acceptance by the end of November, 2016. The Emergency Program Management Committee will be convened concurrent with the development of the plan, as will preparatory work with respect to the Emergency Operations Centre and Emergency Social Services.

## **BYLAW**

The bylaw, which is based on the model bylaw supplied by Emergency Management BC, provides for the structure, function, and powers of the City's future emergency program. This effectively happens through three levels:

- 1) Council, which is responsible for the general direction and policy decisions related to emergency management;
- 2) Emergency Program Executive Committee, which provides policy recommendations to Council and strategic direction to the Emergency Program Management Committee, and is chaired by the Mayor;
- 3) Emergency Program Management Committee, which implements the strategic direction and operationalizes the emergency program and plans, and is chaired by the Emergency Program Coordinator.

The bylaw does depart from the model bylaw in certain respects, as described below:

- 1) The preamble describes the specific sections of the Emergency Program Act and the Community Charter from which the bylaw derives its authority;
- 2) Governance, functions, and reporting relationships between Council, the Executive Committee, and the Management Committee, as well as the EOC Director and Emergency Program Coordinator, are clarified;
- 3) Emergency powers are specifically delegated in accordance with section 6(4) of the Emergency Management Act while providing an oversight check and balance, which will promote a more efficient response in case of an emergency or disaster;
- 4) The cost recovery section of the Emergency Management Act is incorporated directly into the bylaw.

The proposed bylaw, should it be adopted by Council, would take effect on January 1, 2017, at which point the current bylaw enabling North Okanagan Emergency Management would be repealed.

The bylaw provides the legal framework within which the emergency plan will be developed, the Emergency Program Management Committee will do its work, and EOC and ESS functions are developed.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

# THE CORPORATION OF THE CITY OF ENDERBY

## BYLAW NO. 1616

### A BYLAW TO ESTABLISH AN EMERGENCY PROGRAM WITHIN THE CITY OF ENDERBY

**WHEREAS** the City of Enderby is required to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disaster pursuant to Section 6(2) of the *Emergency Program Act*;

**AND WHEREAS** the Council for the City of Enderby must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response, and recovery measures for emergencies and disasters pursuant to Section 6(3) of the *Emergency Program Act*;

**AND WHEREAS** if an emergency within the meaning of the *Emergency Program Act* or another form of emergency arises in a municipality, the Council for the City of Enderby has emergency powers pursuant to Section 20 of the *Community Charter*;

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

#### 1. CITATION

1.1. This Bylaw shall be cited as the City of Enderby Emergency Program Bylaw No. 1616, 2016.

#### 2. INTERPRETATION

2.1. "Act" means the Emergency Program Act.

2.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the Act:

- a) "Council" means the municipal council of the City of Enderby.
- b) "Mayor" means that person elected by the City of Enderby, and includes the person designated as acting mayor at the relevant time when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
- c) "declaration of a state of local emergency" means a declaration of Council or the Mayor that an emergency exists or is imminent.
- d) "disaster" means a calamity that:
  - i. is caused by accident, fire, explosion or technical failure or by the

forces of nature; and

- ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
- e) "emergency" means a present or imminent event that:
- i. is caused by accident, fire, explosion or technical failure or by the forces of nature; and
  - ii. requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
- f) "City of Enderby Emergency Management Organization" means the Emergency Program Executive Committee, Emergency Program Management Committee, Emergency Coordinator and such other persons appointed and functional groups established, which collectively are charged with emergency preparedness, response and recovery measures.

### **3. EMERGENCY PROGRAM**

3.1. In accordance with the provisions of the Act, the City of Enderby Emergency Management Organization composed of:

- a) Council;
- b) an Executive Committee;
- c) an Emergency Program Coordinator; and
- d) an Emergency Program Management Committee

is hereby established.

### **4. COUNCIL**

4.1. Council is at all times responsible for the general direction and control of the response of the City of Enderby's emergency response, and in particular to:

- a) declare, by bylaw or resolution, a State of Local Emergency;
- b) appoint the Emergency Program Executive Committee;
- c) adopt an emergency plan;
- d) delegate powers available under the Emergency Program Act and to

monitor the use of such powers;

- e) establish any emergency policies, resolutions, or bylaws necessary to facilitate the response to an emergency or disaster;
- f) ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness;
- g) enter into agreements with other local authorities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery; and

4.2. The Mayor may carry out the responsibilities specified in clauses (a) and (b) of section 4.1 when, due to the circumstances of an emergency or disaster, it is not possible to assemble a quorum of Council, provided that:

- a) the Mayor has made every effort to obtain the consent of the other members of Council; and
- b) as soon as practicable after making an order declaring an emergency, a meeting of Council is convened to assist in directing the response to the emergency.

## **5. EMERGENCY PROGRAM EXECUTIVE COMMITTEE**

5.1. The Emergency Program Executive Committee (the Executive Committee) is appointed by and accountable to Council.

5.2. The Executive Committee is composed of:

- a) the Mayor;
- b) one or more Councillors; and
- c) the Chief Administrative Officer.

5.3. The Executive Committee must:

- a) provide strategic direction to the Emergency Program Management Committee;
- b) review the annual strategic plan;
- c) review emergency plans respecting preparation for, response to, and recovery from an emergency or disaster as developed by the Emergency Program Management Committee;
- d) make recommendation to Council for the adoption of a budget for the

Emergency Program or an emergency plan; and

- e) make agreements for the provision of goods or services.

## **6. EMERGENCY PROGRAM COORDINATOR**

6.1. The Emergency Program Coordinator (the Coordinator) is appointed by and accountable to the Chief Administrative Officer.

6.2. The Coordinator is responsible for:

- a) providing leadership and administration for the Emergency Program;
- b) leading and chairing the Emergency Program Management Committee;
- c) developing a strategic plan, action plans and budget;
- d) maintaining all emergency plans and documentation;
- e) providing status reports on the level of preparedness;
- f) coordinating a training and exercise program;
- g) coordinating with other local authorities, non-governmental organizations, the private sector, and volunteers;
- h) establishing and maintaining an Emergency Operations Centre;
- i) establishing and coordinating Emergency Social Services; and
- j) reporting the annual status of the emergency program to Emergency Management BC.

## **7. EMERGENCY PROGRAM MANAGEMENT COMMITTEE**

7.1. The Emergency Program Management Committee (the Management Committee) is accountable to the Executive Committee and reports to the Chief Administrative Officer.

7.2. The Management Committee is composed of:

- a) the Coordinator, who shall serve as chair of the Management Committee; and
- b) representatives of agencies having direct operational responsibilities during a major emergency, including representatives of police, fire, administration, public works, Emergency Social Services (ESS), communications, search and rescue, health services, and ambulance.

7.3. The responsibilities of the Management Committee include:

- a) developing and implementing the emergency program and plans;
- b) assessing hazards, risks and vulnerabilities;
- c) developing the annual strategic plan including recommending emergency program priorities, specifying procedures for implementation, and making recommendations with respect to budget and resource requirements, for presentation to the Executive Committee;
- d) maintaining a staffing and support plan for the Emergency Operations Centre;
- e) maintaining an implementation plan for Emergency Social Services; and
- f) maintaining a training and exercise program.

## **8. EMERGENCY RESPONSE**

8.1. The Emergency Management Program will conform to the British Columbia Emergency Management System.

8.2. The Chief Administrative Officer is designated as the Emergency Operations Centre Director and may appoint deputies and management functions as appropriate.

8.3. The Emergency Operations Centre Director is authorized to expend municipal funds which are not included in the financial plan of the municipality that are required for the preservation of life, health and the protection of property during an emergency or disaster in accordance with the emergency expenditure provisions of the City of Enderby Purchasing Policy.

8.4. Council delegates to the Emergency Operations Centre Director the ability to exercise, in relation to the jurisdictional area affected by a declaration of a state of local emergency, those powers enumerated in subsections 10(1) (d) to (l) of the Act, provided the use of such powers is reported as soon as reasonably practicable to the Executive Committee in the event of a short-term emergency or disaster, or otherwise at regular intervals that the Executive Committee feels appropriate in the event of a prolonged emergency or disaster.

8.5. Section 8.4 of this bylaw shall apply to other forms of emergency as described in Section 20(b) of the *Community Charter*.

## **9. LIABILITY**

9.1. As enabled by the Act, no person including, without limitation, Council, the Mayor, members of the City of Enderby Emergency Management Organization, employees of the City of Enderby, a volunteer, or any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters is liable for any loss, cost, expense, damages or injury to persons or property resulting from:

- a) the person, acting in good faith, doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent; or
- b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

## **10. RECOVERY OF COSTS**

10.1 If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the City of Enderby to prevent, respond to, or alleviate the effects of that emergency or disaster, the person must, on the request of the City of Enderby, pay to the City of Enderby the lesser of:

- a) that portion of the expenditures that is equal to that portion of the liability for the occurrence of the emergency or disaster that is attributable to the person; or
- b) the amount demanded by the City of Enderby.

10.2 Nothing in subsection 10.1 of this bylaw relieves a person from any other liability.

## **11. SEVERABILITY**

11.1 If any clause or portion of this bylaw is declared or held invalid for any reason, the invalidity does not affect the validity of the remainder of that clause or this bylaw, and the terms and provisions of this bylaw continue to be in force and in effect and are to be construed as if the bylaw had been executed without the invalid portion.

## **12. REPEAL AND EFFECTIVE DATE**

12.1 Effective January 1, 2017, Intermunicipal Emergency Operations Service Bylaw No. 1462 and all amendments thereto are hereby repealed.

12.2 This bylaw comes into force and effect on January 1, 2017.



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

THE CORPORATION OF THE CITY OF ENDERBY

*T. Bengtson*

**MEMO**

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: September 27, 2016  
Subject: Fire Training Centre Policy Board Resolutions

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**RECOMMENDATION**

THAT Council endorses the Fire Training Centre Amended 2016 Budget;

AND THAT Council endorses the Fire Training Centre Reconciliation and Amended 2016 Invoicing;

AND FURTHER THAT the Mayor and Corporate Officer be authorized to execute the Inter-Municipal Fire Training Centre Services Agreement Memorandum of Understanding on behalf of the City of Enderby.

**BACKGROUND**

Attached are the 2016 budget documents that were approved by the Fire Training Centre Policy Board and now require approval from Council.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

# FTC AMENDED 2016 BUDGET

13-Sep-16

	2016
<b>Revenues</b>	
1-600 INTERMUNICIPAL RECOVERIES	36,643
1-600 INTERMUNICIPAL RESERVE SHARE	50,397
1-622 FIRE TRAINING FEES	89,211
1-792 INTERNAL REVENUE COV	44,640
1-854 TSF FROM FTC OPERATING RES COV	38,959
1-924 TSF FROM FTC FACILITY IMPROVE RES	43,000
<b>Total Revenues</b>	<b>302,850</b>
<b>Expenditures</b>	
2-140 LABOUR NON-UNION	43,000
2-200 GENERAL SUPPLIES	10,000
2-203 EQUIPMENT PARTS	9,000
2-204 OFFICE SUPPLIES	1,400
2-265 FIRE EQUIPMENT PURCHASES	9,000
2-265 WATER FILTRATION	1,000
2-272 EQUIPMENT PURCHASES	5,000
2-302 PARTS & MATERIALS	4,631
2-453 SECURITY/ALARM CONTRACTS	1,250
2-499 GENERAL CONTRACTS	11,500
2-600 UTILITIES	5,100
2-601 GAS	2,100
2-602 ELECTRICITY	3,000
2-613 TELEPHONES (LAND LINES)	1,250
2-632 PROPERTY INSURANCE PREMIUMS	2,269
2-924 TSF TO FTC FACILITY IMPROV RES	99,356
2-911 INTERNAL CHARGES	46,000
2-911 INTERNAL COV 2015 ACCRUAL	4,994
2-999 PROJECTS - FACILITY IMPROVEMENTS	43,000
<b>Total Expenses</b>	<b>302,850</b>
<b>NET</b>	<b>0</b>
<b>NOTE</b>	
FTC FACILITY IMPROV. RES BALANCE	84,303
ANTICIPATED AT YEAR END	

# FTC Reconciliation and Amended 2016 Invoicing

Sept. 13, 2016

2015 Year End	Actual	Budgeted
2015 Operating Expenses	\$267,100.33	\$185,104
2015 FTC Fee Revenue	(\$139,795.15)	(\$89,211)
2015 CoV Revenue	(\$52,702.87)	(\$41,425)
2015 Inter-municipal Revenue	(\$31,493.33)	(\$34,864)
2015 from fac.imp.res	(\$28,769.01)	(\$16,600)
2015 from carry over reserve	(\$9,345.79)	(\$3,004)
<b>DEFICIT</b>	<b>4,994.18</b>	<b>0</b>

	2015 Land & Improvements	2015 Percentage of Total	% 2015 Deficit Balance charged***	2016 Reconciled Invoice Amount***
ARMSTRONG	630,073,510	5.05%	\$252.21	\$4,107.74
ENDERBY	316,091,460	2.54%	\$126.85	\$2,060.74
VERNON	6,847,230,948	54.92%	\$2,742.79	\$44,640.23
COLDSTREAM	1,975,933,949	15.85%	\$791.58	\$12,882.02
SPALLUMCHEEN	692,115,285	5.55%	\$277.18	\$4,512.22
LUMBY	215,353,030	1.73%	\$86.40	\$1,403.98
LSA 16(F.T.C.- E.A."B/C/D")	1,526,232,497	12.24%	\$611.29	\$9,950.21
LSA 16(F.T.C.- E.A."F")	264,751,733	2.12%	\$105.88	\$1,726.04
	12,467,782,412	100.0%	\$4,994.18	\$81,283.18

2016 Budget requirement

\*\*\*based on 2015 roll

# INTER-MUNICIPAL FIRE TRAINING CENTRE SERVICES AGREEMENT

## MEMORANDUM of UNDERSTANDING

Dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 2016

### AMONG:

**CITY OF VERNON**, a municipal corporation incorporated under the *Local Government Act*, 3400 – 30<sup>th</sup> Street, Vernon, British Columbia, V1T 5E6

AND:

**DISTRICT OF COLDSTREAM**, a municipal corporation incorporated under the *Local Government Act*, 9901 Kalamalka Road, Coldstream, British Columbia, V1B 1L6

AND:

**VILLAGE OF LUMBY**, a municipal corporation incorporated under the *Local Government Act*, Box 430, 1775 Glencaird Street, Lumby, British Columbia, V0E 2G0

AND:

**TOWNSHIP OF SPALLUMCHEEN**, a municipal corporation incorporated under the *Local Government Act*, 4144 Spallumcheen Way, Spallumcheen, British Columbia, V0E 1B6

AND:

**CITY OF ARMSTRONG**, a municipal corporation incorporated under the *Local Government Act*, Box 40, Armstrong, British Columbia, V0E 1B0

AND:

**CITY OF ENDERBY**, a municipal corporation incorporated under the *Local Government Act*, Box 400, Enderby, British Columbia, V0E 1V0

AND:

**REGIONAL DISTRICT OF NORTH OKANAGAN**, a regional district incorporated under the *Local Government Act*, 9848 Aberdeen Road, Coldstream, British Columbia, V1B 2K9

**THE PARTIES COVENANT EACH WITH THE OTHERS AS FOLLOWS:**

1. Each Partner's share of the \$89,356.00 Fire Training Centre Facility Improvements Reserve contribution required to assist in funding the Fire Training Centre Revised (August 13, 2015) Five Year Facility Improvements Plan will be based on the cost share apportionment from 2012 (a factor of assessed value and number of fire fighters) as follows:

	2012 Apportionment	Cost Apportionment based on 2012 %
Armstrong	5.40%	\$4,825.22
Enderby	3.70%	\$3,306.17
Vernon	43.60%	\$38,959.22
Coldstream	15.00%	\$13,403.40
Spallumcheen	8.10%	\$7,237.84
Lumby	3.40%	\$3,038.10
B, C, D	17.60%	\$15,726.66
F	3.20%	\$2,859.39
	100.00%	\$89,356.00

2. No conditions are placed on the remaining balance (\$38,295.93) of the Fire Training Centre operating reserve funds that were distributed to the participants in 2013 by the Regional District of North Okanagan.
3. Costs for facility improvements approved by the Parties that require additional funding beyond the \$89,356.00 reserve contribution will be apportioned based on the assessed value of each Party's fire protection area as of December 31<sup>st</sup> in the preceding year, as determined by the British Columbia Assessment Authority, as a percentage of the total assessed value of all of the Parties' fire protection areas as of the same date (Appendix "B" of Schedule "A" to Inter-Municipal Fire Training Centre Services Bylaw).

**IN WITNESS WHEREOF** the Parties have executed this Memorandum of Agreement as of the date above written.

**CITY OF VERNON**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer

**CITY OF ARMSTRONG**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer

**DISTRICT OF COLDSTREAM**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer

**CITY OF ENDERBY**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer

**VILLAGE OF LUMBY**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer

**REGIONAL DISTRICT OF NORTH OKANAGAN**

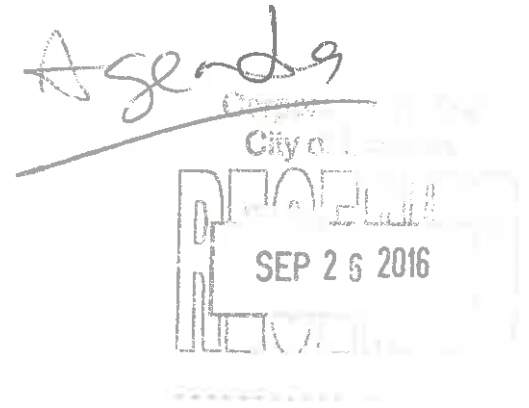
Per: \_\_\_\_\_  
Chair

Per: \_\_\_\_\_  
Corporate Officer

**TOWNSHIP OF SPALLUMCHEEN**

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Corporate Officer



September 21, 2016

Ref: 168781

His Worship Mayor Greg McCune  
and Members of Council  
Mayor  
City of Enderby  
PO Box 400  
Enderby, VOE 1V0

Dear Mayor McCune and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to measure and reduce your corporate greenhouse gas emissions for the 2015 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. With the recent release of the B.C. Climate Leadership Plan, your leadership and commitment continues to be essential to building on progress already made and ensuring the achievement of our collective climate action goals. For more information about B.C.'s Climate Leadership Plan, please go to: <https://news.gov.bc.ca/releases/2016PREM0089-001501>.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 recognition and additionally completed a corporate carbon inventory for the 2015 reporting year and demonstrated familiarity with the Community Energy and Emissions Inventory, you have been awarded Level 2 recognition – 'Measurement.'

.../2



In recognition of your achievements, the GCC is very pleased to provide you with climate action community branding for use on official websites and letter heads. An electronic file with the 2015 logo will be provided to your Chief Administrative Officer. Also enclosed is a 2015 Climate Action Community window decal, for use on public buildings.

Congratulations again on establishing your corporate emissions inventory and your overall progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures



## **GCC Communiqué on the Climate Action Recognition Program**

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program for B.C. local governments for the 2015 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

### ***Level 1: Progress on Charter Commitments***

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

### ***Level 2: Measurement***

Local governments who achieve Level 1 recognition, have completed a corporate carbon inventory for the reporting year, and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2015' logo, for use on websites, letter head and similar.

### ***Level 3: Achievement of Carbon Neutrality***

Local governments who achieve Level 1 and Level 2 recognition and achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2015' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP) Climate Action/Carbon Neutral Progress Survey and submit it online to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each local government's annual CARIP report. Additional information on CARIP reporting is available online at: [www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm](http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm).