

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, November 21, 2016
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of November 7, 2016](#)

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[Public Hearing Report of November 7, 2016](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

[0011-16-DVP-END](#)

pg 8-26

Lot 1, DL 150, KDYD, Plan KAP77756 – 708 Granville Avenue

Applicant: Provincial Rental Housing Corp (C/o Craven Huston Powers Architects)

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

[2017 Council Meeting Schedule – Amendment](#) – Memo from Chief Administrative Officer dated November 17, 2016

pg 27-29

7. BYLAWS – Adoption

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1615, 2016](#)

pg 30-31

A bylaw proposing to rezone 1507 George Street from the Highway and Tourist Commercial (C.2) zone to the Residential Single Family (R.1-A) zone

8. REPORTS

Mayor and Council

[Building Permit Report – October 2016](#)

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9. NEW BUSINESS

a. [Digital Billboard Sponsorship Value Increase – Enderby Artist's Initiative](#) –

Memo from Planner and Assistant Corporate Officer dated November 15, 2016 pg 33

- b. [Clean Water and Wastewater Grant Applications](#) – Memo from Chief Administrative Officer dated November 16, 2016 pg 34-39
- c. [City of Enderby Emergency Plan](#) – Memo from Planner and Assistant Corporate Officer dated November 17, 2016 pg 40-58

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, November 7, 2016 at 4:30 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner and Assistant Corporate Officer – Kurt Inglis
The Press and Public

APPROVAL OF AGENDA

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

- Digital Billboard Sponsorship Application – MV Beattie PAC

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of October 17, 2016

Moved by Councillor Knust, seconded by Councillor Schreiner that the minutes of the regular meeting of October 17, 2016 be adopted as circulated.

Carried

PETITIONS AND DELEGATIONS

Leigh Herbert

Re: Food Security and Backyard Hens in Enderby

Mr. Herbert presented Council with both the positive and negative aspects of allowing hens in urban area:

Key positive aspects:

- Provides insect control;
- Household waste given to chickens;
- Produces good fertilizer;
- Healthy food produced;
- Educational opportunity for children.

Key negative aspects:

- Public risk for disease;
- Wildlife conflict;
- Nuisance;
- Complaints from neighbours;
- Animal welfare concerns.

Mr. Herbert recommends that Council consider conducting a survey or pilot project regarding this subject.

In response to queries from Council:

- He had no predator issues, but only had his chickens for 2 months.
- His hens produced 2 – 3 eggs per day.
- He chose to use organic feed, but felt that the benefits outweighed the costs.

Additional discussions:

- Coyote attacks are common and there are noise issues.
- Apparently there are already some chickens in the community.
- Perhaps wait to see if more complaints arise.

It was the consensus of Council to monitor the issue rather than undertake a survey at this time.

PUBLIC AND STATUTORY HEARINGS

The meeting gave way to a Public Statutory Hearing.

The regular meeting re-convened at 4:42 p.m.

BYLAWS – 3rd Reading and Adoption

Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1614, 2016

A bylaw proposing to change the future land use designation of 1507 George Street from Highway and Tourist Commercial to Residential Low Density

Moved by Councillor Schreiner, seconded by Councillor Shishido that Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1614, 2016 be given third reading and adopted.

Carried

BYLAWS – 3rd Reading

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1615, 2016

A bylaw proposing to rezone 1507 George Street from the Highway and Tourist Commercial (C.2) zone to the Residential Single Family (R.1-A) zone

Moved by Councillor Shishido, seconded by Councillor Baird that Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1615, 2016 be given third reading.

Carried

REPORTS

RCMP Quarter 3 Mayors Report

Comments:

- Reservists patrols show that there were none done in Enderby for this reporting period. The CAO confirmed that there are no Reservists in Enderby.
- At Inter-Agency meeting, the RCMP were surprised at some of the comments made. Incidents need to be reported by merchants and other agencies, as well as the public.

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

RCMP Victims Assistance Quarter 3 Report

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

NEW BUSINESS

2017 Council Meeting Schedule – Memo from Chief Administrative Officer dated October 25, 2016

Moved by Councillor Baird, seconded by Councillor Case that Council approve the 2017 Council Meeting Schedule as presented.
Carried

Holiday Office Closure – Memo from Chief Administrative Officer dated November 3, 2016

Moved by Councillor Schreiner, seconded by Councillor Shishido that the holiday office closure be approved as presented.
Carried

Disclosure of Contracts – Council – memo from Chief Financial Officer dated November 2, 2016

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

Late Item: Digital Billboard Sponsorship Application – MV Beattie PAC – Memo from Planner and Assistant Corporate Officer dated November 7, 2016

Moved by Councillor Case, seconded by Councillor Davyduke that Council approve MV Beattie PAC's digital billboard sponsorship application in the amount of \$7,000 in-kind.
Carried

PUBLIC QUESTION PERIOD

Emily Corrie of the Okanagan Advertiser asked if back yard hens are allowed in Enderby. A copy of the bylaw excerpt was provided to her.

Jackie Pearase of the Rivertalk queried as to the number of properties over 1 hectare. The Planner stated that there are approximately half a dozen.

CLOSED MEETING RESOLUTION

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

Carried

ADJOURNMENT

The regular meeting reconvened at 5:43 p.m.

Moved by Councillor Baird, seconded by Councillor Schreiner that the regular meeting adjourn at 5:43 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held on Monday, November 7, 2016 at 4:40 p.m. in the Council Chambers of City Hall.

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

Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Assistant Corporate Officer and Planning Assistant – Kurt Inglis
Press and Public

Mayor McCune read the rules of procedure for the public hearing and introduced the following bylaws:

Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1614, 2016

A bylaw proposing to change the future land designation of 1507 George Street from Highway and Tourist Commercial to Residential Low Density.

and

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1615, 2016

A bylaw proposing to rezone 1507 George Street from the Highway and Tourist Commercial (C.2) zone to the Residential Single Family (R.1-A) zone.

The public was invited to make representation regarding the bylaws.

There were no speakers and no written submissions.

The Mayor made his closing statement and declared the Public Hearing closed at 4:42 pm.

Pursuant to Section 465 (6) of the *Local Government Act*, I, Tate Bengtson, CAO, hereby certify this to be a fair and accurate report of the Public Hearing held on November 7, 2016.



Signature

Nov. 15/2016

Date

CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION

File No: 0011-16-DVP-END

November 15, 2016

APPLICANT: Provincial Rental Housing Corporation (c/o Craven Huston Powers Architects)

LEGAL DESCRIPTION: Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP 77756

PID #: 026-240-319

LOCATION: 708 Granville Avenue, Enderby BC V0E 1V1

PROPERTY SIZE: 0.493 hectares

ZONING: Comprehensive Development - Seniors Housing Zone (CD.1)

O.C.P DESIGNATION: Residential Medium Density

PROPOSED VARIANCE: Vary Section 308.4.a.ii, 802.3, 802.8.d, and 901.2.g.i of the City of Enderby Zoning Bylaw in order to reduce the minimum side yard setback requirement for accessory residential buildings, increase the maximum height of buildings and structures, reduce the minimum side yard setback requirement, and allow parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building.

RECOMMENDATIONS:

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP77756 and located at 708 Granville Avenue, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 308.4.a.ii by reducing the minimum side yard setback requirement for accessory residential buildings from 1.5 m (4.921 feet) to 0.5 m (1.64 feet), as shown on the attached Schedule 'A';
- Section 802.3 by increasing the maximum height of buildings and structures from the lesser of 12 m (39.37 feet) or three (3) storeys to 16.5 m (54.13 feet) and four (4) storeys, as shown on the attached Schedule 'B';
- Section 802.8.d by reducing the minimum side yard setback requirement from 8 m (26.25 feet) to 4.5 m (14.76 feet), as shown on the attached Schedule 'A'; and
- Section 901.2.g.i by allowing parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building, as shown on the attached Schedule 'A'.

AND THAT pursuant to Section 801.15 of the City of Enderby Zoning Bylaw No. 1550, 2014 and Section 483 of the *Local Government Act*, Council directs Staff to report back with a Housing Agreement Bylaw for the proposed development at 708 Granville Avenue for Council's consideration.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 708 Granville Avenue. The applicant is proposing a 33-unit Phase II expansion of an existing 15-unit supportive seniors housing development, Enderby Memorial Terrace.

In order to facilitate this Phase II building expansion, the applicant is proposing a series of variances to the City of Enderby Zoning Bylaw No. 1550, 2014 including reducing the minimum side yard setback requirement for accessory residential buildings from 1.5 m (4.921 feet) to 0.5 m (1.64 feet), increasing the maximum height of buildings and structures from the lesser of 12 m (39.37 feet) or three (3) storeys to 16.5 m (54.13 feet) and four (4) storeys, reducing the minimum side yard setback requirement from 8 m (26.25 feet) to 4.5 m (14.76 feet), and allowing parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building.

Site Context

The 0.493 hectare subject property is located on the south side of Granville Avenue and the west side of George Street (Highway 97A). The subject property currently houses a 15-unit, 3 storey supportive seniors housing development, Enderby Memorial Terrace. The subject property is generally flat and is located adjacent to a 'Closed Road' portion of Princess Street, which the City is currently in the process of transferring to the applicant so that the site has sufficient area to meet the Comprehensive Development - Senior's Housing (CD.1) Zone's maximum permitted gross density requirement; the 'Closed Road' portion of Princess Street will be linked to the subject property via a Section 219 Covenant (No Transfer/No Build).

Access to the property is gained via maneuvering aisles off of George Street and Granville Avenue; sidewalks currently exist along the south side of Granville Avenue and the west side of George Street.

The property is zoned Comprehensive Development - Senior's Housing Zone (CD.1); this zone was created specifically in 2009 to accommodate the Enderby Memorial Terrace development. The subject property is designated as Residential Medium Density in the Official Community Plan (OCP).

The properties to the north are zoned Residential Apartment and Multi-Family (R.3) and Residential Single Family (R.1-A) and are designated in the OCP as Residential Medium Density and Residential Low Density. The properties to the west are zoned Assembly, Civic and Public Service (S.1) and Residential Apartment and Multi-Family (R.3) and are designated in the OCP as Institutional and Residential Medium Density. The property to the south is zoned Assembly, Civic and Public Service (S.1) and is designated in the OCP as Institutional and Residential Low Density. The properties to the east are zoned Highway and Tourist Commercial (C.2) and Service Commercial (C.4) and are designated in the OCP as Highway and Tourist Commercial.

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

As shown on the attached Schedules 'A' and 'B', the applicant is proposing a 33-unit Phase II expansion of an existing 15-unit supportive seniors housing development, Enderby Memorial Terrace.

The proposed building expansion would be 16.5 m (54.13 feet) and four (4) storeys in height and would have a side yard setback of 4.5 m (14.76 feet); the proposed building height exceeds the Comprehensive Development - Senior's Housing (CD.1) Zone's maximum permitted height of buildings and structures

while the proposed side yard setback does not meet the Zone's minimum side yard setback requirement, therefore variances to the City of Enderby Zoning Bylaw are required.

The wheelchair accessible dwelling units associated with the proposed building addition would range in area from 565 feet² to 677 feet² and would include a living space, dining area, kitchen area complete with cooking facilities, bedroom and bathroom area, as well as a private balcony.

Primary access to the property would continue to be gained via a maneuvering aisle off of Granville Avenue; the service access off of George Street would continue to be maintained although the shared service/loading area would be expanded to improve functionality and enable service vehicles to turn around in this area, as opposed to backing out onto the highway.

There are currently 10 right-angle parking stalls (including two handicap stalls) provided along the western side of the existing maneuvering aisle off of Granville Avenue and the applicant is proposing to include an additional two right-angle stalls in this area and an additional nine right-angle stalls along the front of the building (including two handicap and four small-car stalls); a number of the proposed new stalls are located greater than 30 m (98.42 feet) from the building's entrance, which will require a variance to the City's Zoning Bylaw.

In addition, the applicant is proposing to provide a small, enclosed scooter storage shelter; this 3.7 m (12.14 feet) tall accessory building is proposed to have a side yard setback area of 0.5 m (1.64 feet), which will also require a variance to the City's Zoning Bylaw.

As per the memorandum from the City of Enderby's Assistant Corporate Officer and Planning Assistant dated November 12, 2014, the 'Closed Road' portion of Princess Street adjacent to the subject property was closed by the City of Enderby for the purposes of transferring the property to the Provincial Rental Housing Corporation in order to accommodate the Phase II expansion of Enderby Memorial Terrace; this additional area would enable the applicant to meet the density requirements of the CD.1 zone while also providing an area to accommodate utility rights-of-way in favour of the City of Enderby. As previously mentioned, the 'Closed Road' portion of Princess Street will be linked to the subject property via a Section 219 Covenant (No Transfer/No Build).

Together with the existing landscape buffer area along George Street, the landscaped areas throughout the site and the 'Closed Road' portion of Princess Street will be used to satisfy the useable open space requirements of the CD.1 zone.

ZONING BYLAW:

The subject property is zoned Comprehensive Development - Senior's Housing (CD.1) and the only use permitted within this zone is seniors housing. The proposal as compared to the CD.1 zone requirements is as follows:

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Floor Area	Unit 'A' - 52.49 m ² (565 ft ²) - 58.90 m ² (634 ft ²)	27 m ² (290.6 ft ²) within each bachelor dwelling unit;
	Unit 'B' - 59.08 m ² (636 ft ²)	40 m ² (430.6 ft ²) within each one-bedroom dwelling unit; or
	Unit 'HC' - 62.52 m ² (673 ft ²) - 62.90 m ² (677 ft ²)	45 m ² (484.4 ft ²) within each two-bedroom dwelling unit.
	16.5 m (54.13 feet) and 4 storeys	Lesser of 12 m (39.37 feet) or three (3) storeys
Height of Buildings and Structures (max.)	5 m (16.40 feet)	3.7 m (12.14 feet)
Lot Area (min.)	4,930 m ² (53,068 square feet)	4,930 m ² (53,068 square feet)
	5,697.3 m ² (61,325 square feet) if consolidated with 'Closed Road' portion of Princess Street	
Lot Coverage (max.)	~28.8%	50%
	~25% if consolidated with 'Closed Road' portion of Princess Street	
Lot Frontage (min.)	17.375 m (57 feet) - Granville Avenue	35 m (114.8 ft)
	43.949 m (144.19 feet) - George Street	
Off-Street Parking (min.)	21 stalls	16 stalls (48 units at 1 stall/3 beds)
	4 'Small Car' parking stalls = 19% (4/21 stalls)	Up to 40% 'Small Car' parking
Setbacks (min.)		
- Front Yard	7.24 m (23.75 feet)	7 m (22.96 feet)
- Rear Yard	> 10 m (32.81 feet)	10 m (32.81 feet)
- Exterior Side Yard	> 8 m (26.25 feet)	8 m (26.25 feet)
- Side Yard	4.5 m (14.76 feet)	8 m (25.25 feet)
Setbacks for Accessory Building (min.)		

- Front Yard	>8 m (26.25 feet)	8 m (26.25 feet)
- Rear Yard	>1.5 m (4.9210 feet)	1.5 m (4.9210 feet)
- Exterior Side Yard	>8 m (26.25 feet)	8 m (26.25 feet)
- Side Yard	0.5 m (1.64 feet)	1.5 m (4.9210 feet)
Off-Street Parking Setbacks	<p>Maneuvering aisle = 8 m (26.25 feet)</p> <p>Parking stalls to the north and east are located 39.86 m and 51.36 m from the entrance to the principal building</p>	<p>Ingress and egress via maneuvering aisle of not less than 6 m (19.68 feet) for angle parking up to 60 degrees and not less than 8 m (26.25 feet) for right angle parking</p> <p>No part of the parking lot shall be located closer than 1.5 m (4.921 feet) to any dwelling and not more than 30 m (98.42 feet) from the farthest parking stall provided, to an entrance to the principal building</p>
Permitted Gross Density (max.)	<p>103.45 units/hectare (41.88 units/acre)</p> <p>Or;</p> <p>89.516 units/acre (36.25 units/acre) when combined with 'Closed Road' portion of Princess Street</p>	<p>81 units/hectare (32 units/acre)</p> <p>Or;</p> <p>93.15 units/hectares (37.7 units/acre) with density bonussing</p>
Useable Open Space (min.)	1325 m ² when combined with 'Closed Road' portion of Princess Street	<p>35 m² (376.7 ft²) per 2 bedroom dwelling unit</p> <p>25 m² (269.1 ft²) per 1 bedroom or bachelor dwelling unit</p> <p>TOTAL = 1,200 (48 units x 25 m²)</p>

As per Section 801.15.e of the City of Enderby Zoning Bylaw No. 1550, 2014, a maximum of 15% of the total allowable dwelling units for a seniors housing use shall be permitted without being included in the density calculation (density bonusing) where at least 15% of the dwelling units associated with a seniors housing use are supportive housing units; Section 801.15.f goes on to state that this density bonusing is subject to the property owner entering into a Housing Agreement with the City of Enderby as per Section 483 of the *Local Government Act*.

The Zoning Bylaw defines supportive housing as 'housing for low-income seniors who need assistance in order to live independently.' As proposed, the dwelling units associated with the proposed development meet the definition of supportive housing, therefore the maximum permitted gross density of the development can be increased to 93.15 units/hectares (37.7 units/acre) subject to the applicant entering into a Housing Agreement with the City of Enderby to secure the use of these dwelling units as supportive housing.

OFFICIAL COMMUNITY PLAN:

Policies contained within the Official Community Plan which apply to this development include:

- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- Policy 3.3.b - Council recognizes the importance of adequate and diverse health care, hospital facilities and doctors and will work with Interior Health and the province to advocate for appropriate health care resources for the community in general and specifically to meet the needs of seniors.
- 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 4.4.b - Pursuant to Section 904 of the *Local Government Act*, Council may apply the Density Bonusing provisions set out in Sections 10 and 11 of this Bylaw to secure affordable or special needs housing.
- 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.i - Council will employ Smart Growth principles in future development.
- Policy 8.3.l - Council will support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.
- Policy 10.3.c - Housing for the community's seniors within the Medium Density Residential designation to a maximum of 15% of the total allowable dwelling units will be permitted without being included in the density calculation.

REFERRAL COMMENTS:

The subject application was referred to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

No comments were received in response to the referral.

PLANNING ANALYSIS:

Maximum Height of Buildings

The City of Enderby Planner raises no objections to the applicant's request to vary Section 802.3 of the Zoning Bylaw by increasing the maximum height of buildings and structures from the lesser of 12 m (39.37 feet) or three (3) storeys to 16.5 m (54.13 feet) and four (4) storeys, as shown on the attached Schedule 'B', for the following reasons:

- Given the significant vertical and horizontal separation between the subject property and the multi-family development to the west, it is not anticipated that the proposed variance would have a significant incremental impact to the views of the neighbouring property;
- The proposed variance will facilitate the provision of additional supportive seniors housing units within the community, which will enable local seniors to 'age in place'; and
- It is not anticipated that the increase in maximum building height would have a negative impact on the use and enjoyment of the subject or neighbouring properties.

Side Yard Setback

The City of Enderby Planner raises no objections to the applicant's request to vary Section 802.8.d of the Zoning Bylaw by reducing the minimum side yard setback requirement from 8 m (26.25 feet) to 4.5 m (14.76 feet), as shown on the attached Schedule 'A', for the following reasons:

- There is sufficient spatial separation between the proposed building addition and the building located on the neighbouring property to the south;
- As part of this proposal, the applicant is no longer intending to use the side yard setback area in the southwest corner of the property for access purposes, which in turn will help to reduce any potential for conflict with the neighbouring property to the south; and
- It is not anticipated that the proposed variance would negatively impact the use and enjoyment of the subject or neighbouring properties.

Side Yard Setback - Accessory Residential Buildings

The City of Enderby Planner raises no objections to the applicant's request to vary Section 308.4.a.ii of the Zoning Bylaw by reducing the minimum side yard setback requirement for accessory residential buildings from 1.5 m (4.921 feet) to 0.5 m (1.64 feet), as shown on the attached Schedule 'A', for the following reasons:

- Given the siting and orientation of the adjacent building, coupled with the fact that the proposed accessory residential building (scooter shed) is only 3.7 m (12.14 feet) in height, it is not anticipated that the proposed variance would negatively impact the views of the adjacent property; and
- It is not anticipated that the proposed variance would negatively impact the use and enjoyment of the subject or neighbouring properties.

Off-street Parking Stall Setbacks

The City of Enderby Planner raises no objections to the applicant's request to vary Section 901.2.g.i of the Zoning Bylaw by allowing parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building, as shown on the attached Schedule 'A', for the following reasons:

- Given that the parking stalls which are greater than 30 m (98.42 feet) from the building's entrance are not required to meet the site's minimum number of parking stalls, failure to grant a variance will most likely result in these stalls being eliminated from the proposal which may be a detriment to the development and impact surrounding properties (i.e. extra parking stalls are a site amenity and help to reduce the potential for conflicts with neighbouring properties in the form of parking spill-over); and
- It is not anticipated that the proposed variance would negatively impact the use and enjoyment of the subject or neighbouring properties.

SUMMARY

This is an application for a Development Variance Permit for the property located at 708 Granville Avenue, Enderby BC. The applicant is proposing a 33-unit Phase II expansion of an existing 15-unit supportive seniors housing development, Enderby Memorial Terrace; in order to facilitate this development, the applicant is proposing to vary the City of Enderby Zoning Bylaw No. 1550, 2014 in order to reduce the minimum side yard setback requirement for accessory residential buildings, increase the maximum height of buildings and structures, reduce the minimum side yard setback requirement, and allow parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building.

The City of Enderby Planner is supportive of the proposed variances.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner and Assistant Corporate Officer

Reviewed By:

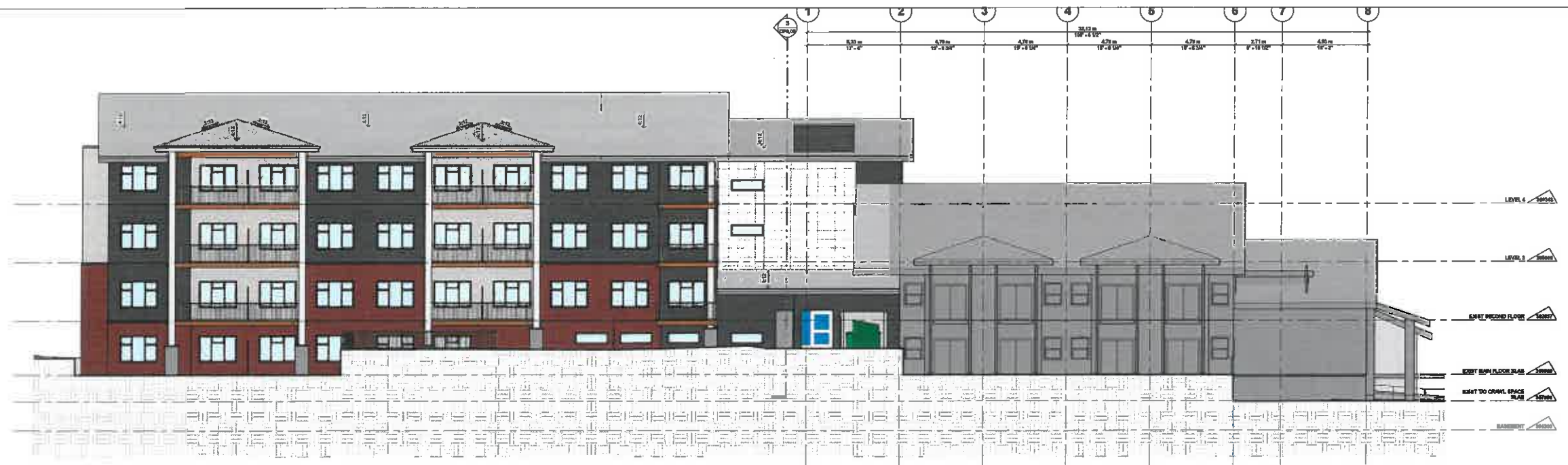


Tate Bengtson
Chief Administrative Officer

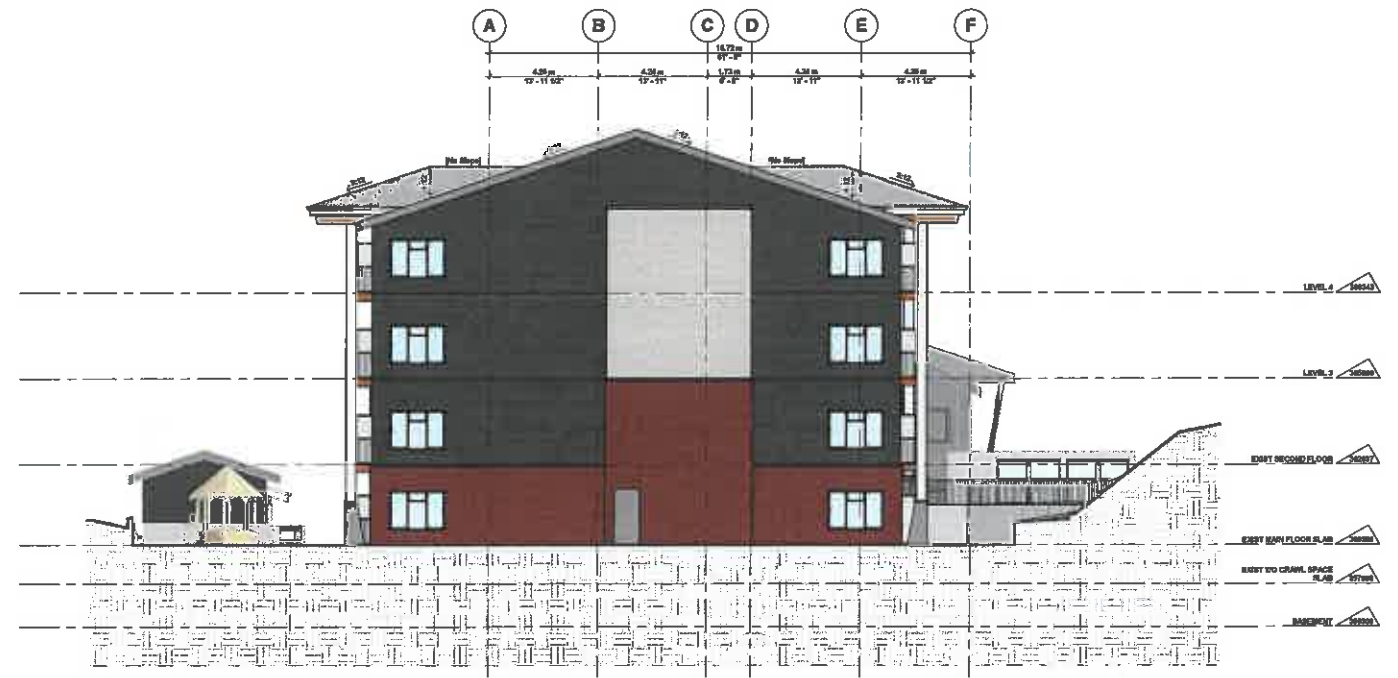
SUBJECT PROPERTY MAP

Location: 708 Granville Avenue, Enderby BC





SOUTH ELEVATION
1 : 100



WEST ELEVATION
1 : 100

ELEVATIONS

ENDERBY SENIORS HOUSING
709 GRANVILLE AVENUE, ENDERBY B.C.

SCALE 1 : 100
JOB NO. 16053

10/14/10

9366 YOUNG ROAD
CHILLIWACK, B.C. CANADA
V2P 4B3
TEL: 604 / 793 / 9445
FAX: 604 / 793 / 9440
EMAIL: chp@chparchitects.com

Craven | Huston | Powers | Architects





PERSPECTIVE - ENTRANCE

ENDERBY SENIORS HOUSING
708 GRANVILLE AVENUE, ENDERBY B.C.

FIGURE
JOB NO. 15053

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8305 YOUNG ROAD
CHILLIWACK, B.C. CANADA
V2P 4B3

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Craven | Huston | Powers | Architects

CHPA



PERSPECTIVE

ENDERBY SENIORS HOUSING
708 GRANVILLE AVENUE, ENDERBY B.C.

SCALE
JOB NO. 16053

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9366 YOUNG ROAD
CHILLIWACK, B.C. CANADA
V2P 4S3

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Craven | Newton | Powers | Architects

CHPA



PERSPECTIVE - NORTHWEST

ENDERBY SENIORS HOUSING
708 GRANVILLE AVENUE, ENDERBY B.C.

SCALE
JOB NO. 16053

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8385 YOUNG ROAD
CHILLIWACK, B.C. CANADA
V2P 4B3

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Craven|Huston|Powers|Architects

CHPA

10/14/16



PERSPECTIVE - SOUTHWEST

ENDERBY SENIORS HOUSING
708 GRANVILLE AVENUE, ENDERBY B.C.

SCALE
JOB NO. 16059

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8888 POKOPIA ROAD
CHILLIWACK, B.C. CANADA
V3P 4S3

TEL: 604 / 706 / 1642
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Crews (Huron) Powers (Acad) Hays

CHPA



Agenda

MEMO

To: Mayor and Council
From: Chief Administrative Officer
Date: November 17, 2016
Subject: 2017 Council Meeting Schedule - Amendment

RECOMMENDATION:

That Council approve the amended 2017 Council Meeting Schedule as presented.

BACKGROUND:

It has come to our attention that the 2017 Council Meeting Schedule that was approved at the November 7, 2016 meeting had a meeting scheduled for Easter Monday which is a statutory holiday.

The attached amended schedule has the April meeting taking place on Tuesday, April 18th.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer

2017 COUNCIL MEETING SCHEDULE

January	16 th	
February	6 th & 20 th	
March	6 th & 20 th	
April	3 rd & 18 th (Tues)	SILGA Convention is Apr 25 - 28
May	1 st & 15 th	
June	5 th & 19 th	
July	17 th	
August	14 th	
September	5 th (Tues) & 18 th	UBCM Convention is Sep 25 - 29
October	2 nd & 16 th	
November	6 th & 20 th	
December	4 th & 18 th	

Committee-of-the-Whole Meetings begin at 4:00 p.m.

Regular Meetings begin at 4:30 p.m.

Council Chambers @ City Hall – 619 Cliff Avenue

Meetings are open to the public

2017

<div>January</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<div>February</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td></td><td></td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>5</td><td>6</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>12</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S				1	2	3	4			7	8	9	10	11	5	6	13	14	15	16	17	12	19	20	21	22	23	24	25	26	27	28				<div>March</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td></td><td></td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>5</td><td>6</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>12</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	S	M	T	W	Th	F	S				1	2	3	4			7	8	9	10	11	5	6	13	14	15	16	17	12	19	20	21	22	23	24	25	26	27	28	29	30	31	<div>April</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td></td><td></td><td></td><td></td><td>6</td><td>7</td><td>8</td></tr><tr><td></td><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>2</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S							1					6	7	8			3	4	5	6	7	2	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Agenda Page No. 29

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1615

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

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 No. 1550, 2014 Amendment Bylaw No. 1615, 2016".
2. The zoning of the property legally described as Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 7774 and located at 1507 George Street, Enderby BC is hereby changed from the Highway and Tourist Commercial (C.2) zone to the Residential Single Family (R.1-A) zone.

READ a FIRST time this 17th day of October, 2016.

READ a SECOND time this 17th day of October, 2016.

Advertised on the 27th day of October, 2016 and the 3rd day of November , 2016, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the 7th day of November, 2016.

READ a THIRD time this 7th day of November, 2016.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this 8th day of November, 2016.

District Development Technician
Ministry of Transportation and Infrastructure

ADOPTED this day of , 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

RDNO Building Permits Issued Comparison for Year/Month - Summary**Area: CITY OF ENDERBY****Category: BUILDING PERMITS****Year: 2016 Month: 10**

Folder Type	2016 / 10			2015 / 10			2016 to 10			2015 to 10		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
ACCESSORY BUILDING	0	0	0	1	0	15,000	2	0	49,000	2	0	27,653
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	2	0	33,440	1	0	150,000
DEMOLITION	0	0	0	0	0	0	1	0	0	0	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	1	0	1,200,000	0	0	0
INSTITUTIONAL	0	0	0	1	0	20,000	0	0	0	2	0	370,000
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	1	0	13,000	7	2	908,000	6	0	455,500
SOLID FUEL BURNING APPLIANCE	0	0	0	0	0	0	0	0	0	0	0	0
Report Totals	0	0	0	3	0	48,000	13	2	2,190,440	11	0	1,003,153

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: November 15, 2016
Subject: Digital Billboard Sponsorship Value Increase - Enderby Artist's Initiative

RECOMMENDATION

THAT Council considers the Enderby Artist's Initiative's request to increase their digital billboard sponsorship value from \$2,100 to \$4,200.

BACKGROUND

The Enderby Artist's Initiative received a Digital Billboard Sponsorship from Council on October 6, 2014 valued at \$2,100 in-kind. The Artist's Initiative is requesting that their sponsorship value be increased to \$4,200 annually as they now have a better understanding of their annual sponsorship needs; messaging will relate to community events such as the Courtyard Gallery Christmas Exhibition and Anniversary Exhibition.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 16, 2016
Subject: Clean Water and Wastewater Grant Applications

RECOMMENDATION

THAT Council supports a grant application to the Clean Water and Wastewater Fund for the purpose of funding the restoration and twinning of the Shuswap River water main crossing, with an estimated eligible cost value of \$659,400, of which the 17% local authority contribution plus all costs ineligible for grant funding shall be funded from prior-year's surplus and reserves;

AND THAT Council supports a grant application to the Clean Water and Wastewater Fund for the separation of sanitary and storm sewer systems on the hillside, with an estimated eligible cost value of \$765,346, of which the 17% local authority contribution plus all costs ineligible for grant funding shall be funded from prior-year's surplus and reserves.

BACKGROUND

The Clean Water and Wastewater Fund (CWWF) is an infrastructure investment program to which federal and provincial governments jointly contribute, which is designed to accelerate local government investment in the rehabilitation of water, wastewater, and stormwater infrastructure, as well as the planning and design of future facilities and upgrades to existing systems. Local authorities are responsible for 17% of the eligible project costs, plus any ineligible costs. The deadline for application is November 23, 2016. Municipalities may submit up to two applications.

Eligible projects must be for rehabilitation, expansion, asset management, design/planning, or new construction related to water, sanitary, and storm infrastructure. The projects must be completed by March 31, 2018. Eligible investment categories are:

1. Capital projects involving the rehabilitation of existing treatment plants and collection/distribution systems;
2. Separation of combined sanitary/sewer systems including the control of combined sewer overflows;
3. Upgrades to water and wastewater treatment infrastructure to meet federal regulatory requirements;
4. New construction for the management and treatment of wastewater and stormwater.

Staff have reviewed the eligibility and ranking guidelines and evaluated priority infrastructure projects against this criteria. This review has identified two projects which are well-suited for application. The recommended projects fit well with the intent of the CWWF, are key infrastructure priorities, and achieve positive outcomes for the community. Each will be discussed in turn.

Shuswap River Water Main Crossing

This project has been identified as a priority to resolve issues with City's secondary/back-up source, the Shuswap Well. The Shuswap Well has proven to be an extremely valuable and reliable source, particularly when dealing with freshet (high turbidity), peak demand, and threat response implicating the City's primary (surface water) source adjacent to the Water Treatment Plant. However, there are issues associated with the suspected influence of surface water upon the Shuswap Well, the vulnerability of the single main crossing the river due to age and erosion, and the capacity of this segment of the distribution system to continue supplying the community in the future without further upgrades.

The proposed project will replace the single 12" steel main running under the river bed with two directionally-drilled 10" HDPE pipes. This will complete the twinning of the mains from the Shuswap Well, significantly increase the resiliency of the water distribution system at one of its most critical segments, and address key drinking water treatment objectives. In further detail:

1. Twinned mains run from the Shuswap Well westward along Enderby-Mabel Lake Road to the intersection with Enderby-Grindrod Road. At this point, the mains merge into a single 12" steel main that runs under the river bed immediately north of the Bawtree Bridge. By twinning the mains, dedicated supply and distribution lines can be established, which will eliminate a pinch point within the City's distribution system that serves as one of several constraints upon the supply capacity of the Shuswap Well.
2. The existing single 12" steel main currently crossing the river is extremely vulnerable. A September 2016 inspection report by professional divers familiar with water infrastructure noted the following: the pipe is exposed for the length that it runs under the bridge and there is approximately 21" of elevation from the river substrate to the pipe invert. The considerable length of suspended, unsupported pipe increases the force of water being exerted upon the pipe at all times, but particularly during the freshet. Moreover, its suspension increases the risk that freshet-related debris will become trapped under the suspended pipe and collect more material, further increasing the force pressing against the pipe. At low water, the river typically discharges at 40 cubic metres per second; during the 2016 freshet, which was fairly typical, flow rates surpassed 270 cubic metres per second.
3. Federal-provincial drinking water objectives require two treatment barriers for all surface water sources. Multi-barrier treatment is required not only for resiliency, but also to remove or inactivate viruses, protozoa, and other microbiological pathogens. In this case, the Shuswap Well has been determined, through a hydrogeological analysis, to be potentially under the influence of surface water due to its proximity to the Shuswap River

and depth. Dedicated supply and distribution lines will ensure that all well water under the influence of surface water receives chlorination and ultraviolet treatment before distribution. Two sources of disinfection is also one of the four critical criteria for demonstrating to the Interior Health Authority that the Shuswap Well is a viable candidate for filtration deferral, which is part of the City's overall treatment strategy (the other three criteria involve E. coli absence, low turbidity, and a watershed control program to minimize the potential for fecal contamination of the source).

The twinning of the mains at the river crossing had previously been identified as a high priority project. However, the 2016 inspection report by the dive team creates additional urgency given the severity of the main's exposure. The new mains will be drilled at a significantly lower depth to avoid future erosion problems.

Also as part of this project, an estimate has been provided for switching 20 service connections from the future supply line (well to treatment plant) over to the future distribution line (treatment plant to customers), so that these customers will receive full treatment in the future. Council should note that this is only an estimate of the number of service connections that will require relocation to the future distribution line; limitations in existing records have made it impossible to determine to which line each customer has been connected, which means that this information will need to be verified on the ground.

As part of the business case analysis for this project, staff explored the concept of attaching twinned water mains to the bridge structure, thus avoiding directional drilling. Following consultation with the Ministry of Transportation and Infrastructure and a preliminary cost analysis, it was determined that this approach was not only highly uncertain from a permitting perspective, but also more expensive (\$795,391). For reasons of cost and certainty, directional drilling is the preferred method.

Hillside Sewer Separation

Enderby is fortunate that it has relatively few locations where storm and sanitary sewer collection systems are combined. When combined storm/sanitary sewers exist, several negative consequences result. All rain water is pumped and then treated as if it were sanitary sewer, which increases operating costs for the City, takes up valuable capacity at the wastewater treatment plant (which advances expensive treatment infrastructure capacity upgrades and reduces the City's ability to accept new customers and better distribute the cost burden), disrupts treatment processes, and increases the risk of overwhelming the system and creating overflow conditions.

Of the known locations with combined sewer, Red Rock Crescent is the most critical as it not only accepts local drainage, but also stormwater from Peacher Crescent above. The City has already secured the easements required to separate the sewer at Red Rock Crescent and drain both by gravity, with sanitary sewer being conveyed along Salmon Arm Drive to the wastewater treatment plant and stormwater discharged through the "old mill" outfall on the north end of the City. The remaining costs involve putting the pipes in the ground.

The City previously committed to pursuing grant funding for this initiative as part of its 2014 Inflow and Infiltration Report. The City is mandated under its wastewater discharge permit to report on and take steps to address inflow and infiltration. Combined sewer is one of several types of inflow, and arguably the most important due to its potential to overwhelm the system and disrupt treatment processes during major rain events.

The price of the proposed works also includes \$182,800 in estimated costs for a water main which would run the same alignment. As costs are significantly less to place utilities in a common excavation, this represents cost savings and will create a connection from Pressure Zone 2 to Pressure Zone 1 near Preston Crescent/Preston West. This will enhance fire flows in the vicinity and position the City for a future loop to the Gunter-Ellison water main, which is consistent with its long-range infrastructure planning. This long-term objective will eliminate the Gunter-Ellison booster station (which will become a PRV station) and create a looped supply to the northwest quadrant, which will improve water pressures for customers on Gunter-Ellison and Timberlane, as well as improve performance within the broader area during fire flow conditions. The proposed water works are consistent with the scope of the CWWF and will result in significant benefit at a reduced cost than if the project were to proceed separately.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



CONCEPTUAL COST ESTIMATE

Project Name: **Shuswap River Watermain Crossings - Option 2 - HDD**

Project Number: **1584.00**

Client: **City of Enderby**

Date Estimate Prepared: **Nov 16, 2016**

Project Description: **Capital works**

Estimate Prepared By: **CH**

CONSTRUCTION COSTS

Description	Quantity	Unit	Unit Cost	Amount	Total
Roads and Open Cut Watermain					
250mm PVC Watermain (c/w import backfill)	200	lm	\$ 275.00	\$ 55,000.00	
250mm Bends (c/w joint restraints)	12	each	\$ 1,500.00	\$ 18,000.00	
Water tie-ins to existing mains	4	each	\$ 2,500.00	\$ 10,000.00	
Service switch-overs	20	each	\$ 3,000.00	\$ 60,000.00	
Couplers (PVC to HDPE) and tie-ins	4	each	\$ 1,000.00	\$ 4,000.00	
450mm Casing (c/w spacers joint restraints)	35	lm	\$ 1,000.00	\$ 35,000.00	
Road Restoration	500	sq.m	\$ 100.00	\$ 50,000.00	
Boulevard Restoration	1	LS	\$ 10,000.00	\$ 10,000.00	
				Sub-Total	\$242,000.00

HDD Watermain

300mm (IPS) HDPE DR9	360	lm	\$ 350.00	\$ 126,000.00	
Mob/De-Mob & Entry/Exit pits	1	LS	\$ 10,000.00	\$ 10,000.00	
				Sub-Total	\$136,000.00

Miscellaneous Works

Turbidity Meters and Sampling Pumps	1	LS	\$ 20,000.00	\$ 20,000.00	
Modifications in Booster #1	1	LS	\$ 10,000.00	\$ 10,000.00	
Modifications in Shuswap Well Pumphouse	1	LS	\$ 20,000.00	\$ 20,000.00	
				Sub-Total	\$50,000.00

Sub-Total Construction **\$428,000.00**

Contingency @ 30% **\$128,400.00**

Sub-Total Construction and Contingency **\$556,400.00**

CONSULTANT COSTS

Topographic Survey	1	LS	\$ 5,000.00	\$ 5,000.00	
Environmental Permitting	1	LS	\$ 10,000.00	\$ 10,000.00	
Design and Tendering	1	LS	\$ 30,000.00	\$ 30,000.00	
Construction Inspection and Admin (20 days)	4	wks	\$ 8,000.00	\$ 32,000.00	
Environmental Monitoring	10	days	\$ 500.00	\$ 5,000.00	
Archaeological Monitoring	15	days	\$ 400.00	\$ 6,000.00	
Geotechnical Investigation and QA	1	LS	\$ 15,000.00	\$ 15,000.00	

Sub-Total Consulting **\$103,000.00**

Sub-Total Project Costs **\$659,400.00**

GST (5%) **\$32,970.00**

TOTAL PROJECT COSTS INCLUDING GST

\$692,370.00



CONCEPTUAL COST ESTIMATE

Project Name: **Red Rock - San/Stm Separation & Wat Extension (New ROW)** Project Number: **1584.17**
 Client: **City of Enderby** Date Estimate Prepared: **Nov. 16, 2016**
 Project Description: **Capital works** Estimate Prepared By: **CH**

CONSTRUCTION COSTS

Description	Quantity	Unit	Unit Cost	Amount	Total
Sanitary and Storm					
200mm HDPE Sanitary main (Open Cut)	320	lm	\$ 280.00	\$ 89,600.00	
200mm HDPE Sanitary main (HDD)	0	lm	\$ 500.00	\$ -	
250mm HDPE Storm main (Open Cut)	320	lm	\$ 320.00	\$ 102,400.00	
250mm HDPE Storm main (HDD)	0	lm	\$ 540.00	\$ -	
1050mm Manhole base, frame and cover	12	each	\$ 4,500.00	\$ 54,000.00	
Storm Outlet Structure	1	each	\$ 3,500.00	\$ 3,500.00	
Curb Restoration	12	lm	\$ 135.00	\$ 1,620.00	
Road Restoration	175	sq.m	\$ 100.00	\$ 17,500.00	
Decomission Lift Station	1	LS	\$ 5,000.00	\$ 5,000.00	
Downstream Ditch Cleaning	1	LS	\$ 20,000.00	\$ 20,000.00	
HDD Mob/Demob	0	LS	\$ 10,000.00	\$ -	
ROW Restoration	1	LS	\$ 10,000.00	\$ 10,000.00	
ROW Acquisition	1	LS	\$ 10,000.00	\$ 10,000.00	
Sub-Total					\$313,620.00

Watermain(Optional)

200mm HDPE DR9 Polycor (Open Cut)	330	lm	\$ 320.00	\$ 105,600.00	
200mm HDPE DR9 Polycor (HDD)	0	lm	\$ 520.00	\$ -	
200mm HDPE DR9 Bends	8	each	\$ 1,200.00	\$ 9,600.00	
PRV	1	each	\$ 60,000.00	\$ 60,000.00	
Tie ins	2	each	\$ 3,000.00	\$ 6,000.00	
PVC to HDPE Coupler	2	each	\$ 800.00	\$ 1,600.00	
Sub-Total					\$182,800.00
Sub-Total Construction					\$496,420.00
Contignecy @ 30%					\$148,926.00
Sub-Total Construction and Contingency					\$645,346.00

CONSULTANT COSTS

Topographic Survey	1	LS	\$ 5,000.00	\$ 5,000.00	
Design and Tendering	1	LS	\$ 50,000.00	\$ 50,000.00	
Construction Inspection and Admin (20 days)	5	wks	\$ 8,000.00	\$ 40,000.00	
Geotechnical Investigation and QA	1	LS	\$ 7,500.00	\$ 7,500.00	
Environmental Monitoring	1	LS	\$ 10,000.00	\$ 10,000.00	
Land Survey Plan	1	LS	\$ 7,500.00	\$ 7,500.00	
Sub-Total Consulting					\$120,000.00
Sub-Total Project Costs					\$765,346.00
GST (5%)					\$38,267.30
TOTAL PROJECT COSTS INCLUDING GST					\$803,613.30

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: November 17, 2016
Subject: City of Enderby Emergency Plan

RECOMMENDATION

THAT Council adopts the attached City of Enderby Emergency Plan.

BACKGROUND

The intermunicipal agreement with the City of Vernon to provide emergency management services, otherwise known as North Okanagan Emergency Management, is set to expire at the end of 2016. Following the expiration of this intermunicipal agreement, the City of Enderby and the other parties to the 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.

To date, the City has adopted Emergency Program Bylaw No. 1616, 2016 and appointed an Emergency Program Executive Committee. Staff are now advancing the City of Enderby Emergency Plan consistent with Section 6 (2) of the *Emergency Program Act* which states that a local authority must prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

The City of Enderby Emergency Plan provides an overview of the City's emergency response program, provides guidance and direction to City officials and support organizations regarding their roles in the event of an emergency, and includes critical information that can be drawn upon in the event an Emergency Operations Centre is activated. The purpose of the Plan is not to provide a detailed procedure for every conceivable emergency that could occur, but instead the plan is intended to provide an overview of which hazards may occur and how the City of Enderby's emergency response program is structured to respond to emergency needs.

The contents of the Emergency Plan fulfills the requirements of Section 2 of the *Local Authority Emergency Management Regulation* and specifically includes information related to:

- The structure of the City's Emergency Response Program;
- Evacuation stages and considerations;
- The procedures for declaring a State of Local Emergency; and
- A Hazard Risk Matrix which ranks the hazards, risks and vulnerabilities for the community.

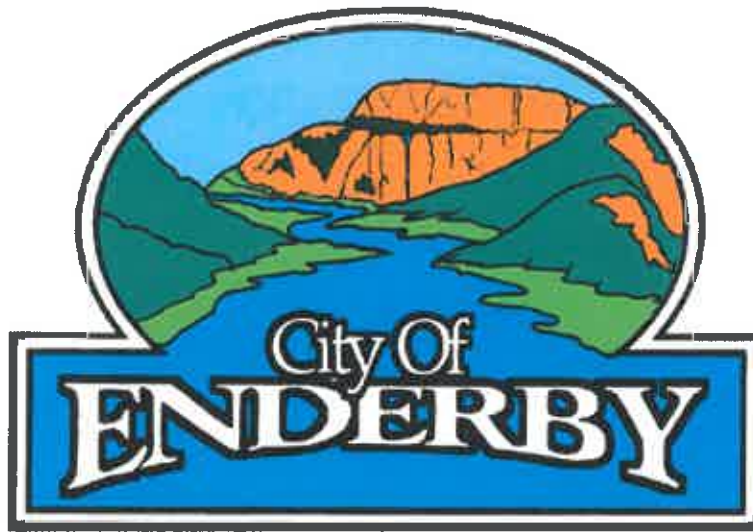
In addition, there will be a number of addendums to the Plan which will not be made public due to the sensitivity of the information but will be shared with the Emergency Program Executive and Management Committees for consideration and approval; these addendums will include:

- Emergency response protocols;
- The full Hazard, Risk and Vulnerability Assessment for the City of Enderby; and
- The range of forms that will be used in the event of an emergency.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer



City of Enderby Emergency Plan

November 2016

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Introduction

A response to an emergency will generally progress in stages from the Local to the Provincial to the Federal levels of government, in that order. The severity of the emergency and the availability of resources primarily determine when, and to what extent, the two senior levels of government and other various support agencies would become involved.

The following is an emergency plan for the City of Enderby which has been designed to support and initiate an Emergency Operations Centre (EOC) in the event of a local emergency.

Purpose of Plan

This plan provides an overview of the City of Enderby's emergency response program, provides guidance and direction to City officials and support organizations regarding their roles in the event of an emergency, and includes critical information that can be drawn upon in the event of an emergency when an EOC is triggered.

The purpose of this plan is not to provide a detailed procedure for every conceivable emergency that could occur, but instead the plan is intended to provide an overview of which hazards may occur and how the City of Enderby's emergency response program is structured to respond to emergency needs.

Authority for the Plan

The *British Columbia Emergency Program Act* requires the City of Enderby to develop a local emergency plan and to establish and maintain an emergency management organization to develop and implement the local emergency plan and any other other preparedness, response, and recovery measures for emergencies and disasters.

The City of Enderby Emergency Program Bylaw No. 1616, 2016 provides for the structure, function, and powers of the City's emergency response program.

Implementation

Implementation of the City of Enderby Emergency Plan occurs 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; and
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.

Emergency Response Goals

The following is a list of the standard response goals in an emergency, listed in order of priority:

1. Provide for the safety and health of all responders;
2. Save lives;
3. Reduce suffering;
4. Protect public health;
5. Protect government infrastructure;
6. Protect property;
7. Protect the environment; and
8. Reduce economic and social losses.

Structure of Emergency Response Program

British Columbia Emergency Management System (BCEMS)

The City of Enderby has adopted the British Columbia Emergency Management System (BCEMS) as its model for managing and coordinating emergency response and recovery efforts.

BCEMS represents the standard policies and practices that the British Columbia government endorses for emergency management. It is based on the Incident Command System, which utilizes the following five functions to deal with emergency events: Management, Operations, Planning, Logistics, and Finance/Administration.

BCEMS is the recommended standard for emergency response and recovery for all levels of government and includes:

1. Site Level (Incident Command Post);
2. Site Support Level (Emergency Operations Centre, Department Operations Centre);
3. Provincial Regional Coordination Level (Regional Emergency Coordination Centre, Provincial Regional Emergency Operations Centre(s)); and
4. Provincial Central Coordination Level (Provincial Emergency Coordination Centre).

An Incident Commander is always present to oversee site activities. An Emergency Operations Centre (EOC) is activated (if required) to oversee and coordinate all non-site activities; in some emergencies, agencies such as the RCMP, Fire Department, or Public Works Department may require unique local support for their operations and can establish a Department Operations Centre (DOC). In the event Enderby fully activates its EOC and/or multiple local authority EOCs are activated, the Province will activate a Regional Emergency Coordination Centre (RECC) and potentially a Provincial Regional Emergency Operations Centre (PREOC) to provide support and coordination. When a PREOC is established, the Provincial Emergency Coordination Centre (PECC) in Victoria is activated.

The chart of the following page illustrates the different levels of the BCEMS:

BCEMS LEVELS

Provincial Central Coordination

Provincial Emergency
Coordination Centre

Provincial Regional
Coordination

Regional Emergency
Coordination Centre

Provincial Regional
Emergency Operations
Centre(s)

Site Support

Emergency Operations
Centre(s)

Department Operations
Centre(s)

Site

Incident Command
Post(s)

Incident Command Post (ICP)

An incident Command Post (ICP) is the location from which the Incident Commander directs the site response to an emergency. Incident objectives, strategies, and tactics for the site are formulated and directed from the ICP.

Department Operations Centres (DOC)

In some emergencies, agencies such as the RCMP, Fire Department, or Public Works Department may require unique local support for their operations and can establish a Department Operations Centre (DOC). A DOC is primarily concerned with supporting the operations of one specific agency and ensuring regular activities continue. The DOC will focus on such issues as staff scheduling and obtaining, coordinating, and directing highly specialized resources for the agency to fulfill its mission. The EOC's relationship to a DOC is usually one of policy direction and support, or assistance in facilitating resources or actions at the request of the DOC Director.

Emergency Operations Centre (EOC)

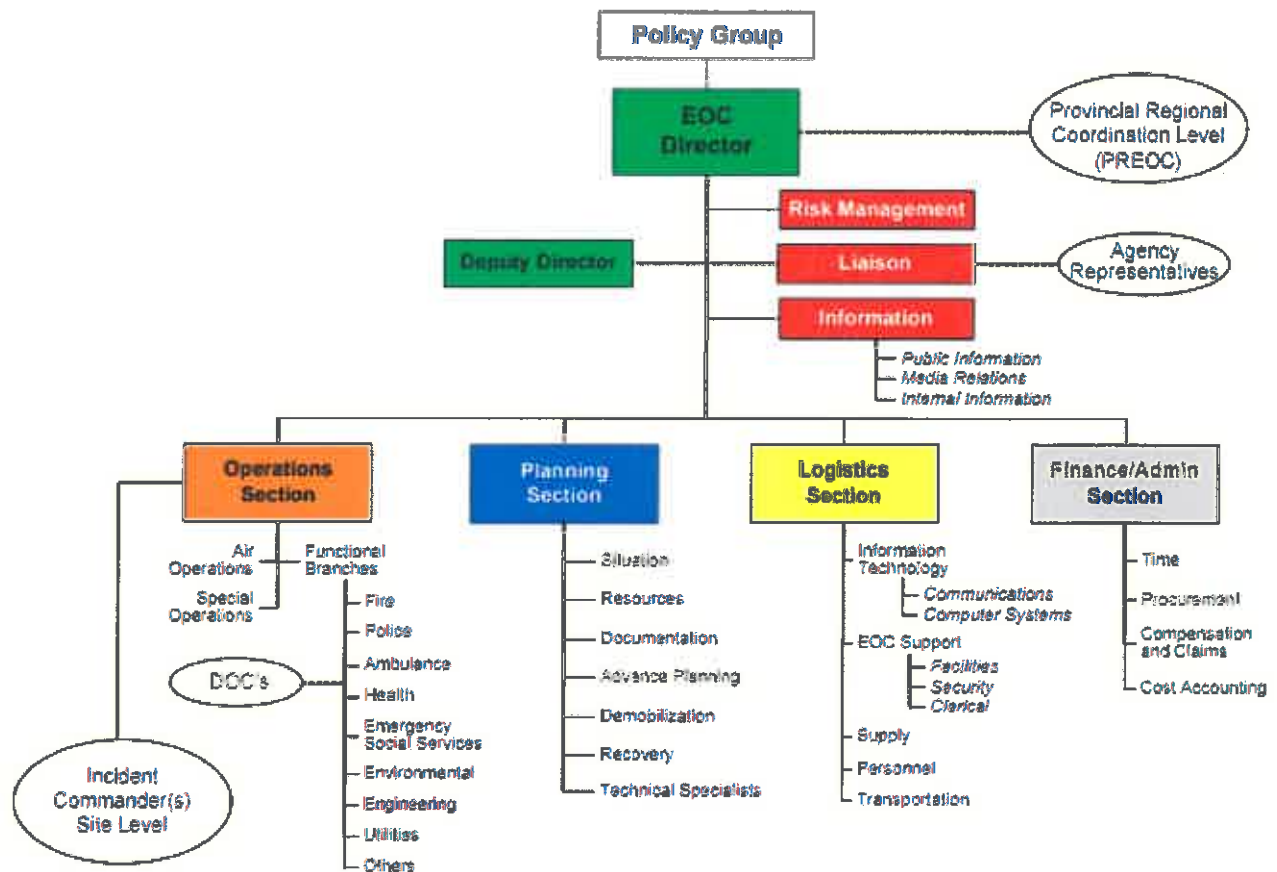
An Emergency Operations Centre (EOC) is defined as a central location where local government officials provide inter-agency coordination, communications, and executive decision making for the coordination and support of emergency response and recovery efforts.

Enderby's EOC can be activated at the request of the Incident Commander, or by senior municipal officials, in order to provide overall jurisdictional direction and control, as well as resource coordination and support. Enderby's EOC is located at Enderby City Hall (619 Cliff Avenue) while the back-up locations for Enderby's EOC are the Enderby Curling Club Lounge (1605 Kate Street) and the Enderby Drill Hall (208 George Street). If Enderby's EOC is required to be located outside of the community, the City will enter into mutual aid agreements with neighbouring jurisdictions.

Enderby's EOC will utilize the Incident Command System to deal with emergency events. The five functions of the Incident Command System are: Management, Operations, Planning, Logistics, and Finance/Administration.

The following chart illustrates the structure of the Incident Command System utilized within an EOC:

Emergency Operations Centre (EOC) Site Support Organization Chart



The levels of EOC activation are as follows:

Level One

Usually, this will see the EOC Director, Liaison Officer, Information Officer, Operations Section Chief as well as the Planning Section Chief working in the EOC.

Level Two

This level of activation will have the EOC Director notifying the Executive Committee.

The EOC Director will likely have the Liaison Officer, Information Officer, Operations Section Chief (and Fire, Police and ESS Branches activated), Planning Section Chief (and the Situation and Advanced Planning departments), Logistics Section Chief (and Information/Technology and Supply branches) and Finance Section Chief working in the EOC.

Level Three

This level of activation will require 'all hands on deck' and likely have the Liaison Officer, Information Officer, Risk Management Officer, as well as all Section Chiefs working in the EOC.

The following checklist pertains to all EOC functions required to staff the EOC in a major emergency; please refer to Appendix C for the applicable forms mentioned below.

<i>Generic EOC Checklist – For All Functions</i>	
Getting Started:	<ul style="list-style-type: none">• Check in with the EOC Director or Logistics Section Chief upon arrival at the EOC. Obtain an identification card and vest, if available.• If you represent an outside (non-jurisdictional) agency, register with the Liaison Officer.• Complete the PEP Task Registration Form (EOC 512). Use the EOC Check-In, Check-Out Form (EOC 511) each time you enter or leave the EOC.• Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities.• Set up your workstation and review your position checklist, forms and function aids.• Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift. Use one Position Log even if you are serving more than one function.• Note on your Position Log all ideas you can suggest for improving the contribution of your function and of the EOC overall. These will be considered in the After Action Report.• Determine your resource needs, such as a portable radio, computer, phone, stationery, forms, and other reference documents.• Participate in any facility/safety orientations, as required.

Before Leaving:	<ul style="list-style-type: none"> • If another person is relieving you, brief them thoroughly before you leave your workstation. • Clean up your work area before you leave. Return any communications equipment or other materials to the Logistics Section. • Complete all other required forms, reports, and documentation and submit them to the Planning Section prior to your departure. • Complete your Position Log, and leave a phone number where you can be reached. • Sign the EOC Check-Out procedures. Return to Personnel Unit (in Logistics) to sign out. • Be prepared to participate in the EOC After Action Report and formal post-operational debriefs. • Make use of EOC stress counseling and debriefings, as needed.
As a Section Chief...	<ul style="list-style-type: none"> • You will attend <i>briefing meetings</i> throughout your shift. These meetings will be <i>short in duration</i> and you give input on your section based on the following: <ol style="list-style-type: none"> 1. What is your current status? 2. What are your current priorities? 3. What are your outstanding issues? 4. Are there safety/imminent issues that the team should be aware of?

The following is a quick reference guide for the use of an EOC:



JIBC

EMERGENCY OPERATIONS CENTRE QUICK REFERENCE GUIDE

GLOSSARY

Action Plan - Objectives reflecting event strategy and specific actions for next operational period

Agency Representative - Individual from assisting/cooperating agency who has authority to make decisions for their agency

Assisting Agency - Agency directly contributing tactical or service resources to the incident

Cooperating Agency - Agency that supports the incident or supplies assistance other than tactical resources

Critical Resource - Resources that are in high demand and low in supply.

Department Operations Centre (DOC) - A support/coordination facility representing a single discipline or department

Emergency Operations/Coordination Centre (EOC/ECC) - A designated facility established by an agency or jurisdiction to coordinate their overall response and support

Incident Commander (IC) - An individual responsible for the management for incident operations at the site level

Incident - A single distinct occurrence which requires response action to prevent or minimize loss.

Incident Command Post (ICP) - Location at which the primary site command functions are executed

Incident Command System (ICS) - A management system for command, control and coordination of emergency response

Mutual Aid Agreement - Agreement between agencies/jurisdictions in which they agree to assist one another by providing resources

Operational Period - A period of time scheduled for execution of a given set of actions as specified in the action plan

Unified Command (UC) - A united team effort which allows agencies with jurisdictional responsibility to manage an incident by establishing a common set of objectives

EOC RESPONSIBILITIES

- Policy & Strategic Direction
- Site Support/Consequence Mgmt
- Info Collection, Evaluation & Display
- Coordination of Agencies & Operations
- Resource Management
- Internal & External Communications

INFORMATION ANALYSIS

Analyze all incoming information:

- What needs to be acted on?
- Who is responsible for action?
- Who is to be consulted during planning?
- Who is to be informed on outcome?
- When does it need to be completed?
- How should info/actions be recorded?
- What info needs to be displayed?

STANDARD RESPONSE GOALS

1. Safety & Health of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

INITIAL ACTION PLANNING PRIORITIES

Initial Priorities/Objectives

1. Activate EOC:

- Implement Staffing Plan
- Assign Functions
- Set-up Facility & Initiate Processes

2. Establish Contact with:

- Responders/Lower Level EOC's
- Higher Levels of Response
- Supporting/Cooperating Agencies

3. Build Situational Awareness:

- Obtain Status Reports, SitReps, Responder Briefings...
- Collect event/community data

4. Determine Future Priorities/Action Plan:

- Conduct EOC Mgmt Team Briefing
- Communicate/Post Priorities to EOC

Responsible
All, Logistics

Ops, Liaison

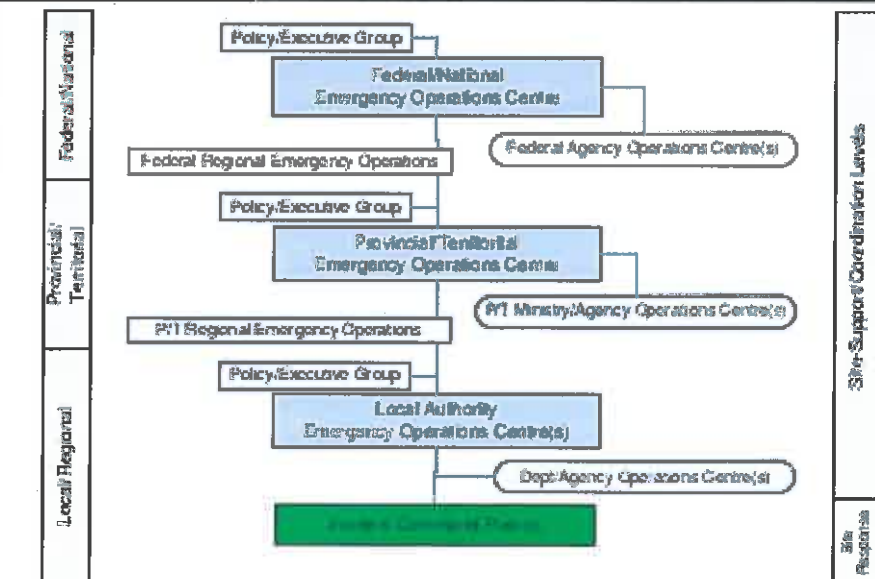
Ops, Plans

Mgmt Team,
Plans

ACTIVATION CHECKLIST - Upon arrival:

- ☐ Sign-in when entering EOC
- ☐ Check-in with Personnel Unit in Logistics
- ☐ Check-in with Liaison Officer, if outside agency
- ☐ Participate in facility orientation & safety briefing
- ☐ Report to assigned supervisor for specific job responsibilities
- ☐ Obtain function-specific briefing
- ☐ Review position checklist & other support documents
- ☐ Set-up/replenish your workstation & request/obtain necessary resources
- ☐ Establish position log documenting key activities, significant decisions, actions & enquiries

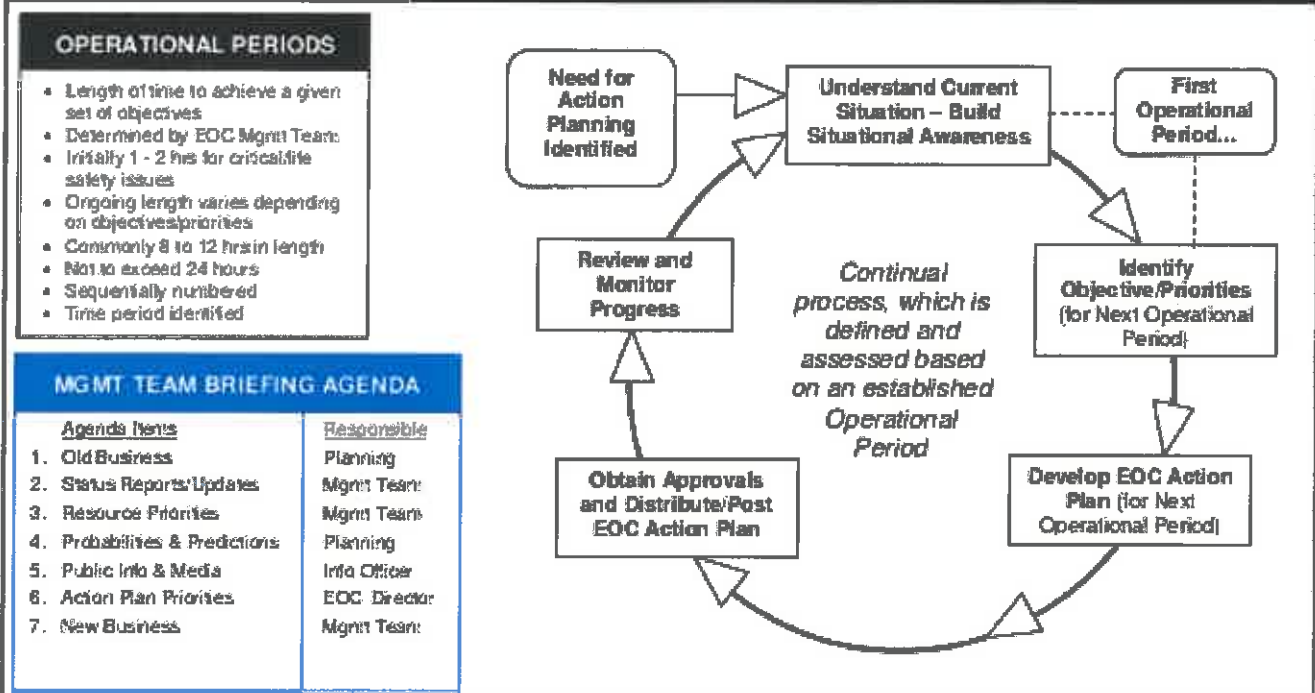
LEVELS OF RESPONSE



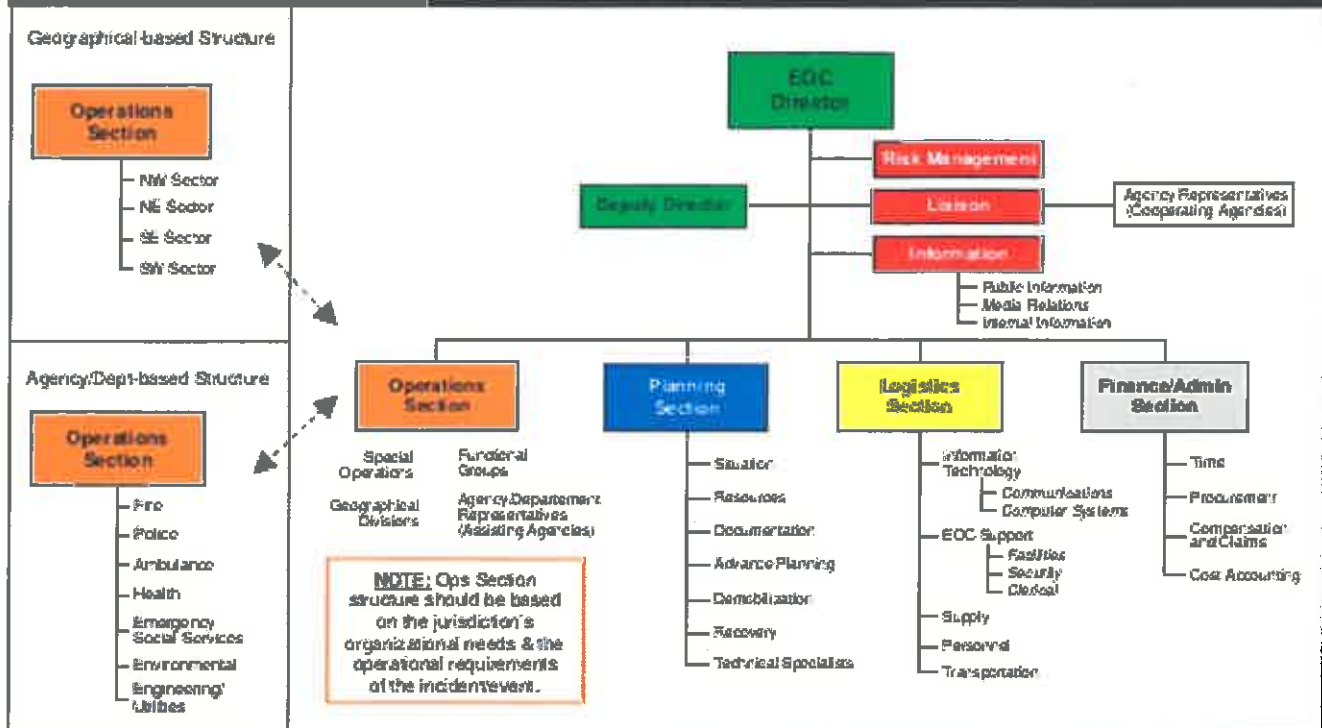
EOC PROCESSES AND DOCUMENTATION

POSITION LOG ALL <ul style="list-style-type: none"> Used by all functions to record key activities, significant decisions, actions, enquiries Retain with function Indicate "closed" when no further action required Factual entries, not opinions Initial entries, when more than one person in role Number pages and keep complete Review with replacement personnel 	EOC ACTION PLAN PLAN <ul style="list-style-type: none"> Completed by Planning, input from Mgmt Team Validation required from Mgmt Team and approved by EOC Director Lists Priorities/Objectives - "What" the EOC is doing to satisfy the "Standard Response Goals" List Objectives/Priorities in order of importance Further describes Tasks - "How" personnel will be addressing the priorities/objectives that are listed Based on upcoming Operational Period
INCIDENT REPORT OPS <ul style="list-style-type: none"> Used by Operations to track incoming incident details and updates, includes: <ul style="list-style-type: none"> Type of Incident Location of Incident Details of what happened Responding Agencies Deaths, Injured, Damage or Potential Damage Situation Forecast Public Information/Media Requirements 	SITUATION REPORT PLAN <ul style="list-style-type: none"> Completed by Situation Unit in Planning Used to capture and share situational information Input from many functions required Provides a summary of situational information Usually completed every 12 or 24 hours Commonly shared with higher/lower level EOCs and cooperating/assisting agencies Limited and authorized distribution only
STATUS REPORT ALL <ul style="list-style-type: none"> Used by functions to report on status of activities, includes: <ul style="list-style-type: none"> Current Situation (incidents, actions taken, resource status...) Outstanding Issues/Challenges/Problems Anticipated Priorities/Activities (for future operational periods) Other Comments/Issues (e.g., media information, public information bulletin, safety tips...) 	RESOURCE REQUEST OPS/LOG <ul style="list-style-type: none"> All site requests vetted by EOC Operations Ops fills requests within Operations from other Branches when resources readily available Logistics acquires items not readily available through Operations Requests provided to Log with necessary approval Priority/precedence level identified by initiator Requests tracked by Logistics and initiator Critical resources allocated by established priorities

EOC ACTION PLANNING PROCESS



EOC ORGANIZATIONAL STRUCTURE



MANAGEMENT TEAM – Roles and Responsibilities

MANAGEMENT STAFF

DIRECTOR	DEPUTY	RISK MGMT	LIAISON	INFORMATION
<ul style="list-style-type: none"> Overall authority/responsibility for EOC Provides leadership to Mgmt Team Ensures/approves EOC objectives Communicates with Policy Group Initiates Mgmt Team Briefings 	<ul style="list-style-type: none"> Assumes duties of EOC Director in their absence Ensures efficient internal information/communication processes Facilitates resolution of internal staffing/personnel challenges 	<ul style="list-style-type: none"> Monitors EOC safety Maintains link with Safety Officers as applicable Identifies/analyzes liability/loss exposures Assesses unsafe situations & halts operations if necessary Recommends safety modifications to ops 	<ul style="list-style-type: none"> Ensures required agencies are in EOC Primary contact with external agencies, other EOCs Assists EOC Director with activities (e.g. briefings, meetings) Maintains regular contact with cooperating agencies 	<ul style="list-style-type: none"> Establishes/maintains media contacts Coordinates info for release Coordinates media interviews Liaises with other ICs Prepares public info materials Prepares EOC messaging sheets

GENERAL STAFF

POLICY GROUP	OPERATIONS	PLANNING	LOGISTICS	FINANCE
<ul style="list-style-type: none"> Provides overall policy direction Authorizes "declaration" policy directives Provides direction on public information activities May act as official spokesperson 	<ul style="list-style-type: none"> Communicates with site(s), field personnel & DOCs Supports site ops Implements plans/strategies Deploys/tracks EOC-issued site resources Coordination of multi-agency/department responses 	<ul style="list-style-type: none"> Collects, evaluates, displays info Develops Action Plans & SitReps Conducts long-term/advanced planning Recommends alternative actions Maintains overall resource and event status 	<ul style="list-style-type: none"> Provides technology/controls support Arranges/manages facilities Establishes transport resources Arranges responder/personnel support Orders/supplies requested resources 	<ul style="list-style-type: none"> Monitors response and recovery costs Monitors expenditure process Coordinates compensation & claims Supports contracts & procurement Tracks personnel time Analyzes & estimates overall costs

EOC DATA TABLES AND DISPLAYS

Event/Incident Display – Key event/incident information for display to EOC personnel						PLAN		
INCIDENT #	DATE & TIME	PRIORITY	TITLE/DESCRIPTION	CURRENT STATUS	OUTSTANDING ACTIONS/ISSUES			
Resource Tracking Display – High-level resource tracking info for display to EOC personnel						PLAN		
RESOURCE TYPE	RESOURCE ID/ CALL SIGN	LOCATION/ASSIGNMENT		CURRENT STATUS	COMMENTS/NOTES			
Resource Request Tracking Table – Used by Log/Ops to track resource requests						LOG		
REQUEST #	DATE RECEIVED	TIME RECEIVED	PERSON REQUESTING	CONTACT INFO	RESOURCE DESCRIPTION	QTY	CURRENT STATUS	COMMENTS/NOTES
Media Enquiry Tracking Sheet – Used by Information Officer to track media enquiries						IO		
TIME	MEDIA OUTLET	REPORTERS NAME	CALLBACK NUMBERS	REQUEST/QUESTIONS		CALL STATUS/ ACTIONS TAKEN		
Position Log – Used by all functions to record key actions, decisions, request, enquiries....						ALL		
DATE	TIME	TO/FROM	ACTION/DECISION/ENQUIRY			FOLLOW-UP REQUIRED		
Expenditure Tracking Report – Used by all functions to track expenditures						FIN		
ORDER DATE	VENDOR/ SUPPLIER	LOCATION OF USE	GOODS OR SERVICES RECEIVED/PURPOSE			ESTIMATED COST	PAYMENT METHOD	

MEDIA STATEMENTS

When making media statement, EXPRESS:

1. **Concern** – About health & well-being of those involved
2. **Action** – Steps/processes being taken to help people
3. **Commitment** – The goal is to support those impacted

- Avoid blocking cameras or saying “no comment”
- Stick to the facts – no opinions, speculation
- If you don't know, offer to find answer
- Don't comment on investigations of others
- Only disclose personal/confidential info if authorized
- Don't forget the local media – they will be with you for the long haul!
- Remember, you have the right to end the interview

Helpful Phrases

“The most important point is...”
 “That is a matter for...”
 “Before we wrap up, I'd like to emphasize...”
 “That depends. One thing for certain is...”
 “That would be speculation. What I can tell you is...”
 “That is true; however, it's important to remember...”

ADVANCED PLANNING

TIME PERIOD	PROBABILITIES & PREDICTIONS	ISSUES/ CONCERNS	RECOMMENDED ACTIONS/PLANS	FUNCTION/ AGENCY RESPONSIBLE	ANTICIPATED RESOURCES
Consult with Ops & EOC Mgmt Team to determine suitable time periods (e.g., 6, 12, 24, 72 hrs)	Based on collective experience, evidence and available information, what are the probabilities and predictions as the event unfolds during the specified time period?	What specific issues or concerns do you anticipate will arise over the designated time periods?	What are the specific actions or plans that are necessary in order to address the issues & concerns that have been identified?	What agency, function or department is responsible for implementing the action plan? If more than one, what are their specific obligations?	What equipment, personnel and/or supplies will be required to carry out the recommended action plans?

DEMOBILIZATION CHECKLIST

- ☐ Identify/bring forward demobilization issues related to your assigned function
- ☐ Ensure incomplete/open actions in position log are reassigned
- ☐ Complete/forward all original documentation to Documentation Unit in Planning
- ☐ Advise Finance Section of outstanding financial commitments/details
- ☐ Return borrowed or acquired equipment/supplies
- ☐ Clean-up/organize your work area
- ☐ Prepare to participate in post-operational debriefs and/or After Action Report
- ☐ Participate in exit interview/debrief
- ☐ Close-out position log, forward to Documentation Unit in Planning
- ☐ Sign-out of EOC

04/10



Provincial Regional Emergency Operations Centre (PREOC)

The Provincial Regional Emergency Operations Centre (PREOC) coordinates, facilitates and manages information, policy direction, and provincial resources to support Local Authorities and provincial agencies responding to an emergency or disaster. The PREOC for this region is located in Kamloops and in conjunction with the Provincial Emergency Coordination Centre (PECC), integrates overall provincial support to the community.

PREOCs do not communicate directly with Incident Commanders at the site level, but instead communicate with the EOC to help coordinate resources and support operations. The organization and management of a PREOC follows the BCEMS standards.

Provincial Emergency Coordination Centre (PECC)

The Provincial Emergency Coordination Centre (PECC) provides inter-regional policy direction and coordination for emergencies involving more than one PREOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters such as earthquakes, floods or interface fires.

The PECC provides ongoing inter-agency coordination in order to ensure adequate province-wide mobilization and allocation of provincial assets and resources.

Evacuation

In the event of an emergency or disaster, there may be a need to evacuate the community in order to preserve life and mitigate any potential hazards. In such a scenario, the warning for evacuation needs to be timely and accurate and every effort needs to be made to minimize and/or reduce the suffering of displaced persons who in turn may be experiencing inconvenience, anxiety and fear.

The following are the stages of an evacuation:

Stage 1: Evacuation Alert

A consistent format and process will be used to alert the population at risk of a potential need for evacuation. The alert highlights the nature of the danger and that people should be prepared to evacuate the area. The Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame, however, the reality of the situation may require immediate action with very short notice; in some instances, an Evacuation Order is immediate and no evacuation alert is given.

At this point, the movement of at-risk populations (i.e. elderly, school children, etc.) should become a consideration and potentially a priority.

Evacuation alerts do not require a declaration of a state of local emergency.

Stage 2: Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for discretionary decision making on the part of the population at risk; they must leave the area immediately.

A statement must be included in all bulletins, pamphlets, warnings and orders that makes it very clear that while the Evacuation Order is in effect, the area in question will have controlled access and that a pass may be required to gain access to the area.

A declaration of a state of local emergency must be declared for an evacuation order to be valid and boundaries of the declaration of a state of local emergency must cover all areas under evacuation.

Stage 3: All Clear

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Alert or Evacuation Order might be reissued.

Evacuation Considerations

In the event of an Evacuation Order, there a number of key tasks that must be completed, including:

- Activating the local Emergency Operations Centre (EOC);
- Determining evacuation area;
- Establishing a structure to announce public information to the community.
- Providing concise, consistent and accurate information to the public and media;
- Distributing Evacuation Orders (i.e. door-to-door canvassing and house marking);
- Establishing appropriate facility for Reception Centre(s) outside of any potential risk area;
- Activating local Emergency Social Services to set up needed Reception Centre(s) and group lodging facilities;
- Tracking information on evacuation details through the Reception Centre(s) and group lodging facilities (i.e. areas evacuated, number of evacuees, etc.);
- Establishing evacuation routes (responsibility of Planning Section Chief);
- Establishing routes for emergency vehicles;
- Establishing traffic control points;
- Liasing with utility companies (i.e. any crossings over natural gas pipelines (major supply lines) require a permit);
- Establishing a system to issue and control re-entry passes for those people inside evacuation areas.

It should be noted that in the event of an Evacuation Order, locating, rescuing, stabilizing and removing victims from hazardous and/or contaminated area(s) is done only by emergency services personnel with appropriate protective equipment, training and where the risk to responders is minimal. Persons who remain in an area in violation of an Evacuation Order should be advised that they cannot expect assistance if their lives are subsequently threatened by the hazard.

As per the British Columbia Evacuation Operational Guidelines (2009), the RCMP provided the following information with regards to their role in an evacuation:

“The police will apprehend any minors at risk if their guardians are refusing to obey the evacuation order and turn those minors over to the appropriate provincial child protection agency. Police will arrest and charge individuals who are obstructing the evacuation process or hindering first responder's in the performance of their duties. A great deal of discretion must be applied when contemplating apprehending a minor or arresting an individual as this will take the police officer away from performing evacuation duties. These powers of apprehension and arrest should only used when all other avenues have been exhausted.”

Declaring a State of Local Emergency

The City is required to declare a State of Local Emergency if a response requires the execution of the extraordinary powers that are set out in the *British Columbia Emergency Program Act*.

The procedures for *declaring* a State of Local Emergency are as follows:

1. The Mayor, or in his/her absence the Acting Mayor, is required by the *British Columbia Emergency Program Act* to use best efforts to obtain the consent of other members of Council before declaring a State of Local Emergency;
2. A Declaration of a State of Local Emergency must be in writing and signed by the Mayor or Acting Mayor; a sample Declaration is included in Appendix C;
3. Immediately after proclaiming a Declaration of a State of Local Emergency, the City must:
 - i. Forward a copy of the Declaration to the Minister who is responsible for the Provincial Emergency Program; and
 - ii. Cause the details of the Declaration to be published by a means of communication that is considered most likely to make the contents known to the affected population.
4. A Declaration of a State of Local Emergency expires seven days from the date it is made unless it is cancelled earlier by the City, Minister or Lieutenant Governor in Council; however, the City may, with the approval of the Minister or Lieutenant Governor in Council, extend the duration of a Declaration for periods of not more than seven days each.

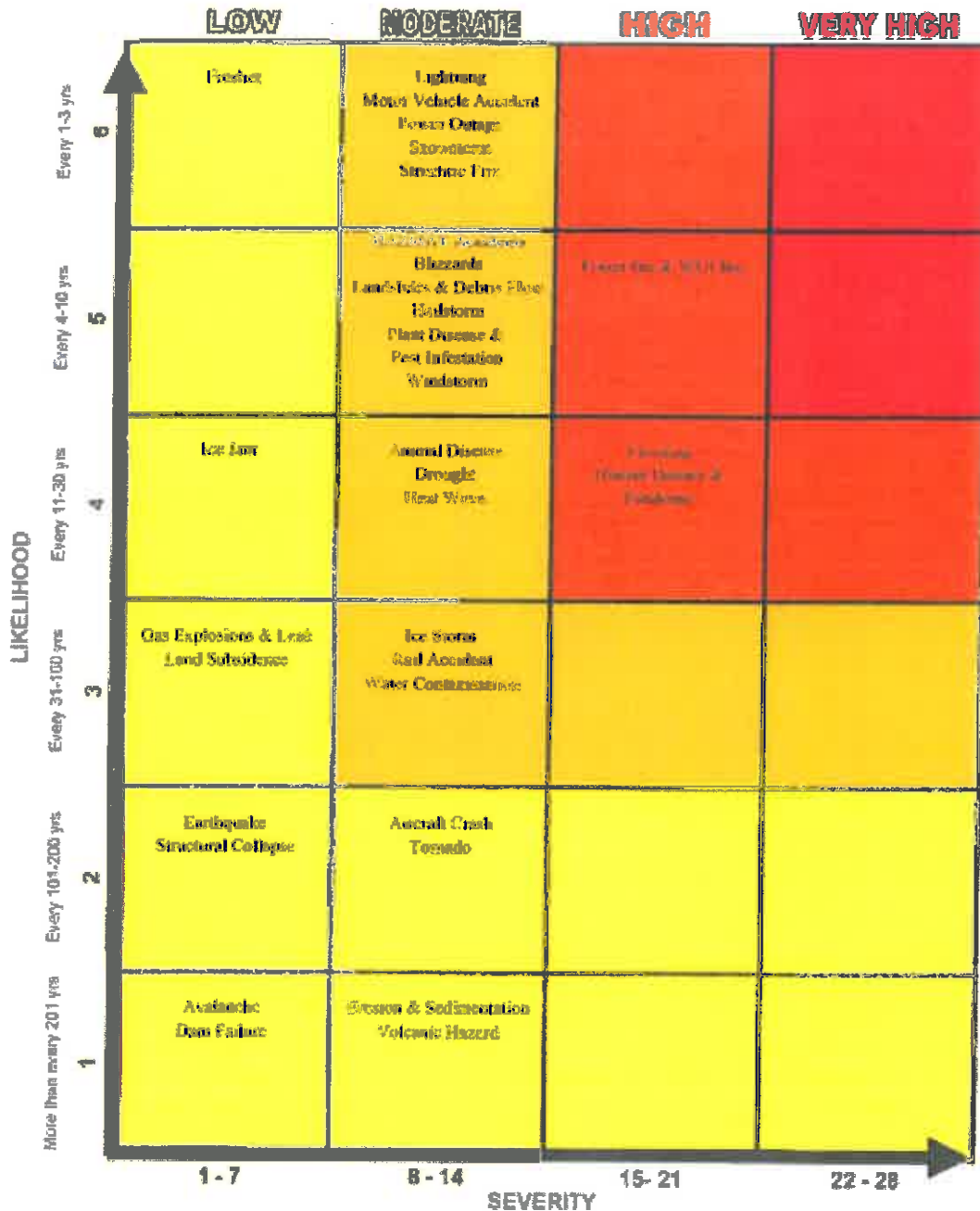
The procedures for *cancelling* a State of Local Emergency are as follows:

1. A State of Local Emergency must be cancelled when an emergency is considered to exist no longer;
2. The Mayor may execute a cancellation by issuing an order, or Council may execute a cancellation by bylaw or resolution;
3. The City must promptly notify the Minister who is responsible for the Provincial Emergency Program of the cancellation; and
4. The City must cause the details of the cancellation to be published by a means of communication that is considered most likely to make the contents known to the affected population.

Hazard Risk Matrix

In 2006, the City of Enderby conducted a Hazard, Risk and Vulnerability Assessment (HRVA). An HRVA is a critical part of every emergency program and is a requirement mandated by the Local Authority Emergency Management Regulation of the BC Emergency Program Act.

The following risk matrix ranks the hazards, risks and vulnerabilities for the community:



For a full overview of the City of Enderby Hazard and Risk Vulnerability Assessment, please refer to Appendix B.