

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Tuesday, April 18, 2017
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of April 3, 2017](#) pg 3-6

3. PUBLIC AND STATUTORY HEARINGS

[2017 Budget – Public Input](#) pg 7-22

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

[0001-17-ZTA-END](#) pg 23-30

Lot 1, DL 150, K(formerly O)DYD, Plan 5296, Except Plan 8120 – 603 Cliff Ave
Applicant: 0702755 BC Ltd c/o Steve Campbell

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

[Commission Meeting Pay](#) – Memo from Chief Financial Officer dated April 10, 2017 pg 31-32

7. BYLAWS – 3 Readings

[Budget Bylaws:](#) pg 33-50

2017 – 2021 Financial Plan Bylaw No. 1628, 2017

Sewer Frontage Tax Bylaw No. 1629, 2017

Water Frontage Tax Bylaw No. 1630, 2017

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1631, 2017

Annual Tax Rate Bylaw No. 1632, 2017

BYLAWS – 2 Readings

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1634, 2017](#) pg 51-52

A bylaw to increase maximum permitted gross density from 60 units per hectare to 75 units per hectare – 603 Cliff Avenue

8. REPORTS

[Building Permit Report – March 2017](#)

pg 53-55

[Mayor and Council](#)

9. NEW BUSINESS

a. [Strategic Wildfire Prevention Initiative – Community Wildfire Protection Plan and Update Program](#) – Memo from Planner and Assistant Corporate Officer dated April 11, 2017

pg 56-58

b. [Mobile Vendor Request – Nikki Schalin](#) – Memo from Planner and Assistant Corporate Officer dated April 12, 2017

pg 59-61

c. [Mobile Vendor Request – The Side Wok](#) – Memo from Planner and Assistant Corporate Officer dated April 12, 2017

pg 62-64

d. [Mobile Vendor Request – Enderby Tube Taxi](#) – Memo from Planner and Assistant Corporate Officer dated April 13, 2017

pg 65-72

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, April 3, 2017 at 4:30 p.m. in the Council Chambers of City Hall

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

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

APPROVAL OF AGENDA

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

- Digital Billboard Sponsorship Application – Wheels to Meals Society

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of March 20, 2017

Moved by Councillor Shishido, seconded by Councillor Schreiner that the minutes of the regular meeting of March 20, 2017 be adopted as circulated.

Carried

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Ride-Sharing in Rural, Remote and Small Communities – Correspondence from Minister of Community, Sport and Culture Development dated March 21, 2107

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

Carried

REPORTS

Budget 2017 – Memo from Chief Administrative Officer dated March 29, 2017

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

Carried

The Chief Administrative Officer provided a brief explanation of the Corix oversight costs for the sewer plant. Their services will be used until such time as the City has an in-house certified operator.

2017 Proposed Budget – Memo from Chief Financial Officer dated March 7, 2017

The Chief Financial Officer provided a summary of the proposed budget which will result in a combined increase of 2% for taxation and user fees.

The recommendations from the Finance Portfolio were reviewed and approved.

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the circulated budgets be referred to the April 18, 2017 meeting for consideration of public input.

Carried

Councillor Schreiner

- Attended the rail trail funding announcement last Friday.
- Attended the Phase II Memorial Terrace ground-breaking ceremony.
- Attended a Chamber of Commerce meeting.
- Ashley Furniture store is closing. It has been an important fixture in Enderby over the years and their contribution to the community should be acknowledged.

Councillor Knust

- While at the Memorial Terrace ceremony, discussed the garden boxes which could possibly be used by other groups in the community.
- Received naloxone training at the last Interagency Meeting.
- FACT meeting with the Lions Club is tomorrow at 12:00 at United Church.

Councillor Case

- With street sweeping about to take place, it was suggested that perhaps the Fire Department could assist with dust control. The Chief Administrator will discuss with the contractor.
- A member of the community has expressed an interest in keeping the pull-out area north of town clean.
- There has been a recent rash of vandalism in the ball park lately. It would appear it is occurring during the day.

Councillor Davyduke

- Attended a Chamber of Commerce “Shop Local” meeting:
 - Lara Konkin of the Downtown Vernon Association was the guest speaker.
 - Many good ideas were shared on how to promote shopping in Enderby.
- Community Futures has narrowed the Enterprise Challenge to the top 10. The finals are tomorrow.
- There is a trade show on April 13 at Okanagan College.

Councillor Shishido

- Chamber of Commerce meeting focused on thinking small for partnering opportunities.

Mayor McCune

- Friday Night Lights – Sean Hamilton is working with Josh Baird and have some good ideas.
- Lions Garage Sale has started.
- Veterans Lunch was yesterday at the Legion.
- Little City Merchant has been promoting local music talent on the weekends which has been very popular.
- Attended Rail Trail funding announcement, ground-breaking ceremony for Phase II of Memorial Terrace, Hospital Board meeting, C2C meeting, and Greg Kylo announcement of funding for water plant river crossing project.
- Mayor McCune will be away on April 22 for annual clean-up. Councillor Baird will work with the Planner and Assistant Corporate Officer in coordinating the event.
- A gentleman has offered the city a working piano to have placed somewhere in the community.

Chief Administrative Officer

- Salmon Arm Drive detail designs are coming along. We are expecting good competitive bids.
- Waterline crossing – targeting a start time of late summer. Bridge paving by the Province has been deferred to the fall.
- Spray Park – tender close date is April 19 with hopes of getting it completed by August 1st. It will all depend on contractor availability. The fundraising group will be involved in the process.

NEW BUSINESS

35th Annual Secwepemc Gathering 2017 – Correspondence from Splatsin dated March 7, 2017

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

Carried

Late Item: Digital Billboard Sponsorship Application – Wheels to Meals Society – Memo from Planner and Assistant Corporate Officer dated April 3, 2017

Moved by Councillor Case, seconded by Councillor Davyduke that Council approve the Wheels to Meals Sponsorship Application valued at \$8,000 in-kind.

Carried

PUBLIC QUESTION PERIOD

None

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) (d), (i), (g) and (k) of the *Community Charter*.

Carried

ADJOURNMENT

The regular meeting reconvened at 6:40 p.m.

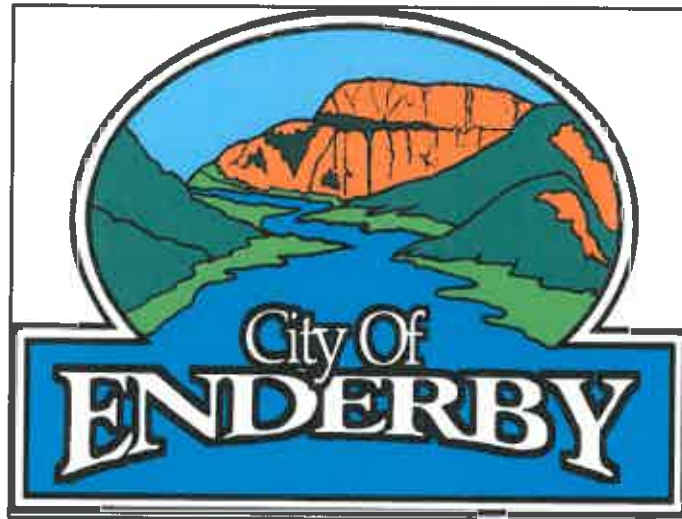
Moved by Councillor Case, seconded by Councillor Shishido that the regular meeting adjourn at 6:40 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY OF ENDERBY



2017 BUDGET

Public Input

April 18, 2017

4:30 PM

Council Chambers

City of Enderby

2017 Budget - Public Input - April 18, 2017 at 04:30 PM

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City of Enderby Budget Summary

The budget principles shown here have been developed over several years and help guide the decisions of staff and City Council when preparing the City's annual financial plan. Overall the financial plan proposes a combined increase to taxation and user fees of 2.0%, or an additional \$38.43 for the average single family home.

1. Financial Plan Message

The 2017 budget challenges include capital initiatives, aging infrastructure, and higher construction and utility costs. With these challenges, department budgets continue to strive for operational efficiency while balancing the diverse service needs of the public with stewardship of public assets. Planned projects for 2017 include:

- Salmon Arm Drive reconstruction
- New spray park
- Water line renewal at the Shuswap River Crossing
- New park and ball diamond grooming equipment
- Ongoing renewal of major wastewater treatment components to ensure protection of environmental health, including a new oxidation ditch aerator and improvements to lift station communication and control
- Elimination of a lift station on Princess Street in conjunction with Memorial Terrace Phase 2 works, which will provide for gravity drainage to the George Street trunk line
- New and replacement water treatment equipment to ensure ongoing protection of public health, including a new chlorine analyzer
- Renewal of fire department protective gear and purchase of new breathing apparatus equipment
- Increase to small paving budget (e.g. patching and overlays) to address frost-heave related damage stemming from the prolonged extreme cold temperatures this past winter

2. Service Levels

Each year the operations for each department is reviewed to ensure that the community receives the best value for city services.

3. Rationalize User Fees

User fee adjustments are determined by analyzing cost changes and assessing the community's ability to pay. This criterion is used to limit large fluctuations in any given year. 2017 water user fees have remained the same, while sewer user fees have increased by 1.3%. This amounts an additional \$3.39 in water and sewer user fees for the average single family home.

4. Reallocating Existing Resources Where Necessary

Prior to requesting additional funding for new initiatives, departments are required to identify cost savings or resource allocation within their areas to accommodate the new initiatives with existing resources. Realized departmental cost reductions are absorbed corporately to accommodate reallocation of resources for departments should they require funds for new initiatives.

5. Rationalize Taxation Policy

Once service levels are established and quantified, and user fees and other revenue sources are known, the net revenue requirement to balance the budget is collected from property taxation. Tax rates are calculated to financially sustain the City into the future and not to artificially defer ongoing maintenance. The 2017 budget proposes a 3.0% increase to general taxation which amounts to an additional \$24.34 for the average residential property. This excludes utility fees and the increase is worked into the overall budget increase of 2.0%.

City of Enderby Budget Summary

6. Provide a Context for Capital Expenditures

A long-term capital plan, including infrastructure renewal, forms the foundation for capital expenditures in the City. Funding for infrastructure renewal is a challenge faced by all communities. The City will continue to increase the amount put towards infrastructure renewal and will seek grant funding to support new and replacement assets.

7. Public Input

The Public Input meeting will take place Tuesday, April 18, 2017 during the regular Council meeting. The public is welcome to attend and provide feedback. Written feedback is also welcome and will be presented but must be received by 10:00am on Wednesday, April 12, 2017.

City of Enderby
2017 Taxation/User Fee Impact

Description	2016 Levy/Fees - based on average assessment of \$232,500*	Percentage Increase	Dollar Change	Total 2017
General	811.41	3.0%	24.34	835.75
Water-Frontage	253.00	2.0%	5.00	258.00
Sewer-Frontage	239.00	1.3%	3.00	242.00
Water-User	217.71	0.0%	-	217.71
Sewer-User	271.06	1.3%	3.39	274.45
Refuse	93.40	2.9%	2.70	96.10
Total General Taxes & Utilities	1,885.58	2.0%	38.43	1,924.01

* Average value of a 2017 home excluding non-market change (i.e. New construction)



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1628

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2017 – 2021 FINANCIAL PLAN

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

1. This bylaw may be cited as "City of Enderby 2017 – 2021 Financial Plan Bylaw No.1628, 2017".
2. Schedule "A" attached hereto and made part of the Bylaw is hereby declared to be the 2017 – 2021 Financial Plan of the City of Enderby.
3. Schedule "B" attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2017 – 2021 Financial Plan.
4. Bylaw No. 1597, cited as "City of Enderby 2016 – 2020 Financial Plan Bylaw No. 1597, 2016", is hereby repealed.

READ a FIRST time this ____ day of April, 2017.

READ a SECOND time this ____ day of April, 2017.

READ a THIRD time this ____ day of April, 2017.

RECONSIDERED and ADOPTED this ____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

City of Enderby
 Consolidated Statement of Operations
 Five Year Financial Plan 2017-2021

REVENUES	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Municipal Taxation	1,402,998	1,439,754	1,477,615	1,516,610	1,556,777
Utility Taxes / Grants in Lieu	78,824	81,188	83,624	86,133	88,717
Sale of Services / Other Contributions	364,715	400,699	405,739	393,438	1,316,558
Revenue from own Sources	1,375,184	1,477,987	1,512,641	1,538,956	1,583,643
Grants	2,027,528	451,100	451,100	451,100	1,751,100
Sewer Revenue	734,676	741,249	752,815	764,599	776,604
Water Revenue	730,000	669,014	665,249	676,964	688,897
Total Revenues	6,713,925	5,260,991	5,348,783	5,427,800	7,762,296
EXPENSES					
General Government Services	898,134	758,809	774,328	790,155	806,299
Protective Services	201,400	205,428	209,536	213,727	218,001
Transportation Services	535,428	546,137	557,060	568,201	579,565
Environmental Health Services	101,837	103,874	105,952	108,071	110,232
Animal Control	27,433	27,981	28,541	29,112	29,694
Cemetery	51,728	52,763	53,818	54,895	55,992
Recreation & Cultural Services	77,666	79,240	80,825	82,441	84,090
Fortune Parks Recreational Services	810,745	826,960	843,499	860,369	877,577
Sewer Expenditures	588,559	510,468	520,677	531,091	541,712
Water Expenditures	518,260	496,291	506,217	516,341	526,668
Fiscal Services	126,333	110,750	110,750	104,156	104,156
Total Expenses	3,937,543	3,718,701	3,791,203	3,858,559	3,933,986
SURPLUS (DEFICIT) FOR THE YEAR	2,776,382	1,542,290	1,557,580	1,569,241	3,828,310
TOTAL CASH FROM OPERATIONS	2,776,382	1,542,290	1,557,580	1,569,241	3,828,310
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(4,251,847)	(2,143,816)	(1,231,258)	(1,527,880)	(2,874,231)
Debt Principle repayment	(126,945)	(119,203)	(119,203)	(108,794)	(108,794)
Debt Proceeds	-	522,975	1,058,000	-	-
Transfer From Reserves	2,274,575	1,074,810	(73,279)	1,310,133	432,205
Transfer to Reserves	(1,194,126)	(1,120,385)	(1,191,840)	(1,242,700)	(1,277,490)
Transfer From Operating Surplus	521,961	243,329	-	-	-
TOTAL CASH ADJUSTMENT	(2,776,382)	(1,542,290)	(1,557,580)	(1,569,241)	(3,828,310)
FINANCIAL PLAN BALANCE	-	-	-	-	-

**CITY OF ENDERBY
2017-2021 Financial Plan**

**Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1628**

In accordance with Section 165(3.1) of the *Community Charter*, the City of Enderby is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Proportion of Total Revenue From Funding Sources

Government Grants form the largest proportion of planned revenue. These grants are for projects whereby the City of Enderby has received grant approval or is anticipating approval in 2017.

User fees and charges form the second largest portion of planned revenue. These are services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.

Property Taxation forms the third largest portion of revenue. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis such as fire protection, street maintenance, snow removal, and general administration.

Policies

- The City of Enderby will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the City of Enderby will endeavour to supplement revenues from grant funding, and user fees and charges, to lessen the burden on its property tax base.

Overview in Preparing the Budget

- The City of Enderby has increased the amount of revenue received from property taxes and user fees by 2.0%.
- User fees and charges have increased by 1.3% for sewer user fees and have remained the same for water user fees.

Table 1: Sources of Funding

<i>Funding Source</i>	% of Total Revenue	Dollar Value
<i>Property taxes</i>	14.7 %	\$ 1,402,998
<i>User Fees and charges</i>	16.5 %	1,566,538
<i>Other sources</i>	47.5 %	4,513,397
<i>Government grants</i>	21.3 %	2,027,528
Total	100.0 %	\$ 9,510,461

Distribution of Property Value Taxes

The residential property class provides the largest proportion of property tax revenue as the class also forms the largest portion of the assessment base.

Objective

- To equitably distribute the tax burden amongst the property classes.

Overview in Preparing the Budget

- Wherever possible revenues from user fees and charges were used to help offset the burden on the entire property tax base.
- Wherever possible the City of Enderby applied, and will continue to apply, for grant funding to help offset capital expenditures and infrastructure planning studies.
- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.

Table 2: Distribution of Property Tax Rates

Property Class	% Of Total Property Taxation	Dollar Value
Residential (1)	79.72	\$ 1,118,508
Utilities (2)	1.19	16,754
Light Industrial (5)	1.95	27,374
Business and Other (6)	16.88	236,829
Recreation / Non-Profit (8)	0.20	2,743
Farmland (9)	0.06	790
Total	100.00	\$ 1,402,998

Permissive Tax Exemptions

- The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:
 - The tax exemption must demonstrate a benefit to the community and residents of the City of Enderby by enhancing the quality of life (economically, socially and culturally) and delivering services economically within the community.
 - The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the City of Enderby.
 - Only Non-Profit Organizations who meet the requirements of Part 7, Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.

Objective

In conjunction with the development of the Financial Plan, Council will continue to provide permissive tax exemptions to non-profit societies where the value of permissive tax exemptions granted would be approximately 5% of the annual municipal levy.

City of Enderby
Comparison of 2017 Budget vs. 2016 Budget - General

Revenue	Operating				Special Projects				Capital Projects			
	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget
Property Taxes-General Revenue	441,510	441,320	475,822	34,312	6,000	6,000	0	-6,000	689,866	689,866	684,073	-5,793
Property Taxes-Capital Project	0	0	0	0					60,264	60,264	73,728	13,463
Refuse	99,097	98,944	101,861	2,764								0
Grants in Lieu of taxes	54,483	54,613	54,719	235								0
Revenue from Other Sources	230,000	312,246	212,610	-17,390					15,000	442,566	19,000	4,000
Community Works Funding	0	0	0	0					176,185	176,185	176,185	0
Unconditional Grants	458,930	472,455	474,105	15,175								0
Conditional Grants	1,100	3,695	1,100	0			98,050	98,050	0	0	239,539	239,539
Contribution - amortization	0	0	0	0					0	587,541	0	0
Borrowing	0	0	0	0					467,000	467,000	0	-467,000
Transfers from Other Funds	130,715	126,250	131,620	905	43,200		43,200	0	1,903,380	1,607,608	1,067,905	-835,475
Subtotal of all Other Revenue	974,326	1,068,204	976,015	1,689	43,200	0	141,250	98,050	2,561,565	3,280,900	1,502,629	-1,058,936
Transfer from Surplus	0	0	0	0	10,000		20,000	10,000	187,513	2,000	81,953	-105,560
Total Revenue	1,415,835	1,509,523	1,451,837	36,001	59,200	6,000	161,250	102,050	3,499,208	4,033,030	2,342,382	-1,156,826
Expenditures												
Executive	106,826	96,799	115,150	8,324				0				0
General/Administration	599,220	635,963	624,734	25,514	55,700	2,386	158,250	102,550				0
Transportation (PW)	537,308	445,163	535,428	-1,879	3,500	4,952	0	-3,500				0
Protective Services	0	0	0	0				0				0
Refuse	99,116	97,534	101,837	2,722				0				0
Animal Control	0	0	0	0				0				0
Cemetery	0	0	0	0				0				0
Parks Services	73,366	79,352	74,686	1,320			3,000	3,000				0
Fortune Parks	0	0	0	0				0				0
Total Operating Expenses	1,415,836	1,354,811	1,451,836	36,001	59,200	7,338	161,250	102,050	0	0	0	0
Capital - Transportation	0	0	0	0					2,720,640	2,566,338	1,567,144	-1,153,496
Capital - Administration	0	0	0	0					15,000	28,390	0	-15,000
Capital - Protective Services	0	0	0	0					0	0	0	0
Capital - Fortune Parks	0	0	0	0					0	0	0	0
Amortization	0	0	0	0					0	587,541	0	0
Fiscal Services	0	0	0	0					182,285	156,449	176,545	-5,740
Transfer to Reserves	0	0	0	0					581,283	684,086	598,693	17,410
Total Capital Expenses	0	0	0	0	0	0	0	0	3,499,208	4,022,805	2,342,382	-1,156,826
Total Expenditures	1,415,836	1,354,811	1,451,836	36,001	59,200	7,338	161,250	102,050	3,499,208	4,022,805	2,342,382	-1,156,826
Net Income	0	154,713	0	0	0	-1,338	0	0	0	10,225	0	0

Protective Services

Revenue

	Operating				Special Projects				Capital Projects			
			2017 vs 2016				2017 vs 2016				2017 vs 2016	
	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget
Property Taxes-General Revenue	103,504	103,504	106,522	3,017	2,500	2,500	-2,500	15,046	15,045	35,036	19,990	
Shuswap River Fire Protection District	76,772	76,377	80,322	3,550	12,500	12,803	-12,500	19,897	0	53,333	33,436	
Fire Protection	13,097	16,427	14,556	1,459			0	36,205		53,333	17,128	
Contribution - amortization	0	0	0	0			0	0	78,633	0	0	
Transfer from reserves	3,306	3,306	0	-3,306			0	19,897	0	53,333	33,436	
Transfer from surplus				0	10,000	10,000	-10,000	20,228	20,228	11,308	-8,920	
Total Revenue	196,680	199,615	201,400	4,720	25,000	25,303	0	-25,000	111,273	113,906	206,344	95,071

Expenditures

Protective Services	196,680	194,669	201,400	4,720	25,000	25,605	-25,000					0
Total Operating Expenses	196,680	194,669	201,400	4,720	25,000	25,605	0	-25,000	0	0	0	0
Capital - Protective Services	0	0	0	0					76,000	0	160,000	84,000
Amortization	0	0	0	0					0	78,633	0	0
Fiscal Services	0	0	0	0					0	0	0	0
Transfer to Reserves	0	0	0	0					35,273	35,273	46,344	11,071
Total Capital Expenses	0	0	0	0	0	0	0	0	111,273	113,906	206,344	95,071
Total Expenditures	196,680	194,669	201,400	4,720	25,000	25,605	0	-25,000	111,273	113,906	206,344	95,071
Net Income	0	4,946	0	0	0	-303	0	0	0	0	0	0



Fortune Parks

Revenue

	Operating				Special Projects				Capital Projects			
			2017 vs 2016				2017 vs 2016				2017 vs 2016	
	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget
Revenue from Other Sources	737,832	736,603	757,840	20,008	40,000	40,000	43,550	3,550	117,094	117,094	134,355	17,261
Conditional Grants	0	6,554	9,355	9,355				0	3,722	3,722	111,400	107,678
Property Taxes-General Revenue	0	0	0	0				0	0	41,293	0	0
Contribution - amortization	0	0	0	0				0	0	46,600	80,200	380,200
Transfer from reserves	0	0	0	0				0	46,600	80,200	380,200	333,600
Transfer from DCC's	0	0	0	0				0	0	4,800	0	0
Transfer from surplus	0	0	0	0	59,500	71,110	0	-59,500	20,000	44,414	26,000	6,000
Total Revenue	737,833	743,158	767,195	29,363	99,500	111,110	43,550	-55,950	187,416	291,524	651,955	464,539

Expenditures

Fortune Parks Recreational Services	737,833	747,602	767,195	29,362	99,500	103,560	43,550	-55,950				0
Total Operating Expenses	737,833	747,602	767,195	29,362	99,500	103,560	43,550	-55,950	0	0	0	0
Capital - Fortune Parks	0	0	0	0					77,722	143,250	527,000	449,278
Amortization	0	0	0	0					0	41,293	0	0
Fiscal Services	0	0	0	0					0	0	0	0
Transfer to Reserves	0	0	0	0					109,694	109,694	124,955	15,261
Total Capital Expenses	0	0	0	0	0	0	0	0	187,416	294,238	651,955	464,539
Total Expenditures	737,833	747,602	767,195	29,362	99,500	103,560	43,550	-55,950	187,416	294,238	651,955	464,539
Net Income	0	-4,444	0	0	0	7,550	0	0	0	-2,714	0	0

Animal Control

Revenue

	Operating				Special Projects				Capital Projects			
			2017 vs 2016				2017 vs 2016				2017 vs 2016	
	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget
Revenue from Other Sources	15,118	15,724	14,248	-870				0			24,805	24,805
Conditional Grants	0	0	0	0				0			0	0
Property Taxes-General Revenue	13,209	13,209	13,184	-24				0			0	0
Contribution - amortization	0	0	0	0				0			0	0
Transfer from reserves	0	0	0	0				0			0	0
Transfer from DCC's	0	0	0	0				0			0	0
Transfer from surplus	0	0	0	0				0			0	0
Total Revenue	28,327	28,933	27,433	-894	0	0	0	0	0	0	24,805	24,805

Expenditures

Animal Control	28,327	20,317	27,433	-894				0			0	0
Total Operating Expenses	28,327	20,317	27,433	-894	0	0	0	0	0	0	0	0
Capital				0				0			0	0
Amortization				0				0			0	0
Fiscal Services				0				0			0	0
Transfer to Reserves				0				0			24,805	24,805
Total Capital Expenses	0	0	0	0	0	0	0	0	0	0	24,805	24,805
Total Expenditures	28,327	20,317	27,433	-894	0	0	0	0	0	0	24,805	24,805
Net Income	0	8,616	0	0	0	0	0	0	0	0	0	0

Cemetery

Revenue

	Operating				Special Projects				Capital Projects			
			2017 vs 2016				2017 vs 2016				2017 vs 2016	
	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget	2016 Budget	2016 Actual	2017 Budget	Budget
Revenue from Other Sources	34,811	43,280	37,094	2,283				0	3,500	3,500	60,269	56,769
Conditional Grants	0	0	0	0				0				0
Property Taxes-General Revenue	14,440	13,460	14,634	194				0				0
Contribution - amortization	0	0	0	0				0				0
Transfer from reserves	0	0	0	0				0				0
Transfer from DCC's	0	0	0	0				0				0
Transfer from surplus	0	0	0	0				0				0
Total Revenue	49,251	56,740	51,728	2,477	0	0	0	0	3,500	3,500	60,269	56,769

Expenditures

Cemetery	49,251	39,670	51,728	2,477				0				0
Total Operating Expenses	49,251	39,670	51,728	2,477	0	0	0	0	0	0	0	0
Capital	0			0				0				0
Amortization	0			0				0				0
Fiscal Services	0			0				0				0
Transfer to Reserves	0			0				0	3,500	3,500	60,269	56,769
Total Capital Expenses	0	0	0	0	0	0	0	0	3,500	3,500	60,269	56,769
Total Expenditures	49,251	39,670	51,728	2,477	0	0	0	0	3,500	3,500	60,269	56,769
Net Income	0	17,070	0	0	0	0	0	0	0	0	0	0

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City of Enderby
Comparison of 2017 Budget vs. 2016 Budget - Sewer

Revenue	Operating				Special Projects				Capital Projects			
	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget	2016 Budget	2016 Actual	2017 Budget	2017 vs 2016 Budget
User Fees	383,708	385,620	402,729	19,022	90,600	90,600	85,289	-5,311	3,551	3,551	4,071	520
Connection Fees	750	1,500	750	0								
Frontage Tax	0	0	393	393			211	211	225,888	226,477	230,146	4,258
Conditional Grants	0	0	0	0		3,744		0	-	-	130,156	130,156
Misc. Revenue	7,625	14,156	11,087	3,463					-	63,893	-	-
Transfer from DCC's	0	0	0	0					-	-	-	-
Transfer from Surplus	0	0	13,200	13,200	55,000		74,900	19,900	78,450	8,909	160,000	81,550
Transfer from Reserves	0	0	0	0				0	112,100	88,007	276,727	164,627
Borrow	0	0	0	0					-	-	-	-
Contribution - Amortization	0	0	0	0					-	231,821	-	-
Total Revenue	392,082	401,276	428,159	36,077	145,600	94,344	160,400	14,800	419,989	622,658	801,100	381,111
Expenditures												
Sewer Maintenance	40,000	23,937	38,100	-1,900				0				
Staff Development	3,000	1,924	3,000	0								
Administration Fee	40,904	40,904	42,139	1,235								
PW Equipment	5,590	6,588	5,700	110								
Labour and benefits	122,438	118,327	129,369	6,931								
Treatment Plant	149,000	133,082	175,700	26,700			30,300	30,300				
Pre-Engineering/Design/Studies	5,000	5,346	5,000	0	13,000	1,020		-13,000				
Sludge Handling	23,650	21,174	23,650	0								
Annual Upgrades	0	0	0	0	126,100	2,938	115,100	-11,000				
Sundry	0	0	3,000	3,000	6,500	8,695	15,000	8,500				
Legal/Professional Fees	2,500	0	2,500	0								
Total Operating Expenses	392,082	351,282	428,159	36,077	145,600	12,653	160,400	14,800	-	-	-	-
Transfer to Reserves	0	0	0	0					106,332	106,332	106,332	0
Transfer to Reserves - Asset Manage.	0	0	0	0					27,955	27,955	32,734	4,779
Capital	0	0	0	0					229,050	160,949	605,383	376,333
Amortization	0	0	0	0					0	231,821	0	0
Debt Servicing	0	0	0	0					56,652	56,652	56,652	0
Total Capital Expenses	0	0	0	0	0	0	0	0	419,989	583,709	801,100	381,112
Total Expenditures	392,082	351,282	428,159	36,077	145,600	12,653	160,400	14,800	419,989	583,709	801,100	381,112
Net Income	0	49,994	0	0	0	81,691	0	0	0	38,949	(0)	(1)

CITY OF ENDERBY
ZONING TEXT AMENDMENT APPLICATION

Agenda

File No.: 0001-17-ZTA-END

April 11, 2017

APPLICANT: 0702755 B.C. Ltd. c/o Steve Campbell

LEGAL DESCRIPTION: Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 5296, Except Plan 8120

P.I.D #: 010-381-813

CIVIC ADDRESS: 603 Cliff Avenue, Enderby BC

PROPERTY SIZE: 0.0422 hectares (0.1043 acres or 422 m²)

ZONING: General Commercial (C.1)

O.C.P DESIGNATION: General Commercial

PROPOSAL: Convert one residential dwelling unit on the second storey level into three separate dwelling units

PROPOSED TEXT AMENDMENT: Increase the maximum permitted gross density for the subject property from 60 units per hectare (24.28 units per acre) to 75 units per hectare (30.35 units per acre)

RECOMMENDATION:

THAT Zoning Bylaw Amendment Bylaw No. 1634, 2017 which proposes to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property legally described as Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 5296, Except Plan 8120 and located at 603 Cliff Avenue, from 60 units per hectare (24.27 units per acre) to 75 units per hectare (30.35 units per acre) be given First and Second Reading and forwarded to a Public Hearing;

AND THAT, should Council wish to adopt Zoning Bylaw Amendment Bylaw No. 1634, 2017, it not do so until the owners provide a sworn affirmation acknowledging that the Downtown Designated Parking Area is intended primarily for commercial use and that Council's permitting of an increase in the residential density of the subject property in no way affects the City's right to alter how it ensures commercial parking objectives are met in the future, which may include a managed residential parking inventory within the Downtown Designated Parking Area, and further that the owners acknowledge that there are no express or implied covenants, assurances, or representations which may create, or be expected to create, rights in equity with respect to the Downtown Designated Parking Area by virtue of this bylaw or any other action or omission by the City.

BACKGROUND:

This report relates to an application to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property legally described as Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 5296, Except Plan 8120 and located at 603 Cliff Avenue, from 60 units per hectare (24.27 units per acre) to 75 units per hectare (30.35 units per acre). The applicant is proposing the increase to the maximum permitted gross density for the subject property in order to increase the number of permitted residential dwelling units for the property from two to three.

Site Context:

The 0.0422 hectare (0.1042 acres or 422 m²) subject property is located in the commercial core of the community along the northern side of Cliff Avenue, which is identified in Schedule 'C' of the City's Official Community Plan as a 'Municipal Commercial' road; the subject property also backs onto a lane which runs east-west between George Street (Highway 97A) and Belvedere Street.

A two-storey building is located on the subject property with the building having 0 m setbacks along the eastern, western, and southern property lines; the main floor is used as a commercial retail business, commonly known as Tony O's Outfitter, while the second storey is used as a single residential dwelling unit. The subject property has approximately 90% lot coverage and no parking is provided on-site.

A number of the surrounding properties along Cliff Avenue have a mix of commercial uses on the main floor with residential above, as well as have buildings with similar siting characteristics (0 metre setbacks, ~90% lot coverage).

The subject and surrounding properties are all currently zoned General Commercial (C.1) and are designated in the Official Community Plan as General Commercial.

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

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



Figure 2: Orthophoto

The Proposal

The applicant is proposing to convert the one residential dwelling unit on the second storey level of the building into three separate dwelling units with gross floor areas of 1028 ft², 1017 ft², and 1298 ft². The commercial use on the main floor is proposed to remain unchanged.

Given the maximum permitted gross density provisions of the General Commercial (C.1) zone of 60 units per hectare (24.28 units per acre), the number of permitted residential dwelling units for the subject property is two. Given this, the applicant is proposing to amend the City of Enderby Zoning Bylaw to increase to the maximum permitted gross density for the subject property from 60 units per hectare (24.28 units per acre) to 75 units per hectare (30.35 units per acre), in order to increase the number of permitted residential dwelling units from two to three.

ZONING BYLAW:

The subject property is currently zoned General Commercial (C.1); uses permitted within this zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;
- Food service;
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair; and
- Transportation facilities.

Section 401.11.d.v of the Zoning Bylaw states that dwelling units within the General Commercial (C.1) zone shall not exceed a gross density of 60 units per hectare (24.28 units per acre). Given the subject property's lot area of 0.0422 hectares (0.1042 acres or 422 m²), the proposed three residential dwelling units would give the subject property a gross density of 71 units per hectare which is well beyond the maximum for the General Commercial zone. Given this, the applicant is proposing to increase to the maximum permitted gross density for the subject property from 60 units per hectare (24.28 units per acre) to 75 units per hectare (30.35 units per acre), which in turn would increase the number of permitted residential dwelling units for the subject property from two to three. It should be noted that if the applicant's request to increase the maximum permitted gross density of the subject property to 75 units per hectare (30.35 units) is approved, no more than three dwelling units could be developed unless another Zoning Text Amendment application is approved or the subject property's lot area is increased through a lot line adjustment or consolidation with an adjacent parcel.

Section 901.5 of the Zoning Bylaw states that the off-street parking regulations do not apply to buildings and structures existing on the effective date of the bylaw that are located in the "Downtown Designated Parking Area" designated on Schedule "A" of the Zoning Bylaw, or to any change in the use of those buildings or structures, except that:

- a. Off-street parking shall be provided and maintained in accordance with this section where the total floor area is increased in excess of ten percent (10%) over the existing floor area, in which case the amount of additional parking spaces required shall be calculated on the basis of:
 - i. The increase in the size of the existing structure exceeding ten percent; and
 - ii. The use of the addition.
- b. Off-street parking existing on the effective date of this Bylaw shall not be reduced below the applicable off-street parking requirements of this section.

Given that the applicant is not proposing to increase the floor area of the existing building on the subject property beyond 10%, nor remove any existing off-street parking stalls located on the subject property

(given that there are none), the applicant is not required to provide additional off-street parking stalls for the proposed dwelling units.

It should be noted that the Downtown Designated Parking Area provisions of the Zoning Bylaw noted above were intended to preserve commercial floor space and commercial density within the downtown core by enabling parking to be provided off-site. The system was developed at a time when residential uses within the downtown were more restrictive, with dwelling units only being permitted to be occupied by the owner, operator or employee of a principal commercial use. Given that the City of Enderby has since broadened residential uses within the downtown (removal of aforementioned restrictions), consistent with Smart Growth development principles, the Downtown Designated Parking Area provisions are not reflective of mixed-use development with a higher degree of residential (i.e. there is no trigger for the provision of additional parking spaces when residential density is increased without a significant increase in gross floor space). Staff anticipate that updates to the Downtown Designated Parking Area provisions will be brought before Council for consideration as part of a future Zoning Bylaw review in order to ensure that the City's parking provisions are contemporary and reflective of the current mixed-use context within the downtown.

OFFICIAL COMMUNITY PLAN:

The following policies from the City of Enderby Official Community Plan relate to this development:

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

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

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

Policy 5.3.b - Council will review land use bylaws and policy in support of mixed uses in commercial, industrial and growth areas aimed at strengthening the existing business sector and attracting new business and industry.

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

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

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

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

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

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

REFERRAL COMMENTS:

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

The District Development Technician with the Ministry of Transportation and Infrastructure provided the following comments:

"The Ministry is not affected by the proposed bylaw text amendment and we have no comments at this time."

No other comments were received in response to the referral.

PLANNING ANALYSIS:

Staff raises no objections to the applicant's request to amend the City of Enderby Zoning Bylaw to increase the maximum permitted gross density for the subject property from 60 units per hectare (24.27 units per acre) to 75 units per hectare (30.35 units per acre), in order to increase the number of permitted residential dwelling units for the subject property from two to three, and recommends that Council supports the application for the following reasons:

- Increasing the number of permitted residential dwelling units on the subject property will add to the community's supply of affordable rental housing and will help to support the downtown as a mixed use area with a residential population that supports downtown businesses and aids in natural surveillance through 'eyes on the street', all of which are key elements of Smart Growth development and are supported in the OCP;
- Increasing the number of permitted residential dwelling units on the subject property will increase density through infill development, which is a key element of Smart Growth development and is supported in the OCP, and provides the following community benefits:
 - More efficient use of land by increasing the ratio of improvement-to-land values;
 - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
 - Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure; and
 - Adding residential capacity without infringing upon open space or other sensitive areas.
- It is not anticipated that increasing the number of permitted residential dwelling units from two to three would negatively affect the characteristics or harmony of the downtown core, given that it would only facilitate a minor increase to the residential population of the downtown and there is already a significant number of residential uses occurring within the downtown core;

- Although the proposal will result in an increase in demand for parking within public parking lots (given that the applicant is not required to provide additional parking stalls on-site), Staff anticipate that the existing supply of off-site parking in close proximity to the subject property (City Hall parking lot, eastern parking lot along Mill Avenue, Maude Street parking lot, and Russell Street parking lot) can accommodate the incremental demand; and
- It is not anticipated that increasing the number of permitted residential dwelling units on the subject property from two to three would have a negative impact on the use and enjoyment of the subject or neighbouring properties.

In order to ensure that the applicant is aware of and acknowledges the fact that the Downtown Designated Parking Area is intended primarily for commercial use and that Council's potential permitting of an increase in residential density of the subject property in no way affects the City's right to alter how it ensures commercial parking objectives are met in the future, Staff are recommending that adoption of the proposed bylaw is subject to the owners providing a sworn affirmation acknowledging as such.

SUMMARY

This is an application to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property legally described as Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 5296, Except Plan 8120 and located at 603 Cliff Avenue, from 60 units per hectare (24.27 units per acre) to 75 units per hectare (30.35 units per acre), in order to increase the number of permitted residential dwelling units for the property from two to three.

Upon consideration of input at the Public Hearing, Staff recommends that Council supports the application subject to the owners providing a sworn affirmation related to parking within the Downtown Designated Parking Area.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner and Assistant Corporate Officer

Reviewed By:



Tate Bengtson
Chief Administrative Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 10, 2017
Subject: Commission Meeting Pay

RECOMMENDATION

THAT Council approves the attached amended Council Remuneration Policy.

BACKGROUND


At the February 23, 2017 Enderby & District Services Commission meeting, the Commission put forward a recommendation to Council to provide meeting pay remuneration of \$50 per meeting to members of the Commission. This recommendation was considered by Council at the March 6, 2017 Council meeting where Council referred the matter back to the Commission to consider annual remuneration rather than per meeting pay.

The Commission has considered this recommendation and has revised its original recommendation to cap the amount of meeting pay received to \$350 per year in order to contain costs. Note this does not limit the number of Commission meetings per year, only the remuneration received. The remuneration also fits within the 2017 Fortune Parks budget and may also reduce meeting pay expenses in years where fewer than seven meetings are called.

The attached policy incorporates the Commission's recommendation and includes an effective date of January 1, 2017. For City Commission members, the meeting pay value is already included in annual remuneration, consistent with Council's direction at the March 6, 2017 meeting.

Staff have no concerns with the Commission's proposal from an administrative or corporate perspective.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Policy Title	Council Remuneration
Policy Number	P0100

<u>Effective Date:</u> January 1, 2017	<u>Authorized By:</u>	<u>Replaces</u> Council Remuneration Policy adopted by Council February 16, 2009
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- 1) **Remuneration:** Remuneration for Mayor and Council member duties will be based on the following:
- i) Effective January 1, 2017, the Mayor shall receive annual remuneration of \$17,000.00 payable in monthly payments.
 - ii) Effective January 1, 2017, members of Council shall receive annual remuneration of \$9,000.00 payable in monthly payments.
 - iii) Members of the Enderby & District Services Commission shall receive meeting pay remuneration of \$50.00 per meeting to a maximum remuneration of \$350.00 annually. This value is included in the Mayor and Council remuneration provided in Sections 1 (i) and (ii).
 - iv) Remuneration provided in 1 (i), (ii) and (iii) shall be indexed in future years to the British Columbia consumer price index of the previous year.
 - v) One third of the remuneration provided in Sections 1 (i), (ii) and (iii) shall be considered as an allowance for expenses incidental to the discharge of the duties of elected office.
 - vi) In addition to the above allowance, each member of Mayor and Council will also be provided with an annual technology allowance of \$300.
- 2) **Per Diem:** In addition to the remuneration paid pursuant to Section 1, each member of Mayor and Council shall be entitled to receive remuneration for the attendance at conventions, seminars and other meetings on behalf of Council as follows:
- i) Full day – event commencing before noon: \$120.00
 - ii) Half day – event commencing after noon: \$ 60.00

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 11, 2017
Subject: 2017 Budget Bylaws

Recommendation:

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby 2017-2021 Financial Plan Bylaw No. 1628, 2017"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1629, 2017"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Water Frontage Tax Bylaw No. 1630, 2017"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1631, 2017"

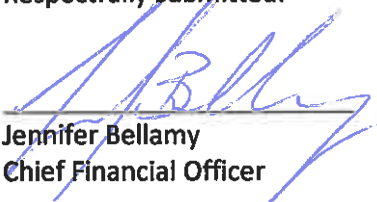
THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Annual Tax Rate Bylaw No. 1632, 2017"

Background:

The attached budget bylaws are per the Financial Plan presented at the April 3, 2017 Council meeting and the Financial Plan included in the April 18, 2017 Public Input session.

Per Section 197 of the Community Charter, these bylaws must be adopted by May 15, 2017.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1628

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2017 – 2021 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2017 – 2021 Financial Plan Bylaw No.1628, 2017”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2017 – 2021 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2017 – 2021 Financial Plan.
4. Bylaw No. 1597, cited as “City of Enderby 2016 – 2020 Financial Plan Bylaw No. 1597, 2016”, is hereby repealed.

READ a FIRST time this ____ day of April, 2017.

READ a SECOND time this ____ day of April, 2017.

READ a THIRD time this ____ day of April, 2017.

RECONSIDERED and ADOPTED this ____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

City of Enderby
 Consolidated Statement of Operations
 Five Year Financial Plan 2017-2021

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
REVENUES					
Municipal Taxation	1,402,998	1,439,754	1,477,615	1,516,610	1,556,777
Utility Taxes / Grants in Lieu	78,824	81,188	83,624	86,133	88,717
Sale of Services / Other Contributions	364,715	400,699	405,739	393,438	1,316,558
Revenue from own Sources	1,375,184	1,477,987	1,512,641	1,538,956	1,583,643
Grants	2,027,528	451,100	451,100	451,100	1,751,100
Sewer Revenue	734,676	741,249	752,815	764,599	776,604
Water Revenue	730,000	669,014	665,249	676,964	688,897
Total Revenues	6,713,925	5,260,991	5,348,783	5,427,800	7,762,296
EXPENSES					
General Government Services	898,134	758,809	774,328	790,155	806,299
Protective Services	201,400	205,428	209,536	213,727	218,001
Transportation Services	535,428	546,137	557,060	568,201	579,565
Environmental Health Services	101,837	103,874	105,952	108,071	110,232
Animal Control	27,433	27,981	28,541	29,112	29,694
Cemetery	51,728	52,763	53,818	54,895	55,992
Recreation & Cultural Services	77,686	79,240	80,825	82,441	84,090
Fortune Parks Recreational Services	810,745	826,960	843,499	860,369	877,577
Sewer Expenditures	588,559	510,468	520,677	531,091	541,712
Water Expenditures	518,260	496,291	506,217	516,341	526,668
Fiscal Services	126,333	110,750	110,750	104,156	104,156
Total Expenses	3,937,543	3,718,701	3,791,203	3,858,559	3,933,986
SURPLUS (DEFICIT) FOR THE YEAR	2,776,382	1,542,290	1,557,580	1,569,241	3,828,310
TOTAL CASH FROM OPERATIONS	2,776,382	1,542,290	1,557,580	1,569,241	3,828,310
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(4,251,847)	(2,143,816)	(1,231,258)	(1,527,880)	(2,874,231)
Debt Principle repayment	(126,945)	(119,203)	(119,203)	(108,794)	(108,794)
Debt Proceeds	-	522,975	1,058,000	-	-
Transfer From Reserves	2,274,575	1,074,810	(73,279)	1,310,133	432,205
Transfer to Reserves	(1,194,126)	(1,120,385)	(1,191,840)	(1,242,700)	(1,277,490)
Transfer From Operating Surplus	521,961	243,329	-	-	-
TOTAL CASH ADJUSTMENT	(2,776,382)	(1,542,290)	(1,557,580)	(1,569,241)	(3,828,310)
FINANCIAL PLAN BALANCE	-	-	-	-	-

CITY OF ENDERBY
2017-2021 Financial Plan

Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1628

In accordance with Section 165(3.1) of the *Community Charter*, the City of Enderby is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Proportion of Total Revenue From Funding Sources

Government Grants form the largest proportion of planned revenue. These grants are for projects whereby the City of Enderby has received grant approval or is anticipating approval in 2017.

User fees and charges form the second largest portion of planned revenue. These are services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.

Property Taxation forms the third largest portion of revenue. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis such as fire protection, street maintenance, snow removal, and general administration.

Policies

- The City of Enderby will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the City of Enderby will endeavour to supplement revenues from grant funding, and user fees and charges, to lessen the burden on its property tax base.

Overview in Preparing the Budget

- The City of Enderby has increased the amount of revenue received from property taxes and user fees by 2.0%.
- User fees and charges have increased by 1.3% for sewer user fees and have remained the same for water user fees.

Table 1: Sources of Funding

<i>Funding Source</i>	% of Total Revenue	Dollar Value
<i>Property taxes</i>	14.7 %	\$ 1,402,998
<i>User Fees and charges</i>	16.5 %	1,566,538
<i>Other sources</i>	47.5 %	4,513,397
<i>Government grants</i>	21.3 %	2,027,528
<i>Total</i>	100.0 %	\$ 9,510,461

Distribution of Property Value Taxes

The residential property class provides the largest proportion of property tax revenue as the class also forms the largest portion of the assessment base.

Objective

- To equitably distribute the tax burden amongst the property classes.

Overview in Preparing the Budget

- Wherever possible revenues from user fees and charges were used to help offset the burden on the entire property tax base.
- Wherever possible the City of Enderby applied, and will continue to apply, for grant funding to help offset capital expenditures and infrastructure planning studies.
- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.

Table 2: Distribution of Property Tax Rates

Property Class	% Of Total Property Taxation	Dollar Value
Residential (1)	79.72	\$ 1,118,508
Utilities (2)	1.19	16,754
Light Industrial (5)	1.95	27,374
Business and Other (6)	16.88	236,829
Recreation / Non-Profit (8)	0.20	2,743

Farmland (9)	0.06	790
Total	100.00	\$ 1,402,998

Permissive Tax Exemptions

- The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:
 - The tax exemption must demonstrate a benefit to the community and residents of the City of Enderby by enhancing the quality of life (economically, socially and culturally) and delivering services economically within the community.
 - The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the City of Enderby.
 - Only Non-Profit Organizations who meet the requirements of Part 7, Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.

Objective

In conjunction with the development of the Financial Plan, Council will continue to provide permissive tax exemptions to non-profit societies where the value of permissive tax exemptions granted would be approximately 5% of the annual municipal levy.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1629

A BYLAW TO IMPOSE A SEWER FRONTAGE TAX ON OWNERS OF LAND
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing sewer services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1629, 2017".
2. In this bylaw, unless the context otherwise requires, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Assessor" means the Chief Financial Officer of the City of Enderby;

"Taxable foot frontage" means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the work or highway, and in respect of which parcel the frontage tax is levied for the work or services;

"Total actual foot frontage" means the sum or the actual foot frontage of the parcels of land which actually abuts on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with sewer by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.42 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the Corporation of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of the bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the sewer.
- 8. For the purpose of this bylaw:
 - a) Whereas the number of feet of a parcel of land which abuts a sewer main, has less than 50 feet frontage, the taxable foot frontages shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot of frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage or alternately shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2017, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1598, cited as City of Enderby Sewer Frontage Tax Bylaw No. 1598, 2016", is hereby repealed.

READ a FIRST time this ____ day of April, 2017.

READ a SECOND time this ____ day of April, 2017.

READ a THIRD time this ____ day of April, 2017.

RECONSIDERED and ADOPTED this ____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1630

A BYLAW TO IMPOSE A WATER FRONTAGE TAX ON OWNERS OF LAND
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing water services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as "City of Enderby Water Frontage Tax Bylaw No. 1630, 2017".
2. In this bylaw, unless the context otherwise required, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Assessor" means the Chief Financial Officer of the City of Enderby;

"Taxable foot frontage" means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the highway, and in respect of which parcel the frontage tax is levied for the work or services;

"Total actual foot frontage" means the sum of the actual foot frontage of the parcels of land which actually abut on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with water by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.58 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the City of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the water.
- 8. For the purpose of this bylaw:
 - a) Where the number of feet of a parcel of land has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2017, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1599, cited as City of Enderby Water Frontage Tax Bylaw No. 1599, 2016", is hereby repealed.

READ a FIRST time this ___ day of April, 2017.

READ a SECOND time this ___ day of April, 2017.

READ a THIRD time this ___ day of April, 2017.

RECONSIDERED and ADOPTED this _____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1631

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

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

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1631, 2017".
2. Schedules "3" and "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ____ day of April, 2017.

READ a SECOND time this ____ day of April, 2017.

READ a THIRD time this ____ day of April, 2017.

ADOPTED this ____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 3

SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

<u>DESCRIPTION</u>	<u>PER</u>	<u>MINIMUM CHARGE</u>
APARTMENT	Unit	263.76
BAKERY	Unit	438.51
BARBER	Chair	50.27
BEAUTY	Chair	150.27
BODY SHOP	Unit	526.41
BED & BREAKFAST	Unit	165.63
BUTCHER SHOP	Unit	386.73
CAMPGROUND - TENT SPACE	Unit	43.05
CAMPGROUND - RV HOOKUP	Unit	87.24
CAMPGROUND - SANI DUMP	Unit	361.86
CARWASH (RECYCLABLE)	Stall	470.73
CARWASH (NON-RECYCLABLE)	Stall	806.40
CHURCH	Unit	263.76
CURLING RINK	Unit	1,283.76
DAYCARE	Unit	84.51
DENTAL OFFICE	Unit	336.81
DUPLEX /TRI-PLEX	Unit	298.41
GARAGE	Unit	456.45
HEALTH/FITNESS	Unit	246.18
HOSPITAL	Bed	176.10
HOTEL/MOTEL	Unit	165.87
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	131.46
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	263.76
INDUSTRY (1-5 PEOPLE)	Unit	84.67
INDUSTRY (EACH ADDITIONAL PERSON)	Person	27.78
LAUNDROMAT	Washer	165.87
LODGING/BOARDING HOUSE	Unit	204.24
MEDICAL CLINIC	Unit	361.86
MILL	Unit	414.75
OFFICE (0-2000 SQUARE FEET)	Unit	117.18
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	14.64
POOL	Unit	2,210.70
PUBLIC HALLS	Unit	232.02
RECREATION HALL	Unit	192.69
RESTAURANT (1-10 SEATS)	Unit	239.28
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	14.64
SCHOOL	Class	193.83
SINGLE FAMILY DWELLING	Unit	274.44
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	384.21

SKATING RINK	Unit	2,210.70
STORE (0-1000 SQUARE FEET)	Unit	150.27
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	46.62
STRATA/CONDO	Unit	63.76
TRANSPORTATION - LARGE FACILITY	Unit	7,015.86

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

SERVICE CONNECTIONS

- a) 100mm = dia. Sanitary Service At actual cost with minimum \$750.00 charge
- b) Greater than 100mm dia. Sanitary Service or any connection requiring asphalt or rock removal At Cost
- c) Robinson-Vetter on the Knoll sub-division Actual Fee \$750.00

SCHEDULE 9

GARBAGE COLLECTION

The following rates shall be paid for the garbage collection and disposal and processing under the terms of this bylaw:

Garbage Collection:

- a) Garbage Collection: \$96.10 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$1.50 per sticker

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1632

BEING A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT,
REGIONAL LIBRARY, AND
REGIONAL DISTRICT PURPOSES FOR THE YEAR 2017

The Council of the City of Enderby, in the Province of British Columbia, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "City of Enderby Annual Tax Rate Bylaw No. 1632, 2017".
2. The following rates are hereby imposed and levied for the year 2017:
 - (a) For all lawful and general purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Schedule "A" attached hereto and forming part of the bylaw.
 - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
 - (c) For library purposes on the value of land and improvements taxable for Regional Library purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
 - (d) For regional district purposes on the value of land and improvements taxable for Regional District purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
3. The minimum amount of taxation upon a parcel or real property shall be One Dollar (\$1.00).
4. Bylaw No. 1601, cited as "City of Enderby Annual Tax Rate Bylaw No. 1601, 2016, is hereby repealed.

READ a FIRST time this ____ day of April, 2017.

READ a SECOND time this ____ day of April, 2017.

READ a THIRD time this ____ day of April, 2017.

RECONSIDERED and ADOPTED this _____ day of May, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	3.6043	0.2501	0.2541	0.8437
2 Utility	37.2559	0.8753	2.6265	2.9531
5 Light Industry	8.9983	0.8503	0.6344	2.8687
6 Business	7.0721	0.6127	0.4986	2.0672
8 Recreation	3.5579	0.2501	0.2508	0.8437
9 Farm	3.1558	0.2501	0.2225	0.8437

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1634

A BYLAW TO AMEND THE TEXT OF 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";

AND WHEREAS Council of the City of Enderby has determined to make an amendment to "The Corporation of the 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. 1634, 2017".
2. Division Four - Commercial Zones (C.1) of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 401.11.g as follows:
 - g. Notwithstanding the density requirements outlined in Section 401.11.d.v of this Bylaw, dwelling units for the property legally described as Lot 1, District Lot 150, Kamloops (Formerly Osoyoos) Division Yale District, Plan 5296, Except Plan 8120 and located at 603 Cliff Avenue, Enderby BC shall not exceed a gross density of 75 units per hectare (30.35 units per acre).

READ a FIRST time this day of , .

READ a SECOND time this day of , .

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

READ a THIRD time this day of , .

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

District Development Technician
Ministry of Transportation and Infrastructure

ADOPTED this day of , .

MAYOR

CHIEF ADMINISTRATIVE OFFICER

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS

Type: ALL
From Date: Mar 1, 2017 To Date: Mar 31, 2017

Area: CITY OF ENDERBY

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value	
ACCESSORY BUILDING										
ADDACC	BP024363 17-0069-END-BP 208.0751.000	ACTIVE	Mar 30, 2017				2005 WATERWHEEL ST	0 30	4,000.00	
Report Code Totals								Permits: 1	<u>0</u>	<u>4,000.00</u>
NEWACC	BP024352 17-0051-END-BP 208.0579.580	ACTIVE	Mar 10, 2017				301 KILDONAN AVE	0 18	5,000.00	
Report Code Totals								Permits: 1	<u>0</u>	<u>5,000.00</u>
Folder Type Totals								Permits: 2	<u>0</u>	<u>9,000.00</u>

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2017 Month: 03

Folder Type	2017 / 03			2016 / 03			2017 to 03			2016 to 03		
	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	2	0	9,000	0	0	0	3	0	34,000	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0	0	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	0	0	0
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	1	0	100,000	0	0	0	2	0	105,000	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	0	0
Report Totals	<u>3</u>	<u>0</u>	<u>109,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>0</u>	<u>139,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

From Date: Mar 1, 2017 To Date: Mar 31, 2017

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
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SINGLE FAMILY DWELLING

ADDSFD	BP024364 17-0070-END-BP 208.0743.000	ACTIVE	Mar 30, 2017				151 RIVERDALE DR	0 0	100,000.00
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Report Code Totals	Permits: 1	<u>0</u>	<u>100,000.00</u>
Folder Type Totals	Permits: 1	<u>0</u>	<u>100,000.00</u>
Report Totals	Permits: 3	<u>0</u>	<u>109,000.00</u>

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: April 11, 2017
Subject: Strategic Wildfire Prevention Initiative - Community Wildfire Protection Plan and Update Program

RECOMMENDATION

THAT Council directs Staff to submit an application under the *Community Wildfire Protection Plan and Update Program* to update the City of Enderby Community Wildfire Protection Plan, with a cash and in-kind local contribution of up to \$7,500 from current year surplus realized from the Emergency Management budget line item, with the balance to be funded through prior year's surplus.

BACKGROUND

The Strategic Wildfire Prevention Initiative (SWPI) is a suite of funding programs managed through the Strategic Wildfire Prevention Working Group – which includes representation from the First Nations' Emergency Services Society, Ministry of Forests, Lands & Natural Resource Operations and the Union of BC Municipalities (UBCM); funding is provided by the Province of BC and is administered by UBCM. The initiative supports communities to mitigate risk from wildfire in the wildland urban interface.

The SWPI includes the following funding streams:

1. *Community Wildfire Protection Plan and Update Program:*

Assists local governments and First Nations in identifying the risks of wildfire to their community as well as opportunities to reduce those risks. The purpose of a CWPP is to identify the wildfire risks within and surrounding a community, to describe the potential consequences if a wildfire was to impact the community, and to examine possible ways to reduce the wildfire risk. This program involves both the development of new CWPPs and updates to existing CWPPs.

2. *Fuel Management Prescription Program:*

A fuel management prescription is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. The Fuel Management Prescription Program assists local governments and First Nations to develop prescriptions for areas in the wildland urban interface that are at risk from wildfires and which are identified as priorities in the CWPP.

3. Operational Fuel Treatment and Maintenance Program:

Operational fuel management is defined as the process of changing forest fuel to reduce aggressive fire behaviour. This may include treatments such as thinning, spacing and pruning trees, and removal of needles and woody debris from the forest floor. The intent is to reduce fuel load in the forest and reduce the potential for devastating wildfires. The Operational Fuel Treatment and Maintenance Program assists local governments and First Nations to undertake operational fuel treatments that are set out in a prescription for areas identified as priorities in the CWPP. The program does not support activities on private land, land outside the wildland urban interface or land that is scheduled for development.

4. Fuel Management Demonstration Project Program:

Fuel Management Demonstration Projects are small-scale projects in the wildland urban interface, in areas that are at risk from wildfires, and which are designed to:

- Demonstrate fuel management treatments and increase public awareness of fuel management;
- Test methodologies and equipment prior to implementing large-scale operational fuel treatment projects; and
- Explore the economic and operational viability of different fuel treatment methodologies.

The Fuel Management Demonstration Project program assists local governments and First Nations to undertake small-scale treatments. The program does not support activities on private land, land outside the wildland urban interface or land that is scheduled for development.

5. SWPI FireSmart Planning Grant Program:

The 2017 SWPI FireSmart Planning grant program provides funding to local governments and First Nations in BC to support residents to undertake FireSmart planning activities for private lands, as identified by Partners in Protection through the FireSmart Communities Program, and/or to develop or advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface.

In 2006, the City of Enderby received grant funding under the *Community Wildfire Protection Plan and Update Program* to develop a CWPP for the community. After reviewing the City's existing CWPP with a Fuels Management Specialist from the Kamloops Fire Centre, Staff have determined that the existing CWPP will need to be updated to reflect the changed community context and new SWPI standards, and updating the City's CWPP is the critical step in being eligible for grant funding to undertake fuel management prescriptions and treatments.

The *Community Wildfire Protection Plan and Update Program* can contribute a maximum of 75% of the cost of eligible activities related to updating a CWPP – to a maximum of \$22,500 - with the remaining 25% to be funded through community contributions. Staff are recommending that Council directs Staff to submit an application under the *Community Wildfire Protection Plan and Update Program* to update

the City of Enderby CWPP, with a cash and in-kind local contribution of up to \$7,500 from current year surplus realized from the Emergency Management budget line item, with the balance to be funded through prior year's surplus; based on Staff's conversations with consultants who have completed updates to CWPPs of a similar scope, Staff anticipate that the actual local contribution may come in below the budgeted \$7,500.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: April 12, 2017
Subject: Mobile Vendor Request - Nikki Schalin

RECOMMENDATION

THAT Council grants permission for Nikki Schalin to operate as a mobile vendor on the corner of King Avenue and George Street from August 4 - September 4, 2017, subject to the applicant obtaining a Business License and paying the annual rental fee of \$100.

BACKGROUND

As per the City of Enderby Mobile Vendor Policy, the intake period for mobile vendor requests to operate in a public space for the 2017 season closed on March 31, 2017.

Attached is a request received from Nikki Schalin to operate as a mobile vendor on the corner of King Avenue and George Street and sell sweet corn out of her truck box or a small trailer from August 4 - September 4, 2017. It should be noted that Enderby City Council gave the applicant permission to operate as a mobile vendor at the same location for the end of the 2016 summer season.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.

All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.

No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.

Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.

No mobile vendor shall operate within the City, except for the following conditions:

- i. when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. by first obtaining written consent from School District #83 for school grounds.*

Staff recommend that Council approves the request subject to the applicant obtaining a Business License and paying the annual rental fee of \$100.

If the request is approved by Council, the operator would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached).

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer

Kurt Inglis

From: Nikki Schalin I
Sent: April-10-17 5:56 PM
To: Kurt Inglis
Subject: letter to Council

Follow Up Flag: Follow up
Flag Status: Flagged

April 10, 2017

Enderby Council,

I am requesting a mobile permit and request the use of public space. Last year, you had accepted my request to sell sweet corn, and would like to do this again. We would be selling sweet corn our of our truck box or haul a small trailer that would be no more than 10x12'. This would be from August 4 - September 4, 2017. We would like to sell on Wednesdays, Fridays, Saturdays and Sundays and holiday Mondays (Aug.4 if ready, and Sept.4). We would like to request the same location you gave us last year which is located on the corner of Highway 97A and Kings Avenue. Our location was right beside the outdoor museum which has great parking space and easy for people to get on and off of Highway 97A safely.

Please consider my request.
Kind regards, Nikki Schalin

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: April 12, 2017
Subject: Mobile Vendor Request - The Side Wok

RECOMMENDATION A

THAT Council grants permission for The Side Wok (Brian Broomfield) to operate as a mobile vendor in the Maud Street Parking Lot from May 12 - September 15, 2017, subject to the applicant obtaining a Business License and paying the annual rental fee of \$100;

AND THAT correspondence be sent to the applicant advising that if the City receives and validates further nuisance or health complaints, it may result in the City suspending or revoking the operator's business license or withdrawing its permission to occupy the public space.

RECOMMENDATION B

THAT Council does not grant permission for The Side Wok (Brian Broomfield) to operate as a mobile vendor in the Maud Street Parking Lot from May 12 - September 15, 2017.

BACKGROUND

As per the City of Enderby Mobile Vendor Policy, the intake period for mobile vendor requests to operate in a public space for the 2017 season closed on March 31, 2017.

Attached is a request received from The Side Wok (Brian Broomfield) to operate a mobile vending unit in the Maud Street Parking Lot from May 12 - September 15, 2017, with hours of operation of 1:00 pm - 10:00 pm daily; the applicant is intending to sell Chinese food, hotdogs, spareribs, fries and sushi. Enderby City Council gave the applicant permission to operate his mobile vending unit at the same location for the 2016 season.

It should be noted that throughout the 2016 season, Staff received a number of complaints from the public regarding excessive noise from the operator's generator; Staff engaged with the operator on numerous occasions to try and resolve the nuisance, with minimal success. The applicant has since advised that he has obtained an enclosure for the generator which he states will reduce the noise. Staff also received written correspondence from the Environmental Health Officer with the Interior Health Authority regarding an incident where the operator was in contravention of Section 25 (1) of the BC *Food Premises Regulation* [B.C. Reg 210/99].

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.

All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.

No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.

Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.

No mobile vendor shall operate within the City, except for the following conditions:

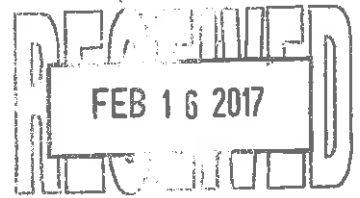
- i. when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. by first obtaining written consent from School District #83 for school grounds.*

It should be noted that if Council approves the request, it would be subject to the applicant obtaining a Business License and paying the annual rental fee of \$100; the operator would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached). If the request is approved, Staff are recommending that written correspondence be sent to the applicant advising that if the City receives and validates further nuisance or health complaints, it may result in the City suspending or revoking the operator's business license or withdrawing its permission to occupy the public space.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer



The Side Wok

Box 567

Enderby, B. C.

VOE 1V0

February 11, 2017

To Mayor and Councilors

City of Enderby B C

Mobile Food Truck Venders Application 2017

I, Brian Broomfield, am submitting my application to the City of Enderby for a mobile food truck vendors permit to operate in the same location as 2016, namely the Maud Street parking lot. I would like operate from May 12 to September 15 2017. My hours will be from 1:00 PM to 10:00 PM daily.

There is also a slight change in my menu offerings. I am not doing hamburgers or sandwiches but adding Spareribs with fries and Sushi to go along with the Chinese menu and hotdogs. Thank you for your consideration.

Yours truly

A handwritten signature in black ink, appearing to read "Brian Broomfield". The signature is stylized and cursive, written over a horizontal line.

Brian Broomfield

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Assistant Corporate Officer
Date: April 13, 2017
Subject: Mobile Vendor Request - Enderby Tube Taxi

RECOMMENDATION

THAT Council grants permission for Enderby Tube Taxi to operate as a mobile vendor in the Belvidere Park area for the 2017 season, in accordance with the site plan attached to this memorandum as Schedule 'A', subject to the following conditions:

- The applicant must obtain a Business License and pay an annual rental fee of \$300;
- The applicant is responsible for the daily opening and closing of the gate to the service road;
- The applicant is required to always have an operator on-site when the Tube Taxi bus is parked in the service road, such that the bus can be relocated in the event the City of Enderby or emergency responders need access to the service road; and
- The applicant is responsible for providing their own form of traffic management to prevent vehicles from blocking access to the service road.

AND THAT Council limits the Enderby Tube Taxi's sales to beverages, sunscreen, and bug spray products.

BACKGROUND

As per the City of Enderby Mobile Vendor Policy, the intake period for mobile vendor requests to operate in a public space for the 2017 season closed on March 31, 2017.

Attached is a request received from the Enderby Tube Taxi (Trevor Cairns) to operate as a mobile vendor in the Belvidere Park area for the 2017 season, in accordance with the site plan attached to this memorandum as Schedule 'A'. The applicant is intending to provide tube rentals, life jacket (or PFD) rentals, and shuttle services, similar to the previous Enderby Tube Taxi operation which began in 2009. The applicant is also proposing to sell beverages, sunscreen, bug spray, sunglasses and other confectionary items.

The applicant initially requested that the staging area for the Tube Taxi bus be located in the southeast corner of the Belvidere Park parking lot, with a booth in the form of a trailer being located in the grassy area just south of the parking lot; the applicant also requested an alternate staging location in front of the water treatment building to be used in instances where access to the main staging area is blocked by other vehicles. Staff had concerns with the proposed staging location in the southeast corner of the parking lot as it would remove 6-8 parking stalls, with this parking lot already being at full capacity during the peak season; furthermore, the alternate staging location in front of the water treatment building is reserved for the parking of City vehicles.

Given the aforementioned concerns, Staff have engaged with the applicant and identified an alternate solution whereby the primary staging area for the Tube Taxi bus would be located in the service road between the Belvidere Park parking lot and the Riverwalk, with the small landing south of the water treatment plant being the alternate staging location. Based on this alignment, there would be no net loss of parking within the area and the applicant would still achieve their primary objective of being located in close proximity to the Shuswap River. Under this proposal, the applicant would be responsible for, i) the daily opening and closing of the gate to the service road, ii) always having an operator on-site when the Tube Taxi bus is parked in the service road such that the bus can be removed in the event the City of Enderby or emergency responders need access to the service road, and iii) providing their own form of traffic management to prevent vehicles from blocking access to the service road.

It should be noted that in 2009, Enderby City Council approved the previous Enderby Tube Taxi operation's request to operate a shuttle service and small concession the Belvidere Park area. Specifically, the approval of the small concession resulted in a number of downtown businesses voicing concerns that that type of use may negatively impact their businesses; ultimately, the Tube Taxi's concession was restricted to being located at Tvey Park and their operation in Belvidere Park was only permitted to sell beverages and sunscreen products. Given the past concerns of the business community regarding retail from mobile vendors within the downtown core, Staff recommend that if Council approves the Enderby Tube Taxi's request to operate as a mobile vendor in the Belvidere Park area that their sales be limited to beverages, sunscreen and bug spray products. However, as a recent policy decisions indicate that attitudes towards mobile vendors may be changing, Council may wish to consider relaxing these restrictions.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.

All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.

No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.

Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.

No mobile vendor shall operate within the City, except for the following conditions:

- i. when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. by first obtaining written consent from School District #83 for school grounds.*

As per the Fees and Charges Bylaw, mobile vendors are required to pay an annual rental fee of \$100 for utilizing public space, which is intended to help level the playing field with brick-and-mortar businesses who are required to pay property taxes. Given that the area requested by the applicant is significantly larger than that of a typical mobile vendor (hot dog cart, food truck, etc.), it is recommended that the applicant be required to pay an annual rental fee of \$300, which is consistent with annual rental fee charged to the previous Enderby Tube Taxi operation.

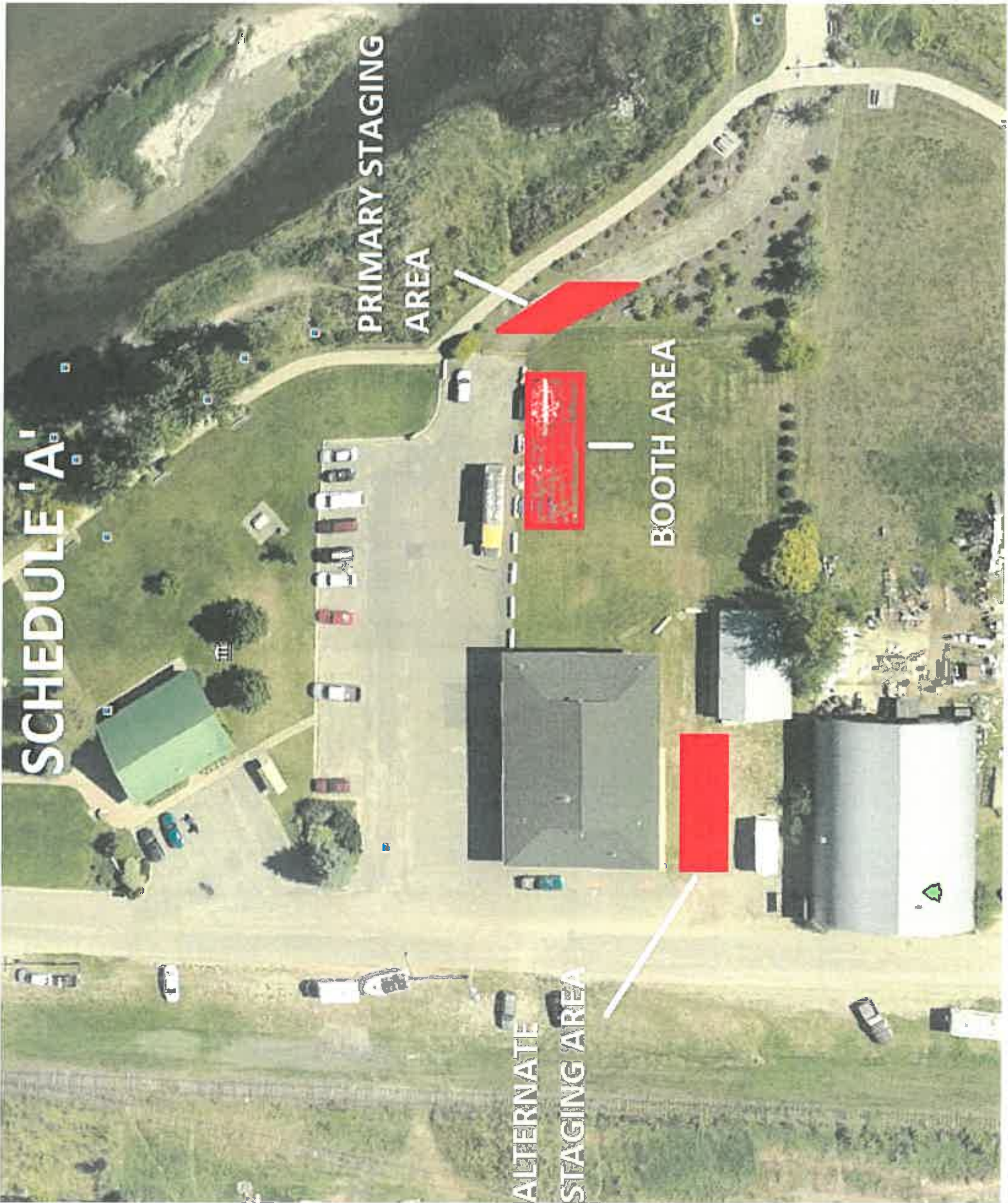
If the request is approved by Council, the operator would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached).

Respectfully Submitted,



Kurt Inglis

Planner and Assistant Corporate Officer



City of Enderby
619 Cliff Ave
PO Box 400
Enderby, BC
VOE 1V0

March 9th, 2017

Re: Enderby Tube Taxi Space Request

Dear Kurt Inglis,

I am writing today to request the use of a small area behind the Chamber of Commerce and Waterworks building to operate Enderby Tube Taxi during the summer of 2017. This would be with a temporary structure such a trailer or container and would be operated in virtually the same way that it was when Enderby Tube Taxi occupied this space previously. It will provide tube rentals, life jacket (or PFD) rentals, and transportation, as well as water/convenience items. There would be no food/restaurant style preparation on site. It is important to the successful re-launch of Enderby Tube Taxi to be in a central and visible spot, especially for our first year back, and we think this would be an excellent location to ensure a wide awareness that we exist and that people use our services. We would also be happy to provide an air compressor(if we can access power), as well as assist in garbage collection in the park as well as educating, equipping, and encouraging floaters to not litter in the river. It is our hope that Enderby Tube Taxi will significantly reduce traffic congestion in Enderby, as well as increase the amount of exposure and spin-off business to the city with the added visitors. We also believe we can encourage safety on the water, by providing life jackets (pfd's) if people do not bring their own.

Thank-you for considering my request; if there are any further questions, please feel free to contact me on my cell

Sincerely

Trevor Cairns
Enderby Tube Taxi

Policy Title	Mobile Vendor
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Effective Date February 20, 2017	Adopted by Council	Replaces N/A
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PURPOSE: To regulate Mobile Vendors within the City of Enderby in order to provide business certainty, neighbourhood harmony, and administrative efficiency.

POLICY: Mobile Vendors operating within the City of Enderby shall be subject to the following conditions:

1. Mobile Vendors shall operate in accordance with the City of Enderby Zoning Bylaw No. 1550, 2016, as amended from time to time.
2. All Mobile Vendors are required to obtain a business license in accordance with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, as amended from time to time.
3. The sale of food items from a Mobile Vendor is permitted; however, the sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted without prior written permission.
4. Mobile Vendors must submit a written request seeking permission to operate in a specific public space.
5. The authority having jurisdiction may decline to permit a Mobile Vendor's request to operate in a specific public space for any reason that it feels appropriate, but must provide the Mobile Vendor with reasons upon request.
6. The intake for Mobile Vendor requests to operate in a specific public space is from January 1 to March 31 of each year.
7. All Mobile Vendors who are approved to operate in a public space must pay an annual rental fee as specified in the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time.
8. All Mobile Vendors shall supply their own power source, water source, and method of sanitary disposal; generators are permitted providing that they do not cause a disturbance.
9. Overhead canopies or doors from Mobile Vendors shall not obstruct or hinder pedestrian traffic.

10. Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with Mobile Vendor operations is not permitted without prior written permission.
11. A Mobile Vendor vehicle(s) shall be stored off-site when not in operation; storage of the vehicle on public property is not permitted without prior written permission.
12. All elements associated with the Mobile Vendor and its operations (including line-ups, signs and trash receptacles) shall not cause any obstructions or hazard; a minimum of 1.5 metres (5 feet) of sidewalk as a passageway for pedestrians is required.
13. Mobile Vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
14. Mobile Vendors may sell their products any time between 7:00 am – 10:00 pm, or at other times with prior written permission.
15. Mobile Vendors shall indemnify and save harmless the City, its officers, employees and elected and appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Mobile Vendor, its servants or agents in respect of anything done pursuant or ostensibly pursuant to the Mobile Vendor's operations.
16. As per the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, Mobile Vendors shall provide evidence of:
 - i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;
 - ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as named insured.
17. The following are the minimum fire safety requirements related to the design, installation, operation, inspection, and maintenance of all mobile vendor commercial cooking operations:
 - i. As per BC Building Code 2012 0 Part 6.2.2.7, fire protection systems for commercial cooking equipment using vegetable oil or animal fat shall conform to ANSI/UL 300 or ULC/ORD-C1254.6;
 - ii. As per BC Fire Code 2012 0 Part 2.6.1.9, the use, inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be in conformance with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);

- iii. Cooking equipment used in processes producing smoke or grease-laden vapour shall be equipped with an exhaust hood that complies with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);
 - iv. Cooking that produces grease-laden vapour and that might be a source of ignition of grease in the hood, grease removal device or duct shall be protected by fire extinguishing equipment that conforms to NFPA 10 (2007 edition - Portable Fire Extinguishers) and NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems);
 - v. Fire extinguishing equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup; and
 - vi. The cooking equipment shall conform to the components, installation and maintenance as per NFPA 10 (2007 edition - Portable Fire Extinguishers), NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems), and NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations).
18. The authority having jurisdiction may set other terms and conditions as it deems appropriate.
19. Failure to meet one or more of the requirements outlined in this policy, or any other laws, regulations or Bylaws, may result in suspension or cancellation of the Mobile Vendor's Business License or withdrawing its permission to occupy the public space, which may be done without notice; should this occur, the Mobile Vendor will be reimbursed the annual rental fee on a pro-rated basis, subject to any fines or outstanding fees and charges.