

REGULAR MEETING OF COUNCIL

AGENDA

DATE: June 19, 2017
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of June 5, 2017](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

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

[BC Local Government Attitudes Towards the Legalization and Regulation of Marijuana in Canada](#) – Correspondence from UBCM dated May 19, 2017

pg 6-28

7. BYLAWS

8. REPORTS

[2016 Drinking Water Annual Report – Memo from Chief Administrative Officer dated June 12, 2017](#)

pg 29-42

[Building Permit Detail Report – May 2017](#)

pg 43-44

[Mayor and Council](#)

9. NEW BUSINESS

a. [Enderby and District Chamber of Commerce – Road Closure Application for Canada Day Parade](#) – Memo from Planner and Deputy Corporate Officer dated June 15, 2017

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b. [Enderby and District Chamber of Commerce – Road Closure Application for Canada Day Street Market](#) – Memo from Planner and Deputy Corporate Officer dated June 25, 2017

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10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (a), (d), and (e) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 5, 2017 at 4:30 p.m. in the Council Chambers of City Hall

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

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of May 15, 2017

Moved by Councillor Knust, seconded by Councillor Davyduke that the minutes of the regular meeting of May 15, 2017 be adopted as circulated.

Carried

DELEGATION

Splatsin Councillors Daniel Joe, Edna Felix and George William were welcomed to the meeting. The Splatsin flag and a gift were presented to Mayor and Council to celebrate the positive working relationship between Councils. Mayor McCune presented a gift to the Splatsin representatives.

BYLAWS - Adoption

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1637, 2017

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

Moved by Councillor Case, seconded by Councillor Knust that Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1637, 2017 be adopted.

Carried

REPORTS

Public Hearing Notes – May 15, 2017

Moved by Councillor Baird, seconded by Councillor Davyduke that the Public Hearing Notes of May 15, 2017 be received and filed.

Carried

2016 Annual Report

The public were invited to comment. There were none.

Moved by Councillor Case, seconded by Councillor Baird that the 2016 Annual Report be approved.

Carried

Fire Chief – Quarterly Report

Chief Kevin Alstad reported that he and Rick Mervyn represented Enderby at the funeral for Cache Creek Fire Chief Cassidy over the weekend. The notes that were kept on the line of duty service for Dan Botkin from 2011 were shared with Cache Creek beforehand.

Chief Alstad presented his report which was circulated to Mayor and Council.

June 9th is Chief Alstad's last day as Fire Chief for Enderby. He has accepted a new position as Deputy Director of Fire Services in Sparwood, BC. Deputy Fire Chief Cliff Vetter will be acting Chief until a new Chief is appointed by Council. Chief Alstad thanked Council and past Councils, the CAO and citizens of Enderby for believing in the department.

On behalf of Enderby, Mayor McCune thanked Chief Alstad for his years of service on the fire department and for his volunteer efforts in the community.

Councillor Knust asked the Chief if the department has any specific needs at this time. The Chief responded that a command vehicle (pick-up truck) would be useful.

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

Carried

Councillor Shishido

Chamber of Commerce – topics of discussion included the market, Enderbucks, awards banquet, and documentary screening. The RV Park needs approximately \$10,000 for capital improvements, but there is a possibility that they may be looking at a deficit this year. The CAO advised that the Chamber may invest an average of \$10,000 per year over 3 years, which could mean that the Chamber is required under the agreement to investment more this year if they have not been investing in capital or leasehold improvements in the recent past.

Enderby and District Arts Council – Councillor Shishido listed the various events and musical performers that are lined up for this year. Tickets are available at Little City Merchants for the ticketed events.

Councillor Knust

Tickets are on sale for this year's Enderbeer festival.

Interagency:

- Meetings will be taking place every second month.
- Nicola Shanks is an outreach nurse for Interior Health who made a presentation on HIV/Aids.
- Needle disposal containers needed in the community. Could perhaps partner with the harm reduction drug providers. Need to get the word out on how to properly dispose of needles.
- The library, Chamber of Commerce, and pool have disposal containers in case needles are found. There are no containers in other public places though.

Councillor Knust asked if Council supports the Interagency taking on this initiative and the response was positive.

NEW BUSINESS

Appointment of Kurt Inglis as Deputy Corporate Officer – Memo from Chief Administrative Officer dated May 16, 2017

Moved by Councillor Shishido, seconded by Councillor Baird that Council appoint Kurt Inglis as Deputy Corporate Officer.

Carried

Application for a Temporary Road Closure for a Community Event – Enderby Open Air Farmers Market (Summer Evening Market) – Memo from Planner and Assistant Corporate Officer dated June 1, 2017

Gabriele Wesle was invited to speak on behalf of the Open Air Market:

- Downtown merchants are all in favour of the evening market.
- Existing vendors will participate. They are looking at attracting new vendors. They want a full market to have impact. There will be space for 30 vendors.
- Local businesses will be encouraged to stay open and participate.
- "Car Load Night" at the drive-in is on Thursdays. People often come for a float, and the market will provide people with something to do in town before heading to the drive-in.
- First day of the evening market will be June 29th.
- They are hoping to secure some musicians also.
- The Chamber of Commerce has suggested a kid's market. It would be something that the Chamber would organize.

Moved by Councillor Shishido, seconded by Councillor Case that Council approve the Application for a Temporary Road Closure for a Community Event from the Enderby Open Air Farmers Market requesting the closure of Cliff Avenue on Thursdays from 4:00 – 9:00 pm between June 29 and August 31, 2017, for the purposes of a summer evening market.

Carried

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Case, 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) (a) and (k) of the *Community Charter*.

ADJOURNMENT

The regular meeting reconvened at 5:35 p.m.

Moved by Councillor Case, seconded by Councillor Davyduke that the regular meeting adjourn at 5:35 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BC Local Government Attitudes Towards the Legalization and Regulation of Marijuana in Canada

**Local Government Feedback to the Union of BC Municipalities'
*Survey on the Legalization & Regulation of Marijuana***

May 19, 2017

1. Introduction

The Union of British Columbia Municipalities (UBCM) represents 100% of the local governments in British Columbia (BC), as well as seven post-treaty First Nations members, and has advocated for policy and programs that support its membership's needs since 1905. The federal initiative to legalize marijuana has drawn considerable interest from BC local governments, who stand to be greatly impacted by new legislation and policies. In September 2016, UBCM members endorsed two marijuana-related resolutions at UBCM's Annual Convention:

2016 A2 Marijuana Regulations

Requesting that the federal and provincial governments directly involve local government, through UBCM and the Federation of Canadian Municipalities (FCM), in the process of establishing a regulatory approach to marijuana in Canada, while ensuring that all orders of government are granted adequate time to align and integrate regional and local regulations and practices with new federal laws.

2016 A3 Marijuana Sales and Distribution Tax Sharing for Local Governments

Calling on the federal government to request that a portion of any future federal or provincial tax collected through marijuana sales and distribution be shared with local governments, and that the concept of tax sharing with local governments be forwarded to the task force looking into the new system of marijuana sales and distribution, for consideration.

In an official response to 2016-A2, the Province outlined its current engagement strategy, which does not include current or future plans to thoroughly consult or involve local governments in the development of a provincial framework for legalized marijuana. Responding to 2016-A3, the Province indicated that before considering a tax revenue transfer to local governments, it would first need to fund the regulatory framework and essential services impacted by marijuana (e.g. health care, education, public safety).

Recently tabled federal legislation (Bill C-45 and Bill C-46) provides insight into some potentially negative impacts on local government resources and finances resulting from marijuana legalization, as well as the necessity for all orders of government to be prepared for a new framework to function effectively. As such, failure on the part of the federal and provincial governments to consult with local governments could lead to significant challenges for the new system.

Over the past several months, UBCM has requested meetings with federal and provincial elected officials and staff members to discuss local government concerns, impacts, and the need for a local government involvement in the

development of a new legalized framework. Thus far, only Bill Blair, Parliamentary Secretary to the Minister of Justice and Attorney General, has formally met with UBCM. During the April 10, 2017 meeting, Mr. Blair discussed, among other things, the necessity for communication between all three orders of government, as well as the need to provide local governments the resources they need to manage responsibilities under the regime for legalized marijuana.

The following report provides information with respect to the concerns that currently exist among British Columbia's local governments. Information is based on UBCM's Survey on the Legalization and Regulation of Marijuana, which ran from March 29 – April 28, 2017.¹ Responses show that local governments agreed on several key issues, which further support UBCM's current policy positions (as determined by recently endorsed resolutions) to inform several overarching recommendations:

- That, given the lack of consultation that has taken place thus far and short time frame for implementation of a new legalized regime, the Province of British Columbia initiate thorough and meaningful consultation with UBCM;
- That provincial and federal governments refrain from downloading responsibilities on local governments without providing adequate funding and resources; and,
- That local government jurisdiction and authority be respected by federal and provincial governments, with consideration towards providing local governments flexibility for regulating certain aspects of a new regime (e.g. personal cultivation, retail sales, zoning requirements).

Furthermore, UBCM will continue to work with its members to provide current information and best practices to help prepare local governments for the legalization of marijuana.

2. UBCM's Survey

The legalization of marijuana has become an emerging issue for BC local governments. Prior to the appointment of the Task Force on Cannabis Legalization and Regulation on June 30, 2016, little was known about the federal initiative to legalize and regulate marijuana. With this appointment came a discussion paper, *Toward the Legalization, Regulation and Restriction of Access to Marijuana*, providing some broad areas for discussion, including an emphasis on protecting youth and keeping marijuana out of the hands of criminals. The November 30, 2016 release of the Task Force's final report, *A Framework for the Legalization and Regulation of Cannabis in Canada*, has provided greater clarity, and guidance for UBCM's survey.

¹ Please note that a number of responses were received prior to the federal government tabling Bill C-45 and Bill C-46 on April 13, 2017.

In order to help inform its advocacy efforts prior to the legalization of marijuana, UBCM has conducted a survey of its members (see attachment) regarding the following issues:

- Taxation and revenue sharing with local governments;
- Federal and provincial consultation with local governments;
- Local analysis of the Federal Task Force on Cannabis Legalization and Regulation's final report;
- The potential burden on local government departments and/or services that may result from the legalization of marijuana;
- Existing local policies and bylaws to regulate marijuana;
- Local attitudes towards personal cultivation and retail options;
- Local preference for legalized marijuana distribution, regulatory oversight and enforcement; and,
- Expected implementation timelines and other needs.

These particular issues were identified, prior to the tabling of federal legislation, by examining UBCM's resolutions; considering prevailing concerns identified through a literature and media scan; analyzing the Task Force's final report; and, participation in a staff working group with other local government associations.

Information obtained will be used in conjunction with policy set by the membership to further UBCM's advocacy efforts, which thus far have included:

- A meeting with Bill Blair, Parliamentary Secretary to the Minister of Justice and Attorney General (April 10, 2017);
- Participation in a teleconference with federal Task Force Chair Anne McLellan (October 6, 2016);
- Frequent collaboration with FCM and other local government associations;
- Providing UBCM's membership with opportunity to comment on the Task Force's discussion paper.

3. Respondents

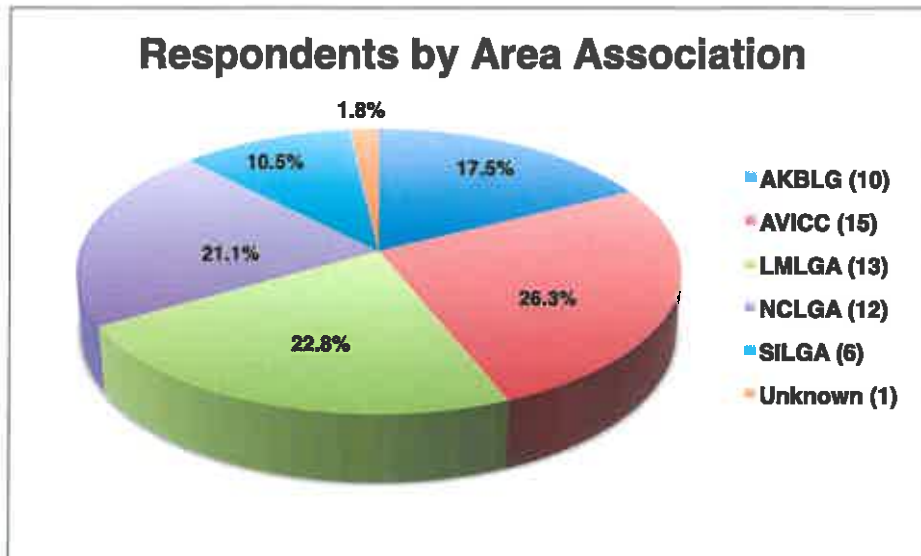
During the review period, UBCM received a total of 57 responses from local government staff members and elected officials:

Local Government	Category	Area Association
Bowen Island (Municipality)	Elected Official	LMLGA
Bulkley-Nechako (Regional District)	Staff Member	NCLGA
Burnaby (City)	Staff Member	LMLGA
Canal Flats (Village)	Staff Member	AKBLG
Cariboo (Regional District)	Elected Official	NCLGA
Central Saanich (District)	Elected Official	AVICC
Cumberland (Village)	Elected Official	AVICC

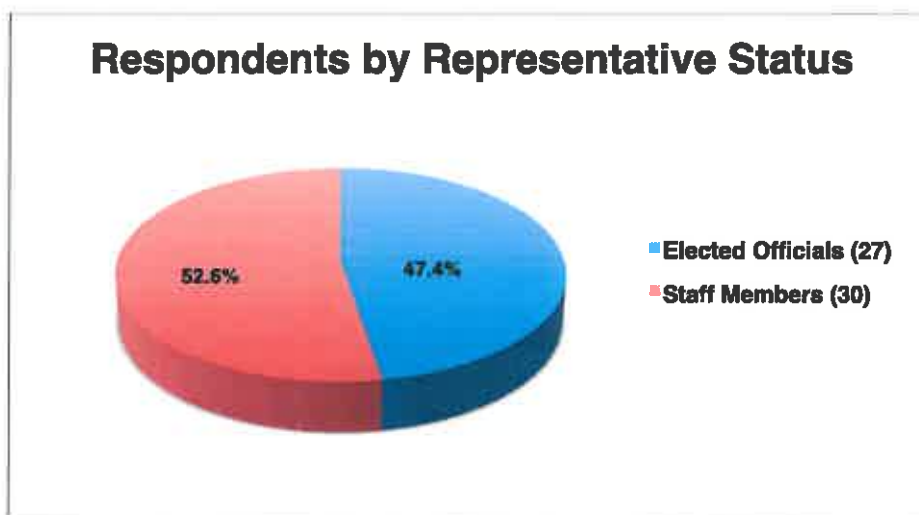
Dawson Creek (City)	Staff Member	NCLGA
Delta (Corporation)	Staff Member	LMLGA
East Kootenay (Regional District)	Staff Member	AKBLG
East Kootenay (Regional District)	Elected Official	AKBLG
East Kootenay (Regional District)	Elected Official	AKBLG
Enderby (City)	Staff Member	SILGA
Esquimalt (Township)	Staff Member	AVICC
Fernie (City)	Elected Official	AKBLG
Fort St. John (City)	Staff Member	NCLGA
Fraser Fort George (Regional District)	Elected Official	NCLGA
Harrison Hot Springs (Village)	Staff Member	LMLGA
Kelowna (City)	Staff Member	SILGA
Kimberley (City)	Staff Member	AKBLG
Kitimat (City)	Elected Official	NCLGA
Kitimat Stikine (Regional District)	Elected Official	NCLGA
Kitimat Stikine (Regional District)	Elected Official	NCLGA
Kitimat Stikine (Regional District)	Elected Official	NCLGA
Lake Cowichan (Town)	Elected Official	AVICC
Logan Lake (District)	Staff Member	SILGA
Mission (District)	Staff Member	LMLGA
Nanaimo (City)	Staff Member	AVICC
Nanaimo (Regional District)	Staff Member	AVICC
Nanaimo (Regional District)	Elected Official	AVICC
Nelson (City)	Elected Official	AKBLG
Nelson (City)	Staff Member	AKBLG
New Westminster (City)	Staff Member	LMLGA
North Cowichan (District)	Staff Member	AVICC
North Cowichan (District)	Staff Member	AVICC
North Cowichan (District)	Staff Member	AVICC
North Saanich (District)	Elected Official	AVICC
Port Moody (City)	Elected Official	LMLGA
Prince George (City)	Staff Member	NCLGA
Richmond (City)	Elected Official	LMLGA
Richmond (City)	Staff Member	LMLGA
Sicamous (District)	Elected Official	SILGA
Sicamous (District)	Staff Member	SILGA
Silverton (Village)	Elected Official	AKBLG
Smithers (Town)	Staff Member	NCLGA
Sooke (District)	Elected Official	AVICC
Squamish Lillooet (Regional District)	Elected Official	LMLGA
Sunshine Coast (Regional District)	Elected Official	AVICC
Thompson-Nicola (Regional District)	Elected Official	SILGA
Unknown	Staff Member	Unknown
Valemount (Village)	Elected Official	AKBLG
Victoria (City)	Staff Member	AVICC
View Royal (Town)	Elected Official	AVICC
Wells (District)	Elected Official	NCLGA
Whistler (Resort Municipality)	Staff Member	LMLGA
White Rock (City)	Staff Member	LMLGA
White Rock (City)	Staff Member	LMLGA

Respondents can also be grouped by Area Association² to show input by region.

² The Union of British Columbia Municipalities has five local government sub-associations, representing various areas of the Province.



Lastly, respondents can be separated by representative status. The results show a nearly even distribution between elected official respondents and staff member respondents.



These respondents represent 45 different local government jurisdictions.

4. Local Government Feedback

In addition to feedback pertaining specifically to the discussion areas, there were several broad themes that emerged, which warrant careful consideration by provincial and federal governments as they move towards implementation of a new legalized marijuana regime.

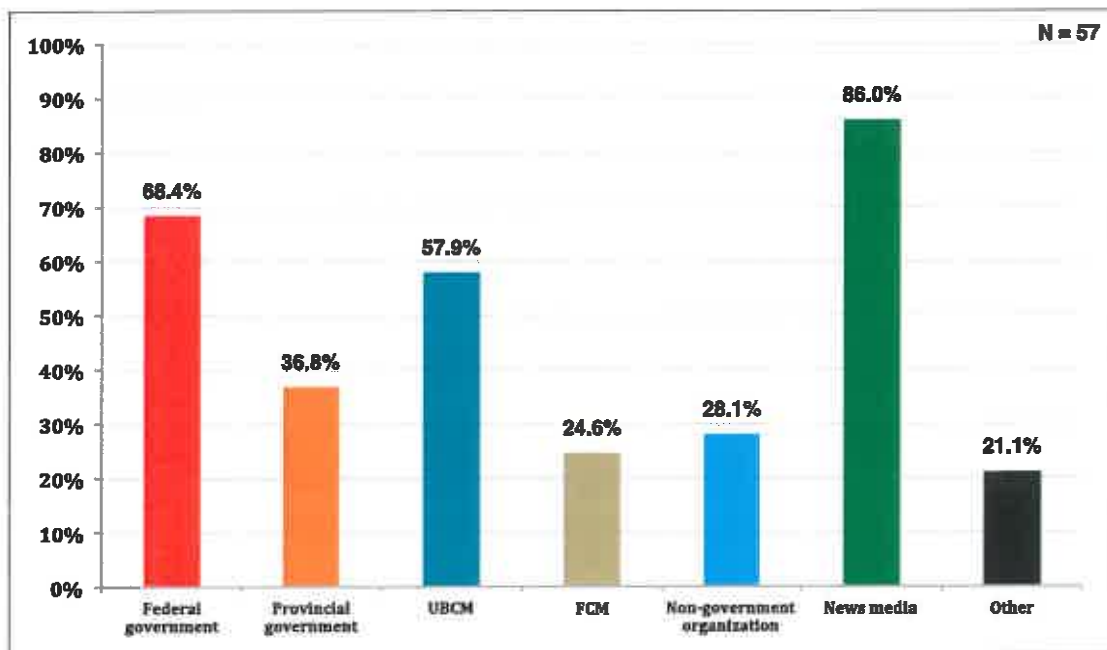
Arguably the most cited overarching concern was the potential for a transfer of responsibilities to local governments without accompanying funding from other orders of government. The need for adequate funding is consistent with resolution 2016-A3, requesting that a portion of any future federal or provincial tax collected through marijuana sales and distribution be shared with local governments. Many respondents were concerned with the potential distribution of revenue, and the necessity for local governments to receive a share.

The lack of communication and consultation between federal and provincial orders of government and local governments was also apparent, as many respondents refrained from answering questions due to a lack of federal/provincial communication. The majority of respondents have not had any formal communication with federal or provincial orders of government.

Lastly, it is evident that there are a wide range of opinions related to the legalization and regulation of marijuana among the 57 local government representatives that participated in this survey. This speaks to the need for flexibility, in addition to respect for local government jurisdiction and authority that was communicated in the survey responses.

A summary of responses to the survey questions is detailed below.

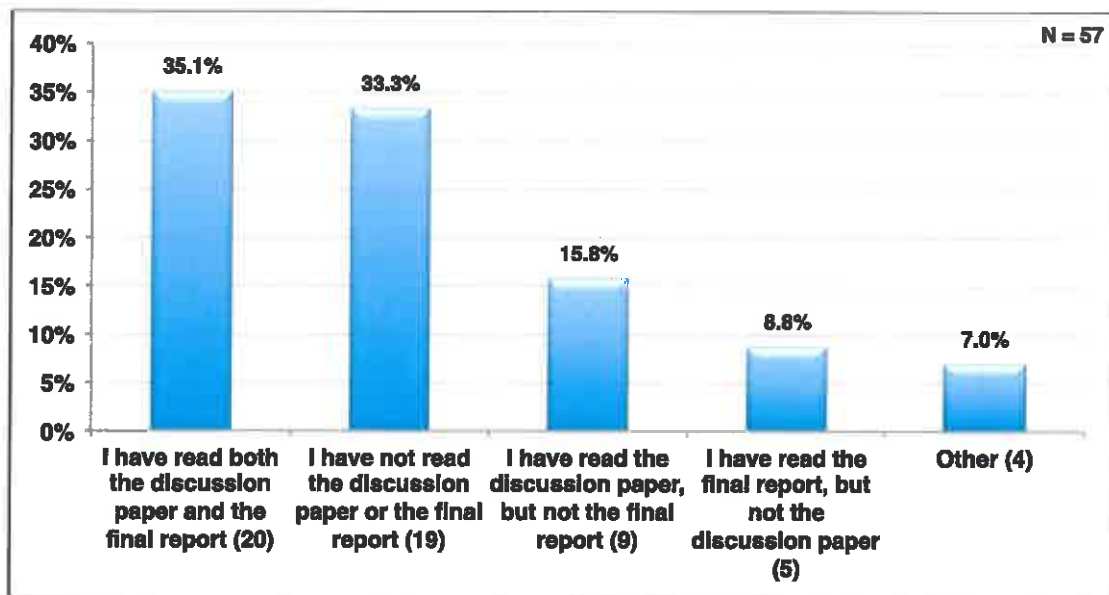
Question 1: Where do you obtain information about the process to legalize marijuana in Canada?



This question asked respondents to list their top three sources of information regarding the process to legalize and regulate marijuana in Canada. Given how much attention this issue has received in the media, it is no surprise that news media was the top response with 49 of 57 respondents indicating it was one of their top three sources of information. The federal government has also proven a valuable source of information, in particular because this is where information is found relating to the Task Force, its work (e.g. discussion paper, final report), and federal legislation. Recent editions of UBCM’s weekly e-newsletter (*The Compass*) have also contained much information related to marijuana legalization and regulation, including local government perspectives.

Many of the twelve individuals who listed “other” indicated that they were receiving legal advice or information from local police.

Question 2: The federal Task Force on Marijuana Legalization and Regulation has released a discussion paper and a final report. Have you read all or part of these documents?

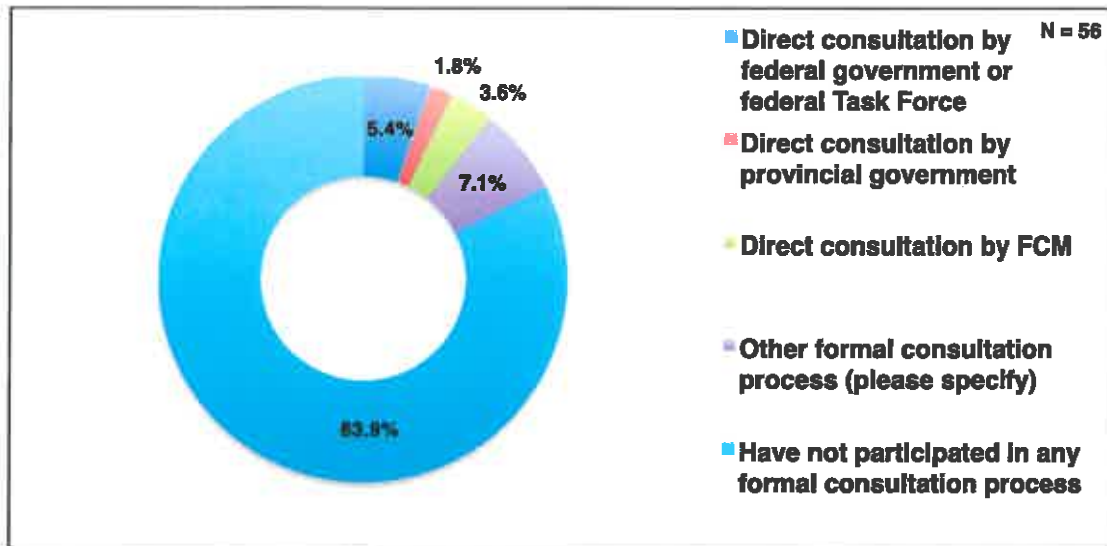


Results show that only 35.1% of respondents had read all or part of both the Task Force’s discussion paper and final report. Additional data shows that 29 respondents (51.0%) read all or part of the discussion paper, with 25 respondents (43.9%) having read all or part of the final report. Only 33.3% of respondents had not seen either report.

Given that the discussion paper spanned 27 pages, and the final report was 106 pages, some may have opted to consult any of the multitude of summaries available online. Of those who answered “other”, several indicated they planned

to read both reports in the near future, while another said that information related to the reports was obtained through summary documents.

Question 3: In the past twelve (12) months, has your local government participated in consultations about the legalization of marijuana?



This question allowed respondents to select multiple responses, including all relevant organizations that they have engaged with as part of the process to legalize and regulate marijuana.

The most noticeable statistic is that 83.9% of local government respondents have not participated in any formal consultation process, whether with the federal government, provincial government, or other formal process. Only one respondent indicated having any consultation with the provincial government. Many of the comments provided by respondents indicated frustration with the lack of consultation, as well as a willingness to engage with provincial and federal orders of government.

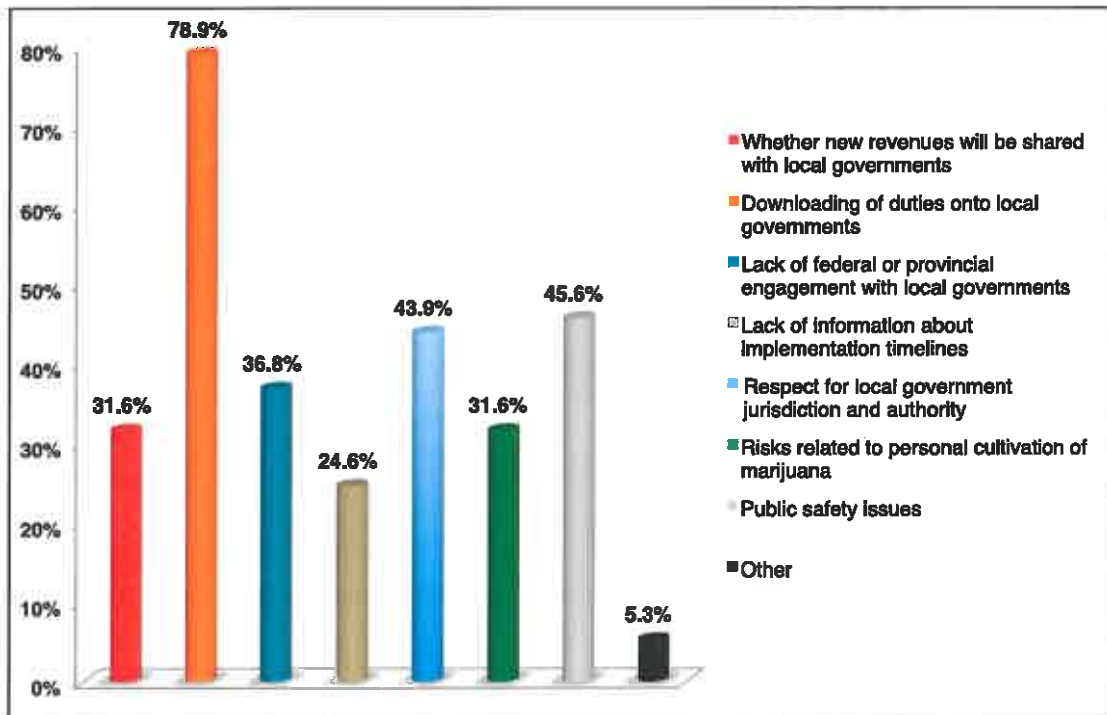
In light of the recently tabled federal legislation (Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and Other Acts*), consultation with the provincial government has become essential for UBCM and its members. Many of the newly assigned provincial responsibilities have the potential to negatively impact local government finances and resources, and as such should be discussed. These responsibilities include:

- Taxation and/or fees, and potential revenue sharing;
- Minimum age for consumption;
- Personal possession limits;
- Personal cultivation regulations;

- Designated areas where adults can consume marijuana (e.g. public places or vehicles);
- Licensing distribution and retail, and carrying out associated compliance and enforcement activities;
- Additional regulatory requirements to address issues of local concern (e.g. age, personal limit, home growing rules, inspections, compliance, etc.);
- Establishing provincial zoning rules; and,
- Amending provincial traffic safety laws to address driving while impaired.

With the federal government intending to legalize marijuana by July 1, 2018, there is a small time frame for the Province of British Columbia and BC local governments to prepare and make necessary adjustments.

Question 4: Please indicate the top three (3) concerns of your local government regarding a legalized marijuana regime in Canada.



The options listed in Question 4 were chosen based on an extensive literature review/media scan (identifying local government concerns most cited), engagement with other local government associations and FCM, as well as policy set by UBCM's membership (see UBCM resolutions 2016-A2 and 2016-A3). Provided that only three respondents chose a response other than the seven listed options, these seem to be the most prevalent concerns among respondents.

Since UBCM's membership endorsed the resolutions 2016-A2 and 2016-A3, the federal initiative to legalize and regulate marijuana has evolved at a rapid pace. Today, local governments are more informed about what the federal government plans to do, and have a better idea of what a legalized regime might look like once legislation comes into force. As such, the responses to this question provide insight into concerns most important to local governments, as they react to what has transpired over the past year, and what may happen in the near future (based on recently tabled legislation).

The most prevalent concern among respondents is the potential for downloading of duties related to the legalization of marijuana (e.g. enforcement, oversight and approval of personal cultivation, education, roadside testing), which would increase local government costs. Many local governments are concerned with a potential increase in enforcement and compliance costs, especially given that policing costs continue to rise (approaching 30% of most urban local government budgets). There are also legitimate concerns related to increased crime prevention, compliance duties, and equipment costs (e.g. testing devices) that could be downloaded onto local governments. Other potential downloads could include licensing, inspection duties (e.g. for personal cultivation) and public awareness duties, among others.

Question 5: In its final report, the federal Task Force on Marijuana Legalization and Regulation made a number of recommendations. Do any of the recommendations incite strong agreement or disagreement from your local government, and if so, why?

Many of the comments provided by respondents elaborated on the seven primary concerns listed in Question 4, including how to use tax revenue, the need for consultation with local governments, respect for local government authority and jurisdiction, and a fear of responsibilities being downloaded to local governments without adequate funding. Several respondents felt strongly that personal cultivation should not be allowed; others have echoed this sentiment in light of the risks (e.g. health concerns, building code violations, building damage, fire risks) and costs (e.g. inspections, compliance, regulation) that exist for local governments.³ Other specific concerns and recommendations included:

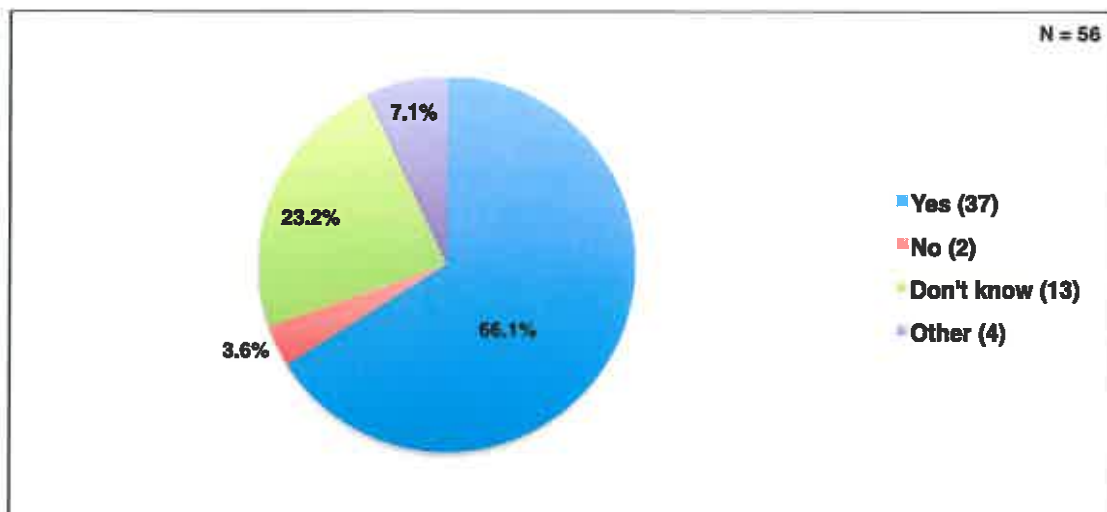
- The perceived lack of a federal implementation plan (to the detriment of the Province and local governments);
- Impaired driving risks;
- Ensuring products advertise the amount of THC they contain;
- Establishing a safe and responsible supply chain whereby marijuana only comes from licenced commercial producers;
- Strict regulations, similar to alcohol;

³ It should also be noted that one respondent was in favour of personal cultivation, for unspecified reasons.

- Potential exposure to children;
- Unspecified environmental impacts;
- The need to establish consumption limits;
- Risks associated with the co-location of alcohol and tobacco;
- Workplace impairment, and the need to define workplace policies;
- Removing an individual's right to designate someone else to grow medical marijuana;
- The need for data sharing with all orders of government.

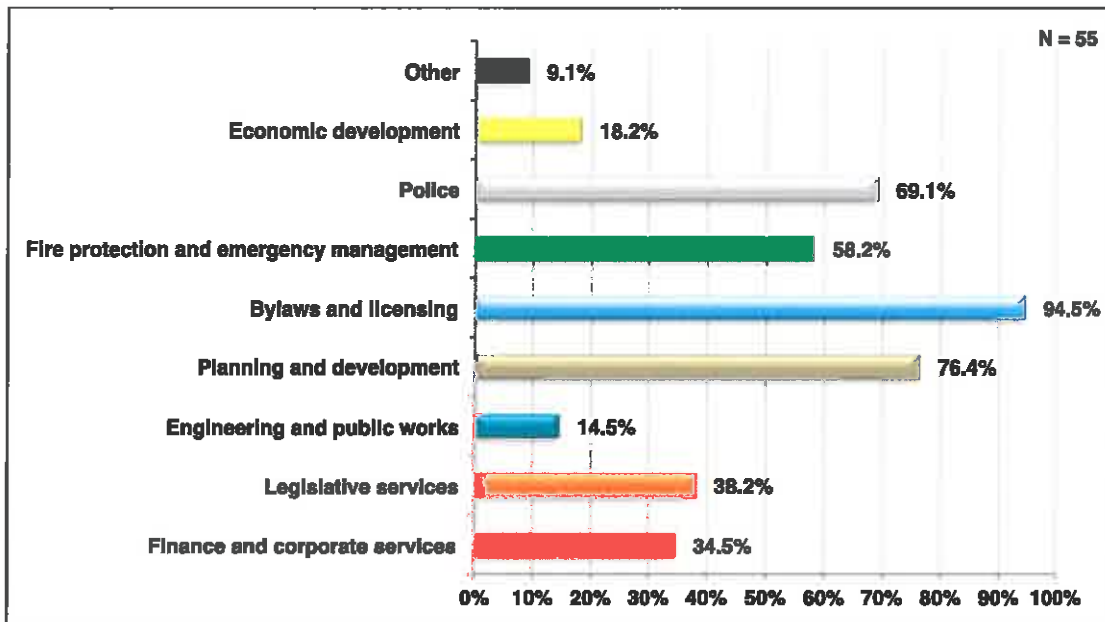
These comments represent a wide spectrum of opinions, and show the need for consultation with local governments to discuss the numerous local government concerns that exist.

Question 6(a): Does your local government anticipate that any of its departments or services will face additional burden from a new legalized marijuana regime?



Almost two thirds of respondents were anticipating an additional burden on their local government's departments or services. Only two respondents (3.6%), both of which were located in the AKBLG region, felt that there would not be any negative impact on departments or services. One respondent to this question noted that his large urban local government had already hired a new staff member to deal with medical marijuana-related business.

Question 6(b): Please indicate which departments or services in your local government will face additional burden from a legalized marijuana regime.⁴



Respondents were able to select all options that applied to their local governments. Four options were selected by more than half of respondents, including “bylaws and licensing” which was a concern for 94.5% of respondents. In all likelihood, most local governments will need to develop or amend bylaws to accommodate the new legalized regime. There are also potential duties related to licensing and compliance that could be transferred to local governments.

Duties related to zoning could ensure that planning and development services are affected by legalization, while police could see new costs and duties related to training, procurement of new equipment and additional staff members required to perform these, and other policing duties. Fire protection and emergency management services may be impacted by a potential increase in inspections, as well as negative consequences resulting from increased fire, electrical and other personal cultivation hazards (e.g. pesticide exposure).

In their comments, respondents made the following suggestions (aimed at various orders of government) to deal with the burden that many local government departments and services will face:

- UBCM to provide recommended updates related to zoning, business licensing, etc. as a resource for local governments;
- Not rushing implementation, despite the July 1, 2018 deadline;

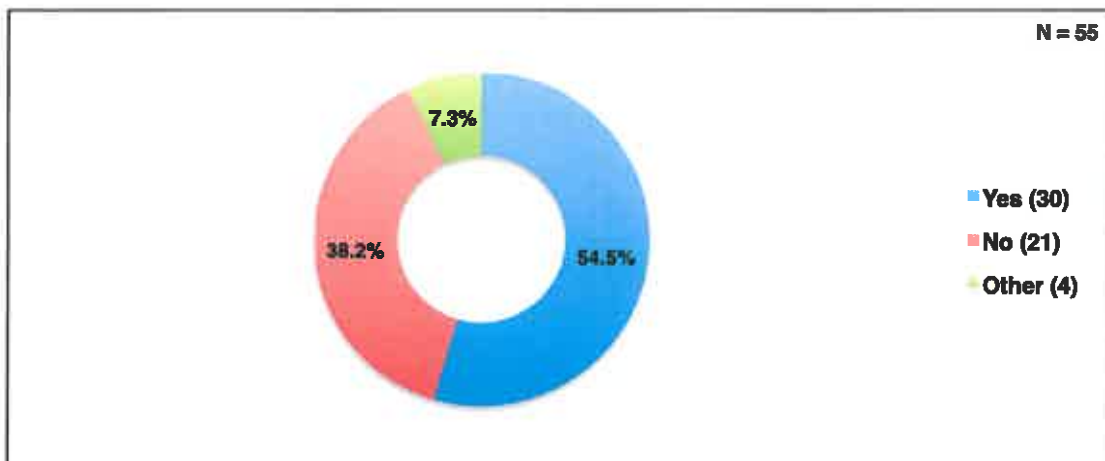
⁴ This question was open to all respondents, except for the two who indicated “no” in part (a).

- Increasing the fees for marijuana production applicants;
- Adding a “sin” tax to the price of marijuana, with revenue going to local governments;
- Federal and provincial orders of government overseeing inspection and enforcement.

Several respondents also took time to detail the burden their staff members may face, outlining the following potential duties:

- Amending bylaws;
- Providing reports to councils and boards;
- Managing complaints (e.g. public nuisance, odour);
- Additional investigation and enforcement services (police and bylaw officers);
- Oversight of personal cultivation operations;
- Fire safety responsibilities;
- Managing the influx of business licence and other applications.

Question 7(a): Has your board or council enacted bylaws or policies to regulate marijuana in your community?



The question does not differentiate between policies or bylaws related to medical marijuana, or the upcoming legalization of marijuana. Additionally, many of those who answered “other” indicated they were in the process of developing bylaws or policies to regulate marijuana. Due to the prevalence of dispensaries (a.k.a. illegal storefront retailers) in many communities, a large number of local governments have been forced to regulate through bylaws and policies.

Additionally, a BC Supreme Court judge has ruled that local governments have the right to deny business licences to medical marijuana dispensaries, as well as

to enact bylaws prohibiting the sale or cultivation of medical marijuana.⁵ This gives local governments the legal authority to regulate medical marijuana dispensaries by bylaw.

Question 7(b): Please describe the bylaws or policies that your board or council has enacted to regulate marijuana.

Respondents specifically mentioned the following bylaws and/or policies that have been enacted to regulate marijuana:

Respondent (N = 27)	Bylaw or Policy Enacted	Details
Respondent #1	Zoning Bylaw	Currently disallowing marijuana retail sales. Providing for setbacks from conflictual use, once marijuana is legalized.
Respondent #1	Business Licence Bylaw	Provides for acceptable practices (e.g. security, training, etc.) once marijuana is legalized.
Respondent #2	Medical Marijuana Cultivation and Processing	(No details provided)
Respondent #3	Agricultural Zoning	(No details provided)
Respondent #3	Land Use Planning	(No details provided)
Respondent #4	Business Licence Bylaw	(No details provided)
Respondent #4	Land Use Bylaw	(No details provided)
Respondent #5	Zoning Bylaw	Amended to permit dispensaries in some zones, including distance regulations.
Respondent #5	Medical Cannabis Business Licence Bylaw	(No details provided)
Respondent #6	(No name provided)	Permitting medical marijuana grow operations in the City and the Agricultural Land Reserve (ALR).
Respondent #7	Zoning Bylaw	Created zones where marijuana cultivation is permitted.
Respondent #8	(No name provided)	Require storefront retailers to rezone property and apply for a business licence.
Respondent #9	(No name provided)	Prohibiting retail sale of marijuana through storefront dispensaries until further notice from the provincial or federal government. Also regulated the production and testing of marijuana on industrial land zones.
Respondent #10	(No name provided)	Regulations adopted to address federal Marijuana for Medical Purposes Regulations (MMPR). ⁶
Respondent #11	(No name provided)	Restricted new production facilities to heavy industrial zones.
Respondent #12	Zoning Bylaw	(No details provided)
Respondent #12	Workplace Conduct	(No details provided)
Respondent #13	(No name provided)	Restricting medical marijuana production to ALR land only.
Respondent #14	(No name provided)	Policy to disallow marijuana production in the municipality.
Respondent #15	(No name provided)	Regulating grow operations.
Respondent #16	(No name provided)	Keeping medical marijuana operations (unspecified) away from schools, in industrial

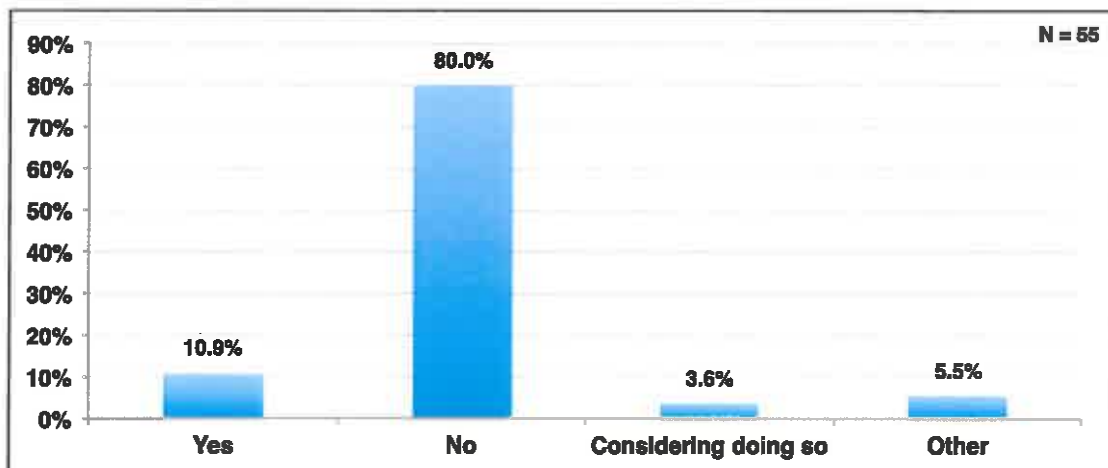
⁵ This is the result of a recent court case between the City of Abbotsford and Mary Jane's Glass & Gifts Ltd.

⁶ As of August 24, 2016, the [Access to Cannabis for Medical Purposes Regulations](#) (ACMPR) replaced the Marijuana for Medical Purposes Regulations (MMPR).

		zones.
Respondent #17	(Unspecified Bylaw)	Allowing medical marijuana production within ALR.
Respondent #18	(No name provided)	Allowing for medical marijuana dispensaries to operate with business licences.
Respondent #19	Zoning Bylaw	(No details provided)
Respondent #20	(No name provided)	Limitations (unspecified) in all zones.
Respondent #21	Official Community Plan	Policy (unspecified) for medical marijuana regulation.
Respondent #22	Zoning Bylaw	Allows medical marijuana production facilities, as permitted under MMPR (ACMPR as of August 24, 2016).
Respondent #23	(No names provided)	Amended municipal bylaws to prohibit production in almost all areas, strengthened business licence regulations, allowed for an appeals process to Council for business licence refusals, and increased penalties for bylaw contraventions.
Respondent #23	Zoning Bylaw	Prohibiting production, research and development of medical marijuana on municipal land, excluding the ALR.
Respondent #23	Business Licence Bylaw	(No details provided)
Respondent #24	(No name provided)	Consideration of medical marijuana production facilities regulations.
Respondent #25	(No name provided)	Related to storage, manufacturing and distribution of medical marijuana in specific zones.
Respondent #26	Official Community Plan, Zoning Bylaw, Business Licence Bylaw	Require businesses that produce and distribute marijuana to apply to the City for a business review pertaining to location within the City and approved uses in specific zoning areas.
Respondent #27	Zoning Bylaw	Amendments to regulate commercial production and distribution.

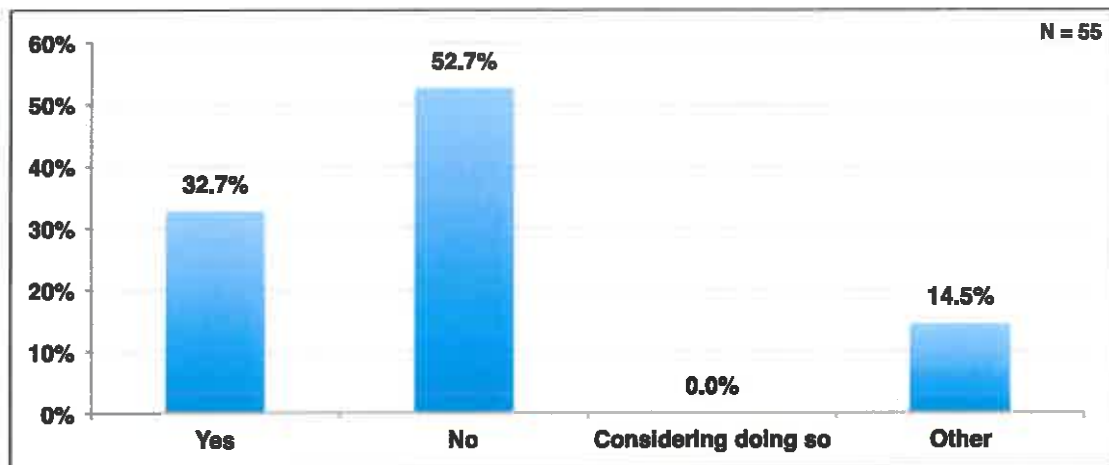
Many respondents' local governments have taken steps to specifically disallow medical marijuana retail sales until federal legislation makes marijuana legal.

Question 8: As part of regulation efforts, has your community licensed or begun the process of licensing marijuana dispensaries?



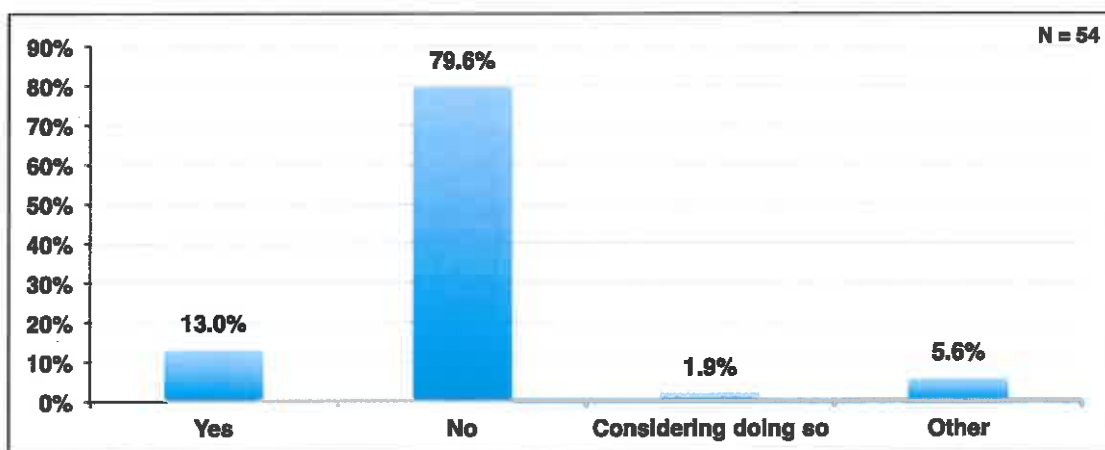
Since the Liberal Party of Canada formed Canada's federal government, it has been known that marijuana legalization was a strong possibility. As such, many local governments may be waiting to address this issue until after federal legislation clarifies rules around legalized marijuana. The six respondents who responded "yes" are located in the AVICC and AKBLG regions.

Question 9: As part of regulation efforts, has your community shut down or begun the process of shutting down marijuana dispensaries?



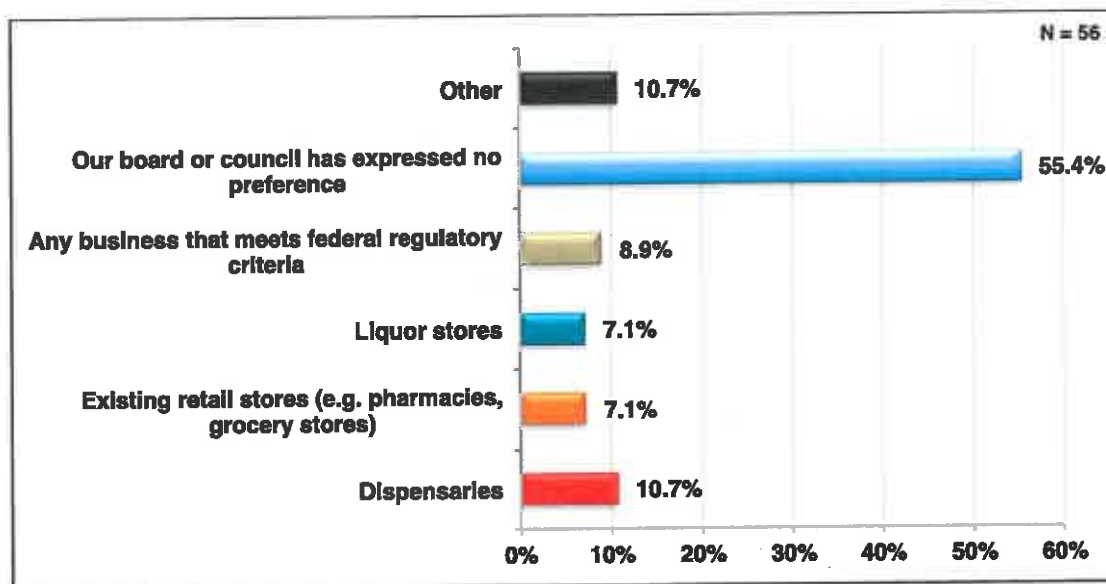
As noted in Question 8, a lack of enforcement action might be due to the impending legalization of marijuana. Shutting down dispensaries also has the potential to utilize scarce police resources. Many of the respondents who indicated "other" did so because there are no dispensaries in their communities.

Question 10: As part of regulation efforts, has your community taken steps to address personal cultivation of marijuana for medical purposes?



Nearly 80% of respondents indicated that their communities had not taken steps to address personal cultivation. With personal cultivation of medical marijuana once again legal (after a successful legal challenge), individuals who have the authorization of their health care practitioner may now produce a limited amount of medical marijuana, or designate someone to produce it for them. The legality of personal cultivation of medical marijuana limits the regulation efforts that local governments can pursue.

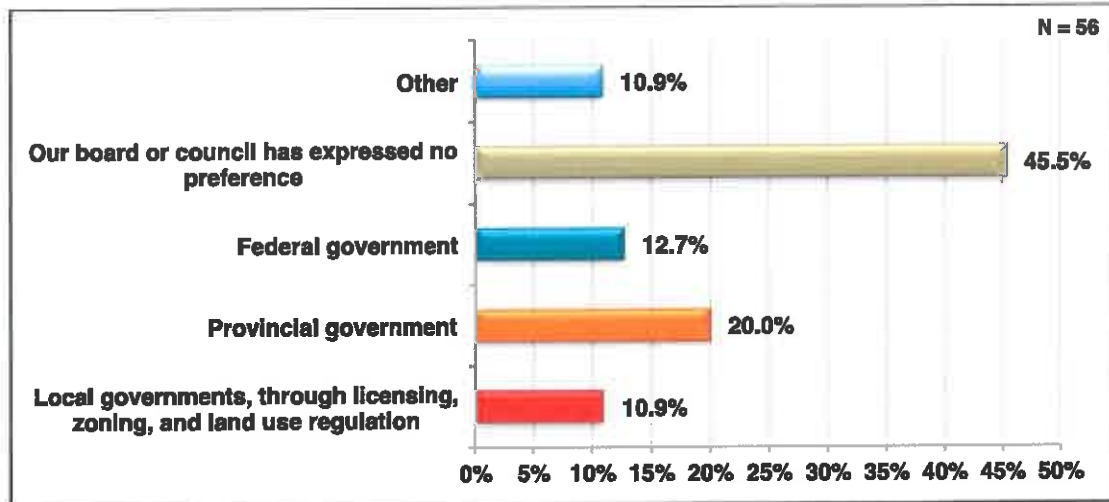
Question 11: What is the preference of your board or council regarding the distribution of marijuana in a legalized marijuana regime? Where and how do you feel marijuana should be sold?



Results shows that many local governments have not yet formally taken a position, which might be attributed to the fact that legislation was only recently tabled. Legislation dictates that provinces and territories will bear the responsibility for determining the manner in which legalized marijuana will be sold. The provincial government has yet to take a formal position on the best means for distribution.

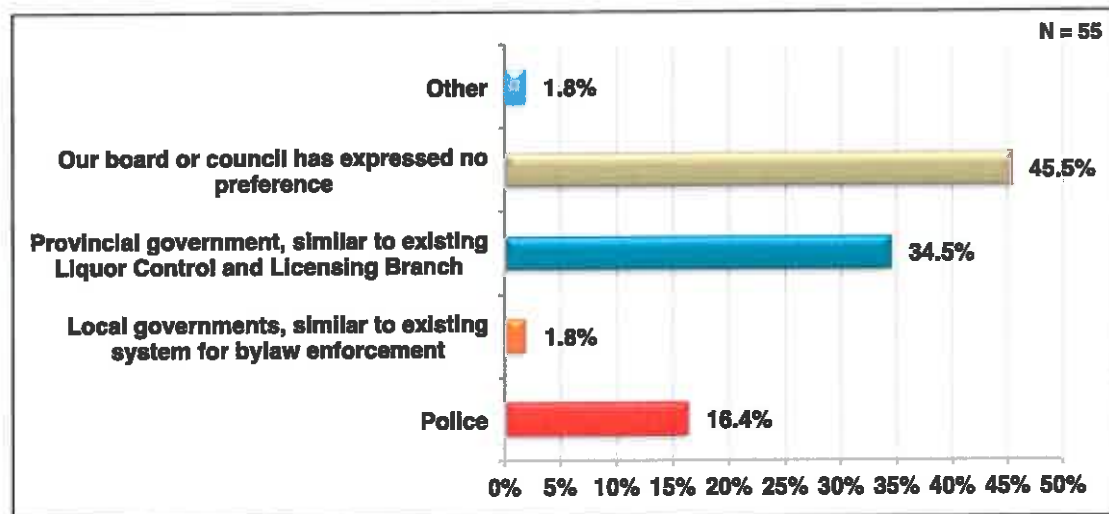
Among those who did indicate a preference, there was no clear consensus among options, with all four primary options receiving support ranging from 7.1% to 10.7%.

Question 12: What is the preference of your board or council regarding authority over the distribution of marijuana in a legalized marijuana regime? Who should be responsible for regulating distribution and sale?



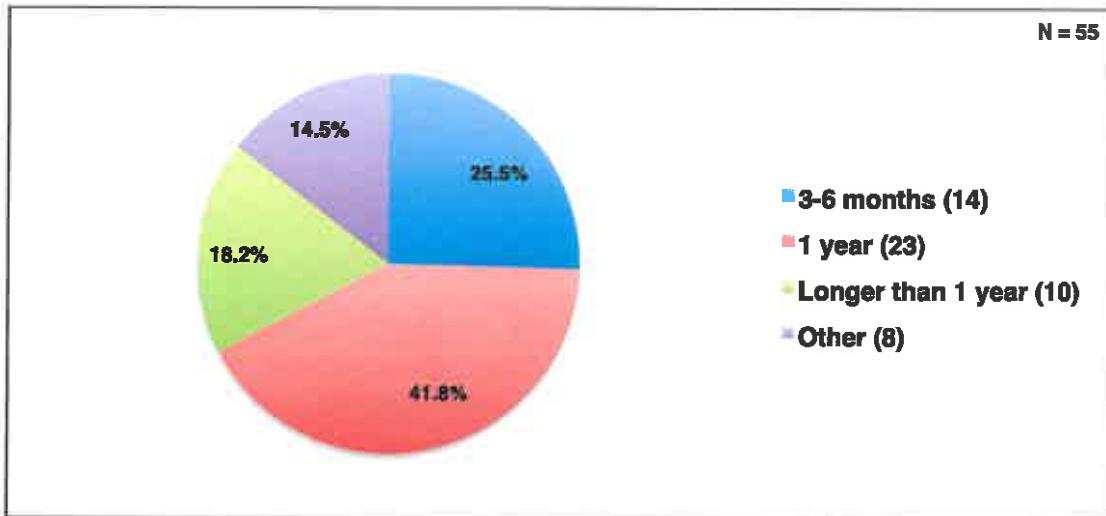
Much like the last question, respondents' local governments, for the most part, have not taken a formal position regarding distribution and sale of marijuana. Legislation has given the provinces and territories responsibility for regulating distribution and sale, and 20% of respondents (11) agree. Several of the respondents who answered "other" were in favour of a hybrid system, often with a mix of local and provincial authority. One respondent was wary of any system, fearing a download of responsibilities to local governments.

Question 13: What is the preference of your board or council regarding authority to enforce the distribution of marijuana in a legalized marijuana regime? Who should be responsible for enforcing the regulations?



Although 45.5% of respondents' local governments did not take a formal position, many (34.5%) formally expressed a desire for the provincial government to enforce distribution, similar to the current liquor enforcement system. Only one respondent felt local governments were most appropriate to assume enforcement duties.

Question 14: Once a legalized marijuana regime is approved, how much time should the federal government provide for local governments to implement the regime in their own communities?



This question was developed prior to the tabling of federal legislation. Given that there are provisions for individuals to access recreational marijuana after July 2018 even if their province or territory has not enacted legislation regulating recreational marijuana sales, there may be little opportunity to extend the timelines provided to all orders of government.

There remains just over 13 months until the federal government plans to legalize marijuana. Only 18.2% of respondents (10) felt they need more than one year to prepare for this new regime. Many who responded "other" are waiting to see how implementation occurs (especially with regards to local government responsibilities and involvement), before they can hypothesize as to how much time is needed.

Question 15(a): What data or information would your local government need in order to implement a new legalized marijuana regime?

Respondents suggested a number of data/information needs, including:

- Recommendations related to zoning regulations, business licence guidelines, a potential permitting system, and a policing/enforcement approach;
- A clear understanding of the legal framework⁷;
- Regulatory requirements for personal cultivation operations, including the body that will enforce personal cultivation regulations;
- An understanding of how medical and non-medical uses will be differentiated at the retail level (by regulation);
- Provincial direction;
- Type of retail system (and subsequent local government involvement in enforcement);
- The licensing scheme;
- Where marijuana will be able to be consumed;
- Sample bylaws, policies and templates (perhaps as part of a best practices guide);
- Any monetary transfers to local governments, so new positions can be created/funded to manage marijuana-related business;
- Framework detailing the land use, licensing and enforcement tools available (perhaps as part of a best practices guide);
- A thorough outline of the local government role in this new regime;
- Any provincial regulations related to retailers (e.g. minimum distance requirements from other cannabis stores, schools, etc.) and public consumption;
- Provincial licensing requirements for retailers;
- An understanding of any financial support coming from federal or provincial orders of government to support local governments;
- Police will need information about registered and designated persons to produce medical marijuana, as a means to enforcing health and safety regulations.

Question 15(b): One way to support local governments as they undertake new initiatives is to produce a "best practices" guide. What type of information would you look for in a best practices guide on implementation of a new legalized marijuana regime?

Local government respondents suggested the following information be included as part of a best practices guide:

- Recommendations related to zoning regulations, business licence guidelines, a potential permitting system, and a policing/enforcement approach;

⁷ As previously noted, many respondents completed this survey prior to federal legislation being tabled.

- Regulations for buildings used to produce marijuana (e.g. HVAC, electrical, water, etc.) to prevent health and safety issues;
- Recommended/sample policies and bylaws (or bylaw amendments);
- Contact information for support/questions;
- Case studies from international regimes and BC dispensary models (e.g. Victoria, Vancouver);
- Zoning controls/restrictions (e.g. distances from schools and parks, licencing fees, enforcement options, and penalties);
- Business licence conditions/framework;
- Examples of implementation in rural/remote areas;
- The difference between medical and recreational regimes;
- Any provincial regulations related to retailers (e.g. minimum distance requirements from other cannabis stores, schools, etc.) and public consumption;
- Provincial licensing requirements for retailers;
- Potential fees associated with the new regime;
- Employment standards and requirements;
- Information related to impaired driving;
- Clarifying role of enforcement (e.g. criminal, bylaw);
- Best practices for public health and safety campaigns regarding the risks associated with marijuana consumption;
- Best practices for the regulation of consumable, topical and inhalant marijuana and hemp-derived products

Many of those who completed the survey prior to the tabling of federal legislation responded by saying they could not provide information until legislation was tabled.

5. Conclusion / Recommendations

UBCM would like to thank all 57 respondents to this survey for providing valuable input towards the legalization and regulation of marijuana in British Columbia, and its potential impact on local governments. Results to this survey provide a snapshot of local government attitudes, actions and concerns related to medical and recreational marijuana. It is the beginning of what will likely be an intensive process to establish provincial and local government regulations prior to July 2018.

The actions and opinions expressed by respondents will help inform UBCM's local government advocacy strategy. In particular, the following over-arching concerns will be conveyed and/or addressed by UBCM going forward:

- That, given the lack of consultation that has taken place thus far and short time frame for implementation of a new legalized regime, the Province of British Columbia initiate thorough and meaningful consultation with UBCM;
- That provincial and federal governments refrain from downloading responsibilities on local governments without providing adequate funding and resources; and,
- That local government jurisdiction and authority be respected by federal and provincial governments, with consideration towards providing local governments flexibility for regulating certain aspects of a new regime (e.g. personal cultivation, retail sales, zoning requirements).

UBCM will continue to work with its members to provide current information and best practices to help prepare local governments for the legalization of marijuana.

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 12, 2017
Subject: Drinking Water Annual Report 2016

RECOMMENDATION

THAT Council receives and files the Drinking Water Annual Report 2017.

AND THAT Council directs staff to post the Drinking Water Annual Report 2017 on the City of Enderby website.

BACKGROUND

Pursuant to the British Columbia Drinking Water Protection Act and Regulation, the City of Enderby is required to publish an annual drinking water report.

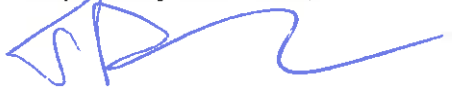
Highlights

- In 2016, the total water distributed from the City of Enderby Water Treatment Plant was 500,896 m³. The maximum one-day demand was on May 16 at 3,261 m³. In a month-by-month comparison with 2015, there are some fluctuations which are most likely attributed to a mild summer and the implementation of metered water rates in 2015.
- In 2016, the City of Enderby spent \$982,160 to provide safe drinking water, whereas in 2015 the City spent \$679,144. Capital investment was the main driver of the higher costs. Some operating costs decreased, which was primarily due to a higher number of major events in 2015, which required additional labour and material expenditures.
- The total replacement value for the water distribution system (such as pipes and pumps) is \$18,595,988. As of December 31, 2016, the total depreciation is \$8,168,765. The remaining value is \$10,427,223. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$3,591,265. As of December 31, 2016, the total depreciation is \$1,298,789. The remaining value is \$2,292,476. In 2016, \$157,704 was contributed to the City of Enderby water reserve fund and \$381,102 was withdrawn. The interest earned on the reserve fund was \$12,658. The balance of the water reserve fund as of December 31, 2016 is \$497,144.

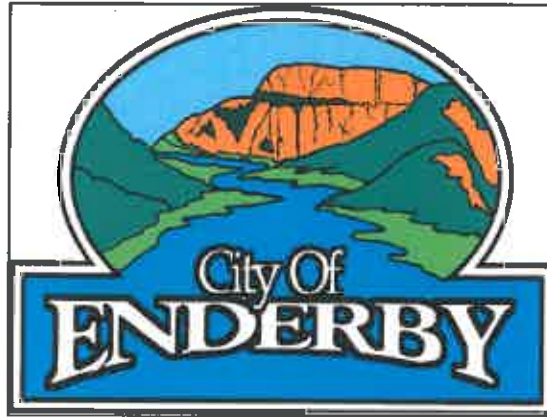
- The major projects which were completed in 2016 include Vernon Street and Cliff Avenue distribution system upgrades, as well as obtaining a new chlorine analyser for the Water Treatment Plant. The City's Source Protection Planning report was partially completed in 2016, with the remainder to be completed in 2017. In 2017, the major capital projects will include the first phase of the distribution system upgrades on Salmon Arm Drive and the renewal of the Shuswap River water main crossing.

The report also provides a summary of emergency response and contingency plans. The emergency response plan was last updated on June 12, 2017.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



DRINKING WATER ANNUAL REPORT 2016



June 12, 2017

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Executive Summary

The City of Enderby operates and maintains a community water distribution system in accordance with the Drinking Water Protection Act and the Guidelines for Canadian Drinking Water Quality. In 2016, the total water distributed from the City of Enderby Water Treatment Plant was 500,896 m³. The maximum one-day demand was on May 16 at 3,261 m³. In a month-by-month comparison with 2015, there are some fluctuations which are most likely attributed to a mild summer and the implementation of metered water rates in 2015.

In 2016, the City of Enderby spent \$982,160 to provide safe drinking water, whereas in 2015 the City spent \$679,144. Capital investment was the main driver of the higher costs. Some operating costs decreased, which was primarily due to a higher number of major events in 2015, which required additional labour and material expenditures.

The total replacement value for the water distribution system (such as pipes and pumps) is \$18,595,988. As of December 31, 2016, the total depreciation is \$8,168,765. The remaining value is \$10,427,223. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$3,591,265. As of December 31, 2016, the total depreciation is \$1,298,789. The remaining value is \$2,292,476. In 2016, \$157,704 was contributed to the City of Enderby water reserve fund and \$381,102 was withdrawn. The interest earned on the reserve fund was \$12,658. The balance of the water reserve fund as of December 31, 2016 is \$497,144.

The major projects which were completed in 2016 include Vernon Street and Cliff Avenue distribution system upgrades, as well as obtaining a new chlorine analyser for the Water Treatment Plant. The City's Source Protection Planning report was partially completed in 2016, with the remainder to be completed in 2017. In 2017, the major capital projects will include the first phase of the distribution system upgrades on Salmon Arm Drive and the renewal of the Shuswap River water main crossing.

The City continues its monitoring program and nothing of concern was discovered in the drinking water system. The City's Public Works staff are working towards obtaining certifications which match the classification of the treatment and distribution systems. The City intends to revive its Cross Connection Control program in 2017 and will use a risk-based approach to addressing hazards. Finally, the City's Drinking Water Emergency Response Plan was most recently updated in June 2017.

Introduction

The City of Enderby operates and maintains a community water distribution system in accordance with the Drinking Water Protection Act and associated Regulations, as well as the Guidelines for Canadian Drinking Water Quality. Pursuant to Section 15(b) of the British Columbia Drinking Water Protection Act and Section 11 of the British Columbia Drinking Water Protection Regulation, the City of Enderby provides the following Annual Drinking Water Report for 2016.

The goal of the City of Enderby is to provide clean, safe, and reliable drinking water. Our drinking water meets or exceeds the criteria used by the Federal-Provincial-Territorial Committee on Drinking Water in its definition of “high quality drinking water.” The Committee defines high quality drinking water as:

free of both disease-causing organisms and chemicals in concentrations that have been shown to cause health problems. Such drinking water has minimal taste and odour, making it aesthetically acceptable to the public for drinking.¹

High quality drinking water must meet requirements with respect to the following:

- Maximum acceptable concentrations of microbiological contaminants such as bacteria, protozoa, and viruses such as *Giardia*, *Cryptosporidium*, and *Escherichia coli*;
- Maximum acceptable levels of turbidity;
- Maximum acceptable chemical and physical parameters;
- Aesthetic objectives related to taste, colour, and odour; and
- Operational guidance values.

The City accomplishes these requirements through a multi-barrier approach to treatment. A multi-barrier approach is required as “the limitations or failure of one or more barriers may be compensated for by the effective operation of the remaining barriers. This compensation minimizes the likelihood of contaminants passing through the entire system and being present in sufficient amounts to cause illness to consumers.”²

There are a variety of potential hazards to drinking water which must be controlled. These threats involve chemical and microbiological contaminants that may be introduced at the source or intake, during treatment, or during distribution. These hazards are an ever-present threat to our drinking water supply which must be controlled. The City observes a robust water quality monitoring regime and uses multi-barrier treatment to manage these threats and protect the public.

Water System Overview

The Enderby water system consists of 3 main sources:

1. Brash Creek (surface water – decommissioned);
2. Shuswap Well (ground water; suspected of being under the direct influence of surface water); and
3. Shuswap River (surface water).

The total amount of pipe in the distribution system is 30,962 meters. This consists of 10,656 meters of PVC pipe, 19,893 meters of concrete pipe, 355 meters of steel pipe, and 58 meters of copper pipe.

¹ Federal-Provincial-Territorial Committee on Drinking Water and the CCME Water Quality Task Group, “From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water” (Ottawa, Ontario: 2004), 14.

² Ibid., 17.

All water is chlorinated prior to distribution. The Shuswap River surface water is filtered through a two-stage rapid filtration system which reduces turbidity and minimizes the threat of giardia and cryptosporidium. The Shuswap Well is normally piped to the Water Treatment Plant clearwell.

Under normal operation, water from the Shuswap River is filtered and chlorinated, then pumped from the clearwell through the UV disinfection system and into the distribution system to a water reservoir. Water from the Shuswap Well is chlorinated on-site and pumped to the clearwell, then through the UV disinfection system and to the reservoirs. There is a total of 3,782 m³ of reservoir capacity. Depending on demand, both systems can operate in conjunction. Each system can be isolated and run to the reservoirs alone. All water supplies can be operated with a portable generator.

It should be noted that, when water is drawn from the Shuswap Well supply, a number of customers east of the Enderby Bridge who are most proximate to the well source receive water that is not disinfected with UV light. When all supply is from the Shuswap River source, all customers receive fully treated water.

Under current operating parameters, the combined source capacity of the Shuswap River and the Shuswap Well is 4,753 m³ per day. The ultimate source capacity, with infrastructure changes and assuming the capability to operate the Shuswap Well for twenty-four hours per day, is 6,135 m³.

Annual Consumption Data

Note: the below figures only describe the Water Treatment Plant effluent flow meter; this does not reflect the full quantity of water sent from the Shuswap Well, some of which is distributed to residents east of the Bawtree Bridge without being captured by the effluent flow meter.

In 2016, the total water distributed from the Water Treatment Plant was 500,896 m³. The maximum one-day demand was on May 16 at 3,261 m³.

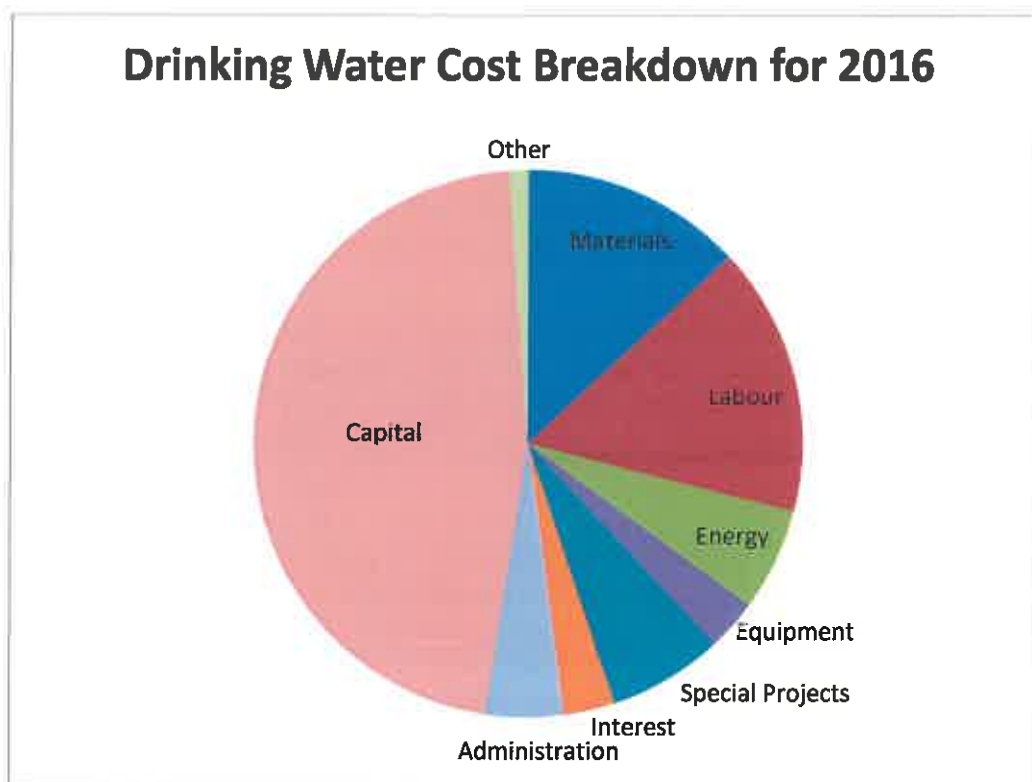
In 2015, the total water distributed from the City of Enderby Water Treatment Plant was 623,185 m³ and the maximum one-day demand was 5,160 m³ on June 15. In 2014, the total water distributed from the Water Treatment Plant was 624,476 m³ and the maximum one-day demand was on July 15 at 4,445 m³.

The following chart shows maximum and average daily demands from the Water Treatment Plant by month for 2015 and 2016. There decline in usage is most likely attributed to a mild summer and the implementation of metered water rates in 2015, both of which would impact demand.

Month	2015 Max. Daily Demand (m ³)	2015 Avg. Daily Demand (m ³)	2016 Max. Daily Demand (m ³)	2016 Avg. Daily Demand (m ³)
January	1310	1033	1519	1192
February	1666	1132	1641	1123
March	1506	1206	1784	1167
April	1744	1203	1936	1286
May	4808	2785	3261	1715
June	5160	3341	2860	1851
July	3093	2509	2852	1826
August	2610	2196	2694	2022
September	2395	1693	2249	1379
October	2725	1654	1480	1012
November	3933	1094	1217	930
December	1586	1163	1155	934

Drinking Water Cost Breakdown

In 2016, the City of Enderby spent \$982,160 to provide safe drinking water. This includes water treatment processes such as chlorination, ultraviolet, and filtration as well as improvement, repair, and maintenance of the distribution system. The costs by expense category are:



The following chart describes the dollar value associated with each expense category and compares these values to 2015:

Category	2015 Value	2016 Value
Materials	181,490	128,145
Labour	164,920	156,469
Energy	58,165	59,058
Equipment	26,082	30,084
Special Projects	13,781	66,408
Interest	35,840	29,594
Administration	43,105	45,162
Capital	145,319	455,929
Other	10,442	11,307
Total	679,144	982,160

Capital investment was the main driver of the higher costs. Some operating costs decreased, which was primarily due to a higher number of major events in 2015, which required additional labour and material expenditures.

Water System Assessment and Infrastructure Deficit

The total replacement value for the water distribution system (such as pipes and pumps) is \$18,595,988. As of December 31, 2016, the total depreciation is \$8,168,765. The remaining value is \$10,427,223.

The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$3,591,265. As of December 31, 2016, the total depreciation is \$1,298,789. The remaining value is \$2,292,476.

In 2016, \$157,704 was contributed to the City of Enderby water reserve fund and \$381,102 was withdrawn. The interest earned on the reserve fund was \$12,658. The balance of the water reserve fund as of December 31, 2016 is \$497,144.

The City invested \$455,929 into capital assets during 2016.

In order to address its infrastructure deficit, the City has committed to an incremental water utility tax increase of 1% per year. This amount will be dedicated to asset management.

Completed Major Projects and Forthcoming Major Projects

There were several major water infrastructure projects in 2016:

1. Completed Vernon Street distribution system upgrades.
2. Completed Cliff Avenue distribution system upgrades.
3. Obtained a replacement chlorine analyser for the Water Treatment Plant.
4. Partial completion of Source Protection Planning report.

Some 2016 projects were deferred, such as the renewal of the cross-connection control program, renewal of the Water Treatment Plant's programmable logic controllers, and installation of wifi communication to the Shuswap Well.

In 2017, the major capital projects will include the first phase of distribution system upgrades on Salmon Arm Drive and the renewal of the Shuswap River water main crossing.

Major Events

The City had to contend with 7 water breaks and also performed emergency response after a petroleum spill into Fortune Creek on November 3, which flows into the Shuswap River. In comparison to previous years, 2016 was relatively uneventful.

Water Quality Monitoring

Daily samples are collected at the Shuswap Well and Riverbank sites and tested for pH, temperature, and turbidity. Daily samples are also collected at the Water Treatment Plant and tested for testing pH, temperature, turbidity, and colour. The clearwell is also tested on a daily basis for pH, temperature, turbidity, colour, and free and total chlorine.

Weekly system checks and distribution samples are tested for chlorine residuals to ensure a minimum of 0.20 mg/L of free chlorine is found at the furthest points in the distribution system. Residuals were above the minimum threshold for all sample locations and dates, except for a reading of 0.15 mg/L of free chlorine at the Brash PRV on July 15. The line was flushed to bring the residual up to acceptable levels.

At least once per month, samples are collected at 11 monitoring stations within the distribution system for microbiological testing. Monthly samples are also collected at the Shuswap Well and the Water Treatment Plant effluent point. No Coliforms or E. Coli – which are measured in Colony-Forming Units (CFU) - were detected at any of the sample points within the distribution system.

The BCA filter backwash is sampled on a bi-monthly schedule for pH, conductivity, turbidity, total suspended solids, aluminum, and microbiology.

On a quarterly basis, trihalomethane (THM) samples are collected from the Brash PRV, Booster #1, and Valcain stations. THMs are by-products caused by the chemical reaction between chlorine and organic matter naturally present in water. High levels of THMs can have adverse health effects and, as a result, the *Guidelines for Canadian Drinking Water Quality* set a maximum acceptable concentration of 0.1 mg/L. All THM tests from the above sample stations reported a range well below the maximum acceptable concentration, with concentrations ranging from 0.01 to 0.042 mg/L.

The Shuswap Well is tested monthly for nitrogen levels (including nitrates and nitrites) and microbiology. The Shuswap River is sampled monthly for microbiology. Both sources are sampled quarterly for total organic carbon.

The Shuswap River is sampled annually for comprehensive testing. The Shuswap Well is sampled every three years for comprehensive testing. Comprehensive tests were performed on the Shuswap River on August 17, 2016 as follows:

Test	Unit	Result
Chloride	mg/L	0.34
Fluoride	mg/L	<0.10
Nitrate (as N)	mg/L	<0.010
Nitrite (as N)	mg/L	<0.010
Sulfate	mg/L	5.4
Temperature	°C	22
Colour, True	CU	6
Alkalinity, Total (as CaCO ₃)	mg/L	43
Alkalinity, Phenolphthalein (as CaCO ₃)	mg/L	<1
Alkalinity, Bicarbonate (as CaCO ₃)	mg/L	43
Alkalinity, Carbonate (as CaCO ₃)	mg/L	<1
Alkalinity, Hydroxide (as CaCO ₃)	mg/L	<1
Cyanide, Total	mg/L	<0.0020
Turbidity	NTU	0.72
pH	pH units	7.72
Conductivity (EC)	uS/cm	96
Langelier Index		-0.9
Hardness, Total (as CaCO ₃)	mg/L	48.6
Solids, Total Dissolved	mg/L	52.1
Aluminum, total	mg/L	<0.050
Antimony, total	mg/L	<0.0010
Arsenic, total	mg/L	<0.0050
Barium, total	mg/L	<0.050
Boron, total	mg/L	0.068
Cadmium, total	mg/L	<0.00010
Calcium, total	mg/L	16.7
Chromium, total	mg/L	<0.0050
Cobalt, total	mg/L	<0.00050
Copper, total	mg/L	0.0033
Iron, total	mg/L	<0.10
Lead, total	mg/L	<0.0010
Magnesium, total	mg/L	1.7
Manganese, total	mg/L	0.004
Mercury, total	mg/L	<0.00002
Molybdenum, total	mg/L	<0.0010
Nickel, total	mg/L	<0.0020
Potassium, total	mg/L	0.62
Selenium, total	mg/L	<0.0050

Test	Unit	Result
Sodium, total	mg/L	1
Uranium, total	mg/L	0.0003
Zinc, total	mg/L	<0.040
Coliforms, Total	CFU/100 mL	240
Background Colonies	CFU/100 mL	> 200

Environmental Operators Certification

City of Enderby operators are progressing in obtaining their EOCP certifications. Interior Health requires that the City has a designated chief operator certified at Level III for Water Treatment and Level III for Water Distribution, but has accepted the existing level of certifications on the understanding that the City is working towards full compliance.

During 2016, City of Enderby employed the following operators:

Name	Title	Water Treatment	Water Distribution
Clayton Castle	Lead Hand	Level II	
Kevin Walters	Systems Operator II	Level II	Level I
Jamie Prevost	Utility Worker III		
Ray Brown	Utility Worker III		
Cliff Vetter	Utility Worker I		

Water Conservation Plan

The City of Enderby's Water Conservation Plan establishes strategies to reduce water demand throughout the community. Reducing water demand helps to protect our water resources, mitigate requirements for infrastructure expansion, and reduce operating and maintenance costs.

As of December 31, 2016, the City of Enderby has achieved a number of strategies within its Water Conservation Plan, including:

1. Education
 - a. Implementing a Water Conservation Education program which uses informational materials to raise awareness of our water resources.
 - b. Continuing compliance patrols and enforcement by a City of Enderby Bylaw Enforcement Officer with respect to sprinkling regulations.
2. Metering and Rates
 - a. Adopted a rate structure which balances conservation and equity.
 - b. Amended the Building Inspection Bylaw to include requirements for water meters.
 - c. Amended the Service Agreement with Splatsin to require water meters on reserve connections serviced by the City.
 - d. Amended policy for out-of-town service connections (e.g. Area F customers) to require water meters on connections serviced by the City.

- e. Completed water meter installations on all residential, commercial, industrial and civic properties.
3. Loss Control
 - a. Completed a Loss Control Program in 2012, which estimated the total Unaccounted For Water at 6.5% or 12.05 m³ per hour.
 - b. Completed a Leak Detection Audit to identify and repair water leaks within municipal infrastructure.
 4. Planning for the Future
 - a. Nearing completion of a Water Study to update for 20-year growth projections and infrastructure implications.

Cross Connection Control Program

In 2003, Interior Health required all large water purveyors (City of Enderby included) to implement a cross connection control program as a condition of operating permit. The purpose of the program is to protect public health by ensuring that the drinking water provided by the City of Enderby is not contaminated due to a backflow incident.

The City adopted a Cross Connection Control Program in 2004 and began the program implementation with assessments of a number of commercial, industrial, institutional and agricultural customers in June, 2004. Under Enderby's program, owners were expected to implement the recommendations in a timely manner and were responsible for all costs associated with their backflow prevention systems.

For a number of reasons, including cost and internal capacity limitations, the Cross Connection Control Program has not been fully implemented. It is worth noting that, based on anecdotal information, the City of Enderby's progress compares favorably with other communities.

Below is a synopsis of the categories and status as of December 31, 2013:

Hazard	Quantity	Surveyed	Not Surveyed	Vacant	Compliant*
High	54	51	0	3	36 (71%)
Medium	44	24	18	2	12 (29%)
Low	90	32	55	2	18 (21%)
TOTAL:	188	107	73	7	66 (37%)

*Compliance percentages are based only on occupied sites which have been assessed/surveyed.

The City of Enderby intends to revive the Cross Connection Control program in 2017, and will follow a risk-based approach that focuses on premises isolation.

Emergency Response Plan

The City of Enderby Drinking Water Emergency Response Plan was completed in early 2013. The Emergency Response Plan includes provisions for public notification and response procedures for emergency situations, such as backflow incidents, broken water mains, chlorinator failure, source

and/or reservoir contamination, and spills or vehicle accidents affecting the distribution system. It also provides an emergency contact directory.

The Emergency Response Plan was most recently updated in June 2017.

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
SINGLE FAMILY DWELLING									
ALTSFD	BP024414	ACTIVE	May 30, 2017		1207	GEORGE	ST	0	15,000.00
	17-0156-END-BP							0	
	208.0355.000								
Report Code Totals								0	15,000.00
Folder Type Totals								0	15,000.00
Report Totals								0	15,000.00

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: June 15, 2017
Subject: Enderby & District Chamber of Commerce - Road Closure Application for Canada Day Parade

RECOMMENDATION

THAT Council receives the Enderby & District Chamber of Commerce's Road Closure application (Canada Day Parade) for information.

BACKGROUND

The Enderby & District Chamber of Commerce has submitted an Application for a Temporary Road Closure for a Community Event (attached) requesting a road closure on July 1, 2017 from 10:45 am to 12:30 pm, for the purposes of the Canada Day Parade.

As this is not a first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application subject to the applicant providing proof of public liability insurance with the City as a named insured.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Schedule A
Application for a Temporary Road Closure for a Community Event

Is this a first-time or relocated event?

Yes

No

Name of Sponsoring Organization

Enderby & District Chamber of Commerce

Name of Contact Person

Yvonne Meyer

Telephone or Email

250-803-1755 yjmeyer@gmail.com

Name of Event

Canada Day Parade

Date(s) of Closure

July 1, 2017

Start time for Closure

10:45

End time for Closure

12:30

Location of Closure

Parade Route: Kate Street, Howard Ave, Belvedere St,
Cliff Ave to Railway St

Required Attachments

☒ Map showing closure and emergency access route

☐ Petition of affected business owners (if applicable) n/a

☐ Certificate of insurance (if applicable) coming

Indemnity:

The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

Authorized Signatory

[Signature]

Date

June 14/2017

Do Not Complete - For Administrative Purposes

Approved by

Kurt Inglis

Date

June 15, 2017

Certificate of Insurance

Yes

No

N/A

Map

Yes

No

N/A

Petition of Affected Business Owners

Yes

No

N/A

Pending

2017 CANADA DAY PARADE ROUTE



Volunteers with
Traffic sign and
Safety Jacket

starting at 10:45
Opening road as
Parade End goes by



2017 Canada Day Parade Route and Market Street Closures
Contact: Yvonne Meyer • yjmeyer@gmail.com • 250-803-1755

Policy Title	Temporary Road Closures for Community Events
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Adopted: August 13, 2012	<u>Authorized By:</u> Mayor and Council Regular Meeting of August 13, 2012	Replaces: Not applicable
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PURPOSE:

The City will consider approving the temporary closure of municipal roads for a community event.

POLICY:

Temporary road closures will only be considered for community events which are sponsored by a recognized organization.

The Chief Administrative Officer or designate is granted the authority to approve a Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events must be approved by City Council.

A completed Schedule A, "Application for Temporary Road Closure," shall be submitted to City Hall at least 21 days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first-time or relocated events requiring Council approval must be submitted two months prior to the closure.

The organizer shall notify and consult with business owners within a one-block radius of the proposed road closure and residents adjacent to the proposed road closure. The organizer agrees to take reasonable steps to mitigate disruption for affected business owners and residents. Failure to adequately notify and consult affected businesses and residents may result in revocation of permit or refusal of future applications. Unless exempted by Council, all first-time or relocated event applications must include a petition signed by a majority of affected business owners agreeing to the proposed event.

The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in a form acceptable to the City. The applicant may request that insurance requirements be waived based on the risk profile of the event. Such waiver does not affect any other responsibility of the applicant to obtain insurance.

The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

The applicant shall be responsible for ensuring that all food service establishments, including but not limited to mobile vending units, food services at temporary events, and sellers of home-prepared foods, shall have the appropriate authorization or permit from Interior Health.

The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.

As a condition of permit, the City of Enderby will not be liable or otherwise responsible for any scheduling conflict, revocation, refusal, maintenance closure or other damage or harm related to the issuance of this permit.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: June 15, 2017
Subject: Enderby & District Chamber of Commerce - Road Closure Application for Canada Day Street Market

RECOMMENDATION

THAT Council approves the attached Application for a Temporary Road Closure for a Community Event from the Enderby & District Chamber of Commerce requesting the closure of Cliff Avenue on July 1, 2017 from 8:00 am to 3:00 pm (Canada Day Street Market), subject to the applicant providing proof of public liability insurance with the City as a named insured;

AND THAT Council exempts the Enderby & District Chamber of Commerce from having to petition affected businesses but advises the applicant that it is required to provide affected businesses with adequate notice of the scheduled road closure.

BACKGROUND

The Enderby & District Chamber of Commerce has submitted an Application for a Temporary Road Closure for a Community Event (attached) requesting the closure of Cliff Avenue on July 1, 2017 from 8:00 am to 3:00 pm, for the purposes of a Canada Day Street Market.

As this is a first-time event, the Temporary Road Closure for a Community Event Policy requires the applicant to petition the affected businesses within a one-block radius of the proposed road closure, unless exempted by Council. Given that it is impracticable to undertake a petition at this late day, and that this event is in celebration of Canada's 150th anniversary, Staff are recommending that Council approves the application and exempts the applicant from having to petition affected businesses under the Temporary Road Closure for a Community Event Policy.

The applicant has confirmed that they have obtained public liability insurance for the event, with the City of Enderby as a named insured, and are currently awaiting a Certificate of Insurance from the provider; Staff are recommending that approval of the application be subject to the applicant providing the City with a copy of the aforementioned Certificate of Insurance.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Schedule A
Application for a Temporary Road Closure for a Community Event

Is this a first-time or relocated event?

☒ Yes

☐ No

Name of Sponsoring Organization Enderby & District Chamber of Commerce

Name of Contact Person Yvonne Meyer

Telephone or Email 250-803-1755 ymeyer@gmail.com

Name of Event Canada Day Street Market

Date(s) of Closure July 1, 2017

Start time for Closure 8:00 am End time for Closure 3:00 pm

Location of Closure Cliff Ave from Hwy 97A to Belvedere St

Required Attachments

- ☒ Map showing closure and emergency access route
- ☐ Petition of affected business owners (if applicable)
- ☐ Certificate of insurance (if applicable) coming

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

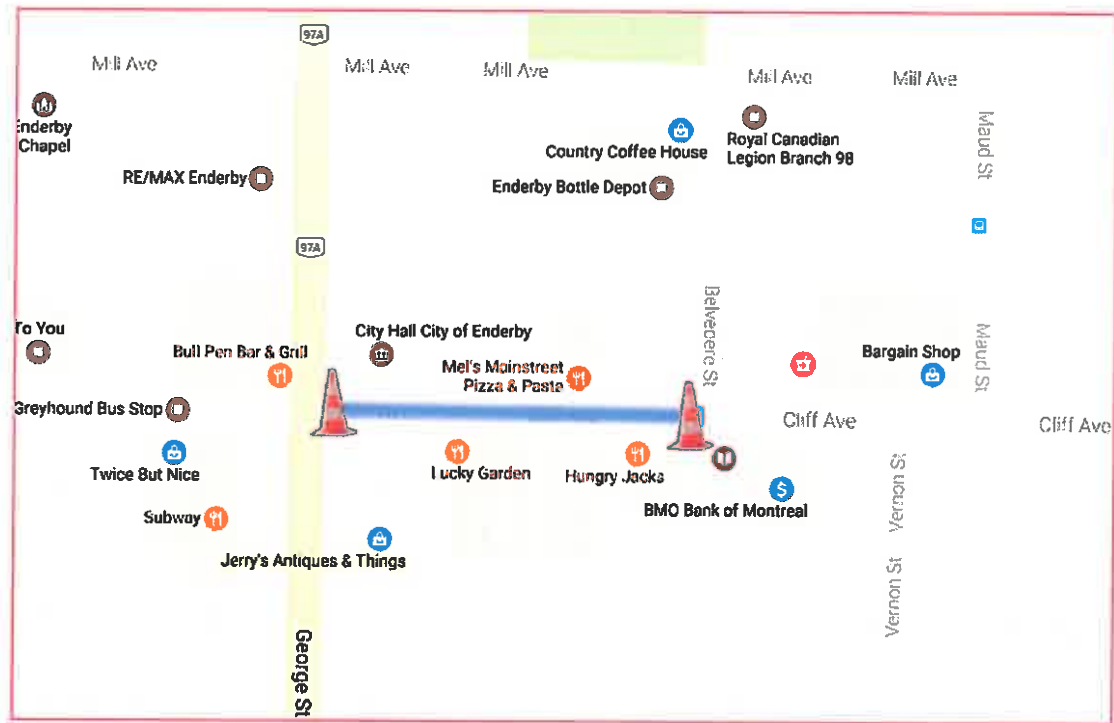
Authorized Signatory [Signature]

Date June 14/2017

Do Not Complete – For Administrative Purposes

Approved by _____	Date _____		
Certificate of Insurance	Yes	No	N/A
Map	Yes	No	N/A
Petition of Affected Business Owners	Yes	No	N/A

2017 CANADA DAY MARKET



Market Cliff Ave
Hwy 97A & Cliff
Cliff Ave & Belvedere St
(Market open to public 9 am to 2 pm)

Barricades needed

Start 8:00 am

End 3:00 pm

2017 Canada Day Parade Route and Market Street Closures
Contact: Yvonne Meyer yjmeyer@gmail.com
250-803-1755



Policy Title	Temporary Road Closures for Community Events
--------------	--

Adopted: August 13, 2012	<u>Authorized By:</u> Mayor and Council Regular Meeting of August 13, 2012	Replaces: Not applicable
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PURPOSE:

The City will consider approving the temporary closure of municipal roads for a community event.

POLICY:

Temporary road closures will only be considered for community events which are sponsored by a recognized organization.

The Chief Administrative Officer or designate is granted the authority to approve a Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events must be approved by City Council.

A completed Schedule A, "Application for Temporary Road Closure," shall be submitted to City Hall at least 21 days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first-time or relocated events requiring Council approval must be submitted two months prior to the closure.

The organizer shall notify and consult with business owners within a one-block radius of the proposed road closure and residents adjacent to the proposed road closure. The organizer agrees to take reasonable steps to mitigate disruption for affected business owners and residents. Failure to adequately notify and consult affected businesses and residents may result in revocation of permit or refusal of future applications. Unless exempted by Council, all first-time or relocated event applications must include a petition signed by a majority of affected business owners agreeing to the proposed event.

The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in a form acceptable to the City. The applicant may request that insurance requirements be waived based on the risk profile of the event. Such waiver does not affect any other responsibility of the applicant to obtain insurance.

The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

The applicant shall be responsible for ensuring that all food service establishments, including but not limited to mobile vending units, food services at temporary events, and sellers of home-prepared foods, shall have the appropriate authorization or permit from Interior Health.

The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.

As a condition of permit, the City of Enderby will not be liable or otherwise responsible for any scheduling conflict, revocation, refusal, maintenance closure or other damage or harm related to the issuance of this permit.