

REGULAR MEETING OF COUNCIL

AGENDA

DATE: July 17, 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 19, 2017](#)

pg 3-6

3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

[Herman Halvorson – Area F Director](#)

Re: Information on RDNO Conservation Officer Service and Boat Patrol Results

pg 5

[Dave Smith, V.P. – The Adams River Salmon Society](#)

Re: Regional Watershed Activities and Events

pg 6-8

[Burkhard Heimann, Lay Pastor – Enderby Seventh Day Adventist Church](#)

Re: Request for Permissive Tax Exemption

pg 9-26

5. DEVELOPMENT MATTERS

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

7. BYLAWS

8. REPORTS

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

pg 27

Mayor and Council

9. NEW BUSINESS

a. [Fire Bans and Restrictions Policy](#) – Memo from Chief Administrative Officer dated June 27, 2017

pg 28-29

b. [Digital Billboard Sponsorship Value Increase – EDAC](#)

pg 30

c. [Digital Billboard Sponsorship Application – Enderby Fish & Game Association](#)

pg 31-32

- d. [New Construction – Utility Billing Commencement](#) – Memo from Chief Financial Officer dated July 11, 2017 pg 33-35
- e. [Discussion on Update to City of Enderby Zoning Bylaw No. 1550, 2014](#) – Memo from Planner and Deputy Corporate Officer dated July 13, 2017 pg 36-63
- f. [Citizens on Patrol](#) – Memo from Chief Administrative Officer dated July 13, 2017 pg 64-66

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (d), (e) and (k) and Section 90 (2) (b) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 19, 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 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

THAT the following item be removed from in-camera and placed on the regular agenda under Unfinished Business:

- Appointment of Fire Chief

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of June 5, 2017

Moved by Councillor Shishido, seconded by Councillor Schreiner that the minutes of the regular meeting of May 5, 2017 be adopted as circulated.

Carried

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Appointment of Fire Chief – Memo from Chief Administrative Officer dated June 15, 2017

Clifford Vetter and Richard Bastiaansen were welcomed to the meeting. Clifford Vetter provided a history of his 23 years service to the fire department. If appointed, it is his recommendation that Council appoint Richard Bastiaansen as Deputy Chief.

Moved by Councillor Knust, seconded by Councillor Case that Council appoint Clifford Vetter as Fire Chief for the Enderby and District Fire Department;

AND THAT Council appoint Richard Bastiaansen as Deputy Chief of the Enderby and District Fire Department;

AND FURTHER THAT Council send notice of its appointments to the Shuswap River Fire Protection District and Splatsin.

Carried

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

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

Carried

REPORTS

2016 Drinking Water Annual Report – Memo from Chief Administrative Officer dated June 12, 2017

Moved by Councillor Baird, seconded by Councillor Case that the report be received and filed;

AND THAT Council direct staff to post the Drinking Water Annual Report 2016 on the City of Enderby website.

Carried

Building Permit Detail Report – May 2017

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

Carried

Councillor Knust

FACT – New HUT looks good. They will require power. It will be painted bright red and a local artist will be painting the side walls.

Interagency – The next meeting will be in September. The Red Cross will be invited to attend.

Grad – Council's Scholarship was awarded to Keaton McCune. He was a volunteer at the food bank and often steps up with his friends to lend a hand at other events in the community.

Visit to Sparwood, BC:

- Gas Tax funds were used for solar lighting.
- There are excellent signs for their trail network.
- Fundraising through the sale of brick blocks sponsored by groups and individuals.
- Backyard burning is permitted upon approval of Fire Department.

Councillor Schreiner

Friday Night Lights – There has been interest in getting it organized again. Good ideas are being shared and it is hoped that an organizer will step forward.

Mayor McCune

Mayor McCune expressed appreciation to the Planner and Deputy Corporate Officer for dealing with bylaw compliance matters.

NEW BUSINESS

Enderby and District Chamber of Commerce – Road Closure Application for Canada Day Parade – Memo from Planner and Deputy Corporate Officer dated June 15, 2017

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

Carried

Enderby and District Chamber of Commerce – Road Closure Application for Canada Day Street Market

Moved by Councillor Case, seconded by Councillor Davyduke that Council approve the application for a Temporary Road Closure for a Community Event from the Enderby and 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 liability insurance with the City as a named insured;

AND THAT Council exempts the Enderby and 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.

Carried

PUBLIC QUESTION PERIOD

None.

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Knust 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) and (e) of the *Community Charter*.

Carried

ADJOURNMENT

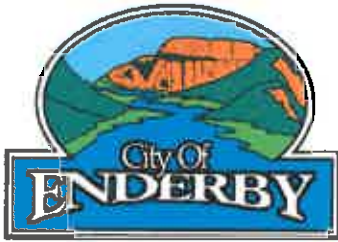
The regular meeting reconvened at 5:20 p.m.

Moved by Councillor Baird, seconded by Councillor Schreiner that the regular meeting adjourn at 5:20 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST TO APPEAR AS A DELEGATION

On 17 July 2017
Day Month Year

Date of Request July 7/2017

Name of Person Making Request Herman Halvorson

Name and Title of Presenter(s) Area F Director
Herman Halvorson

Contact Information _____

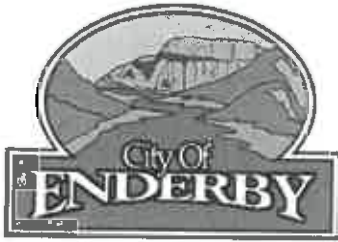
Details of Presentation Information on RDNO
Conservation Officer Service + boat
patrol results.

Desired Action from Council (check all that apply)

- ☒ Information Only
- ☐ Proclamation
- ☐ Funding Request
- ☐ Road Closure
- ☐ Policy or Resolution

Please describe desired action in detail _____

Please attach any supporting documentation or presentation materials related to your delegation request.



REQUEST TO APPEAR AS A DELEGATION

On 17 JULY 2017
Day Month Year

Date of Request JUNE 26 / 17

Name of Person Making Request DAVE SMITH

Name and Title of Presenter(s) DAVE SMITH, VICE PRESIDENT
ADAMS RIVER SALMON SOCIETY

Contact Information 250-679-7766

Details of Presentation TO INFORM, UPDATE, + SHARE INFO +
NEWS ABOUT REG'L WATERSHED ACTIVITIES + EVENTS.

Desired Action from Council (check all that apply)

- ☐ Information Only
- ☒ Proclamation
- ☐ Funding Request
- ☐ Road Closure
- ☐ Policy or Resolution

Please describe desired action in detail HOPING THAT COUNCIL WILL
ENDORSE & PROCLAIM OCTOBER 2017 AS "MONTH OF THE
RETURNING SALMON".

Please attach any supporting documentation or presentation materials related to your delegation request.

Salute to the Sockeye



The Adams River Salmon Society

PO Box 24034
Scotch Creek, BC V0E 3L0

June 26, 2017

Mayor Greg McCune
City of Enderby
619 Cliff Avenue
Enderby, BC

Emailed to: mayor@cityofenderby.com

Hello Mayor McCune,

The Adams River Salmon Society (ARSS) would like to appear as a delegation before the Enderby Council. We are a volunteer directed non-profit Society with a focus on Wild Pacific Salmon populations - Sockeye, Chinook, Coho and Pinks) our Adams River area watersheds and their salmon populations, supporting, working together and celebrating the long-term sustainability of our Salmon. This west coast icon - the Wild Salmon - has helped bring together a very diverse working group of passionate Partners including BC Parks - Roderick Haig-Brown Park, Fisheries and Oceans, Canada, and the Little Shuswap Lake Indian Band.

To this end we would like to discuss with you the ongoing education, advocacy, stewardship activities and plans for our annual fall Spawning Season / Rivers Day Event. Planning is underway as well as our Fall Event next year (2018 will be a dominant year (every 4 years) for our Sockeye Salmon) and thousands of visitors will be traveling to our communities to see this amazing spectacle.

We would like to share information about:

- Summer Interpretive Programs,
- ongoing education - advocacy activities,
- working Partnerships,
- the economic impact on Regional Tourism due to the returning Salmon Runs,
- plans for a 2018 Salute to Salmon symposium,
- a quick update on Fisheries and Oceans, Canada's Salmonid Enhancement Program (SEP),
- Stream to Sea (Salmon in the Classroom)
- Streamkeeper's School Education Programs,
- and more specific information about the 2017 (ARSS) Rivers Day / Salute to the Salmon Gala Event Friday September 22, 2017 at the Quaaout Lodge.

We have initiated seasonal education / interpretive programs out at the Adams River Salmon Society Cabin in Roderick Haig-Brown Provincial Park, open to the area community (schools have been taking advantage of these walk-about).

We are also working with Greg Witsky of the Adams Lake Band, Area Coordinator for the traveling Wild Pacific Salmon Caravan, planning for October 11, 2017 event (with a parade and community event in Chase).

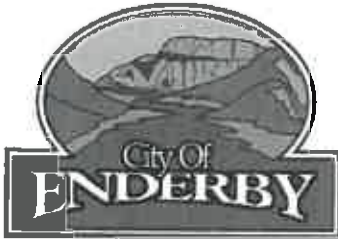
We believe strongly that our area salmon bring a great financial economy to this region (as well as many more BC communities); which in turn helps us achieve some of our goals - related to environmental education experiences, both individual and with a group or family. People love our Pacific Salmon and the Adams River salmon runs are world famous, which offers our region another unique opportunity, with the diversity of international visitors, and more local job opportunities exist.

Thank you for this opportunity to share our Adams River Salmon Society activities in 2017 and our planning for the 2018 season. It would be a pleasure to be able to present this information to your Board. Please contact the undersigned to set up a date and time that our delegation can meet.

Sincerely Yours,

Dave Smith
Vice President
The Adams River Salmon Society

Agenda



REQUEST TO APPEAR AS A DELEGATION

On ¹⁷~~19~~ ^{July}~~JUNE~~ 2017
Day Month Year

Date of Request JUNE 14 2017

Name of Person Making Request BURKHARD HEIMANN

Name and Title of Presenter(s) BURKHARD HEIMANN

LAY PASTOR OF ENDERBY SEVENTH DAY ADVENTIST CHURCH.

Contact Information 250-549-0917 6 Heimann@protonmail.com

Details of Presentation TO PRESENT AND MAKE APPLICATION
FOR PERMISSIVE EXEMPTION FOR BOTH LAND AND
BUILDING SET ASIDE AS A PLACE OF PUBLIC WORSHIP
UNDER DIVISION 7 SECTION 224(g) OF THE COMMUNITY CHARTER

Desired Action from Council (check all that apply)

- ☐ Information Only
- ☐ Proclamation
- ☐ Funding Request
- ☐ Road Closure
- ☒ Policy or Resolution

Please describe desired action in detail TO GIVE PERMISSIVE

EXEMPTION TO LAND AND BUILDING OCCUPIED
BY THE ENDERBY SEVENTH DAY ADVENTIST CHURCH.

Please attach any supporting documentation or presentation materials related to your delegation request.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 5, 2017
Subject: Seventh-day Adventist Church - 2018 Permissive Tax Exemption

Recommendation:

THAT Council refers the information to the Finance Portfolio for its consideration during the Permissive Tax Exemption application review for 2018.

Background:

Typically churches are provided a statutory tax exemption under section 220(1)(h) of the Community Charter, which would exempt the building and the land under the building from taxation. Council may provide a permissive tax exemption for the remainder of the property (i.e. the parking lot and grounds). As the Seventh-day Adventist Church leases the property located at 703 Vernon Street and does not own it, the property does not qualify for a statutory tax exemption under Provincial legislation.

In 2016 the Church began using the property as a place of worship, in which City staff worked with BC Assessment on behalf of the Church to have the property reclassified to assembly use. This resulted in a reduction of \$2,996.15 to the 2016 taxes and required a 0.2% increase to the 2017 taxes to make up for the lost tax revenue (the Church did not apply for a permissive tax exemption for 2016). The Church then submitted an application for a permissive tax exemption for the 2017 taxation year. If a full exemption was provided, a 0.25% tax increase would have been needed for 2017 in addition to the 0.2% increase already required.

To reduce the impact to the remaining taxpayers and to provide a permissive tax exemption consistent with what other Churches are provided, Council approved an exemption equal to 50% of the land value. The permissive exemption along with the net impact of the property reclassification amounted to \$4,029 that had to be made up by the remaining tax payers. The average exemption for other churches in the City was \$4,160 for 2017 (average of statutory and permissive exemptions).

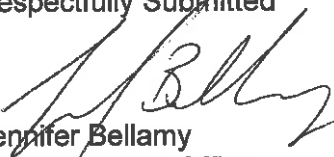
It was noted that the Church's financial statements for 2015 included \$165,780 in expenses to "Gifts to qualified donees" (gifts to registered charities). Of this amount \$148,790 was gifted to the Seventh-day Adventist Church (British Columbia Conference), the regional headquarters, who netted \$5.2 million in income for 2015. Also included for information is the memo that went before Council on July 18, 2016.

Attached is the City's Permissive Tax Exemption Policy. Note that organizations that turn over any of the grant received to other organizations are not eligible for an exemption. Churches

have been a bit of an exception to this rule as most do gift a small amount of funds to a variety of groups for mission support; however, the Seventh-day Adventist Church is the only church that the City provides an exemption to that donates a significant amount of its income to its head office.

Any information received from the delegation should be referred to the Finance Portfolio for its analysis of all of the permissive tax applications for 2018, along with any additional direction from Council.

Respectfully Submitted



Jennifer Bellamy
Chief Financial Officer

City of Enderby

Policy – Permissive Tax Exemptions

Policy Title	PERMISSIVE TAX EXEMPTION
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Adopted: October 6, 2008	Authorized By: Mayor and Council Regular Meeting of	Replaces:
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PURPOSE: This policy is intended to provide guidance in the processing of applications for exemption from property taxes in section 224, 225, 226 of the *Community Charter*. A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. There is no obligation on the part of Council to grant exemptions.

POLICY: During the development of the Financial Plan, Council will review the estimated annual amount of revenue to be foregone by permissive tax exemptions for the following year. The value of permissive tax exemptions granted for public worship and non-profit organizations will not exceed approximately 5.00% of the annual municipal levy requisition.

PREAMBLE: The City of Enderby may support voluntary non-profit organizations within the limits set by the Annual Operating Budget in the following ways:

- a) By providing a **Permissive Tax Exemption** exempting properties from taxation under Division 7 – Permissive Exemptions of the *Community Charter* for non-profit organizations who provide land and/or improvements for public benefit, and are subject to annual review of property utilization by the public.

ELEGIBILITY REVIEWS

Notwithstanding the method and/or level of support given to any voluntary non-profit organization in any year under a) above, all organizations shall be subject to an annual eligibility review, which shall consist of a request for assistance in writing, answering questions 10 thru 17 of the original application.

City of Enderby

Policy – Permissive Tax Exemptions

APPLICATION PARAMETERS:

The following regulations must be adhered to by non-profit organizations applying for direct or indirect financial assistance from the City:

1. Only Non-Profit Organizations meeting the requirements of Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.
2. All grants must be applied for in writing using the Grant Application Form provided. First time applicants must complete the entire application. Subsequent applications will receive one reminder notice with a list of the questions to answer as outlined in the Application Review process.
3. A Revenue and Expenditure Budget Statement for the ensuing year must accompany all requests for grants. In specific instances, Council may require that the organization's records be audited.
4. Grants are subject to availability of funds in the City's annual budget.
 - a) Applications for Grants in Lieu of Taxes not received prior to the annual review of the Financial Plan may be set-aside until next year's budget discussions.
 - b) Requests for exemption of properties from taxation under Division 7 – Permissive Exemptions of the *Community Charter* must be submitted by July 1st of the preceding year.
5. All requests must outline details of efforts made by the non-profit organization to work towards self-sufficiency.
6. Organizations that propose to turn a portion of the grant received over to other organizations are not eligible.
7. All requests must provide aims and objectives to determine if there are overlaps with a similar agency or if a uniting of agencies for a similar purpose could occur. Such determination to be investigated by staff and recommended to the Finance Committee.
8. Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the City of Enderby will not be considered.

City of Enderby

Policy – Permissive Tax Exemptions

APPLICATION REVIEW PROCESS:

1. The Finance Committee or the Council in Committee of the Whole will receive, review and evaluate all applications to determine whether the applicant meets the criteria and provides benefit to the citizens of Enderby. Sections 10 thru 17 of the application will form the basis of a decision. A summary of grants in lieu of taxes and permissive tax exemptions allowed in the previous year(s) will be included as information to the Committee.
2. The said Committee will recommend to Council the extent of assistance and identify constraints that should be placed on the funding.
3. Final approval on all applications will be confirmed by 2/3 majority of Council at a Regular Council Meeting.

GENERAL REVIEW PROCESS

- 1) Council may from time to time have informational referendums to gauge public opinion on the matter of providing permissive tax exemptions and/or grants to various organizations.
- 2) A general review of the policy may be undertaken:
 - a) If the financial situation of the municipality should materially change, or
 - b) If Council receives a petition that represents between 5% and 50% of eligible electors requesting such a review. Electors eligibility will be pursuant to the Local Government Act.
- 3) All previous resolutions and/or policies governing the matter of Permissive Tax Exemptions are hereby rescinded.

City of Enderby

Policy – Permissive Tax Exemptions

PERMISSIVE TAX EXEMPTION APPLICATION FORM

1. Date: _____
2. Name of Group: _____
3. Mailing Address: _____
4. Civic Address: _____
5. Legal Description: _____
6. Tax Folio Number: _____ Tax Year: _____
7. Contact Person: _____
8. Phone Number: Fax Number _____
9. List of Executive/Board Members: _____

10. Group's Aims and Objectives: _____

11. Outline Services Provided to our Community: (letters of support would be helpful)

12. Outline details of efforts made by your organization to work towards self-sufficiency.

13. Is the function of your organization:

City of Enderby

Policy – Permissive Tax Exemptions

- ☐ regional in nature? _____
- to serve Enderby and areas? _____
- ☐ to serve Enderby area only? _____
14. Has your Group received grants and/or tax exemptions from the City in the past two (2) years? _____ \$ _____ \$ _____
15. Has your Group ever been included in an informational referendum conducted by the City of Enderby? _____ No _____ Yes - What year? _____
16. Has your Group received support in any other form from the City of Enderby (including Parks and Recreation) i.e. Services in kind, Free Use of Facilities, etc.?

17. Has your Group received grants from other Senior Governments (Provincial/Federal), Local Governments, Crown Agencies, etc in the past three (3) years?
- | Name of Contributors | Year | Amount Received |
|----------------------|-------|-----------------|
| _____ | _____ | _____ |
18. Applications must be accompanied by the following information:
- a) The Groups most recent Financial Statements
 - b) The Groups projected statement of Revenues and Expenditures for the upcoming fiscal period, together with comparatives for the current fiscal period.

Please forward this application to: CITY OF ENDERBY
BOX 400, 619 CLIFF AVENUE
ENDERBY, B.C.
V0E 1V0
ATTENTION: TREASURER

City of Enderby

Policy – Permissive Tax Exemptions

Attach Any Additional Information, Which Would Assist In The Evaluation Of Your Request For Tax Exemption.

ON BEHALF OF THE GROUP, I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.

Dated at the City of Enderby, in the Province
of British Columbia, the _____ day
of _____, 20_____.

Signature

Name

Position

Telephone

Fax

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 11, 2016
Subject: Grant - Enderby Seventh-day Adventist Church

Recommendation:

THAT Council determines the amount of a grant, if any, to provide to the Enderby Seventh-day Adventist Church.

Background:

Attached is a request from the Seventh-Day Adventist Church for a grant in the amount of the 2016 property taxes for 703 Vernon Street. This would amount to \$3,705.17, including the 10% penalty, and could be funded through surplus.

Typically churches are provided a statutory tax exemption under section 220(1)(h) of the Community Charter, which would exempt the building and the land under the building. Council may provide a permissive tax exemption for the remainder of the property (i.e. the parking lot and grounds).

In 2012, the Seventh-day Adventist Church took over the Crown Provincial lease at 703 Vernon Street and, in 2015, a building permit was taken out to renovate the existing building for the new use.

In order to qualify for the statutory tax exemption, the property must be owned by the Church. As the property is not owned, but leased, BC Assessment advised the Church on October 1, 2015 that it did not qualify for the statutory exemption but could apply to the City for a permissive tax exemption for the entire amount. The City did not receive an application for the 2016 taxation year; however, the Treasurer of the Church submitted the attached grant request on June 20, 2016. In the absence of the exemption, Council may provide the Church with a grant in the amount of the 2016 taxes. If the Church did own the property, \$2,950.64 of the \$3,368.34 2016 taxes (excluding the penalty) would qualify for the statutory tax exemption and the remaining \$417.70 would be eligible for a permissive tax exemption.

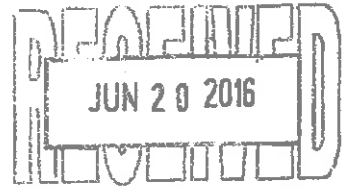
Also attached are the financial statements for the Church in accordance with Council's Grants in Aid policy. Note that "Gifts to qualified donees" refers to gifts to registered charities. For 2015 \$148,790 of this amount was gifted to the Seventh-day Adventist Church (British Columbia Conference). Please see the attached Charity Listing Quick View for a description of the programs offered by the Seventh-day Adventist Church (British Columbia Conference).

For 2017, the Church has submitted an application for a permissive tax exemption.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

June 20 2016
City of Enderby



To Enderby City Council

Would you please consider a grant to the
Enderby Seventh Day Adventist Church for
the 2016 Taxes.

Thankyou for considering this
matter

Bernice Manson
Treasurer for the Enderby
Seventh Day Adventist Church

Enderby Seventh-day Adventist Church

BUDGET

(Cash Basis)

For The Years Ending December 31, 2016 and 2017

	2017	2016
REVENUES		
Total tax receipted gifts	\$ 250,000	\$ 325,000
Total revenue from other registered charities	\$ -	\$ -
Total other gifts	9,400	9,100
Revenue from Federal Government	-	-
Revenue from Provincial Government	-	-
Revenue from Municipal Government	-	-
Non-tax receipted revenue from all sources outside Canada	-	-
Interest and investment income	300	300
Rental income	-	-
Memberships, dues, and association fees	-	-
Total revenue from fundraising	-	-
Total revenue from sale of goods and services	100	100
Other revenue	-	-
Total non-receipted revenue	9,800	9,500
	259,800	334,500
EXPENSES		
Advertising and promotion	500	500
Travel and vehicle	3,000	3,000
Interest and bank charges	500	500
Licences, memberships, dues	-	-
Office supplies and expenses	1,200	1,200
Occupancy costs	29,100	205,000
Professional and consulting fees	-	-
Education and training	500	500
Salaries, wages, benefits and honoraria	-	-
Donated goods used in charitable programs	-	-
Cost of purchased supplies and assets	22,500	34,000
Research grants and scholarship	2,000	2,000
Other expenditure	500	500
Total expenditure before gifts to qualified donees	59,800	247,200
Gifts to qualified donees	200,000	200,000
	259,800	447,200
Excess (deficiency) of revenues over expenses	-	112,700
Fund balances, beginning of year	6,046	118,746
Fund balances, end of year	\$ 6,046	\$ 6,046

Enderby Seventh-day Adventist Church
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
(Cash Basis)
For The Year Ended December 31, 2015

	2015	2014
REVENUES		
Total tax receipted gifts	\$ 179,127	\$ 370,345
Total revenue from other registered charities	\$ -	\$ 7,000
Total other gifts	9,329	9,246
Revenue from Federal Government	-	-
Revenue from Provincial Government	-	-
Revenue from Municipal Government	-	-
Non-tax receipted revenue from all sources outside Canada	-	-
Interest and investment income	3,142	4,567
Rental income	-	-
Memberships, dues, and association fees	-	-
Total revenue from fundraising	-	-
Total revenue from sale of goods and services	-	-
Other revenue	-	-
Total non-receipted revenue	12,471	20,813
	191,598	391,158
EXPENSES		
Advertising and promotion	551	158
Travel and vehicle	3,010	-
Interest and bank charges	1,123	731
Licences, memberships, dues	2,927	-
Office supplies and expenses	1,082	1,842
Occupancy costs	396,896	24,820
Professional and consulting fees	8,994	-
Education and training	3,768	8,754
Salaries, wages, benefits and honoraria	-	1,011
Donated goods used in charitable programs	-	-
Cost of purchased supplies and assets	18,824	17,797
Research grants and scholarship	1,798	2,210
Other expenditure	-	1,600
Total expenditure before gifts to qualified donees	438,973	58,923
Gifts to qualified donees	165,780	201,245
	604,753	260,167
Excess (deficiency) of revenues over expenses	- 413,155	130,991
Fund balances, beginning of year	531,899	400,908
Fund balances, end of year	\$ 118,744	\$ 531,899

Balance Sheet

Enderby Seventh-day Adventist Church

As of 12/31/2015

Assets

Chequing Account	54,418.11
Shares	24.72
Savings Account	64,302.84
Revolving Fund	0.00
GIC Account	0.00

Total Assets	118,745.67
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Liabilities & Net Assets

Total Liabilities	0.00
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Net Assets	118,745.67
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Total Liabilities & Net Assets	118,745.67
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Government
of Canada

Gouvernement
du Canada

Canada

[Canada Revenue Agency](#)

[Home](#) → [Charities and giving](#) → [Charities listings](#) → [Quick View](#)

SEVENTH-DAY ADVENTIST CHURCH (BRITISH COLUMBIA CONFERENCE) - Quick View

[Charity's detail page](#)

Status

 Registered

1999-01-01

Reporting periods

Quick View	Full View
▶ 2014-12-31 ◀	2014-12-31
2013-12-31	2013-12-31
2012-12-31	2012-12-31
2011-12-31	2011-12-31
2010-12-31	2010-12-31

Registration no.: 118818491RR0001

Designation: [Charitable organization](#)

Programs and activities:

Ongoing programs:

We conduct youth camps to enhance religious and social values in young people, sponsor health screening events and workshops to encourage a heart healthy lifestyle, provide counselling services for individuals facing personal crises, train and equip volunteers to conduct various programs of benefit to the health and emotional well being of the communities in which they reside, teach and apply the Bible to day-to-day life, and provide K-12 Christian education. ...[less](#)

New programs:

Revenue



Receipted donations \$1,513,442 (5%)

Non-receipted donations \$1,446,730 (5%)

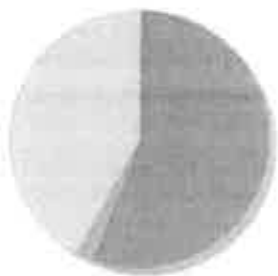
Gifts from other charities \$18,453,722 (58%)

Government funding \$5,112,541 (16%)

All other revenue \$5,416,794 (17%)

Total revenue: \$31,943,229

Expenses



Charitable program \$13,975,085 (56%)

Management and administration \$501,723 (2%)

Fundraising (0%)

Political activities (0%)

Gifts to other registered charities and qualified donees \$10,555,290 (42%)

Other \$0 (0%)

Total expenses: \$25,032,098

Compensation

Total compensation for all positions	\$12,038,729
Full-time employees	179
Part-time employees	159
Professional and consulting fees	\$97,949
Ten highest compensated full-time positions	
\$40,000 - \$79,999	10

Additional information

[Amending the T3010 information return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Completed information returns](#)

[Directors and trustees worksheet](#)

[Back to search results](#)

New search

Related links

[How do I choose the right charity?](#)

[Contact the CRA Charities Directorate](#)

[Share this page](#)

[Videos and recorded webinars for donors and charities](#)

Date modified:

2016-01-27

RDNO Building Permits Issued Comparison for Year/Month - Summary**Area: CITY OF ENDERBY****Category: BUILDING PERMITS****Year: 2017 Month: 06**

Folder Type	2017 / 06			2016 / 06			2017 to 06			2016 to 06		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
ACCESSORY BUILDING	0	0	0	0	0	0	3	0	34,000	1	0	24,000
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	1	0	4,800	0	0	0	1	0	4,800	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	1	0	1,200,000
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	1	0	160,000	0	0	0	1	0	160,000	0	0	0
MULTI FAMILY DWELLING	2	33	7,404,000	0	0	0	3	36	7,964,000	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	20,000	0	0	0	4	0	140,000	1	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	0	0
Report Totals	5	33	7,588,800	0	0	0	12	36	8,302,800	3	0	1,224,000

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 27, 2017
Subject: Fire Bans and Restrictions Policy

RECOMMENDATION

THAT Council adopts the Fire Bans and Restrictions Policy.

BACKGROUND

The Province is divided into regional fire centres that make decisions on when to implement a fire ban or restriction based on local hazards and conditions, as well as the weather forecast and the type and level of fire activity being experienced. Bans and restrictions are implemented pursuant to the Wildfire Act and Regulation. Enderby falls into the Kamloops Fire Centre region.

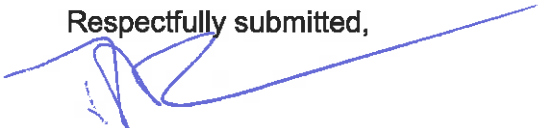
Importantly, such bans and restrictions apply only on Crown land and private land not covered by local fire prevention bylaws and serviced by a fire department. Historically, the Enderby & District Fire Department has followed the lead of the Kamloops Fire Centre in implementing a ban or restriction within its fire protection area.

The attached policy does not change that practice, but rather codifies it for the purposes of administrative efficiency. It provides for the automatic adoption of Kamloops Fire Centre bans and restrictions, subject to the discretion that duly appointed officers of the Fire Department have traditionally exercised.

The remainder of the policy addresses how the bylaws and policies of the local authorities may be exercised in relation to this automatic trigger, as well as defining the jurisdictional scope.

The intent of this policy is to promote jurisdictional consistency and administrative efficiency in fire prevention bans and restrictions.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Policy Title	Fire Department Fire Bans and Restrictions Policy
Policy Number	

Effective Date	Adopted by	Replaces
		N/A

PURPOSE: To adopt a policy that will promote consistency in the implementation of fire bans and restrictions.

POLICY: Subject to the Fire Chief or ranking officer of the Enderby & District Fire Department directing otherwise, the City of Enderby and the Shuswap River Fire Protection District shall automatically adopt any fire ban or restriction put in place by the Kamloops Fire Centre for areas surrounding the Fire Department's protection zone.

Notwithstanding this policy, the Fire Chief may impose bans and restrictions different from the Kamloops Fire Centre within the City of Enderby or the Shuswap River Fire Protection District in a manner consistent with the bylaw powers of the authority having jurisdiction.

This policy is supplementary to and does not replace any other restrictions, bans, requirements, or other guidelines made by bylaw or policy of the City of Enderby or the Shuswap River Fire Protection District, including the orders and directions of the Fire Chief, Fire Inspector, Fire Commissioner and Local Assistants, or other officer or member of the Fire Department acting within duly appointed powers provided by bylaw, policy, statute, or regulation.

This policy does not apply to those areas outside of the City of Enderby and the Shuswap River Fire Protection District where fire rescue services are provided under contract or agreement rather than by bylaw.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 5, 2017
Subject: Digital Billboard Sponsorship Value Increase - Enderby & District Arts Council

RECOMMENDATION

THAT Council considers the Enderby & District Arts Council's request to increase their digital billboard sponsorship value from \$4,200 to \$6,000.

BACKGROUND

The Enderby & District Arts Council received a Digital Billboard Sponsorship from Council on June 1, 2015 valued at \$4,200 in-kind. The Arts Council is requesting that their sponsorship value be increased to \$6,000 annually as the number of events and programs that they wish to market have expanded since their initial sponsorship back in 2015.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 7, 2017
Subject: Digital Billboard Sponsorship Application - Enderby Fish & Game Association

RECOMMENDATION

THAT Council considers the Enderby Fish & Game Association's Digital Billboard Sponsorship Application valued at \$4,900 in-kind.

BACKGROUND

The Enderby Fish & Game Association has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$4,900 (7 weeks of advertising) for messaging related to their Junior Air Rifle Program and Free Hunter Day event.

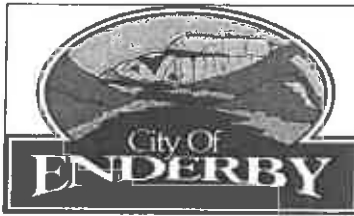
The Enderby Fish & Game Association is a not-for-profit organization and therefore qualifies for a digital billboard sponsorship from Council.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0



The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Digital Billboard Sponsorship Application

Please Note: This form must be submitted at least 60 days prior to the requested start date of initial messaging.

Name of Organization/Society: ENDERBY FISH & GAME ASSOC.

Name of Applicant: BRIAN NEWMAN

Phone Number: _____

Email: _____

Nature of Messaging:

(community events) programming,
announcements, etc.)

JR. AIR RIFLE PROGRAM
FREE TO BOYS & GIRLS 9-12
FREE USE OF ENDERBY RIFLE
RANGE SEPT. 9 TO ASSIST LOCAL HUNTERS

Annual Sponsorship Needs:

3 WKS AIR RIFLE
APPROX 3 WKS RANGE HUNTER DAY
FREE TO ANYONE FOR THE DAY OF
SEPT 9, 2017

Requested Value of Sponsorship:

\$WHATEVER WE CAN GET

(NOTE: Each message will be displayed for a minimum of one week, which may be non-consecutive days, to a maximum of three weeks. One week of messaging = \$700 in-kind value.)

Brian Newman
Signature of Applicant

July 6 2017
Date

THANKS

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 11, 2017
Subject: New Construction - Utility Billing Commencement

RECOMMENDATION

THAT Council adopts the attached Utility Billing Commencement - New Construction policy.

BACKGROUND

Attached is the current utility billing commencement policy for new construction. This policy was adopted while water user fees were billed on a flat rate basis and requires updating for the new metered rates.

The attached revised policy includes different billing commencement periods for the different utility charges based on when the utility will likely be used.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Current Policy

THE CORPORATION OF THE CITY OF ENDERBY

POLICY

Utility Billings

THAT Council establish policy whereby utility billings for new construction commence three months following the issuance of a building permit.

Adopted by Council January 20, 2003

Policy Title	Utility Billing Commencement - New Construction
Policy Number	

Effective Date:	Adopted by:	Replaces: Utility Billings Policy adopted by Mayor and Council on January 20, 2003
------------------------	--------------------	--

PURPOSE: To determine when utility billings will commence for new construction.

POLICY:

Water User Fees

- To be charged the earliest of three months following the issuance of a building permit or at the time a Water Turn On Request is received.
- The customer will be charged the flat rate portion of the user fee for the appropriate property class and metering charges will commence once the water meter is installed.
- Prior to the water meter installation, all water usage must be for construction purposes only.
- If water is used for a purpose other than construction prior to water meter installation and without prior written permission, the customer will be deemed to have refused a water meter and will be billed at the refusal flat rate.

Sewer User Fee

- To be charged once the water meter is installed.

Garbage Collection

- If applicable, to be charged once an occupancy permit is issued.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 13, 2017
Subject: Discussion on Update to City of Enderby Zoning Bylaw No. 1550, 2014

RECOMMENDATION

THAT Council uses the table provided on Page 6 of this memorandum to provide Staff with policy direction relative to the use of detached suites within the community;

AND THAT Council uses the table provided on Page 9 of this memorandum to provide Staff with policy direction relative to the use of short-term vacation rentals within the community;

AND THAT Council directs Staff to initiate an amendment to City of Enderby Zoning Bylaw No. 1550, 2014 in order to update the Bylaw consistent with Council's policy direction on detached suites, short-term vacation rentals, as well as various housekeeping items, and to incorporate regulations related to marihuana-related businesses that are consistent with Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1626, 2017.

BACKGROUND

Since the adoption of the Official Community Plan (OCP) and Zoning Bylaw in 2014, Staff have been initiating regular updates to keep these bylaws reflective of the community context.

As part of the next Zoning Bylaw update, Staff are proposing that a number of items related to new forms of affordable housing and economic development be given policy consideration, including:

- Detached suites;
- Short-term vacation rentals;
- Marihuana-related businesses; and
- Minor housekeeping items.

Detached Suites:

Overview

Detached suites are smaller, second dwellings located on residential properties that have a single-family dwelling located on the premises. Detached suites are completely separate and independent from the single-family dwelling and are generally found in the rear or side yards of residential lots. Usually, a detached suite has a kitchen, living area, one or two bedrooms, bathroom and storage space.

Detached suites have not previously been permitted in the City of Enderby; any that currently exist within the community are either unlawful or legally non-conforming. The OCP states that 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. Council has previously directed Staff to research the use of detached suites within the community.

Detached suites are normally rented out to provide additional income to the property owner or are occupied by family members. When rented out, detached suites help to increase the stock of affordable rental housing within the community, while providing financial assistance to property owners in the form of a 'mortgage-helper'; if occupied by family members with special needs, such as elderly parents or grandparents, they fill a housing gap and help seniors to age in place.

In addition to broadening the spectrum of housing options within the community, detached suites increase density within residential neighbourhoods which results in the following:

- i. Using land more efficiently by increasing the ratio of improvement-to-land values;
- ii. Reducing pressures related to greenfield development and boundary expansion which facilitates urban containment and rural protection; and
- iii. Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure.

While permitting detached suites can produce broad community benefits, detached suites may present impacts at the neighbourhood level, including:

- i. Altering the character of established residential neighbourhoods;
- ii. Reducing backyard privacy for neighbouring properties;
- iii. Increasing potential for off-street parking spill-over;
- iv. Creating future expectations for subdivision of the land surrounding the coach house or stratification of the unit on the same lot; and
- v. Reducing the potential for redevelopment of large-lot, low-density residential development to multi-family housing, which is another critical node on the affordable housing spectrum.

For a complete overview of the planning considerations for detached suites, please refer to the memorandum from the City of Salmon Arm Planning and Development Officer which is attached to this memorandum as Appendix 'A'; please note that the Planning and Development Officer provided City of Enderby Staff with permission to include the analysis as part of this memorandum.

Providing regulations for detached suites will help to balance the potential community benefits against potential neighbourhood impacts. The Zoning Bylaw would play a critical role in the potential use of detached suites within the community, while the Official Community Plan, Building Bylaw, Subdivision Servicing and Development Bylaw, and Development Cost Charges Bylaw may need to be amended as a consequence of Council's policy decision.

Official Community Plan

The OCP plays a key role in residential housing in that it envisions the forms of housing that are permitted, identifies the land use designations in which these housing forms are permitted (i.e. low density residential areas, medium density residential areas, etc.), and specifies the maximum permitted gross densities for residential development. The OCP provides the vision for residential housing which is actualized by the Zoning Bylaw.

As previously mentioned, the OCP states that 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; given this policy statement, the OCP is supportive of detached suite developments.

Zoning Bylaw

Should Council choose to permit detached suites within the community, the Zoning Bylaw will determine where and how detached suites may be located. There are several options for how the Zoning Bylaw could regulate detached suites.

The City of Kelowna and the City of Salmon Arm both use a site-specific approach to regulating detached suites whereby a specific zone was created to permit a detached suite as an accessory use to a single family dwelling. If a property owner wants to develop a detached suite, they would be required to rezone their property to this specific zone and ensure that their proposal meets the specified siting and sizing regulations. The benefit of this approach is that it would enable Staff, Council, and the broader public to review these proposals on a case-by-case basis at a Public Hearing; Council decision making would be required for each and every detached suite proposal submitted. The primary drawback associated with this approach is that it would add time and cost for those looking to develop a detached suite. However, this may be a justifiable trade-off if Council wants to consider the character and concerns of the impacted neighbourhood before the development occurs.

The City of Vernon takes a blanket approach to regulating detached suites whereby it has been added as a permitted use within specific residential zones. Through this approach, a property owner can develop a detached suite without any Council decision making being required, as long as their proposal meets the specific siting and sizing regulations for detached suites identified within the applicable zone (minimum setbacks, maximum height, minimum lot area, etc.), thus streamlining the development process for the applicant. The key difference with this approach is that no public engagement would be triggered as part of the development process and the public would not have an opportunity to make representation before Council regarding individual proposals; through this approach, the City relies on the regulations contained in the Zoning Bylaw to ensure appropriate development. Should council wish to proceed with permitting detached suites through a blanket approach, Staff recommend that a more robust public consultation process be initiated to ensure that these regulations consider the expectations of the general public, given that this same public (and specifically adjacent land owners)

will not have the opportunity to provide feedback on individual proposals, unlike when rezoning is required.

Should Council wish to permit detached suites, and choose to regulate them through a blanket approach, permitting detached suites within the low density residential zones is a natural fit; detached suites would help to promote higher densities within single family dwelling neighbourhoods and maximize the use of these lands. However, permitting detached suites within the medium density residential zones could hinder redevelopment to higher density multi-family over time (i.e. townhouses, apartments, etc.) For example, if you have an older single family dwelling located on a large parcel that is zoned Residential Multi-Family Medium Intensity Residential (R.3), this property is prime for redevelopment to higher density residential given that the zoning is in place and the land acquisition costs are usually lower; however, if you were to develop a detached suite on this lot, the suite increases the improvement values on the property which in turn increases the land acquisition cost for potential developers, making it less desirable from a redevelopment perspective. Having said that, redevelopment to higher density residential is a long-term process and Council may feel that permitting detached suites within areas of the community designated as residential medium density is appropriate, until such time as natural market demand pressures are sufficient to trigger redevelopment. Furthermore, should Council wish to use a site-specific approach for detached suites, whereby those wishing to develop a detached suite must rezone (discussed in more detail below), Council may deny rezoning applications in instances where it feels that a detached suite may act as an impediment to a property reaching its highest and best use.

Staff have reviewed the Salmon Arm, Vernon, and Kelowna Zoning Bylaws and, based on the detached suite regulations contained in these bylaws, Staff are proposing the following as regulations for detached suites, should Council wish to permit this type of use:

- | | |
|----------------------------------|---|
| 1. Definition: | <i>Means a dwelling unit with a maximum floor area of 90 square meters (968.8 square feet) that is contained within a building which is accessory to a single family dwelling, and shall not include a mobile home, travel trailer, recreational vehicle, or a storage container, but specifically includes manufactured homes.</i> |
| 2. Permitted Use: | <i>Detached suite as an accessory use to a single family dwelling</i> |
| 3. Max. Number of Suites: | <i>One attached secondary suite OR one detached suite</i> |
| 4. Maximum Height: | <i>4.5 m (14.76 feet)</i> |
| 5. Maximum Lot Coverage: | <i>- The combined lot coverage for all accessory buildings and structures, including detached suites, shall not exceed 16%
- The maximum combined area of all accessory buildings/structures and detached suites (e.g. footprint size) shall not exceed 90 m².</i> |

6. **Minimum Lot Area:** *The minimum parcel area for a lot with a detached suite shall be:*
- 560 m² with lane or second street frontage; or
- 650 m² without lane or second street frontage.
7. **Minimum Lot Width:** *The minimum lot frontage for a lot with a detached suite shall be:*
- 15 m with lane or second street frontage; or
- 18 m without lane or second street frontage.
8. **Parking:** *1 off-street parking space per detached suite, which shall not be sited in tandem to a parking space provided for a single family dwelling.*
9. **Minimum Setbacks:** *Front yard - 6 m from front lot line*
Side yard - 2 m from side lot line
Exterior side yard - 5 m from exterior side lot line
Rear yard - 3 m from rear lot line
Other buildings - 3 m from any other building
10. **Screening:** *In order to provide privacy for neighbouring properties, a detached suite shall be enclosed on all sides not facing directly upon the principal single family dwelling via solid fencing between 1.2 m (3.937 feet) and 2 m (6.562 feet) in height.*
11. **General:**
- A detached suite shall be constructed to meet the requirements of the BC Building Code.
- A detached suite must be located entirely to the rear of a single family dwelling and shall be sited equal to or farther from the side lot line than the principal single family dwelling
- A detached suite shall be accessible by a cleared and constructed pathway from the off-street parking stall(s) to the entrance to the suite.
- No accessory building or structure shall be used as a dwelling unit except for an approved detached suite.
- A detached suite shall have sufficient access and be appropriately serviced.
- The floor area of a detached suite shall not exceed 75% of the floor area of the principal single family dwelling.
- Subdivision or stratification of a detached suite is not permitted.

Annual Permitting/Licensing Regime

Whether detached suites are regulated through a site-specific approach (Kelowna and Salmon Arm model) or a blanket approach (Vernon model), a key concern is that a detached suite proposal may initially meet the regulatory standards of the Zoning Bylaw, and thus obtain the necessary approvals for

construction, but over time the use may cause neighbourhood problems; potential infractions could include unlawful additions, elimination of parking areas, conversion of the suite into short term rental accommodation, etc.. The costs associated with enforcing these types of bylaw infractions could be significant both in the form of Staff time and legal costs. An annual permitting/licensing regime for detached suites is a tool that would help to minimize the potential for the City expending significant time and money enforcing on-going non-compliance. Such a permitting/licensing regime would enable to City to suspend or cancel the annual permit/license for a detached suite, in instances where the owner of a detached suite has demonstrated that they are unwilling to voluntarily comply with bylaws; if an owner chooses to continue the use of detached suite without a permit, it is fairly easy to demonstrate that this is unlawful and the City is on stronger ground to remedy the neighbourhood's concerns.

Consequential Amendments to City Bylaws

Based on whether Council chooses to permit detached suites, there may need to be consequential amendments to other City bylaws, including:

- Fees and Charges Bylaw - Determine appropriate user utility fees and service connection charges for detached suites;
- Development Cost Charges Bylaw - Determine whether development cost charges should be applied for detached suite developments; and
- Subdivision Servicing and Development Bylaw - Determine whether off-site improvements should be triggered for detached suite developments.

Staff anticipate that amendments to the Fees and Charges Bylaw could be brought forward quickly, while amendments to the other two bylaws are more complex and would be folded into existing draft revisions.

Policy Direction

Staff recommend that Council uses the table below to provide policy direction to Staff on detached suites. Please note that the cells shaded green represent Staff's recommendation on technical and implementation matters, should Council wish to allow this use; for the higher-order policy matters, no Staff recommendation has been provided.

DETACHED SUITES	Option A	Option B	Option C
1. Do you want to allow and regulate detached suites within the community?	Yes.	No.	Defer/postpone.

DETACHED SUITES	Option A	Option B	Option C
2. Which zoning approach should be utilized for regulating detached suites?	<ul style="list-style-type: none"> Site-specific approach <ul style="list-style-type: none"> Kelowna and Salmon Arm model. All detached suite proposals will require an application to rezone the property to a specific detached suite zone, which would result in a Public Hearing. 	<ul style="list-style-type: none"> Blanket approach <ul style="list-style-type: none"> Vernon model. Detached suites would be added as a permitted use to the appropriate residential zones. As long as applicants have the applicable residential zoning, and are able to meet the specific zoning regulations for detached suites, no rezoning application is required. 	N/A
3. If a blanket approach to regulating detached suites is preferred, which residential zones should have detached suites as a permitted use?	Low Density Residential Zones (Residential Single Family - R.1 and R.1-A, Residential Two-Family - R.2, Country Residential - C.R)	Medium Density Residential Zones (Residential Multi-Family Low Intensity - R.3-A, Residential Multi-Family Medium Intensity - R.3)	Both Low Density and Medium Density Residential Zones
4. Are you comfortable with the proposed regulations for detached suites (i.e. minimum setbacks, maximum height, etc.)	Yes.	Revise based on Council's direction. **Note: Some regulations are based on the BC Building Code and cannot be varied.	N/A
5. Would you like to proceed with an annual permitting/licensing regime?	Yes.	No.	No, but include wording in Zoning Bylaw to trigger this option in the future.

Short Term Vacation Rentals:

Vacation rentals provide short-term accommodations to the travelling public for up to one month in duration. This type of use has not been permitted in the City of Enderby, currently or previously.

The increase in online rental and home sharing services has led to significant growth in this sector. Although short-term vacation rentals can broaden the spectrum of accommodation options for tourists, while providing supplemental income opportunities for property owners, they present challenges and risks including:

- i. A potential reduction in long-term rental housing inventory;
- ii. An increase in non-resident property ownership for the purposes of using residential properties for commercial interests;
- iii. Nuisances to residential neighbourhoods in the form of excess noise and parking spill-over; and
- iv. A potential lack of compliance with local bylaws and the BC Building Code, which could lead to safety issues.

Although the vacation rental sector appears to have limited traction within Enderby at this time, proactively managing this use will help to ensure that potential nuisances and impacts are minimized.

Short-term vacation rentals are very similar to a bed and breakfast use. The key difference is that vacation rentals are more independent (i.e. no meals provided on site, cooking facilities are provided). Currently, bed and breakfasts are a permitted use within all residential zones (both low and medium density) as well as the Country Residential (C.R) zone; should Council wish to permit vacation rentals, Staff recommend including them as a permitted use within the same zones as bed and breakfasts. From there, some very basic general regulations for short-term vacation rentals could be integrated into the Zoning Bylaw, including:

- Only permitting short-term vacation rentals within single family dwellings;
- Not permitting short-term vacation rentals within a detached suite (if this type of use is approved by Council);
- Referencing the fact that short-term vacation rentals must meet the BC Building Code requirements;
- Stating that short-term vacation rentals shall not create any form of nuisance for surrounding residents by way of noise, light, excessive traffic, etc.;
- Not permitting exterior signs advertising a short-term vacation rental; and
- Requiring one additional parking space for a short-term vacation rental, over and above the two required for a single-family dwelling.

Permitting short-term vacation rentals may reduce long-term rental housing inventory within the community; given that the supply of rental housing within Enderby is already limited, this could be a significant by-product of permitting this type of use, should the sector grow in popularity. Given this,

Council should turn its attention to whether short-term rentals should be allowed within attached secondary suites. If Council chooses to prohibit vacation rentals within attached secondary suites, this would help to secure and protect a significant segment of the rental housing spectrum. However, attached secondary suites are a popular option for short-term vacation rentals and, if not permitted, this may eliminate some vacation rental opportunities in the community. Should Council wish to permit short-term rental accommodations within attached secondary suites, it is recommended that the owner be required to reside within the primary single family dwelling which would ensure that, i) both dwelling units are not being rented out concurrently, and ii) the owner is available to manage potential impacts and nuisances.

Given that short-term vacation rentals are used by property owners to obtain supplemental income, this type of use is considered a 'business' under the City of Enderby Business License and Regulation Bylaw No. 1558, 2013. This means that vacation rental operators must obtain a Business License, which would:

- i. Trigger an initial building and fire inspection to ensure that the building is safe for the intended use;
- ii. Allow the City to track the number of vacation rentals throughout the community; and
- iii. Provide a tool to ensure that owners of vacation rentals are adequately managing the use (i.e. operators would be aware that on-going nuisances or impacts may result in the suspension or revocation of their business license).

Staff recommend that Council uses the table below to provide policy direction relative to the use of short-term vacation rentals within the community. Please note that the cells shaded green represent Staff's recommendation on technical and implementation matters, should Council wish to allow this use; for the higher-order policy matters, no Staff recommendation has been provided.

SHORT-TERM VACATION RENTALS	Option A	Option B	Option C
1. Do you want to allow and regulate short-term vacation rentals within the community?	Yes.	Not at this time.	N/A

SHORT-TERM VACATION RENTALS	Option A	Option B	Option C
2. If yes, which residential zones should have short-term vacation rentals as a permitted use?	All residential and rural zones (R.1, R.1-A, R.2, R.3, R.3-A) <ul style="list-style-type: none"> • More vacation rental opportunities within the community. • Higher potential for conflict within the medium density residential areas. 	Only lower density residential and rural zones (R.1, R.1-A, R.2 and C.R) <ul style="list-style-type: none"> • Lower potential for conflict within low density residential areas. • Fewer vacation rental opportunities within the community. 	N/A
3. Should short-term vacation rentals be permitted in attached secondary suites?	Yes. <ul style="list-style-type: none"> • More vacation rental opportunities within the community. • Could lead to a reduction in the affordable and rental housing stock within the community. 	Yes, but the owner is to be required to live within the primary single family dwelling. <ul style="list-style-type: none"> • More vacation rental opportunities within the community; owner is available to manage potential impacts and nuisances. • Could lead to a reduction in the affordable and rental housing stock within the community. 	No. <ul style="list-style-type: none"> • Helps to secure and protect a significant segment of the rental housing spectrum. • Fewer vacation rental opportunities within the community. <p>**Note: This would not affect vacation rentals that are actually Bed and Breakfasts, even if advertised on short-term vacation rental or home-sharing websites.</p>

Marihuana-Related Businesses:

In early 2017, the City of Enderby amended Business License and Regulation Bylaw No. 1558, 2013 to implement a business licensing regime for the retail of marihuana which was intended to manage anticipatory and speculative development; the key objectives of the business licensing regime for the retail of marihuana are as follows:

1. To maintain the current practice of not allowing land and business uses in contravention of the Criminal Code (i.e. Business License applications for the retail of marihuana continue to be denied on the grounds that the use is illegal); and
2. To provide clear guidelines to prospective owners of marihuana retail operations about where and on what conditions such operations will be permitted, subject to compliance with the law.

The Zoning Bylaw needs to be aligned with the Business License and Regulation Bylaw; no new policy or restrictions are proposed.

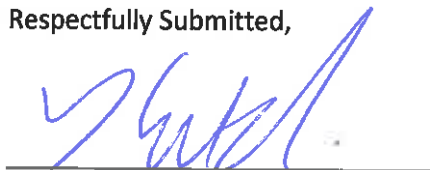
Housekeeping Items

Staff are proposing two minor housekeeping items.

The first item is amending *Schedule "B" - Off-Street Parking* to include a provision whereby an increase in residential density within the Downtown Designated Parking Area would trigger the provision of additional parking stalls. When it was developed, the Downtown Designated Parking Area was intended to preserve commercial floor space and commercial density within the downtown core by enabling off-site parking. 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 the principal commercial use. Given that the City of Enderby has since broadened residential uses within the downtown (removal of aforementioned restrictions), the Downtown Designated Parking Area provisions need to be updated to reflect mixed-use development with a potential for higher residential density.

The second item is requiring businesses to have lane access in order to waive the off-street loading space requirement when located within the Downtown Designated Parked Area. Currently, properties located within the Downtown Designated Parking Area that are zoned General Commercial (C.1) are not required to provide an off-street loading space, regardless of their scale or use. In most circumstances, this is not an issue given that the vast majority of C.1 properties within the Downtown Designated Parking Area are serviced via a lane and a loading space is not necessary. However, there are properties along Hubert Avenue that fall within the Downtown Designated Parking Area and are zoned General Commercial (C.1), yet do not have lane access; if these properties are not required to have an off-street loading space, it could result in parking issues given that trucks loading and unloading would be required to do so in the off-street parking areas in the absence of a lane access, thus potentially resulting in parking spill-over.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Appendix 'A'



City of Salmon Arm

Development Services Department Memorandum

To: His Worship Mayor Bootsma and Members of Council

Council July 28th /08

Date: July 16, 2008

Re: Coach Houses

FOR DISCUSSION AND DIRECTION

1. Background

Some of Council recently expressed interest in allowing the use and development of coach houses. Though a good idea in theory, there are practical reasons why coach house development has limitations. This report discusses implications, benefits and challenges of coach house development which should be considered prior to delving into bylaw amendments.

A coach house is a stand-alone secondary suite constructed as an accessory building to a single family dwelling. Historical coach houses built on countryside estates date back centuries. Originally, they were used to store horse drawn carriages in combination as a suite for guests and farm helpers. Some examples of traditional-styled coach houses and a satirical image of their historical "mixed use" character are attached in APPENDIX 1.

Where permitted today, they can be found in the rear yards of residential lots where there is lane access (see APPENDIX 2). In the newer suburban style subdivisions, designed without lanes, either a panhandle type driveway is provided to the rear yard or an additional parking stall is provided in the side or front yard with a defined pathway to the coach house. On larger rural acreages, access and parking is obviously less of a challenge; however as is discussed in this report, there are some legal obstacles preventing coach house development in the Agricultural Land Reserve (ALR).

From a policy point of view, the idea of allowing for a mix of densities and a variety of housing stock in traditional single family neighbourhoods is a basic planning principal. Under "Diversity Policies" (Section 5.4), of the Official Community Plan (OCP), the City "supports secondary suites" and "encourages new neighbourhood developments to provide a mix of residential housing and densities, including social housing". Under this policy, secondary suites and duplexes are encouraged in low density residential neighbourhoods (subject to rezoning a property to either R-8 or CD-7 for a secondary suite or R-2 for a duplex). As discussed in this report, Policy 5.4 can be refined to support coach houses within the Urban Containment Boundary. For rural properties, there are challenges stemming from the *Agricultural Land Commission Act* and City bylaws which preclude coach house development.

The affordability of a coach house can vary from city to region, and is relative to land prices, constructions costs, design, and local land use regulations (i.e. development cost charges and servicing requirements). The design and construction for the Smallworks coach houses in Vancouver (see APPENDIX 2) range from \$225 to \$250 / ft². This cost includes design, construction, site preparation, and interior and exterior finishing. The floor area of a typical coach house does not exceed 74 m² (800 ft²).

Although there is ample theory-based literature on the benefits of coach houses (i.e. "they are a great idea"), practical guidelines outlining appropriate zoning regulations and design standards are not readily available. The few known municipalities in British Columbia which have embraced coach houses appear to have done so by treating them as stand alone secondary suites.

It was found that Vernon and Kelowna permit stand alone secondary suites with zoning. The difference is that in Vernon, stand alone secondary suites are permitted as an accessory use in the equivalent of the City of Salmon Arm's R-1 (Single Family Residential) zone; while Kelowna has a site-specific zone similar to the City of Salmon Arm's R-8 (Single Family Dwelling/Secondary Suite) zone. This means in Kelowna, a rezoning application and council approval is always required for a stand alone secondary suite proposal, while in Vernon the accessory use is already permitted in most instances. In terms of zoning regulations, each municipality has slightly different provisions for minimum building setbacks, maximum building height, maximum parcel coverage and parking.

Also in Vernon and Kelowna, stand alone secondary suites are subject to development permit approval at the staff level (in those cities, planning staff is delegated authority under Section 920 of the *Local Government Act* to approve small scale development permit applications). The idea of establishing development permit area guidelines for stand alone secondary suites or second dwellings is a relatively new mechanism found under Section 920 for controlling the form and character of "intensive residential development". The idea of delegating authority to staff for approving development permits, as a way of streamlining processes, has been raised by staff with previous Councils here in the City of Salmon Arm.

In the City of Vancouver, the idea of allowing coach houses in single family residential neighbourhoods is under review by that planning department as part of the "Eco-density" initiative. The traditional grid layout of Vancouver with its regular sequences of streets and lanes provides greater opportunities for coach house development than, for example, the newer subdivisions designed in Salmon Arm without lane access. Similar to Vernon and Kelowna, it is doubtful that coach housing will be encouraged in the areas of Vancouver designated for medium and high density residential development.

2. Planning Considerations

This section discusses planning considerations with respect to potential coach house development here in the City.

2.1 Future Density / Development Potential

Similar to secondary suites, coach house development in the areas of the City designated low density residential will increase density in those areas. The concept of coach house development in the low density areas is supported by staff.

Allowing coach house development in the medium and high density residential designated areas would, in the short-term, slightly increase housing density. Most of these areas are built up with older single family dwellings. Within the older core area designated high density residential, many of the older blocks were surveyed with lanes and relatively deep lots, which make some lots suitable for coach house development from an access and parcel area point of view. Whether or not the fronting streets, lanes and services (water, sanitary, storm) are upgraded to today's standard is another consideration discussed in Section 3 of the report.

Over the long-term, coach house development in these designated areas would reduce the potential for medium and high density multi-family development; specifically in the form of multi-level condominiums, row housing and rental apartment buildings. The development of one or two coach houses on a few lots would make a particular block less desirable for redevelopment from a land assembly point of view. Simply put, each new coach house built in the back yards of these lots adds more permanent obstacles and land acquisition costs for future multi-family development (more so than the construction of secondary suites contained within an existing dwelling under R-8 zoning).

Scenario 1 (see APPENDIX 3) shows the density potential of two blocks of land of equal area and each designated high density residential in the OCP. The purpose is to show a theoretical maximum density with either high density multi-family development at 130 units per hectare or the development of a coach house on each lot with the existing single family dwellings. In this location, Block 1 is built out to near the maximum density. Across the street, it is clear that the Block 2 has potential for coach house development, but allowing that would compromise the future maximum density potential.

2.2 Subdivision / Stratification

Allowing the use and development of coach houses could lead to future expectations for subdivision of the land area surrounding the coach house or stratification of the unit on the same lot. Allowing subdivision / stratification would, in turn, lead to administrative and technical challenges related to legal access, site and unit servicing, the need for cross easements and rights-of-ways, property taxation, utility billing, etc.

Neither Vernon nor Kelowna permit the subdivision or stratification of coach houses. This is achieved by statements in either the OCP or zoning bylaws and by regulating minimum lot / site areas and widths.

It is not recommended that subdivision or stratification of coach houses be permitted in this City.

2.3 Neighbourhood Character / Impact

Council is aware from recent proposals for secondary suite and duplex development that privacy, neighbourhood character, and increased traffic and density, are issues often raised by residents of neighbouring properties.

On most lots suitable for a coach house, the building would be sited in the rear or exterior yards, as are garages and accessory buildings. The form of a coach house usually resembles a small cottage or a two vehicle detached garage with an upper floor suite. The footprint (which is different than floor area) does not typically exceed 55.7 m² (600 ft²).

If designed appropriately and depending on the character of surrounding development (subjective criteria), the perceived impact could be minimal. In terms of use, however, an occupied coach house could arguably have more of a real impact on back yard privacy than would a garage or accessory building. This is why relatively larger lots are recommended for coach house development.

2.4 Urban / Rural

As noted in the background section, the first coach houses were built on rural acreages. There are many rural properties in the City physically suitable for coach house development due to their large lot dimensions. Because of their larger area relative to urban lots, secondary suites are outright permitted uses in the A-1, A-2 and A-3 agricultural and rural holding zones.

One challenge with coach house development on rural properties is that most of the land outside of the Urban Containment Boundary is within in the provincial Agricultural Land Reserve. Under the *Agricultural Land Commission Act*, second dwellings are only permitted for farm help and secondary suites are only permitted within a principal dwelling.

While the Agricultural Land Commission allows permanent second dwellings for farm help, the City's zoning bylaw restricts them to modular (non-permanent) homes. This is due to concern about future expectations for subdivision of the land surrounding a second permanent dwelling.

While it may be practical to allow coach houses on rural properties, the ALC and City regulations of the day make it too complicated.

2.5 Practicality

By analyzing the characteristics of lots in urban neighbourhoods, it was found that coach house development would only make sense on a limited number of lots in the City. Considerations include a coach house footprint of 55.7 m² (600 ft²) constructed in a rear yard and not exceeding a site coverage of 10%; a minimum rear yard setback of 6 m (19.7 ft); and a minimum side yard setback of 1.5 m (4.9 ft).

From a technical point of view, the following lot attributes appear to be conducive for coach house development on sites absent of lane access or a double frontage:

- minimum area of 800 m² (0.2 acre)
- minimum front and rear widths of 20 m (66 ft),
- minimum depth of 35 m (115 ft), and
- minimum front yard of 6 m (for an additional parking stall) with a minimum side yard of 1.5 m (4.9 ft) to enable pedestrian access to the rear yard, or
- minimum side yard of 3.5 m (11.5 ft) adjacent to the principal dwelling to enable the construction of a driveway to the rear yard.

Corner lots with double street frontages or very wide lots would need less of a depth, and lots with lane access would require less width. Similar to any housing development, coach house construction on irregular shaped and steeply graded lots would be a challenge.

Scenario 2 (see APPENDIX 4) shows a typical single family residential lot that was subdivided in the 1970s with potential for coach house development. This particular lot is designated low density residential in the OCP, has a relatively large back yard, parking for four vehicles, and a coach house development site that would be setback a minimum of 10 m (32.8 ft) from the nearest neighbouring dwelling. This lot appears to be appropriate for coach house development.

Scenario 3 (see APPENDIX 5) shows a dwelling connected to a secondary suite by a carport on an urban residential property zoned R-8 and designated medium density residential. This particular lot has two street frontages and a very deep depth / exterior yard exceeding 60 m (200 ft). Without the carport (which was required for the suite to be attached to the dwelling), this secondary suite has the form and function of a coach house. From a physical point of view, this lot has coach house development potential; however, the construction of that secondary suite has reduced that lot's potential for medium density residential development.

Most lots in residential subdivisions created over the past 15 years were not designed with appropriate dimensions for coach house development. The table below shows the attributes of typical lots in three relatively new subdivisions:

Typical	Little Mountain	Laurel Estates	Lakeview Meadows
Area	520 m ² (0.12 acre)	600 (0.14 acre)	612 m ² (0.15 acre)
Width	17 m (56 ft)	20 m (66 ft)	20 m (66 ft)
Depth	30.5 m (100 ft)	30 m (98 ft)	30.6 m (100 ft)

* There are a limited number of lots within each of these subdivisions which may have coach house development potential.

The above practicality considerations will need to be well thought out when considering the zoning bylaw regulations for coach house development (see Section 3.2).

2.6 Affordable Housing

Similar to a secondary suite, coach houses could provide affordable alternatives for housing. They could be rented out as a "mortgage helper" or used for extended family members.

The costs and affordability of a coach house is dependant on its size, design and site servicing requirements. As mentioned, the Smallworks developer in Vancouver quotes a minimum price of \$225 / ft² (including exterior and interior finishing, site preparation, but not including site servicing requirements or land costs). These units appear to be relatively high-end in terms of exterior and interior design. It is possible that local contractors could construct a coach house for a lesser cost; however, even at \$150 / ft², the basic cost of a 55.7 m² (600 ft²) unit could be in the range of \$90,000, not including site servicing or land costs.

One significant cost factor is exterior building and site design. Costs will increase with strict development permit guidelines for building form and character, landscaping, fencing, etc.

3. Bylaw / BC Building Code Considerations

Allowing the use and development of coach houses would be tied directly and indirectly to a number of City bylaws. At a minimum, amending the OCP and zoning bylaws would be necessary with revised policies and regulations. At this point in time, it is not known for certain if the development cost charge and subdivision and development servicing bylaws would require amendments.

The following options and suggestions assume that Council will direct staff to implement supportive OCP policies and zoning bylaw regulations for coach house development.

3.1 Official Community Plan

To support coach house development, the OCP will need to be amended. There are options ranging from a simple supporting policy statement to more complex development permit areas and guidelines addressing form and character.

Council should first decide if coach houses ought to be encouraged in the low, medium and high density residential designated areas (i.e. within the urban containment boundary); or, based on the discussion in Section 2.1, exclusively to the low density residential designated area.

Designating development permit areas in the OCP and associated development permit area guidelines for "intensive residential development" could be considered now or during the next OCP review. If considered now, the idea of delegating development permit approval authority to staff should also be considered to streamline the process. It is recommended at this time that the idea of development permit areas and guidelines for coach house development be deferred to the next OCP review. Implementing now would involve an extensive amendment to the OCP, neighbourhood consultation, a high allocation of staff time and resources, and an amendment process that would likely drag into 2009.

In the short-term, it is suggested that the Diversity Policies of the OCP be amended to generally encourage coach house use development. Policy 5.4.4 of the OCP presently reads:

"The [City] supports secondary suites subject to compliance with the B.C. Building Code and Zoning By-law."

Option 1: If Council supports coach houses within the low, medium and high density residential designated areas of the urban containment boundary, this statement could easily be amended to:

"The City supports secondary suites, including stand alone secondary suites in the urban containment boundary, subject to compliance with the B.C. Building Code and Zoning By-law".

Option 2: If Council decides to restrict coach house development to the low density residential designated area, a new policy statement could easily be drafted for that intent.

At this time, Option 2 is recommended by staff.

Any OCP amendment would require a Public Hearing with notification in the local newspaper.

3.2 Zoning Bylaw

The options for zoning are the site-specific approach (e.g. the Kelowna model) or the blanket approach (e.g. the Vernon model).

Option 1: The site-specific approach would involve the creation of a new zone drafted specifically for the development of a *coach house unit* or *stand alone secondary suite* (however termed and defined) as an accessory use to a single family dwelling. This option would enable staff, Council and the public to review rezoning applications on a site by site basis similar to the R-2 (Duplex) and R-8 (Secondary Suite) zones. This option would lead to more rezoning applications for staff to process and Council to review.

Option 2: The alternative option would be to include "*coach house*" or "*stand alone secondary suite*" (however termed and defined) as a permitted accessory use in some of the residential zones, such as the R-1, R-7 or R-9 zones. With this option, no rezoning would be required; however the coach house would need to meet a set of General Regulations for site area, building height, setbacks, lot / site coverage, parking and B.C. Building Code requirements.

At this time, either option is supported by staff.

Based on review of the Vernon and Kelowna zoning bylaws, and in consideration of the practicality issues discussed in Section 2.4, the following could be considered as preliminary options for new coach house zoning regulations:

Permitted use:	<i>coach house</i> as accessory to a <i>single family dwelling</i>
Maximum building height:	7.5 m (75% of the maximum height for a dwelling)
Maximum parcel coverage:	40%, including a maximum of 10% for a coach house
Maximum floor area	90 m ² (968 ft ²)
Minimum site area:	800 m ² (8,611 ft ²)

Minimum setbacks for a *coach house* from:

Front parcel line:	18 m (59 ft) – none permitted in a front yard
Interior parcel line:	1.5 (4.9 ft) if less than 55 m ² (600 ft ²) or 3 m (9.8 ft) if greater than 55 m ² (600 ft ²)
Exterior parcel line:	6 m (19.7 ft) – same as a dwelling
Rear parcel line:	1.5 m (4.9 ft) if lane access or 3 m (9.8 ft) if no lane access
Single family dwelling	3 m (9.8 ft)

Other:

Minimum parking stall requirement:	1 stall per coach house
Minimum drive aisle width:	3.5 m (11.4 ft)
(if no lane access or front yard parking)	

The above are only ideas at this point in time. Staff will need more time to review and test these potential regulations further. If Council agrees to a new site-specific zone or the alternative blanket approach, staff will commence with further review and bylaw preparation.

3.3 Subdivision and Development Servicing (SDS) Bylaw

Construction of single family dwellings and secondary suites are usually exempt from most of the servicing requirements of the SDS Bylaw. This is because most of the newer lots are already serviced appropriately during the subdivision stage. Sometimes off-site servicing is required for older lots. Where there is no City storm, water or sanitary sewer infrastructure, on-site systems need to be installed.

The coach house would require new service connections to the City's water, sanitary and storm sewer mains where available. The question that has not been fully addressed by staff is whether new connections should be required from the street or lane exclusively for the coach house; or if connection lines to the coach house can be tied to the same lines servicing the single family dwelling. The SDS Bylaw is currently set up so that only one connection line per service is permitted to a single lot, even for secondary suites.

If sanitary and/or storm services are not available, approval of a development variance permit may be required along with the installation of on-site systems (including geotechnical reporting and possible covenants). In many older neighbourhoods, the water connections are substandard and the lines would need to be upsized from ½ inch or ¾ inch to a 1 inch diameter.

More significantly, would be the requirement to upgrade substandard street and lane frontages to the urban standard, and extend and / or upsize water, sanitary and storm sewer mains. Council may recall the exemption clause built in the SDS Bylaw for developments with construction values less than \$150,000 over a five year period on a property. However, along with that clause, is another stating that existing works and services (i.e. off-site City infrastructure) must have sufficient capacity for the proposed development. It is the decision of the Engineering Department as to whether or not there is sufficient capacity. Furthermore, water mains will need to be upgraded where there is inadequate fire flows.

It is not anticipated that amendments will be required to the SDS Bylaw. The main point is to advise Council that servicing coach houses could end up being costly depending on the site.

3.4 Development Cost Charge (DCC) Bylaw

The purpose of DCCs is for new development to assist in paying for upgrades to existing and new City infrastructure. It is likely that a coach house would account for a similar demand on City services when compared to the demand of a secondary suite. Secondary suites could fall under the "Residential A" category of the DCC Bylaw that was adopted last year. This category is intended for upper floor dwelling, assisted living and accessory dwelling units and the DCC is \$6,064.31 per unit (the DCCs for a new single family dwelling lot are \$9,529.62).

Despite the "Residential A" category the standard practice by staff under the current and previous DCC Bylaws has been to not collect DCCs for secondary suites.

It is noted that the City of Vernon recently amended its DCC Bylaw to recognize stand alone secondary suites as being subject to a DCC of ½ the rate for a single family dwelling. The DCC for a single family dwelling was recently raised to approximately \$17,000 + additional charges for Greater Vernon infrastructure (almost double the DCC in Salmon Arm). Prior to the amendment in Vernon, the DCC for a stand alone secondary suite was the full single family dwelling rate. In Kelowna, the DCCs are higher than Vernon and there does not seem to be a break for stand alone secondary suites.

Council should decide whether or not DCCs should be collected for coach houses. If so, then staff would need to collect DCCs for secondary suites as well.

3.5 BC Building Code

Coach house development would fall under Part 9 of the BC Building Code which deals with residential construction. The building permit requirements would be fairly straight forward and similar to those for a single family dwelling or secondary suite. Parts of the code which could become a challenge relate to fire separation and limiting distances. Depending on the design of a coach house and nearby building, in terms of openings on exterior walls, the minimum building setbacks of 1.5 m and 3 m suggested in Section 3.2 may not be sufficient in all circumstances.

4. Staff Recommendations

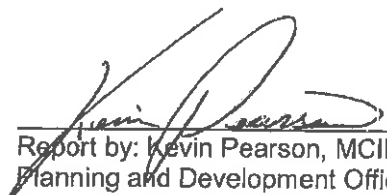
Based on the previous discussion, the following are staff recommendations:

1. **OCP policies** should encourage coach houses exclusively to the "Low Density Residential" designated areas of the Urban Containment Boundary.
2. **Development permits** should not be required for coach houses at this time; establishing development permit areas for "intensive development" and delegating approval authority to staff should be considered during the next OCP review.
3. **Zoning regulations** should consider large minimum lot areas where there is no viable lane access, and appropriate building height, setbacks, minimum site coverage and parking requirements; Council should determine either the site-specific or blanket zoning option.
4. **Subdivision** should not be permitted for coach houses.
5. **Development cost charges** should be collected for coach houses at the Residential "A" or "B" category rate noted in Section 3.4 of this report.
6. **Coach house** development in the City is recommended by staff subject to the above.

5. Conclusion

The idea of coach house development is good in theory. As this report highlights, development only makes practical sense on some lots. There may or may not be affordability benefits depending on construction costs, site and servicing conditions. There are long-range planning and technical considerations that need to be addressed.

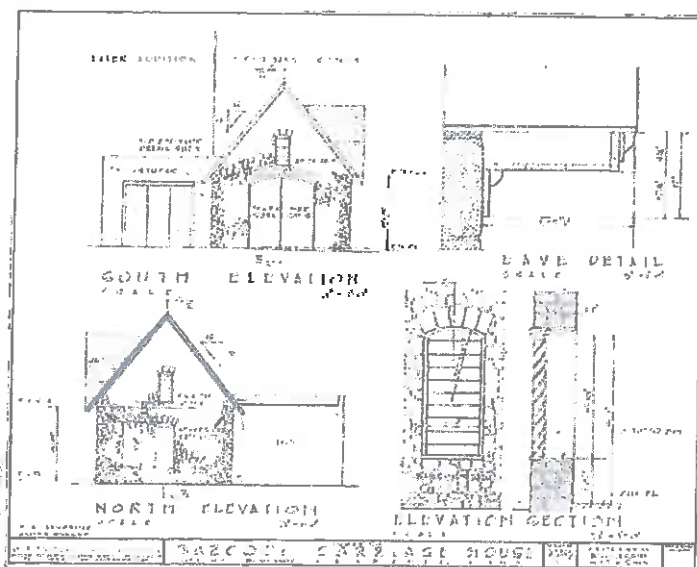
Depending on Council's direction, bylaw amendments for coach houses could be ready for Council review by the end of October 2008.


Report by: Kevin Pearson, MCIP
Planning and Development Officer


Reviewed by: Corey Paiement
Director of Development Services



TRADITIONAL-STYLE COACH HOUSES



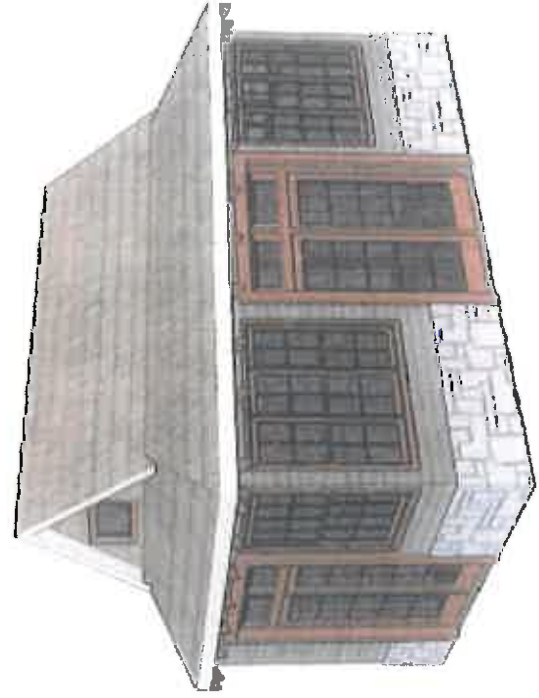
MISTAKES WILL HAPPEN

WRITTEN BY GRANT STEWART

*Second
impression.*



COMPLICATIONS IN THE CARRIAGE HOUSE. TOM: WHAT KIND OF A PLACE IS THIS, ANYHOW?



Source: Smallworks Studios / Laneway Housing

SCENARIO 1

High Density Residential Designated Area

APPENDIX 3



SCENARIO 2

Low Density Residential Designated Area

APPENDIX 4

R-1 Zoned Lot (Designated "Low Density")
Parcel Area = 890 m² (9,375 ft²)
Width = 22.8 m (75 ft) Depth = 38 m (125 ft)
Dwelling Footprint 200 m² (2,150 ft²) Site Coverage 22.4%
Coach House Footprint 55 m² (600 ft²) Site Coverage 7%
Total Site Coverage 29.4%



Without the breezway connection to the principal dwelling on the left, the secondary suite on the right would resemble a typical coach house. This 0.78 acre property is zoned R-1 and designated "Medium Density Residential".




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 Agricultural Land Commission Act	<p style="text-align: right;">Policy #9 March 2003</p> <p style="text-align: center;">ADDITIONAL RESIDENCES FOR FARM USE</p>
<p><i>This policy provides advice to assist in the interpretation of the Agricultural Land Commission Act, 2002 and Regulation. In case of ambiguity or inconsistency, the Act and Regulation will govern.</i></p>	

REFERENCE:

Agricultural Land Commission Act, 2002, Section 18

- 18** *Unless permitted by this Act, the regulations or the terms imposed in an order of the commission,*
- (a) a local government, or an authority, a board or another agency established by it or a person or an agency that enters into an agreement under the Local Services Act may not*
 - (ii) approve more than one residence on a parcel of land unless the additional residences are necessary for farm use*

INTERPRETATION:

The Act and Agricultural Land Reserve Use, Subdivision and Procedure Regulation do not set a limit on the number of additional residences for farm help per parcel, but all residences must be necessary for farm use. However, see Section 3 (1) (b) of the Regulation which permits a 'manufactured home' for family members of the owner. This Section also permits a secondary suite within a residence. See Commission Policy "Permitted Uses in the ALR: Residential Uses".

Local government must be convinced that there is a legitimate need for an additional residence for farm help. One criteria is that the parcel should have 'farm' classification under the *Assessment Act*. In coming to a determination, a local government should consider the size and type of farm operation and other relevant factors. To help determine the need and evaluate the size and type of farm operation, a permitting officer may wish to obtain advice and direction from staff of:

- a) the Ministry of Agriculture, Food and Fisheries
- b) the Agricultural Land Commission.

Local government bylaws should not necessarily be the basis for making a determination about the necessity for farm help. Some bylaws may automatically permit a second residence on a specified size of parcel in the ALR. This is not an appropriate determination under the Act and should not be used as the basis for issuing a building permit for an additional residence for farm help. Some local governments have adopted detailed guidelines as a basis for determining legitimacy of a request for additional residences for farm help, in which a threshold for different types of agricultural operations is specified. In these instances, it may be appropriate to consider these as factors in interpreting Section 18 of the Act.

If there is any doubt with respect to need, an application under Section 20 (3) of the Act for permission for a non-farm use is required.

and approval from the Commission.

Where a zoning bylaw is in place, this use must be specifically permitted by the bylaw.

TERMS:

Secondary suite — means an area set aside for residential use, within the footprint of a single family dwelling, and secondary or ancillary to the residential use of that single family dwelling.


Manufactured home — means a transportable prefabricated structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be used for residential use by a single family. The structure normally conforms to the CSA Z240 series standards of the Canadian Standards Association for manufactured homes.

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 <p>Agricultural Land Commission Act</p>	<p style="text-align: right;">Policy #8 March 2003</p> <p style="text-align: center;">PERMITTED USES IN THE ALR: RESIDENTIAL USE</p>
<p><i>This policy provides advice to assist in the interpretation of the Agricultural Land Commission Act, 2002 and Regulation. In case of ambiguity or inconsistency, the Act and Regulation will govern.</i></p>	

REFERENCE:

Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), the "Regulation", Section 3 (1) (b)

Section 3 (1) "the following land uses are permitted in an agricultural land reserve unless otherwise prohibited by a local government bylaw:

(b) for each parcel,

(i) one secondary suite within a single family dwelling, and

(ii) one manufactured home, up to 9 m in width, for use by a member of the owner's immediate family;

Section 1 (1) "immediate family" means, with respect to an owner, the owner's

(a) parents, grandparents and great grandparents,

(b) spouse, parents of spouse and stepparents of spouse,

(c) brothers and sisters, and

(d) children or stepchildren, grandchildren and great grandchildren;

INTERPRETATION:

The Regulation permits a secondary suite for residential purposes, wholly contained within a single family dwelling, on a parcel in the ALR. The secondary suite use is not limited as to who occupies the suite. The Regulation also provides for one manufactured home, in addition to a dwelling, on a parcel in the ALR, but only for use by the property owner's immediate family. The maximum width of manufactured or mobile home allowed is 9 metres, which provides for what is commonly known as a 'double-wide'. The Commission may make an exception to the width requirement in the Peace and Northern Rockies Regional Districts to provide for a 'double wide' up to the industry standard width (10 metres).

The Regulation defines "immediate family" as noted above. If the manufactured home is no longer occupied by immediate family of the property owner, it is no longer a permitted use in the ALR and must be removed from the parcel or, if it remains, not used for residential purposes.

It should be noted that Section 18 (a) (ii) of the *Agricultural Land Commission Act* provides for one residence per parcel of land, and more than one residence where "the additional residences are necessary for farm use." See Commission Policy "Additional Residences for Farm Use".

Related uses that are not permitted in the Act or Regulation for residential use require application to

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: July 13, 2017
Subject: Citizens on Patrol

RECOMMENDATION

THAT Council begins implementation of a Citizens on Patrol (COP) program in partnership with the Enderby RCMP;

AND THAT Council authorizes staff to draft volunteer eligibility criteria and begin recruiting Citizen on Patrol volunteer candidates, to be trained upon commencement of the program.

BACKGROUND

Citizens on Patrol (also known as "Crime Watch") is a program that encourages dedicated community volunteers to assist the police by patrolling designated areas to observe and report on criminal activity. COP volunteers are an extra set of "eyes and ears" who assist in deterring crime in the community. COP volunteers do not interact in any potentially criminal or dangerous situation. The COP presence supplements the police presence and provides enhanced situational awareness and deterrence of criminal activity.

A COP program had been operated directly by the North Okanagan RCMP Detachment (which includes the City of Enderby) several years ago, but recruitment and retention proved challenging. The program no longer operates in the City. City staff have been discussing opportunities to reconstitute COP with the Enderby RCMP. A few program elements will be altered in an effort to foster volunteer recruitment and retention.

Unlike the previous iteration, the new version of COP would be directly coordinated by the City, with the Enderby RCMP detachment in a partnership role. One of the main challenges previously was that there was a very high entry barrier for volunteers due to the exhaustive security clearance procedure required at the screening stage. While this security clearance gave the volunteers access to specific information about criminal activity, for the purpose of observing and reporting criminal activity, this is unnecessary. Instead, volunteers will receive direction from City staff about areas of focus. This will be further enhanced with the creation of an online "tip form" that residents and businesses can use to report potential hot spots. The tips received will be used to coordinate COP patrols.

After receiving direction from Council to begin implementation of a new COP program, there are several “building blocks” that need to be developed. Staff recommend that the program be kept as simple as possible while still ensuring that there are adequate risk management measures, coordination practices, and operational guidelines in place.

The anticipated roles and responsibilities are:

Role	City Responsibility	RCMP Responsibility
Insurance (except vehicles)	X	
Training		X
Record Checks		X
Recruitment and Screening	X	
Retention and Recognition	X	
Coordination	X	
Operational Guidelines	X	

The responsibilities listed above only indicate the responsible entity; on many of the responsibilities, the other entity will be involved in a support capacity.

Other matters of note:

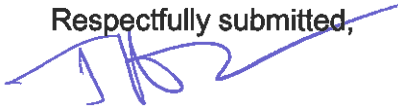
- All volunteers must submit to a Police Information Check. This will be supplied by the RCMP free of charge for eligible volunteers who pass the screening process.
- All volunteers must be adequately trained. This will be supplied by the RCMP free of charge.
- It is anticipated that volunteers commit to at least one four-hour shift per month for a minimum of one year. The shift will often be in the evenings or early mornings. Daytime presence may occasionally be requested depending on reports of activity or other events, as well as volunteer availability.
- All volunteers must sign off on a waiver and the operational guidelines.
- Volunteers will use their own vehicles. The City should reimburse volunteers at a standard mileage rate for this expense.
- Volunteers will use their own cellular telephones rather than police radios. The City should monitor to determine if usage is excessive and, if so, reimburse accordingly.
- Volunteers should be supplied with removable magnetic decals that can be affixed to the side of their vehicles. These would be supplied (loaned) by the City.

There are other components that will need to be added as the COP program matures. At this point, the fundamentals are all that is required; the main considerations are that there is an effective screening process, strong risk management, and clear operational guidelines. Additional elements will be added depending upon program uptake and feedback from volunteers, the general public, and stakeholders.

Most of the ongoing costs will involve volunteer screening and coordination. If there is an insurance claim involving a COP volunteer, this may affect the City’s ratings and lead to higher insurance costs. Staff will be endeavouring to streamline the approach so as to manage the

program with the least possible draw upon resources, which are already stretched thin. Should the program, through success or unforeseen challenges, significantly impact staff resources, Council needs to be prepared either to make provision for a dedicated coordinator or otherwise roll back the initiative.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tate Bengtson', is written over the closing 'Respectfully submitted,'.

Tate Bengtson
Chief Administrative Officer