

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, August 14, 2017  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of July 17, 2017](#)

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[Special Meeting Minutes of August 8, 2017](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS – 1<sup>st</sup> & 2<sup>nd</sup> Readings**

[Zoning Bylaw 1550, 2014 Amendment Bylaw No. 1636, 2017](#)

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**8. REPORTS**

[RCMP Q2 Policing Report](#)

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[RCMP Q2 Victims Assistance Report](#)

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[Disclosure of Contracts - Council](#)

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

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[Mayor and Council](#)

**9. NEW BUSINESS**

a. [Enderby Friday Night Lights – Temporary Road Closure Application](#)

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b. [Consent for UBCO Connector Transit Service Establishment Amendment](#) –  
Memo from Chief Administrative Officer dated July 28, 2017

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- c. [Events Serving Liquor at the Enderby Lions Gazebo](#) – Memo from Planner and Deputy Corporate Officer dated July 31, 2017

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**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, July 17, 2017 at 4:30 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Bettyann Kennedy  
The Press and Public

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### **APPROVAL OF AGENDA**

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

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of June 19, 2017

Moved by Councillor Case, seconded by Councillor Shishido that the minutes of the regular meeting of June 19, 2017 be adopted as circulated.

Carried

### **PETITIONS AND DELEGATIONS**

Herman Halvorson – Area F Director

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

Mr. Halvorson provided an overview of the Shuswap Lake Watershed Sustainability Plan.

- Phase II has just been completed. An agreement has been reached on the Upper Shuswap. There is no agreement on the Lower Shuswap (Mara Lake to Mabel Lake).
- River patrols were done a few weeks ago. Fines will be given out. More patrols are being planned this year. A guardianship program is being considered.
- Looking forward to working with Enderby.
- Presentations from river user groups are available on the RDNO website.

Dave Smith, V.P – The Adams River Salmon Society

Re: Regional Watershed Activities and Events

Mr. Smith explained the role of the Adams River Salmon Society. They are dedicated to stewardship, education, enhancement and protection of salmon.

There is good news in that Department of Fisheries and Oceans (DFO) have announced that there will be no cuts to funding. The bad news is that salmon numbers are on the decline and are expected to continue to decline. There are numerous environmental issues that face the salmon population. Wild pacific salmon need help.

A list of events were provided:

- June 28 – Sept 30 – A film showing the migration of wild pacific salmon is being shown on the Cambie Street Bridge in Vancouver.
- Every Wednesday from July – September there are interpretive walk-about's held at Robert Haig-Brown Park.
- A Gala Fundraiser Event is taking place September 22 at Quaaout Lodge.
- October 11 - 12 in Chase – there will be sacred ceremony and events to celebrate the return of migrating salmon.

The Adams River Salmon Society is seeking support by asking Council to consider proclaiming October as the Month of the Returning Salmon. Mr. Smith will be in touch with Council in September with the proclamation wording.

Burkhard Heimann, Lay Pastor – Enderby Seventh Day Adventist Church

Re: Request for Permissive Tax Exemption

Mr. Heimann provided a brief history of the Church from when they were renting space at the United Church to acquisition of their current location on Vernon Street. It is his understanding that statutory exemption does not apply to government leased land, so all tax forgiveness must be in the form of a permissive tax exemption from Council. The church raises monies for the Conference, but they also provide assistance to the community such as their soup kitchen program.

Moved by Councillor Schreiner, seconded by Councillor Baird that Council refer the information to the Finance Portfolio for its consideration during the Permissive Tax Exemption application review for 2018.

Carried

## **REPORTS**

Building Permit Detail Report – June 2017

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

Carried

Councillor Schreiner

- The new pier lighting looks much better and is a great improvement.
- Friday Night Lights 3 – a meeting will be taking place and Councillor Schreiner will keep everyone posted.
- Attended the Chamber of Commerce meeting.

- Will be attending the Shuswap River Motorized Vessel Management meeting on Wednesday and will be reporting back. There is information from both sides posted on the RDNO website.

#### Councillor Knust

- Community Garden – Representatives will visit the HUT to encourage people to visit the garden and pick vegetables. It is good to be working so closely with the Splatsin community.
- FACT is working on a game plan for use of their funds. River Ambassadors have helped gather food after the farmers market. They are also helping out at the HUT on Mondays.

#### Councillor Case

Funtastic was good with no serious issues. They are good to go for next year.

#### Councillor Shishido

EDAC – they have 35 vendors secured already for the artisans market. Entertainment is also in place. A list of their events was provided.

Thursday evening market – main issue is the lack of public washrooms. Apparently Sicamous has very nice “event” washrooms that are portable. They may be willing to lend them to us to test out at one of our upcoming events such as Friday Night Lights.

#### Councillor Baird

- Canada Day was fun but was a lot of hard work.
- Little City Merchant and other local businesses are looking to get together to organize a community dinner.

#### Mayor McCune

Mayor McCune pointed out that the Cliff Avenue revitalization project was featured in the Business Examiner newspaper.

Thanks were extended to Councillor Baird for the hard work put into the Canada Day events.

### **NEW BUSINESS**

Fire Bans and Restrictions Policy – Memo from Chief Administrative Officer dated June 27, 2017

Moved by Councillor Schreiner, seconded by Councillor Case that Council adopt the Fire Bans and Restrictions Policy as presented.

Carried

Digital Billboard Sponsorship Value Increase – Enderby and District Arts Council – Memo from Planner and Deputy Corporate Officer dated July 5, 2017

Moved by Councillor Knust, seconded by Councillor Shishido that Council approves the Enderby and District Arts Council request to increase their digital billboard sponsorship value from \$4,200 to \$6,000.

Carried

Digital Billboard Sponsorship Application – Enderby Fish and Game Association – Memo from Planner and Deputy Corporate Officer dated July 7, 2017

Moved by Councillor Shishido, seconded by Councillor Baird that Council approve the Enderby Fish and Game Association's digital billboard sponsorship application valued at \$4,900 in-kind.

Carried

New Construction – Utility Billing Commencement – Memo from Chief Financial Officer dated July 11, 2017

Moved by Councillor Baird, seconded by Councillor Schreiner that Council adopt the Utility Billing Commencement – New Construction Policy as circulated.

Carried

Discussion on Update to City of Enderby Zoning Bylaw No. 1550, 2014 – Memo from Planner and Deputy Corporate Officer dated July 13, 2017

Moved by Councillor Schreiner, seconded by Councillor Knust that Council provide the following policy direction on the use of detached suites within the community:

- Allow and regulate detached suites within the community;
- Use a site specific zoning approach for regulating detached suites;
- 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;
- Proceed with implementing an annual permitting/licensing regime.

Carried

Moved by Councillor Shishido, seconded by Councillor Knust that Council does not proceed at this time to allow and regulate short-term vacation rentals within the community.

Carried

Moved by Councillor Shishido, seconded by Councillor Knust that Council direct 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.

Carried

Citizens on Patrol – Memo from Chief Administrative Officer dated July 13, 2017

Moved by Councillor Schreiner, seconded by Councillor Case that Council begins implementation of a Citizens on Patrol (COP) program in partnership with the Enderby RCMP;

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

### **PUBLIC QUESTION PERIOD**

*Jackie Pearase of the Riverwalk* asked if a date has been set for Friday Night Lights. Councillor Schreiner responded that the date is August 25<sup>th</sup>.

Ms. Pearase also queried if the Spray Park works are on schedule. The Chief Administrative Officer reported that the civil works were done last week, the install crew is arriving tomorrow, and unless there are unforeseen surprises, the “soft” open date is still August 1<sup>st</sup> with a “grand” opening to take place at a later date.

### **CLOSED MEETING RESOLUTION**

Moved by Councillor Case, 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), (e) and (k) and Section 90 (2) (b) of the *Community Charter*.

Carried

### **ADJOURNMENT**

The regular meeting reconvened at 7:10 p.m.

Moved by Councillor Knust, seconded by Councillor Schreiner that the regular meeting adjourn at 7:10 p.m.

Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Special Meeting** of Council held on Monday, August 8, 2017 at 10:00 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson  
The Press

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### **APPROVAL OF AGENDA**

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

Carried

### **NEW BUSINESS**

Salmon Arm Drive Award of Construction Contract – Memo from Chief Administrative Officer dated August 3, 2017

Moved by Councillor Case, seconded by Councillor Schreiner that Council award the tender for the 2017-18 capital road project of Salmon Arm Drive, in the amount of \$2,763,904 excluding GST, to Mountain Side Earthworks.

Carried

Splatsin – Correspondence dated August 2, 2017

Re: Support for 35<sup>th</sup> Annual Secwepemc Gathering 2017

Moved by Councillor Baird, seconded by Councillor Schreiner that Council issue a letter of support for the 35<sup>th</sup> annual Secwepemc Gathering 2017 and offer use of the City's digital billboard to welcome attendees.

Carried

### **BYLAWS – 3 Readings**

Vetter Place Road Closure and Removal of Dedication Bylaw No. 1637, 2017

A bylaw to authorize closure and removal of the dedication as highway on part of undeveloped road commonly known as Vetter Place

Moved by Councillor Baird, seconded by Councillor Knust that Vetter Place Road Closure and Removal of Dedication Bylaw No. 1637, 2017 be given three readings and referred to the Ministry of Transportation and Infrastructure and utility companies;



AND THAT in accordance with Sections 24 and 94 of the *Community Charter*, the Public Notice be published in the local newspaper for two consecutive weeks and posted on the City of Enderby public notice posting place, and that Council provide an opportunity at the September 5, 2017 Regular Council Meeting for persons that may be affected by the bylaw to make representation to Council;

AND THAT subject to appropriate notice and the adoption of the Vetter Place Road Closure and Removal of Dedication Bylaw No. 1637, 2017, Council authorize the intended sale of the property (99.8 m<sup>2</sup>) that was formerly that portion of Vetter Place closed under Bylaw No. 1637, 2017, to the owner of the property legally described as Lot 6, Section 26, Township 18, Range 9, W6M, KDYD, Plan KAP88729 for \$1.00, for the purposes of consolidation with the legally described property;

AND THAT the Mayor and Corporate Officer be authorized to execute the necessary agreements and documents on behalf of the City;

AND FURTHER THAT pursuant to the Resumption of Highways Regulation, BC Reg. 245/2004, the Corporate Officer be authorized to file a certificate in the Land Title Office in order to effect a discharge of the Province's right of resumption for the portion of Vetter Place to be closed under Bylaw No. 1637, 2017.

Carried

#### **PUBLIC QUESTION PERIOD**

Jackie Pearase with Rivertalk asked about the grand opening date for the spray park. The Chief Administrative Officer responded that an announcement would be made soon by the fundraising group.

#### **CLOSED MEETING RESOLUTION**

#### **ADJOURNMENT**

Moved by Councillor Schreiner, seconded by Councillor Knust that the regular meeting adjourn at 10:20 a.m.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: July 28, 2017  
Subject: Zoning Bylaw Amendment Bylaw No. 1636, 2017 - First and Second Reading

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**RECOMMENDATION**

THAT Council gives First and Second Reading to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1636, 2017 and forwards it to a Public Hearing.

**BACKGROUND**

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

At the Regular Council Meeting of July 17, 2017, Staff advanced a number of items for policy consideration, including:

1. Detached suites: Council supported permitting detached suites within the community and regulating the use through a site-specific approach whereby all detached suite proposals would require an application to rezone the property to a specific detached suite zone. Council supported the proposed regulations for detached suites as well as developing an annual license/permit to manage impacts.

Council requested that rezoning applications on hillsides include a grading plan which would help Council understand the potential impacts of the proposed development. Staff note that matters related to grading, drainage, and slope stability may be addressed through existing Development Approval Information powers prior to rezoning, and no Zoning Bylaw amendment is required.

2. Short-term vacation rentals: Council chose to not proceed with permitting short-term vacation rentals within the community at this time. The Zoning Bylaw has been amended to include a provision within the General Regulations that explicitly states that short-term vacation rentals are not permitted in any zone.
3. Marihuana-related businesses: Council supported updating the Zoning Bylaw to align it with the Business License and Regulation Bylaw, with no new policy or restrictions over and above that specified in the latter.

4. Minor housekeeping items: Council supported updating the Zoning Bylaw to include, i) a provision whereby an increase in residential density within the Downtown Designated Parking Area would trigger the provision of additional parking stalls, and ii) a requirement for properties to have lane access in order to waive the off-street loading space requirement when located within the Downtown Designated Parked Area. Furthermore, Staff have updated the general regulations of the Bylaw to make the industrial and service commercial nuisance provisions have general application with respect to unsightliness, odour, glare, noise or other hazards.

Staff have prepared Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1636, 2017 which will amend the Zoning Bylaw consistent with the policy direction provided by Council. Following First and Second Reading, the Bylaw will be advanced to a Public Hearing where members of the public will be given the opportunity to make representation respecting matters contained in the Bylaw.

Respectfully Submitted,



Kurt Inglis  
Planner and Deputy Corporate Officer

## THE CORPORATION OF THE CITY OF ENDERBY

### BYLAW NO. 1636

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

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WHEREAS pursuant to Section 479 of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 1550, cited as "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

WHEREAS Council of the City of Enderby has determined to make an amendment to "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

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

#### CITATION

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1636, 2017".

#### AMENDMENTS

2. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding the definition of 'Marihuana-Related Business', 'Detached Secondary Suite', and 'Short-Term Vacation Rental' as follows:

**MARIHUANA-RELATED BUSINESS** means a business, not-for-profit, charity, cooperative, shared economy venture, or other entity which uses a premises for the consumption, display, storage, sale, trade or other exchange of marihuana or marihuana-containing products, including but not limited to dispensaries and compassion clubs.

**DETACHED SECONDARY SUITE** 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.

**SHORT-TERM VACATION RENTAL** means the rental of a dwelling unit to tourists or the vacationing public, provided that the provision of such accommodation does not constitute a tenancy pursuant to the Residential Tenancy Act.

3. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing the definition of 'Secondary Suite' with the following:

**ATTACHED SECONDARY SUITE** means a self-contained, accessory dwelling unit located within a single family dwelling. A secondary suite has its own separate cooking, sleeping and bathing facilities. It has direct access to outside without passing through any part of the principal unit.

4. Amend Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing all references to 'Secondary Suite' with 'Attached Secondary Suite'.
5. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding Section 307.3.g and 307.3.h as follows:

The following uses shall be prohibited in all zones:

- g. Short-Term Vacation Rentals.
  - h. Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire, explosion or other hazard, electrical interference, or undue traffic congestion.
6. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing the title of Section 308.4 as follows:

Accessory Residential Buildings and Structures in Residential Zones (Not including Detached Secondary Suites)

7. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding Section 316 as follows:

#### **316 Marihuana-Related Businesses**

1. For the purposes of this bylaw, any business, not-for-profit, charity, cooperative, shared economy venture, or other entity which uses a premises for the consumption, display, storage, sale, trade or other exchange of marihuana or marihuana-containing products shall be considered a Marihuana-Related Business.
2. In order to be permitted, a Marihuana-Related Business must demonstrate that the proposed use is lawful under all applicable Provincial and Federal statutes and regulations.
3. A Marihuana-Related Business must obtain a municipal Business License before any operation may begin.
4. No Marihuana-Related Business shall be located within 100 meters of any residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18.

8. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding Section 317 as follows:

**317 Detached Secondary Suites**

1. A detached secondary suite shall:
    - i. be constructed to meet the requirements of the BC Building Code;
    - ii. be located entirely to the rear of a principal single family dwelling;
    - iii. be sited equal to or farther from the side lot line than the principal single family dwelling;
    - iv. be accessible by a cleared and constructed pathway from the off-street parking stall(s) to the entrance to the suite;
    - v. have sufficient access and be appropriately serviced;
    - vi. be enclosed on all sides not facing directly upon the principal single family dwelling via solid fencing no greater than 2 m (6.562 feet) in height;
    - vii. have a floor area not to exceed 75% of the floor area of the principal single family dwelling; and
    - viii. only be permitted when at least one (1) of the registered owners of the property resides within the primary single family dwelling.
  2. In accordance with Schedule "B" of this Bylaw, one (1) off-street parking space must be provided for each detached secondary suite.
  3. No accessory building or structure shall be used as a dwelling unit except for an approved detached secondary suite.
  4. Subdivision or stratification of a detached secondary suite is not permitted.
9. Amend Division Four - Commercial Zones (C.1) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding 'Marihuana-Related Business subject to the provisions of Section 316' as a permitted use under Section 401.1.
10. Amend Division Four - Commercial Zones (C.1) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing Section 401.8 as follows:

8. Off-Street Loading:

Off-street loading shall be provided and maintained in accordance with Schedule "C" of this Bylaw except that no off-street loading shall be required for properties with lane access that are located within the area designated as Downtown Designated Parking Area on Schedule "H" which is attached to and forms part of this Bylaw.

11. Amend Division Four - Commercial Zones (C.2) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding 'Marihuana-Related Business subject to the provisions of Section 316' as a permitted use under Section 402.1.
12. Amend Division Four - Commercial Zones (C.4) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding 'Marihuana-Related Business subject to the provisions of Section 316' as a permitted use under Section 403.1.
13. Amend Division Five - Industrial Zones (I.1) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding 'Marihuana-Related Business subject to the provisions of Section 316' as a permitted use under Section 501.1.
14. Amend Division Five - Industrial Zones (I.2) of Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding 'Marihuana-Related Business subject to the provisions of Section 316' as a permitted use under Section 502.1.
15. Amend Schedule "A" of Zoning Bylaw No. 1550, 2014 by adding Division Six - Residential Zones (R.1-B), following Division Six - Residential Zones (R.1-A), as follows:

**602.a Residential Single Family with Detached Suite Zone (R.1-B)**

1. Permitted Uses of Land, Buildings, and Structures:

The following uses and no others shall be permitted in the Residential Single Family Zone (R.1-B):

- a. Accessory residential
- c. Single family dwellings
- d. Attached secondary suites subject to the provisions of Section 602.a.12.a.
- e. Detached secondary suites subject to the provisions of Section 317
- f. Civic and public service use

2. Accessory Residential Buildings:

The siting, size, and dimensions of accessory residential buildings (not including detached secondary suites) and structures shall be in accordance with Section 308.4 of this Bylaw.

3. Maximum Number of Suites:

The number of suites allowed per lot shall be not more than:

- a. One (1) attached secondary suite; or

- b. One (1) detached secondary suite.

4. Buildings Per Lot:

The number of buildings allowed per lot shall be not more than:

- a. one (1) single family dwelling; and
- b. two (2) accessory residential buildings; or
- c. one (1) accessory residential building and one (1) detached secondary suite.

5. Floor Area:

- a. The floor area for a single family dwelling shall be not less than 60 m<sup>2</sup> (645.8 square feet).
- b. The floor area for a detached secondary suite shall be not greater 90 m<sup>2</sup> (968.8 square feet) and not less than 36 m<sup>2</sup> (387.5 square feet).
- c. The floor area for an attached secondary suite shall not be less than 36 m<sup>2</sup> (387.5 square feet).

6. Height of Buildings and Structures:

- a. The height of single family dwellings shall not exceed the lesser of 9 m (29.53 feet) or two (2) storeys except where the average natural slope of the lot exceeds five percent (5%), in which case the height of residential dwellings on the downhill side of a road shall not exceed a height of 7 m (22.97 feet) above the centre line of the road immediately adjacent to the center of the front of the residence and residential dwellings located on the uphill side of the road shall not exceed a height of 7 m (22.97 feet) above the midpoint of the rear property line on which the residence is located. The average natural slope of the lot shall be measured from the lowest point on the lot to the uppermost point on the lot.
- b. The height of detached secondary suites shall not exceed 4.5 m (14.76 feet).

7. Lot Area:

Each lot shall have an area of not less than:

- a. 560 m<sup>2</sup> if there is lane access or second street frontage; or
- b. 650 m<sup>2</sup> if there is not lane access or second street frontage.



8. Lot Coverage:

- a. Maximum lot coverage shall be not greater than fifty percent (50%) of the lot area for all buildings and structures and together with driveways and parking areas shall not exceed sixty percent (60%).
- b. The maximum combined lot coverage for all accessory buildings and structures, including detached secondary suites, shall not exceed 16%.
- c. The maximum combined area of all accessory buildings/structures and detached secondary suites (e.g. footprint size) shall not exceed 90 m<sup>2</sup> (968.8 feet).

9. Lot Frontage:

Subject to the provisions of Section 1101.1.a., b., and c. of this Bylaw, each lot shall have a minimum lot frontage of:

- a. 15 m (16.40 feet) if there is lane access or second street frontage;  
or
- b. 18 m (59.06 feet) if there is not lane access or second street frontage.

10. Off-Street Parking:

Off-street parking shall be provided and maintained in accordance with the provisions of Schedule "B" of this Bylaw and the number of parking spaces required to be provided on a lot or lots, shall be determined by the use or uses being carried on such lot or lots from time to time.

11. Setbacks: [Subject to the special building line setback provisions of Section 308.5 of this Bylaw]

a. Exterior Side Yard:

An exterior side yard free of all buildings and structures shall be provided with a depth of not less than 5 m (16.40 feet) where applicable.

b. Front Yard:

A front yard free of buildings and structures shall be provided with a depth of not less than 6 m (19.68 feet), except that the front yard may be reduced to 4.5 m (14.76 feet) for single family dwellings on lots exceeding twenty percent (20%) average natural slope determined from the uppermost point on the lot to the lowest point

on the lot.

c. Other Buildings:

Buildings shall not be sited within 3 m (9.842 feet) of any other building.

d. Rear Yard:

i. A rear yard free of buildings and structures shall be provided with a depth of not less than 6 m (19.68 feet) for single family dwellings except that the rear yard may be reduced to 4.5 m (14.76 feet) for single family dwellings on lots exceeding twenty percent (20%) average natural slope determined from the uppermost point on the lot to the lowest point on the lot.

ii. A rear yard free of buildings and structures shall be provided with a depth of not less than 3 m (9.84 feet) for detached secondary suites.

e. Side Yards:

i. Side yards free of buildings and structures shall be provided with a width of not less than 1.2 m (3.94 feet) for single family dwellings.

ii. Side yards free of buildings and structures shall be provided with a width of not less than 2 m (6.56 feet) for detached secondary suites.

f. Water Bodies:

Flood Construction Levels and Floodplain Setbacks of building and structures and Riparian Assessment Area setbacks for all development must conform with the provisions of Schedule "G" of this bylaw.

12. Other Requirements:

a. All attached secondary suites must comply with the following:

i. Attached secondary suites are to be located only in a single family dwelling; and

ii. No more than one attached secondary suite shall be permitted within a single family dwelling; and

iii. The maximum floor area of an attached secondary suite shall not exceed the lesser of 90 m<sup>2</sup> or 40% of the habitable floor area of the single family dwelling. The

minimum floor area of an attached secondary suite shall not be less than 36 m<sup>2</sup> (387.5 square feet); and

- iv. No portion of a building may be used as an attached secondary suite unless at least one (1) of the registered owners of the building resides within the building; and
- v. One (1) off-street parking space must be provided for each attached secondary suite; and
- vi. Attached secondary suites must comply with all relevant City Bylaws, and the BC Building Code; and
- vii. Attached secondary suites must be located in a building and on property which is a single family real estate entity. No strata titling will be permitted.

- b. Refer to Section 317 for the General Regulations related to detached secondary suites.

16. Amend Division Nine - Off-Street Parking of Schedule "B" of Zoning Bylaw No. 1550, 2014 to update Section 901.3 to include a requirement for 'Attached Secondary Suites' and 'Detached Secondary Suites' to provide a minimum of one (1) off-street parking space.

17. Amend Division Nine - Off-Street Parking of Schedule "B" of Zoning Bylaw No. 1550, 2014 to replace Section 901.5 as follows:

5. Existing Buildings and Structures and Changes in Land Use in the "Downtown Designated Parking Area":

Notwithstanding any other provisions of this bylaw, the regulations contained in this section shall not apply to buildings and structures existing on the effective date of this bylaw that are located in the "Downtown Designated Parking Area" designated on Schedule "A" attached to and forming part of the "Corporation of the City of Enderby Zoning Bylaw No. 966, 1987", or to any change in the use of those buildings or structures except that:

- a. Off-street parking shall be provided and maintained in accordance with this section where the total floor area is increased in excess of ten percent (10%) over the existing floor area, or where residential density is increased, in which case the amount of additional parking spaces required shall be calculated on the basis of:
  - i. the increase in the size of the existing structure exceeding ten percent; and
  - ii. the use of the addition; or
  - iii. the increase in residential density.

- b. Off-street parking existing on the effective date of this Bylaw shall not be reduced below the applicable off-street parking requirements of this section.

READ a FIRST time this day of , 2017.

READ a SECOND time this day of , 2017.

Advertised on the day of , 2017 and the day of , 2017, and a

Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2017.

READ a THIRD time this day of , 2017.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2017.

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Senior District Development Technician  
Ministry of Transportation

ADOPTED this day of , 2017.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# Quarterly Policing Report

2<sup>nd</sup> Quarter – April to June 2017



## Vernon North Okanagan Detachment

*Committed to preserve the peace, uphold the law and provide quality service in partnership with our communities*

Superintendent Jim McNamara  
Officer in Charge  
Vernon/North Okanagan Detachment  
3402 - 30<sup>th</sup> Street  
Vernon, BC V1T 5E5

Date: July 17<sup>th</sup>, 2017

**Re: Vernon/North Okanagan Detachment Policing Activity Report – 2<sup>nd</sup> Quarter 2017**

All crime statistics for specific areas are featured at the end of this report. Statistics reflect monthly totals for April to June 2017 and comparisons of the previous year, 2016.

It has been a very busy second quarter in the Vernon/North Okanagan as our members worked hard to achieve a 5.41% decrease in criminal code cases from the previous year. Despite proactive public awareness campaigns warning of the dangers of leaving valuables in vehicles, theft from motor vehicles remains constant and property crime is up, showing an increase of 1.78%. Our members are dedicated to our road safety initiatives, reporting a 21.8% increase in road safety check-stops conducted throughout the area.



The Jean Minguy Memorial Youth Academy was a success for the 40 students from throughout the Okanagan who participated in the week-long event, held from April 23<sup>rd</sup> to 28<sup>th</sup>. It was made possible by the many members who assisted as facilitators, including RCMP Air Service, Police Dog Service, Traffic Section and Forensic Identification Section.

In May the OIC conducted a presentation at the request of the Society for Open Learning & Discussion at the People Place in Vernon. As well, we were pleased to host a presentation by Kyle Friesen from the Department of Justice Legal Advisory Section at the Vernon library for business owners regarding retail and police cooperation. Both presentations were well attended by members of the public and fostered interesting discussions on a variety of topics.

This spring our officers were kept busy with the local flooding and activation of Emergency Operation Centers throughout our area. Officers assisted with issuing evacuation notifications, established road blocks in evacuated areas and pitched in as time permitted to help fill the hundreds of sand bags needed in Coldstream and the Okanagan Landing area.



During the summer months we notice a significant increase in use of our local beaches, parks and trails as residents and visitors take advantage of all our area has to offer. As some of these areas are difficult to access by car, we launched our EZ-GO Utility vehicle to conduct patrols ensuring these spaces remain safe for all users. The EZ-GO UTV is easily identified with the RCMP crest, police markings and a light bar.

This report reflects a representative sampling of our policing activities for the 2<sup>nd</sup> quarter of 2017.

## **GENERAL INVESTIGATION SECTION (GIS)**

### **Serious Crimes Unit:**

The following report is a synopsis of some of the most recent investigations that the Vernon Serious Crimes Unit (SCU) have conducted. This report does not reflect all investigations that officers are working on and does not include information which could impact ongoing police investigations or those which are of interest to, or under investigation by, other agencies. SCU investigators continue to work on numerous other historical major cases which were initiated outside of this reporting period.

- In April SCU recommended charges to Crown Counsel against an individual who had engaged in conduct with the intent to provoke a state of fear in a justice system participant. Charges were approved and the individual was arrested and released pending court; file 2017-4508.
- In May SCU assumed conduct of an investigation of the attempted murder of a subject in Vernon. This matter is still under investigation; file 2017-09802.
- In June SCU investigated two separate reports from BC Integrated Child Exploitation Unit (BCICE). The first investigation was regarding explicit videos of a teenaged person being uploaded to the internet. Investigators determined the young person had uploaded the videos by their own motivation and there were no exploitation or child protection concerns; 2017-11929. The second investigation involved child explicit materials being accessed on the internet which resulted in the arrest of a Vernon male for child pornography related offences; 2017-12020.
- In June SCU responded to a homicide of a female in Vernon where one person was arrested and remains in-custody. SCU continues to work on the file in preparation for court; 2017-13161.

### **Domestic Violence Unit (DVU):**

- The DVU is monitoring two in custody high risk offenders. One offender has significant charges from 4 different communities throughout BC and was arrested on 21 outstanding warrants. The other has new charges laid against him for impersonating his defense lawyer.
- There were 3 new Integrated Case Assessment Team (ICAT) referrals to DVU this quarter.
- In April Vernon DVU assisted the newly appointed Kamloops DVU member with training regarding the ICAT process.

## **TARGETED POLICING**

Targeted Policing provided assistance to a number of General Duty, Serious Crimes and Provincial GIS investigations. In an effort to continue working closely with partner agencies and stakeholders, the Targeted Policing Unit meet regularly with numerous partner agencies including Outreach, Interagency, Mentally Disordered Offenders, COOL Team and Public Spaces Action Team, which began as a multi-agency approach to harmful behaviors and safety concerns in and around the Vernon library and other public areas.

**Task Force (TF):**

- In April Task Force members conducted a traffic stop and arrested a male on outstanding warrants. A search of the vehicle located a loaded handgun. The investigation resulted in a search warrant of a related storage locker in Vernon where members seized over \$20,000 in stolen property, additional firearms, a half ounce of fentanyl, and explosives; 2017-6968 and 2017-6973.
- On June 29 Targeted Policing responded to a shooting incident in Polson Park. The investigation of that incident is ongoing; 2017-13984.

**Crime Reduction Unit (Downtown Enforcement Unit & Prolific Offenders):**

- Prolific Offenders: There are 22 prolific offenders identified for monitoring in our area. Of those, there are currently 11 in custody and 11 not in custody, with several residing in other jurisdictions.
- Our CRU members have been working hard to address property crime in our community. Some of our successes this quarter include:
  - An interview of a suspect in police custody for break and enter resulted in a confession to three residential break and enters; 2017-8107, 2017-9994, & 2017-10253.
  - Assisted Kamloops RCMP to locate a suspect and laptop stolen from the BC Lions training camp; 2017-12403.
  - Investigated a recovered stolen vehicle and charged a person believed to be connected to several thefts; 2017-12595.
  - Investigated a suspect believed responsible for numerous thefts from vehicles in our area. Charges are pending; 2017-13184.
  - Recovered approximately \$8,000 worth of hockey equipment stolen from a vehicle parked at the Civic Arena; 2017-13752 & 2017-13816.
- CRU has played a key role in conducting patrols and attending meetings with stakeholders to find solutions to the ongoing problems in key areas of the community, including Polson Park and the Upper Room Mission. As a part of their patrols, they interact with various members of the community which has resulted in the execution of several arrest warrants and breach of court condition charges.

**Provincial Tactical Enforcement Priority (PTEP):**

- Targeted Policing participated in identifying, profiling, selecting and targeting individuals and/or groups that are involved in criminal activity and/or associated to gangs/organized crime which pose a safety risk to the community. There are currently 8 such persons/groups identified from the Vernon North Okanagan area.
- Targeted Policing assisted the Combined Forces Special Enforcement Unit from Kelowna with the investigation of a South East District PTEP Target who was residing in Vernon. Investigation led to an arrest and charges.



- In May and June Targeted Policing members conducted an investigation of an identified Vernon PTEP target and his suspected drug trafficking operation which resulted in the arrest of the target and the seizure of a quantity of cocaine and suspected fentanyl. The individual has been charged with possession for the purpose of trafficking; 2017-11515.

### **NORTH OKANAGAN RURAL GENERAL INVESTIGATION SECTION (GIS)**

The following report is a synopsis of some of the most recent investigations that the Provincial Rural General Investigation Section (GIS) have received and investigated, however does not reflect all investigations that are ongoing. Rural GIS investigators continue to work on numerous other historical major cases which were initiated outside of this reporting period.

- On May 2<sup>nd</sup> the Rural GIS members conducted an investigation regarding an invitation to sexual touching in the Armstrong area involving three youths. A suspect was arrested and the matter is before the courts; 2017-8802.

### **NORTH OKANAGAN RURAL GENERAL DUTY (GD)**

- On April 14<sup>th</sup> police attended to a multi vehicle collision on Highway 97A south of Enderby. The driver of a north bound vehicle is subsequently facing a criminal charge of impaired driving after striking two south bound vehicles; 2017-7420.
- On April 14<sup>th</sup> unknown person(s) broke into numerous seasonal cabins on Westside Road. No suspects have been identified and the investigation continues; 2017-7431, 2017-7432, 2017-7433, 2017-7520, 2017-7527, 2017-7530, 2017-7531.
- On April 17<sup>th</sup> an elderly female wandered from her care facility in Armstrong. Police conducted patrols and the woman was located walking in the area of her former residence; 2017-7641.
- On May 4<sup>th</sup> police conducted a traffic stop of a vehicle for travelling 147 kms per hour in the posted 100 km per hour zone on Highway 97A in Armstrong, resulting in a fine for excessive speed and a seven day vehicle impound; 2017-8982.
- On May 10<sup>th</sup> an elderly male went missing from his residence in Spallumcheen during the night. Police conducted patrols and located the male uninjured, wandering on Highway 97; 2017-9387.
- On May 13<sup>th</sup> an elderly male suffering from dementia and requiring daily medication, went missing from his residence in Enderby. After a four day search, the male was located near Prince George, staying with family; 2017-9695.
- On May 24<sup>th</sup> police attempted to conduct a traffic stop of a new Ford pickup travelling above the posted speed limit in Enderby. The vehicle was later located abandoned and witnesses observed two persons running into the bush. The truck had been stolen from Sicamous. No suspects were identified; 2017-10619.

- On June 4<sup>th</sup> police investigated an incident where a vehicle struck the wall of the Falkland Community Hall. It was determined driver error was the cause and the driver was issued a fine under the Motor Vehicle Act; 2017-11653.
- On June 9<sup>th</sup> police received a report of a possible impaired driver on Highway 97 in Falkland. As our officer drove north to intercept the vehicle, he discovered a collision involving the suspect. It was determined the vehicle had crossed the center line and struck a southbound transport truck. The driver and lone occupant of the vehicle was deceased on scene and South East District Traffic Services has conduct of the investigation; 2017-12165, 2017-12168.
- On June 13<sup>th</sup> police investigated a report of a vehicle stolen from a residence in Grindrod. The vehicle was located in Salmon Arm, no suspects identified; 2017-12474.
- On June 29<sup>th</sup> officers responded to a plane crash in a field off Deep Creek Road in Enderby. The pilot and lone occupant of the ultralight aircraft was discovered deceased. Transport Canada and the BC Coroner's service have conduct of the investigation; 2017-14016.
- On June 26, the Armstrong Chamber of Commerce hosted a "Countdown to Canada Day" event where five members of the North Rural RCMP set up a bike rodeo for the children in attendance. Police had the participants maneuver a course and conducted bike safety checks.

## TRAFFIC ENFORCEMENT

### North Okanagan Rural:

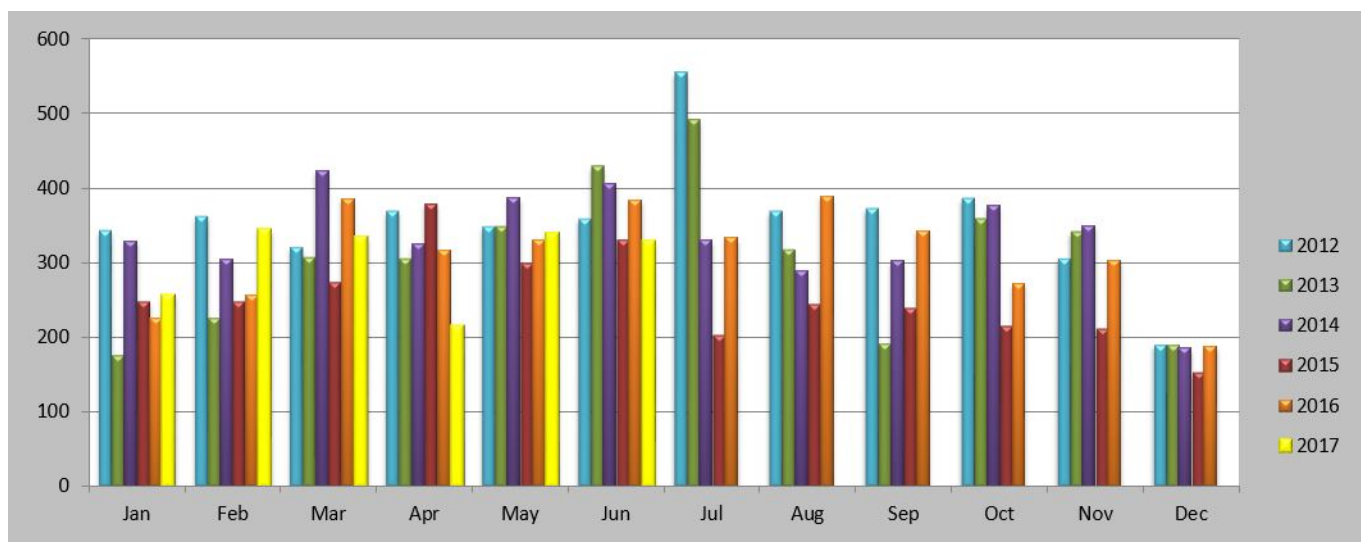
- Road Check Stops - 28
- Impaired Drivers taken off road by way of suspension or charge - 19
- Distracted Driver charge - 7

Area	Violation Ticket	Warning
<b>Armstrong</b>	12	35
<b>Enderby</b>	33	30
<b>Falkland</b>	49	21
<b>Lumby</b>	59	7
<b>Spallumcheen</b>	57	55
<b>Westside</b>	40	24

### Vernon/Coldstream:

- Road Check Stops - 11
- Impaired Drivers taken off road by way of suspension or charge - 102
- Distracted Driver charge - 16

Area	Violation Ticket	Warning
<b>Vernon</b>	504	218
<b>Coldstream</b>	74	33
<b>Vernon Rural</b>	17	2



\*\*\*This graph depicts the total traffic enforcement (Tickets & Warnings) results for Vernon, Coldstream & Vernon Rural areas\*\*\*

## FORENSIC IDENTIFICATION SECTION (FIS)

Our FIS is operating with three regular officers and has one reserve officer dedicated to the Vernon/North Okanagan Detachment policing jurisdiction. During this quarter a total of 25 individuals were identified on 23 files through fingerprints or other types of physical evidence.

FIS Calls for Service:

Offence	Vernon	Rural
Total FIS calls	73	20
Break & Enter	22	7
Theft Vehicle	17	4
Theft	10	3
Mischief	8	1
Assault	1	0
Armed Robbery	3	0
Shooting	1	0
Drugs	1	0
Miscellaneous	10	5

**Note:** "Vernon" FIS Calls for Service encompass Vernon, Coldstream and Vernon Rural. The "Rural" calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.

## POLICE DOG SERVICES (PDS)

The Vernon/North Okanagan PDS had two operational officers during this quarter with the third officer working toward re-certifying with his police dog. Our PDS officers attended to the Jean Minguy Memorial Youth Academy to provide a PDS demonstration to the students. PDS has been involved in many incidents including;

- The track of an intoxicated female in Lumby who threatened to burn down a house; 2017-9764.
- The successful track of a person who fled from a stolen vehicle in Vernon and was located hiding behind a mobile home unit; 2017-12160.

- Conducted a search of the area in the vicinity of the homicide in Vernon; 2017-13161.
- Attended the shooting in Polson Park and conducted a search of the area for possible suspects and evidence; 2017-13984.

## RESERVISTS

The Vernon/North Okanagan reservist constables conduct targeted traffic enforcement in our communities as well as participate in other duties to support of our General Duty and specialized units such as crime scene security, in-house training and liaising with Search & Rescue.

Detachment	Patrols	V.T.	Warnings
Vernon	17	128	23
Coldstream	14	54	28
Armstrong	2	4	0
Enderby	1	10	0
Falkland	5	13	3
Lumby	0	0	0
Spallumcheen	3	4	0
Westside Road	1	3	1
<b>Total</b>	<b>43</b>	<b>216</b>	<b>55</b>

## SCHOOL RESOURCE OFFICER (SRO)

The 2017 RCMP Jean Minguy Memorial Youth Academy was held April 23 to 29 at the Vernon Army Camp and involved 40 students from throughout the Okanagan. It was a very busy week for Cst Cocks who ensured the event was a successful and enjoyable experience for the youth, facilitators and numerous volunteers who made it possible.

## COMMUNITY POLICING

The Vernon RCMP Volunteers currently have 53 active volunteers who have assisted with the RCMP Youth Academy, Lumby Days, Predator Ridge Stampede and the ICBC Speed Watch Challenge.

- The Citizens on Patrol have driven 4,435 kilometers, conducted 49 night time patrols and checked 2,718 license plates.
- The Speed Watch volunteers have set up 40 operations and have clocked 17,786 vehicles.
- A definite highlight in May was the volunteers' assistance to Vernon Search and Rescue in locating a missing 82 year old woman who was found unconscious in a wooded area, a short distance from her residence.
- The 4 Lumby RCMP Volunteers participated in Lumby Days and conducted 106 hours of patrols and 8 hours of Speed Watch Operations, involving 487 vehicles.
- The Community Safety Unit has been busy with their 17 volunteers donating 765 hours of their time, ensuring the office is open and accessible to the public.
- The coordinator continues to be involved in several action teams including the COOL Team's weekly visits to the tent camps, the Sharps Action Team to safely dispose discarded needles found in the parks and the Public Spaces Action Team to address public disorder in Vernon.

- The North Okanagan Restorative Justice Program received four referrals this quarter.

## **AUXILIARY CONSTABLES**

There have been no further updates with regards to the changes to the RCMP Auxiliary Constable Program; no decision has been reached regarding a training standard or uniform requirement. The Vernon/North Okanagan Detachment will await further direction from National Headquarters with regards to the implementation of a three tiered program.

## **HUMAN RESOURCES**

As typical within the RCMP, we saw many transfers this spring to our area, including Sgt. Justin Thiessen from Bella Coola to Armstrong, Cpl. Kris Josephson from the Sunshine Coast and Cst. Vince Bixby from East Kootney to Falkland. As well we welcomed two new recruits to our area from Depot. Outgoing we would like to congratulate Cst. Ted Bowen from our Lumby Detachment who was promoted to the corporals position in charge of Midway.

- Established Levels: Vernon/North Okanagan Detachment is currently at 100 Regular Members: 56 City of Vernon; 33 Provincial; 7 Coldstream; 3 Spallumcheen & 1 Splat'sin First Nation.
- Funded Levels: As of the June 30<sup>th</sup>, 2017, the Vernon/North Okanagan Detachment billed 51.13 City of Vernon; 32.3 Provincial, 4.87 Coldstream; 2 Spallumcheen and 1 Splat'sin First Nations.

### 2<sup>nd</sup> Quarter Statistics – City of Vernon

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	1266	1232	1423	1331	1495	1456
Robbery	1	5	2	-	3	2
Assault (Includes DV)	25	16	38	31	23	30
Domestic Violence	6	3	12	7	8	8
Sex Offence	3	3	2	5	6	3
B&E Residence	15	12	10	14	26	11
B&E Commercial	26	23	16	5	23	10
Theft of Vehicle	16	14	15	9	10	9
Theft From Vehicle	46	56	59	45	67	57
Theft Over \$5000	1	-	-	3	-	1
Theft Under \$5000	59	66	89	72	81	81
Drug Offence	33	22	27	25	17	26
Liquor Offences	36	27	54	35	67	38
Impaired Driving	6	13	10	10	6	6
24 Hour Driving Suspension	3	7	4	9	3	8
Motor Vehicle Accidents	63	42	57	44	53	52

### 2<sup>nd</sup> Quarter Statistics – Vernon Rural

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	132	157	134	157	177	154
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	3	7	1	4	3
Domestic Violence	1	-	4	-	2	2
Sex Offence	-	1	-	-	-	-
B&E Residence	-	2	3	-	2	-
B&E Commercial	-	-	2	1	1	3
Theft of Vehicle	-	2	2	1	5	3
Theft From Vehicle	2	6	4	2	6	3
Theft Over \$5000	-	1	-	-	-	1
Theft Under \$5000	2	2	6	9	4	3
Drug Offence	1	-	1	1	1	1
Liquor Offences	2	1	2	-	2	-
Impaired Driving	1	-	-	-	1	-
24 Hour Driving Suspension	-	-	-	1	1	-
Motor Vehicle Accidents	2	12	7	11	10	7

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

### 2<sup>nd</sup> Quarter Statistics – District of Coldstream

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	107	105	98	145	141	167
Robbery	-	-	-	-	-	-
Assault (Includes DV)	4	2	2	2	3	2
Domestic Violence	-	-	-	1	-	1
Sex Offence	-	1	1	1	-	-
B&E Residence	2	-	-	2	2	3
B&E Commercial	-	-	1	-	-	2
Theft of Vehicle	-	2	-	2	-	5
Theft From Vehicle	8	10	5	10	2	13
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	1	1	2	7	2
Drug Offence	2	1	-	1	2	3
Liquor Offences	-	-	2	2	3	6
Impaired Driving	1	1	-	1	1	-
24 Hour Driving Suspension	1	1	-	-	-	1
Motor Vehicle Accidents	2	7	3	9	8	5

### 2<sup>nd</sup> Quarter Statistics – City of Armstrong

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	88	76	91	67	88	125
Robbery	1	-	-	-	-	-
Assault (includes DV)	2	1	1	1	2	2
Domestic Violence	-	1	-	-	1	-
Sex Offence	-	-	-	2	-	1
B&E Residence	-	-	2	-	-	-
B&E Commercial	-	-	-	-	-	1
Theft of Vehicle	-	-	3	-	1	-
Theft From Vehicle	5	2	-	-	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	3	3	2	1	2	3
Drug Offence	-	-	1	-	1	1
Liquor Offences	3	-	3	-	3	4
Impaired Driving	1	-	-	-	-	1
24 Hour Driving Suspension	1	1	1	-	-	-
Motor Vehicle Accidents	1	1	2	2	2	4

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

## 2<sup>nd</sup> Quarter Statistics – Spallumcheen

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	84	69	128	95	121	104
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	1	1	1	1
Domestic Violence	-	1	1	1	-	1
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	2	-	-	1
B&E Commercial	-	-	1	-	-	2
Theft of Vehicle	-	-	-	-	1	1
Theft From Vehicle	-	-	1	3	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	-	2	2	1	1
Drug Offence	-	-	1	1	-	1
Liquor Offences	-	-	1	-	-	5
Impaired Driving	-	-	-	1	1	1
24 Hour Driving Suspension	-	-	-	1	1	2
Motor Vehicle Accidents	4	4	11	2	14	9

## 2<sup>nd</sup> Quarter Statistics – City of Enderby

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	91	90	82	92	99	126
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	1	4	3	5
Domestic Violence	-	1	1	-	2	2
Sex Offence	1	1	-	1	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	3	2	1	-	-	1
Theft of Vehicle	-	2	1	-	2	1
Theft From Vehicle	4	1	2	-	1	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	2	1	4	2	2	6
Drug Offence	1	1	-	2	1	2
Liquor Offences	1	7	4	7	2	4
Impaired Driving	1	-	-	-	-	2
24 Hour Driving Suspension	-	-	-	-	2	1
Motor Vehicle Accidents	2	5	-	1	3	1

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*



## 2<sup>nd</sup> Quarter Statistics – Enderby Rural

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	53	42	59	88	68	65
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	2	-	2	2
Domestic Violence	1	-	-	-	1	1
Sex Offence	-	-	-	2	-	-
B&E Residence	1	1	1	1	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	1	1	2
Theft From Vehicle	1	-	1	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	-	2	3	3	1
Drug Offence	-	-	2	-	-	-
Liquor Offences	1	-	-	1	-	-
Impaired Driving	1	-	-	-	-	2
24 Hour Driving Suspension	-	-	1	1	-	1
Motor Vehicle Accidents	5	3	8	3	2	3

## 2<sup>nd</sup> Quarter Statistics – Village of Falkland

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	13	4	23	19	11	26
Robbery	-	-	-	-	1	-
Assault (Includes DV)	-	-	2	3	-	-
Domestic Violence	-	-	1	1	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	-	1	-	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	-	1	-	1
Drug Offence	-	-	-	-	1	-
Liquor Offences	1	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	1	1	1	1

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

## 2<sup>nd</sup> Quarter Statistics – Falkland Rural

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	45	44	53	78	53	57
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	1	3	1	-
Domestic Violence	-	1	-	-	1	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	1	1	-	-	-
B&E Commercial	-	-	1	-	1	-
Theft of Vehicle	-	1	-	-	-	-
Theft From Vehicle	-	-	-	1	1	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	2	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	1	-	-	-
Motor Vehicle Accidents	3	3	5	2	3	3

## 2<sup>nd</sup> Quarter Statistics – Village of Lumby

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	57	39	47	55	59	49
Robbery	1	-	-	-	-	-
Assault (Includes DV)	3	1	3	3	1	1
Domestic Violence	1	-	1	2	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	-	1	-	-
B&E Commercial	-	-	1	-	1	1
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	-	-	1	1	1	2
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	1	-	3	2	-
Drug Offence	-	-	1	-	1	-
Liquor Offences	-	2	2	-	2	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	2
Motor Vehicle Accidents	-	1	3	5	2	2

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

## 2<sup>nd</sup> Quarter Statistics – Lumby Rural

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	49	36	62	62	42	43
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	5	1	-	-
Domestic Violence	1	-	2	-	-	-
Sex Offence	-	2	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	-	-	-
Theft From Vehicle	-	1	-	-	-	-
Theft Over \$5000	1	-	-	-	-	-
Theft Under \$5000	2	-	1	-	-	2
Drug Offence	-	-	-	-	1	-
Liquor Offences	-	-	1	1	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	1	-	-	-	-	-
Motor Vehicle Accidents	5	2	3	3	5	2

## 2<sup>nd</sup> Quarter Statistics – OKIB

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	39	51	36	46	55	57
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	5	-	2	1
Domestic Violence	-	-	-	-	1	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	1	2	-	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	1	-
Theft From Vehicle	1	3	-	1	6	-
Theft Over \$5000	-	-	1	1	-	-
Theft Under \$5000	-	1	-	1	1	3
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	1	1	-	-
Impaired Driving	-	1	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	2	3	1	-	3	2

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

## 2<sup>nd</sup> Quarter Statistics – Splatsin

ACTIVITY TYPE	April 2016	April 2017	May 2016	May 2017	June 2016	June 2017
<b>Total Files</b>	19	25	32	25	20	25
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	2	-	1	1	-
Domestic Violence	-	1	-	-	1	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	-	-	-	-
B&E Commercial	-	-	2	-	-	-
Theft of Vehicle	-	-	-	-	-	1
Theft From Vehicle	-	-	-	-	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	1	-	-	1
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	1	2	5	1	1
Impaired Driving	-	1	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	1	3	4	-	2	2

*“The quarter crime statistics are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.”*

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**CASELOAD:**

- Number of new files: 140
- Client type: Female: 105 Male: 35
- Adult: 113 Child: 7 Youth: 14 Senior: 6 Unknown: 0
- Number of new clients from family violence: 24
- Number of hours out on call, after hours (staff and volunteers): 32
- Number of volunteer in-office service hours: 176 hours
- Number of volunteer stand-by on-call hours: 1365 hours
- Number of staff stand by on call hours: 4395
- Number of volunteers: 7 (with 3 away on leave)
- Number of staff: Full time: 2 Part time: 1 Casual: 1

**HIGHEST NUMBER OF INCIDENT TYPES:**

- Domestic
- Sudden death
- Sexual assault
- Suicide

**AREA OF COVERAGE:**

- Vernon
- Coldstream
- Armstrong
- Spallumcheen
- Enderby
- Lumby
- Cherryville
- Falkland

**CLIENT CONTACT/SUPPORT:**

- Daily in office client support
- Out of office client meetings
- Court support, orientation, and court tours
- Assistance with completion of Crime Victims Assistance Applications and Victim Impact Statements
- After hour call-outs

**VOLUNTEER/STAFF TRAINING/PROGRAM DEVELOPMENT:**

- New volunteer weekly training April 27<sup>th</sup> to June 30<sup>th</sup>
- Staff attended 1 day Transgender training in Kelowna
- Staff and volunteers attended 2 day Police Victim Services annual training in Burnaby BC
- Staff and volunteers attended Legal Services training in Vernon
- Staff member attended 2 day training in Nelson on Enhancing Coordinated Responses, Empowering Victims of Sexual Assault
- Staff and volunteers attended 1 day workshop in Kelowna on Empowering our Resiliency
- PM completed 2 day Advanced Critical Incident Stress Management Certificate Training

**SERVICE PROVIDERS/COMMUNITY TRAINING:**

- Staff member provided information session to the Jean Minguy Youth Academy on VA services
- Staff member provided information session to Summer Bike Patrol on VA services
- Staff member and volunteer attended information session on Crown Counsel question and answer session at the Vernon Detachment
- Staff attended webinar at the Oak Centre on Developmental Issues with Dr. Stephen Hart

**COMMUNITY MEETINGS:**

- Integrated Case Assessment Team (ICAT) meetings
- Violence Against Women in Relationships (VAWIR) committee meetings
- Suicide Prevention committee meeting
- Oak Centre Leadership and Case Management meetings
- Restorative Justice Community Advisory Council meeting

**OPERATIONAL MEETINGS:**

- Detachment liaison meetings
- RDNO employee/liaison/staff meetings
- Program Manager and RDNO Administrator meetings
- Health and Safety meetings
- Police Victim Services of BC board meetings
- Restorative Justice Community Advisory Council meeting

We have just about completed training with our new group of volunteers. We have 11 students that have gone through the process, and they are eager to begin working with our unit. During training we have covered topics such as but not limited to; The impact of Victimization, VAU Worker Responsibilities, Office Procedures, Violent Crime, Communication Skills, Criminal Justice System, Sexual Assault, Domestic Violence and Property Crime.

We have also had many guest speakers come in to explain their services such as; CMHA, Interior Health, Family Resource Centre, Coroner, Immigrant Services, Restorative Justice, Community Policing, Protective Services, Mental Illness Family Support, Vernon Women's Transition House Society and Court Services. We appreciate the time taken by our Community Agencies to come in and share information regarding the services they offer.

We have also completed a few tours of local agencies and will go on more tours as time allows. To date, our group of volunteers have gone on tours of the Court House, Gateway Shelter, The Upper Room Mission and Pleasant Valley Funeral Home.

Our volunteers have and are continuing to be introduced to many of the policing units within the Vernon Detachment. Members from various sections have explained their role and explained to the volunteers how our services would be used within the various sections of the Vernon/North Okanagan RCMP Detachment areas.

**Completed by: Anita EILANDER**  
**Program Manager**

THE CORPORATION OF THE CITY OF ENDERBY

*Agenda*

**MEMO**

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** July 25, 2017  
**Subject:** Disclosure of Contracts - Council

---

**RECOMMENDATION**

THAT Council receives and files this memorandum,

**BACKGROUND**

Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

During the said period, the City of Enderby entered into the following contracts:

April 1, 2017 - June 30, 2017

Council Member	Supplier	Amount
Councillor Baird	Baird Bros. Ltd.	\$ 1,193.40
Mayor McCune	GTI Petroleum	\$ 7,492.57
Mayor McCune	Sutherland's Bakery	\$ 320.20

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



Aug 9, 2017 8:46:49 AM

**RDNO Building Permits Issued by Date Range**

Page: 1

**Category: BUILDING PERMITS**

**Type: ALL**  
**From Date: Jul 1, 2017 To Date: Jul 31, 2017**

**Area: CITY OF ENDERBY**

Report Code	Folder Number / Status Ref. / Folio	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
<b>SINGLE FAMILY DWELLING</b>								
ALTSFD	BP024472 ACTIVE 17-0238-END-BP 208.0441.055	Jul 21, 2017		110	RESERVOIR RD		0 0	7,500.00
<b>Report Code Totals    Permits: 1</b>							<u>0</u>	<u>7,500.00</u>
NEWSFD	BP024470 ACTIVE 17-0236-END-BP 208.0734.000	Jul 27, 2017		107	RIVERDALE DR		1 0	600,000.00
<b>Report Code Totals    Permits: 1</b>							<u>1</u>	<u>600,000.00</u>
<b>Folder Type Totals    Permits: 2</b>							<u>1</u>	<u>607,500.00</u>
<b>Report Totals    Permits: 2</b>							<u>1</u>	<u>607,500.00</u>

**RDNO Building Permits Issued Comparison for Year/Month - Summary**

**Area: CITY OF ENDERBY**

**Category: BUILDING PERMITS**

**Year: 2017 Month: 07**

Folder Type	2017 / 07			2016 / 07			2017 to 07			2016 to 07		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
ACCESSORY BUILDING	0	0	0	1	0	25,000	3	0	34,000	2	0	49,000
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	2	0	33,440	1	0	4,800	2	0	33,440
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	0	0	0	0	0	0	1	0	160,000	0	0	0
MULTI FAMILY DWELLING	0	0	0	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	2	1	607,500	0	0	0	6	1	747,500	1	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	0	0
<b>Report Totals</b>	<u>2</u>	<u>1</u>	<u>607,500</u>	<u>3</u>	<u>0</u>	<u>58,440</u>	<u>14</u>	<u>37</u>	<u>8,910,300</u>	<u>6</u>	<u>0</u>	<u>1,282,440</u>

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: July 26, 2017  
Subject: Enderby Friday Night Lights - Temporary Road Closure Application

---

**RECOMMENDATION**

THAT Council receives the Temporary Road Closure application for Enderby Friday Night Lights for information.

**BACKGROUND**

The City of Enderby has submitted a Temporary Road Closure application (attached) for the Enderby Friday Night Lights event scheduled for August 25, 2017; the City is proposing to close portions of Cliff Avenue and Belvedere Street between the hours of 3:00 pm and 10:00 pm.

As this is not a first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application.

Respectfully Submitted,



Kurt Inglis  
Planner and Deputy Corporate Officer

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

Is this a first-time or relocated event?

Yes

☒ No

Name of Sponsoring Organization

City of Enderby

Name of Contact Person

Brian Schreiner

Telephone or Email

benhogan@telus.net

250-550-8389

Name of Event

Enderby Friday Night Lights

Date(s) of Closure

August 25, 2017

Start time for Closure

3:00 pm

End time for Closure

10:00 pm

Location of Closure

Cliff Ave between George + Vernon st,

Belvedere Street between George st + Mill Avenue,  
Cliff Ave between George + Sycamore st. (half block)

Required Attachments

→ See map

☒

Map showing closure and emergency access route

☐

Petition of affected business owners (if applicable)

☐

Certificate of insurance (if applicable)

Indemnity:

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

Authorized Signatory

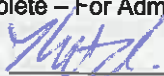


Date

July 26, 2017

Do Not Complete – For Administrative Purposes

Approved by



Date

July 26, 2017

Certificate of Insurance

☒ Yes

No

N/A

Map

☒ Yes

No

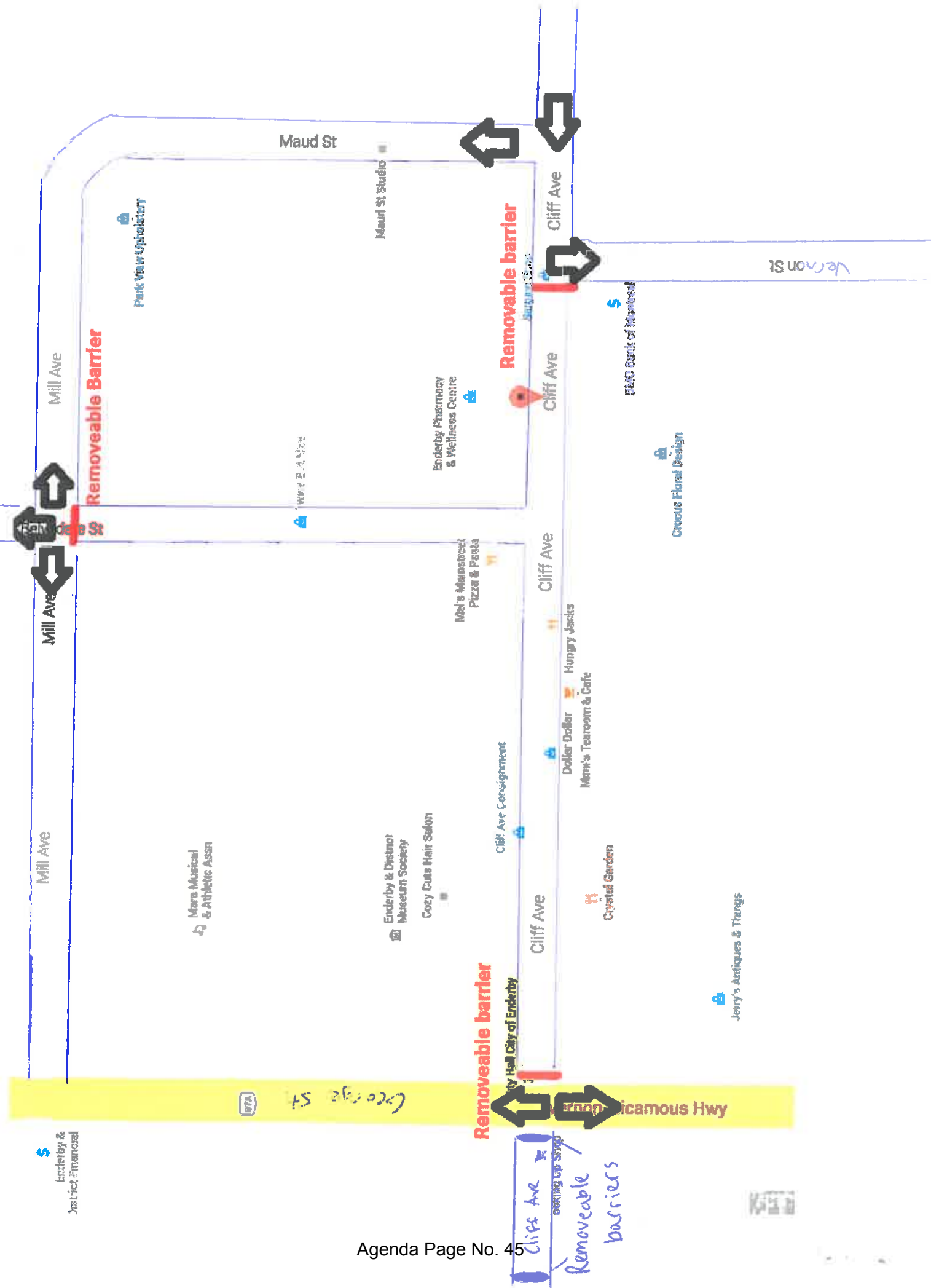
N/A

Petition of Affected Business Owners

☒ Yes

No

N/A



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

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

**POLICY:**

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

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

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

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

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

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

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

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

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

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 28, 2017  
Subject: Consent for UBCO Connector Transit Service Establishment Amendment

---

**RECOMMENDATION**

THAT, pursuant to the provisions of Section 346 of the *Local Government Act*, Council does hereby consent, on behalf of the electors of the City of Enderby, to the Board of the Regional District of North Okanagan adopting University of British Columbia – Okanagan Connector (UBCO) Transit Service Amendment Bylaw No. 2752, 2017.

**BACKGROUND**

The Board of the Regional District of North Okanagan resolved at its meeting on July 19, 2017 to refer Bylaw No. 2752 to the service participants for consent. Under section 349(1)(b) of the *Local Government Act*, an establishing bylaw may only be amended with the consent of two-thirds of the service participants. Under section 346 of the *Local Government Act*, a Council may give participating area approval by consenting on behalf of the electors to the adoption of the proposed bylaw and then notifying the Board of its consent.

Bylaw No. 2752 proposes to adjust the apportionment of net annual costs of the UBCO Connector from ridership percentages adjusted based on an “on-bus” survey conducted at least every three years to ridership percentages adjusted at least every two years based on three one-week “on-bus surveys.” Statistical data from the preceding three years will now be factored into the cost apportionment formula to “smooth out” fluctuations. Should there be evidence of a survey that is obviously unusual in its ridership data, the survey will be repeated.

The proposed change will result in a net average cost per year increase to the service of \$1,950, which is allocated among the service participants. The cost increase is due to higher survey costs associated with the methodology selected by the Board. As Enderby’s ridership percentage is relatively small, and proportional to its contribution to the service (approximately 0.3%), the amendment should not have a significant impact for Enderby taxpayers.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

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## REGIONAL DISTRICT OF NORTH OKANAGAN

### MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

### ELECTORAL AREAS:

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)

OFFICE OF: CORPORATE SERVICES

OUR FILE No. Bylaw 2752

July 25, 2017

### Via email to:

City of Armstrong  
City of Vernon  
City of Enderby  
District of Coldstream  
Township of Spallumcheen  
Village of Lumby  
Electoral Areas B, C, D, and F

M. Stickney, Administrator  
W. Pearce, Administrator  
T. Bengtson, Administrator  
T. Seibel, Administrator  
D. Allin, Administrator  
T. Kadla, Administrator  
L. Mellott, General Manager Electoral Area Administration

**Re: 2752 – UBCO Connector – Transit Service Establishment Amendment**

At the regular meeting of the Board of Directors held on July 19, 2017 the Board passed the following resolution:

*That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be given First, Second and Third Readings; and further,*

*That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be referred to all service participants for consent and then to the Inspector of Municipalities for statutory approval.*

The purpose of Bylaw 2752 is to amend Section 6 – Cost Recovery, to *University of British Columbia – Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012* to address the apportionment of cost recovery based on ridership counts. A copy of the report to the Board dated May 15, 2017 is attached for your reference.

Pursuant to Section 349(1)(b) of the *Local Government Act* Bylaw 2752 requires the consent of at least 2/3 of the participants to the service prior to adoption. A draft consent has been included for consideration of your Council or Electoral Area Director. Once completed, please forward to the attention of the undersigned. In order to ensure efficient processing of Bylaw 2752, the bylaw will be forwarded to the Inspector of Municipalities for approval on September 1, 2017, providing consent has been received from at least 2/3 of the participants. Please advise if you anticipate any delays or have any concerns regarding the above request.

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9

Phone: 250-550-3700  
Fax: 250-550-3701  
Web: [www.rdno.ca](http://www.rdno.ca)  
E-Mail: [info@rdno.ca](mailto:info@rdno.ca)

Please contact our office if you require any further information. Thank you for your early attention to this matter.

Yours truly,



Paddy Juniper  
Deputy Corporate Officer

PJ

cc: S. Banmen, General Manager, Finance  
N. Kohnert, Manager, Regional Engineering Services

Enc: Draft Consents  
Extract – July 19, 2017  
Report to the Board dated May 15, 2017  
Certified copy of Bylaw 2752, 2017 at 3<sup>rd</sup> Reading



## REGIONAL DISTRICT OF NORTH OKANAGAN

### CONSENT on behalf of Electoral Area "[Area]" Electors

Pursuant to the provisions of Section 347.2 *[Consent on behalf of electoral participating area]* of the *Local Government Act*, I **[Director Name]**, Electoral Area Director for ELECTORAL AREA "[AREA]" do hereby consent, in writing, on behalf of the electors of ELECTORAL AREA "[AREA]", to the Board of the Regional District of North Okanagan adopting the following bylaw:

### University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Amendment Bylaw No. 2752, 2017

A bylaw to amend Bylaw 2547 which established a transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus

\_\_\_\_\_  
**[NAME]**  
Director, Electoral Area "[AREA]"

Dated at Coldstream, BC

This \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Paddy Juniper  
Deputy Corporate Officer

## **[MUNICIPAL JURISDICTION]**

### **CONSENT on behalf of Municipal Electors**

Pursuant to the provisions of Section 346 *[Consent on behalf of municipal participating area]* of the *Local Government Act*, the Council of the *[Municipal Jurisdiction]* does hereby consent, on behalf of the electors of the *[Municipal Jurisdiction]*, to the Board of the Regional District of North Okanagan adopting the following bylaw:

#### **University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Amendment Bylaw No. 2752, 2017**

A bylaw to amend Bylaw 2547 which established a transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus

I hereby certify the above to be a true and correct copy of a resolution of the Council of the *[Municipal Jurisdiction]* adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Corporate Officer

# **REGIONAL DISTRICT OF NORTH OKANAGAN**

**Extract from the Minutes of a Meeting of the**

**Board of Directors**

**Held on**

**Wednesday, July 19, 2017**

---

## **Bylaw 2752 - University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Amendment**

That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be given First, Second and Third Readings; and further,

That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be referred to all service participants for consent and then to the Inspector of Municipalities for statutory approval.

I hereby certify the foregoing to be a true and correct copy of a resolution passed by the Board of Directors at its meeting held July 19, 2017.

Dated at Coldstream, BC this 25 day of July, 2017.

  
\_\_\_\_\_  
Deputy Corporate Officer  
Paddy Juniper



**REGIONAL DISTRICT  
of  
NORTH OKANAGAN**

# REPORT

File No.: 8500.05

---

**TO:** Board of Directors  
**FROM:** Engineering  
**DATE:** May 15, 2017  
**SUBJECT:** University of British Columbia – Okanagan Connector (UBCO)  
Transit Service Establishment Amendment Bylaw 2752, 2017

---

**RECOMMENDATION:**

That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be given First, Second and Third Readings; and further,

That University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017 be referred to all service participants for consent and then to the Inspector of Municipalities for statutory approval.

**BACKGROUND:**

At the February 22, 2017 Board of Directors meeting, the following motion was carried:

*"That staff be directed to report back on funding options for the UBCO Connector Transit (872) service."*

At the May 3, 2017 Board of Directors meeting, the following motion was carried:

*"That staff be directed to proceed with the process to amend the University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Bylaw 2547, 2012, Section 6 – Cost Recovery that reflects an annual 'on bus' ridership survey in accordance with Option 2b, including the proposed weighting as described in the report dated April 25, 2017 from the Manager, Regional Engineering Services titled "University of British Columbia – Okanagan Connector Transit Service Cost Allocation"."*

**DISCUSSION:**

At the May 3, 2017 Board meeting, the report dated April 25, 2017 from the Manager, Regional Engineering Services titled "University of British Columbia – Okanagan Connector Transit Service Cost Allocation" (Attachment "C") was reviewed and the above recommendation was carried. At this meeting, an issue was raised regarding statistical accuracy. Inaccuracy could occur due to a special event such as a group of secondary school students from Armstrong riding the bus on a survey day to tour UBCO (counting each rider in both directions). This influx of riders would be unusual and thereby skew the data and increase the annual cost to the City of Armstrong.

A statistical analysis of the data from the above example would demonstrate that based on past and current ridership counts, the special event day ridership counts would result in an unfair apportionment to one (1) or more participants. Should an event like this occur, the statistical analysis would indicate that an unusual count has occurred. Staff therefore recommend that should this type of event occur, the ridership survey be re-conducted on the same bus trips(s) and on the same day(s) of the week within the same University Term.

#### FINANCIAL/BUDGETARY CONSIDERATIONS:

The proposed survey cost of approximately 1.2% of the overall budget appears reasonable.

#### Enclosures:

- Attachment "A" - University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Amendment Bylaw 2752, 2017
- Attachment "B" - University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Bylaw 2547, 2012 in tracked changes
- Attachment "C" – April 25, 2017 report titled "University of British Columbia – Okanagan Connector Transit Service Cost Allocation"

#### Submitted by:

  
Nicole Kohnert, P.Eng.  
Manager, Regional Engineering Services

#### Reviewed and endorsed by:

  
Dale McTaggart, P.Eng.  
General Manager, Engineering

#### Reviewed and endorsed by:

  
Paddy Jurjor  
Deputy Corporate Officer

#### Reviewed and endorsed by:

  
Stephen Banmen  
General Manager, Finance

#### Approved for inclusion:

  
David Sewell  
Chief Administrative Officer

# Attachment "A"

## REGIONAL DISTRICT OF NORTH OKANAGAN

### BYLAW No. 2752

A bylaw to amend the public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus.

**WHEREAS** the Regional District of North Okanagan has adopted "*University of British Columbia - Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012*" to establish and operate a transit service to the University of British Columbia – Okanagan (UBCO);

**AND WHEREAS** the Regional District is desirous to amend Section 6 – Cost Recovery;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled, hereby ENACTS AS FOLLOWS:

#### CITATION

This Bylaw may be cited as "*University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017*".

#### TEXT AMENDMENT

1. Section 6. is hereby amended by deleting the section in its entirety and replacing it with the following:

*The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every two (2) years based on three (3) – 'one (1) week' 'on bus' surveys confirmed by a statistical analysis to identify any unusual counts. The ridership counts shall be recorded three (3) times annually: UBCO Winter-Term 1, Winter-Term 2 and Summer Session over a one (1) week period for each sample. The most recent three (3) years of survey data will be used to determine cost allocations per jurisdiction based on a weighting: 60% (most recent survey); 25% (next most recent survey); 15% (3<sup>rd</sup> most recent survey).*

*Where the statistical analysis indicates that an unusual count has occurred, the ridership survey must be re-conducted on the same bus trip(s) and on the same day(s) of the week within the same University Term.*

Read a First, Second and THIRD Time	this	day of	, 2017
Consent provided by the participants	this	day of	, 2017
Approved by the Inspector of Municipalities	this	day of	, 2017
ADOPTED	this	day of	, 2017

Chair  
Bob Fleming

Deputy Corporate Officer  
Paddy Juniper



# **Attachment "B"**

## **REGIONAL DISTRICT OF NORTH OKANAGAN**

### **BYLAW No. 2547**

To establish a transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus.

---

**WHEREAS** authority is provided by Part 24, Division 4, Section 796 of the *Local Government Act* for the Regional District of North Okanagan Board of Directors (the "Board") to establish and operate a transit service to the University of British Columbia – Okanagan (UBCO);

**AND WHEREAS** the Board authorized the commencement of a regional transit system in 1994 and established a regional transit service in 1997 which currently includes transit service to the UBCO;

**AND WHEREAS** the Board wishes to establish a separate and distinct service for the provision of transit between the UBCO and the Vernon Transit Terminus;

**NOW THEREFORE**, the Regional Board of the Regional District of North Okanagan, in open meeting assembled, **ENACTS AS FOLLOWS:**

#### **TITLE**

1. This bylaw may be cited as the *"University of British Columbia - Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012"*.

#### **ESTABLISHMENT**

2. The Board of the Regional District of North Okanagan hereby establishes the *"University of British Columbia – Okanagan Connector Transit Service"* to provide the service of transit to the service area as described in Section 4 of this bylaw.

#### **SCOPE OF SERVICE**

3. The service established by this bylaw is to provide a public passenger transportation system, in partnership with British Columbia Transit, operating within the service area as described in Section 4.

#### **SERVICE AREA / PARTICIPATING AREA**

4. The service area for the service established by Section 2 shall encompass, and the participating jurisdictions for the local service shall include the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon, and Electoral Areas "B", "C", "D" and "F" of the Regional District of North Okanagan.

**COST RECOVERY**

5. The annual cost of providing the service shall be recovered by either or both of the following:

- (1) the requisition of money under Sections 805 and 806 of the *Local Government Act* to be collected as a property value tax to be levied on land and improvements and collected in accordance with Sections 805.1 and 806.1 of the Act;
- (2) the imposition of fees and other charges.

6. The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every two (2) years based on three (3) - 'one (1) week' 'on bus' surveys confirmed by a statistical analysis to identify any unusual counts. The ridership counts shall be recorded three (3) times annually: UBCO Winter-Term 1, Winter-Term 2 and Summer Session over a one (1) week period for each sample. The most recent three (3) years of survey data will be used to determine cost allocations per jurisdiction based on a weighting: 60% (most recent survey); 25% (next most recent survey); 15% (3<sup>rd</sup> most recent survey).

Where the statistical analysis indicates that an unusual count has occurred, the ridership survey must be re-conducted on the same bus trip(s) and on the same day(s) of the week within the same University Term.

~~The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every three years based on a two week 'on bus' survey. The ridership percentages are projected as follows:~~

City of Armstrong	0.6%
City of Vernon	68.3%
City of Enderby	0.3%
District of Goldstream	20.1%
Township of Spallumcheen	1.2%
Village of Lumby	0.3%
Electoral Area "B"	6.4%
Electoral Area "C"	2.4%
Electoral Area "D"	0.4%
Electoral Area "F"	0.0%

**MAXIMUM REQUISITION**

7. The maximum amount which may be requisitioned annually for this service shall not exceed the product of a levy of \$0.10 for each \$1,000 of net taxable value of land and improvements in the service area.

**WITHDRAWAL FROM SERVICE**

9. In addition to the withdrawal procedure under the *Local Government Act*, a participant may withdraw from the service at the end of the following calendar year by giving notice in writing at least six (6) months prior to the end of a calendar year.

## GENERAL

10. The Cost Allocation Formula in Section 6 will be reviewed annually to incorporate any updates to ridership information.
11. The Regional District may provide the service through its own resources or by entering into contractual agreements.

**Read a First Time** this 16th day of May, 2012

**Read a Second Time as amended**                      this      20th      day of                      June, 2012

**Read a THIRD Time**                      this    20<sup>th</sup>    day of                  June, 2012

Participating area approval obtained by alternative approval process in accordance with Section 801.3 (1)(a) of the *Local Government Act*.

**Approved by the Inspector of Municipalities**      this    18th    day of    December, 2012  
(Local Government Act s. 802.3)

**ADOPTED** this 16th day of January, 2013

**Chair**

## Corporate Officer

## Attachment "C"



REGIONAL DISTRICT  
of  
NORTH OKANAGAN

# REPORT

File No.: 8500.05

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**TO:** Board of Directors  
**FROM:** Engineering  
**DATE:** April 25, 2017  
**SUBJECT:** University of British Columbia – Okanagan Connector Transit Service Cost Allocation

---

### RECOMMENDATION:

That staff be directed to proceed with the process to amend the University of British Columbia – Okanagan Connector (UBCO) Transit Service Establishment Bylaw 2547, 2012, Section 6 – Cost Recovery that reflects an annual 'on bus' ridership survey in accordance with Option 2b, including the proposed weighting as described in the report dated April 25, 2017 from the Manager, Regional Engineering Services titled "University of British Columbia – Okanagan Connector Transit Service Cost Allocation".

### BACKGROUND:

At the February 22, 2017 Board of Directors meeting, the following motion was carried:

*"That staff be directed to report back on funding options for the UBCO Connector Transit (872) service."*

As part of the 2017 budget discussion, the Board of Directors requested information on how cost percentages were established for the UBCO Connector Transit Service and expressed concerns that the current method can generate significant fluctuations in amount participants are required to pay for the service following a new ridership survey. A desire to include multiple surveys with a higher weighing for the most recent survey in the determination of each jurisdictions' cost share was expressed by the Board. Another concern expressed was the seasonality of the ridership and whether the survey could be completed over multiple times of the year.

In 2012, the University of British Columbia – Okanagan Connector (UBCO) Transit Service was established by Bylaw 2547, 2012 (attached). Section 6 states that the allocation of costs for the participants is as follows:

*"The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every three years based on a two week 'on bus' survey."*

Recent correspondence with the Ministry of Community, Sport and Cultural Development, states that the Service Establishment Bylaw must contain the entire procedure for gathering the data and outline in detail the procedure (including the mathematical method) to determine the resulting percentage of total cost that each participating area will bear.

Ridership surveys have been conducted since 2012 as follows:

- 2012 - November 14, 16, 19, 20, and 22 – by two (2) employees
- 2013 - October 7, 8, 9, 10, 15, 16, 17, 18, 21, and 25 – by one (1) employee
- 2016 - October 31, November 1, 2, 9, 15, 17, 18, 21, 24, and 25 – by one (1) employee

The procedure used to conduct the 'on bus' surveys was the same for each year and included the following:

1. One or two RDNO employees rode each of the two (2) buses on each week day (Monday to Friday) to ensure data from each day, each trip and each bus was captured.
2. The RDNO employee asked each rider boarding at each stop to provide their postal code, and if they didn't know it, to provide their house number and street or their street and closest cross street. Those refusing to provide a postal code or other parts of their address were listed as 'Other'.
3. Data was compiled using a GIS mapping technique to determine the jurisdiction for each postal code or address recorded.
4. The riders for jurisdictions not in the service area were removed and the remaining number of riders for each jurisdiction were divided by the total in the service area in the given year.
5. 100% of the data set for a given survey was used for the cost allocations. There has been no averaging of surveys.

The above procedure was not formalized in an RDNO policy or procedure.

Since 2012, cost allocations have been based on the following:

Fiscal Year	Ridership Survey
2012	2012
2013	2012
2014	2013
2015	2013
2016	2013
2017	2016

Along with each of the three (3) surveys, BC Transit assisted with the collection of additional data from a questionnaire designed by staff and BC Transit. This information assists with transit planning.

#### **DISCUSSION:**

The three (3) surveys listed above have shown that the percentages fluctuate for some participants quite severely and for others not at all from year to year. In order to achieve a budget process that can harmonize the fluctuations in ridership and revenue requirements and to collect data that reflects year round ridership numbers, we assessed three (3) options. The options vary the frequency, time periods for data collection and methods for averaging the data sets over a longer time frame. Note that the number of trips per day varies between summer and fall/winter/spring and weekday and weekend days (when Saturday service begins). The type of rider will vary as well between seasons, for instance, the typical rider in the summer will not be a student.

Given the majority of the riders are students that attend post-secondary education facilities, the ridership surveys should reflect instructional terms. The UBCO currently has the following terms: Winter-Term 1 (September – December), Winter-Term 2 (January – April) and two Summer Sessions (Term 1 of Summer Session begins in early May and continues through July and Term 2 of Summer Session begins in early July and ends in late August). There are numerous options that could be reviewed, however, we are presenting only three (3) options for comparison that would minimize budget impact, including the following:

**Option 1: Status Quo**, a representative sample of ridership is recorded annually in the fall (Winter – Term 1 Session) with manual ridership counts of each scheduled trip (currently 10 round trips per day per weekday and four (4) trips per Saturday starting in 2018) over a two (2) week period from Monday to Friday and Saturday, with all trips surveyed.

**Option 2 (a and b):** A representative sample of ridership recorded three (3) times annually (Winter-Term 1 (in mid October), Winter-Term 2 (in mid March) and Summer Session (in mid June) over a one (1) week period for each sample. This option obtains ridership information for 50% of the bus trips over a one (1) week period, alternating one of the two buses each survey.

**Option 3 (a and b):** A representative sample of ridership recorded three (3) times annually (Winter-Term 1 (in mid October), Winter-Term 2 (in mid March) and Summer Session (in mid June) over a two (2) week period for each sample. This option obtains ridership information for each bus trip over a two (2) week period with both buses surveyed.

The costs shown for each option are also provided as a percentage of the BC Transit 2017/18 budgeted service cost (net municipal share of costs).

	<b>Option 1 (Status Quo, every three (3) years)</b>	<b>Option 2a (One (1) Week per Season, annually)</b>	<b>Option 2b (One (1) Week per Season, biennially)</b>	<b>Option 3a (Two (2) Weeks per Season, annually)</b>	<b>Option 3b (Two (2) Weeks per Season, biennially)</b>
<b>Survey Format:</b>					
Frequency in year of survey	Once per Year	Three (3) times per Year	Three (3) times per Year	Three (3) times Per Year	Three (3) times Per Year
Time Period	Fall	Fall, Spring, Summer	Fall, Spring, Summer	Fall, Spring, Summer	Fall, Spring, Summer
Days	Mon – Sat	Mon – Sat	Mon – Sat	Mon – Sat	Mon – Sat
Total Hours	216	324	324	648	648
<b>Survey Costs:</b>					
Cost/Survey	\$4,800	\$7,100	\$7,100	\$14,300	\$14,300
Average Cost/Year	\$1,600	\$7,100	\$3,550	\$14,300	\$7,150
% of Service Cost/Year	0.6 %	2.4%	1.2%	4.9%	2.4%

Note: The cost contained in each option includes Saturday, scheduled to commence in the spring of 2018.



## **Review of Options:**

**Option 1** is the current method required under the existing bylaw and the resulting share of the service cost for each participant can vary significantly with each survey. Although less costly, it does not take into consideration the varying ridership between semesters, days of the week (once Saturday service begins) and gradual changes since the last survey. If we add the proposed weighting of data sets (see below) for this option, the bylaw would need to be amended, as it is not explicit with respect to how the data sets are weighted.

**Option 2a and 2b** above offers three snapshots through the year, but only samples 50% of the bus trips for each survey. Option 2b is less costly, however, the biennial survey may reduce the accuracy in ridership numbers. In order to ensure Option 2a and 2b methods cover each bus and each weekday, these elements of the survey will have to be carefully planned and distributed throughout each instructional semester and year. It is possible to ensure all bus trips are sampled over the survey periods.

**Option 3a and 3b** also offer three snapshots through the year, the sampling can occur on both buses (100% of the bus trips) for each survey, and both 3a and 3b are the most costly and they will provide the most accurate ridership numbers for each term, time period and instructional semester. These options ensure that each weekday and Saturday and each bus is surveyed each survey period. The costs for this option are significantly higher for the participants.

The current method provided for in Bylaw No. 2547 does not provide for any averaging of previous ridership counts and can result in fairly significant swings in the participants' share of the service costs. To soften these swings in the participants share it is recommended that for all five (5) options that the most recent three (3) years of survey data be used to determine cost allocations per jurisdiction for a given taxation year. It is also recommended that the three (3) years of data should be weighted to account for the most recent ridership to reflect changes in student demographics from semester to semester and other factors like ridership over the summer months. The most recent year should therefore be given the higher weighting. The recommended weighting of ridership counts for each survey year with no weighting of individual data sets (i.e. fall/spring/summer counts) is as follows:

Proposed weighting: 60% (most recent survey); 25% (next most recent survey); 15% (3<sup>rd</sup> most recent survey).

If the method selected is Option 1 (with weighting), Option 2a, 2b, 3a or 3b, the wording in Bylaw 2547, 2012 - Section 6 – Cost Recovery must be revised to reflect the detailed method of how the cost of the service is attributed to each participant. As this is a service establishment bylaw, the process will require approval of the Board and approval by at least two-thirds of the participants, and then approval by the Province. It will take at least four (4) months to complete this process. Consequently it may be feasible to have the new method of calculating the cost recovery in place for the 2018 taxation year.

Based on the above discussion, staff recommend Option 2b with the proposed weighting described above.

#### FINANCIAL/BUDGETARY CONSIDERATIONS:

Depending on the option chosen, the annual survey costs may change and any increase in cost will be passed on to the participants. The recommended option will result in a marginal increase in the cost to the participants. The proposed survey cost of approximately 1.2% of the overall budget appears reasonable.

It should also be noted that when BC Transit requests the addition of a questionnaire to deliver to riders during the survey, they would be requested to contribute financially to this extra scope of work, but for the annual survey cost, BC Transit would not contribute financially.

#### Enclosure:

- University of British Columbia - Okanagan Connector (UBCO) Transit Service Establishment Bylaw 2547, 2012

Submitted by:

  
Nicole Kohnert, P.Eng.  
Manager, Regional Engineering Services

Reviewed and endorsed by:

  
Stephen Barinen  
General Manager, Finance

Reviewed and endorsed by:

  
Dale McTaggart, P.Eng.  
General Manager, Engineering

Approved for inclusion:

  
David Sewell  
Chief Administrative Officer



## **REGIONAL DISTRICT OF NORTH OKANAGAN**

### **BYLAW No. 2547**

To establish a transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus.

---

**WHEREAS** authority is provided by Part 24, Division 4, Section 796 of the *Local Government Act* for the Regional District of North Okanagan Board of Directors (the "Board") to establish and operate a transit service to the University of British Columbia – Okanagan (UBCO);

**AND WHEREAS** the Board authorized the commencement of a regional transit system in 1994 and established a regional transit service in 1997 which currently includes transit service to the UBCO;

**AND WHEREAS** the Board wishes to establish a separate and distinct service for the provision of transit between the UBCO and the Vernon Transit Terminus;

**NOW THEREFORE**, the Regional Board of the Regional District of North Okanagan, in open meeting assembled, **ENACTS AS FOLLOWS:**

#### **TITLE**

1. This bylaw may be cited as the *"University of British Columbia - Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012"*.

#### **ESTABLISHMENT**

2. The Board of the Regional District of North Okanagan hereby establishes the *"University of British Columbia – Okanagan Connector Transit Service"* to provide the service of transit to the service area as described in Section 4 of this bylaw.

#### **SCOPE OF SERVICE**

3. The service established by this bylaw is to provide a public passenger transportation system, in partnership with British Columbia Transit, operating within the service area as described in Section 4.

#### **SERVICE AREA / PARTICIPATING AREA**

4. The service area for the service established by Section 2 shall encompass, and the participating jurisdictions for the local service shall include the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon, and Electoral Areas "B", "C", "D" and "F" of the Regional District of North Okanagan.

**COST RECOVERY**

5. The annual cost of providing the service shall be recovered by either or both of the following:

- (1) the requisition of money under Sections 805 and 806 of the *Local Government Act* to be collected as a property value tax to be levied on land and improvements and collected in accordance with Sections 805.1 and 806.1 of the Act;
- (2) the imposition of fees and other charges.

6. The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every three years based on a two week 'on bus' survey. The ridership percentages are projected as follows:

• City of Armstrong	0.6%
• City of Vernon	68.3%
• City of Enderby	0.3%
• District of Coldstream	20.1%
• Township of Spallumcheen	1.2%
• Village of Lumby	0.3%
• Electoral Area "B"	6.4%
• Electoral Area "C"	2.4%
• Electoral Area "D"	0.4%
• Electoral Area "F"	0.0%

**MAXIMUM REQUISITION**

7. The maximum amount which may be requisitioned annually for this service shall not exceed the product of a levy of \$0.10 for each \$1,000 of net taxable value of land and improvements in the service area.

**WITHDRAWAL FROM SERVICE**

9. In addition to the withdrawal procedure under the *Local Government Act*, a participant may withdraw from the service at the end of the following calendar year by giving notice in writing at least six (6) months prior to the end of a calendar year.

**GENERAL**

10. The Cost Allocation Formula in Section 6 will be reviewed annually to incorporate any updates to ridership information.
11. The Regional District may provide the service through its own resources or by entering into contractual agreements.

**Read a First Time** this 16th day of May, 2012

**Read a Second Time as amended** this 20th day of June, 2012

**Read a THIRD Time** this 20th day of June, 2012

Participating area approval obtained by alternative approval process in accordance with Section 801.3 (1)(a) of the *Local Government Act*.

**Approved by the Inspector of Municipalities** this 18th day of December, 2012  
(*Local Government Act s. 802.3*)

**ADOPTED** this 16th day of January, 2013



Chair  
**PATRICK NICOL<sup>1</sup>**  
**CHAIR**



Corporate Officer  
**JEANNE BYRON**  
**CORPORATE OFFICER**

# REGIONAL DISTRICT OF NORTH OKANAGAN

## BYLAW No. 2752

A bylaw to amend the public passenger transportation service to the University of British Columbia – Okanagan from the Vernon Transit Terminus.

**WHEREAS** the Regional District of North Okanagan has adopted "*University of British Columbia - Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012*" to establish and operate a transit service to the University of British Columbia – Okanagan (UBCO);

**AND WHEREAS** the Regional District is desirous to amend Section 6 – Cost Recovery;

**NOW THEREFORE**, the Board of the Regional District of North Okanagan, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### CITATION

This Bylaw may be cited as "*University of British Columbia - Okanagan Connector Transit Service Establishment Amendment Bylaw No. 2752, 2017*".

### TEXT AMENDMENT

1. Section 6. is hereby amended by deleting the section in its entirety and replacing it with the following:

*The Regional District's share of the net annual cost of the service shall be apportioned based on ridership with changes to the ridership percentages made at a minimum every two (2) years based on three (3) – 'one (1) week' 'on bus' surveys confirmed by a statistical analysis to identify any unusual counts. The ridership counts shall be recorded three (3) times annually: UBCO Winter-Term 1, Winter-Term 2 and Summer Session over a one (1) week period for each sample. The most recent three (3) years of survey data will be used to determine cost allocations per jurisdiction based on a weighting: 60% (most recent survey); 25% (next most recent survey); 15% (3<sup>rd</sup> most recent survey).*

*Where the statistical analysis indicates that an unusual count has occurred, the ridership survey must be re-conducted on the same bus trip(s) and on the same day(s) of the week within the same University Term.*

Read a First, Second and THIRD Time	this	19 <sup>th</sup>	day of	July, 2017
Consent provided by the participants	this		day of	, 2017
Approved by the Inspector of Municipalities	this		day of	, 2017
ADOPTED	this		day of	, 2017

I hereby certify this copy to be a certified true copy of the original document that has not been altered in any way.

Chairman at Coldstream, BC this 25<sup>th</sup> day of July, 2017  
Bob Fleming  
Deputy Corporate Officer  
Paddy Juniper

Paddy Juniper, Deputy Corporate Officer  
Regional District of North Okanagan  
250-550-3700

# UBCO Connector (872)

## Budget Summary

872 - UBCO CONNECTOR

	ACTUAL 2015	BUDGET 2016	FP 2017	VARIANCE	%
<b>REVENUE</b>					
PROPERTY VALUE TAXES	(301,611)	(301,213)	(301,213)	-	0.0%
PARCEL TAXES	-	-	-	-	0.0%
FEDERAL / PROVINCIAL GRANTS	-	-	-	-	0.0%
GRANTS IN LIEU OF TAXES	(1,704)	(2,900)	(2,000)	900	(31.0%)
FEES, CHARGES & OTHER INCOME	(85,157)	(109,000)	(117,000)	(8,000)	7.3%
TRANSFERS FROM RESERVES	-	-	-	-	0.0%
TRANSFERS FROM NON-STATUTORY RESERVES	-	-	-	-	0.0%
CAPITAL BORROWING	-	-	-	-	0.0%
<b>EXPENSES</b>					
WAGES & BENEFITS	(388,472)	(413,113)	(420,213)	(7,100)	1.7%
OPERATING EXPENSES	369,856	413,113	413,581	468	0.1%
DEBT PAYMENTS	-	-	-	-	0.0%
TRANSFERS TO RESERVES	-	-	-	-	0.0%
TRANSFERS TO NON-STATUTORY RESERVES	18,616	-	6,632	6,632	0.0%
CAPITAL EXPENDITURES	-	-	-	-	0.0%
<b>NET</b>	388,472	413,113	420,213	7,100	1.7%
	-	-	-	-	0.0%

# UBCO Connector (872) Tax Req

Jurisdiction	2017 Tax Requisition	2016 Tax Requisition	\$ Increase/ (Decrease)
Armstrong	5,422	1,415	4,007
Enderby	904	2,349	(1,445)
Vernon	207,235	209,554	(2,319)
Coldstream	42,471	69,219	(26,748)
Spallumcheen	5,121	--	5,121
Lumby	602	1,898	(1,296)
Electoral Area B	18,374	11,115	7,259
Electoral Area C	15,061	5,422	9,639
Electoral Area D	6,024	241	5,783
Electoral Area F	--	--	--
<b>Total</b>	<b>\$301,213</b>	<b>\$301,213</b>	<b>--</b>

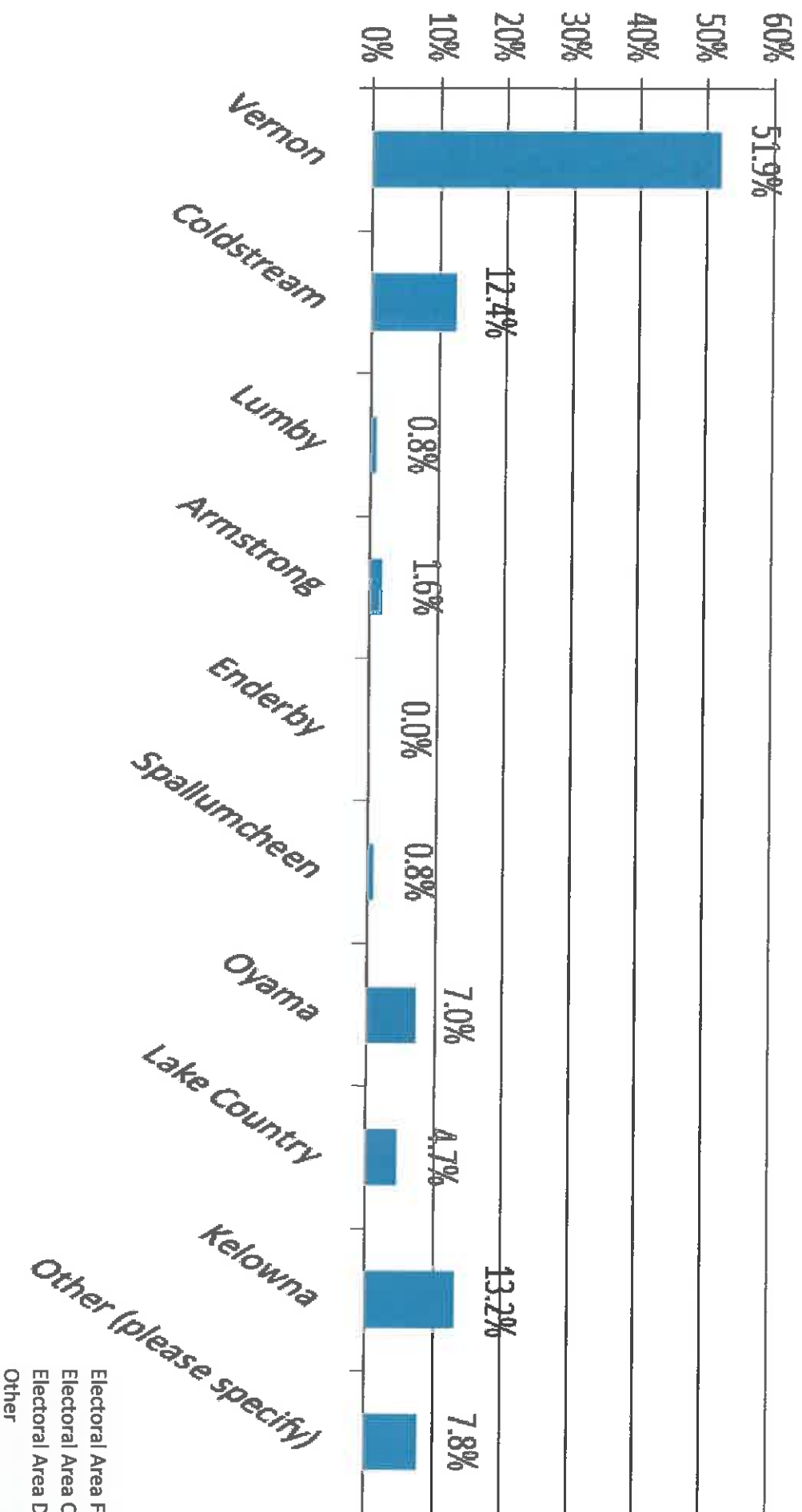


# November 2016

## Questionnaire Results

- 130 respondents
- Completed on line primarily
- Some completed with surveyor in hard copy on the bus (all input to electronic form)
- BC Transit very helpful with compiling data

# Where do you live?

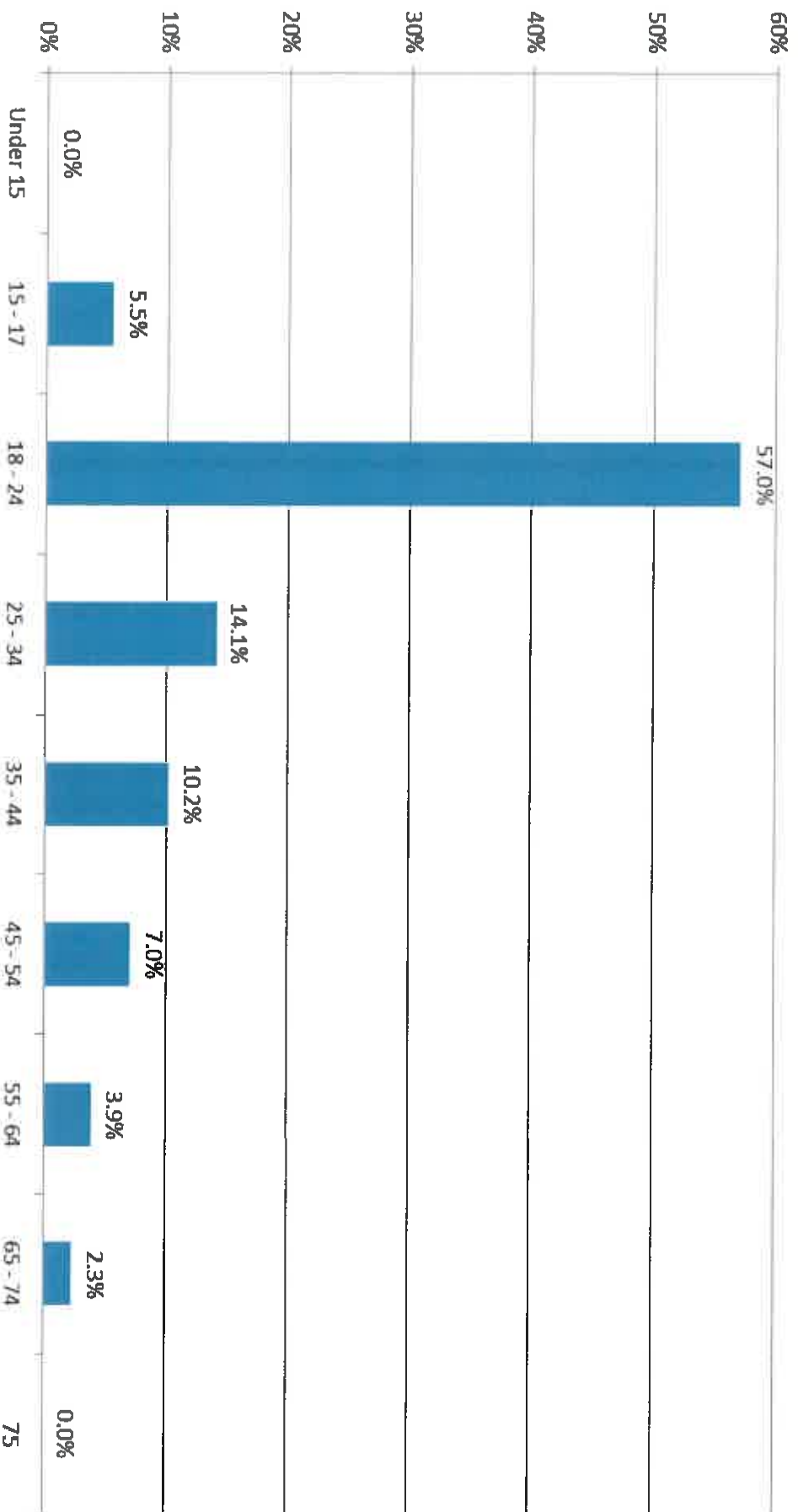


Electoral Area F  
Electoral Area C  
Electoral Area D  
Other

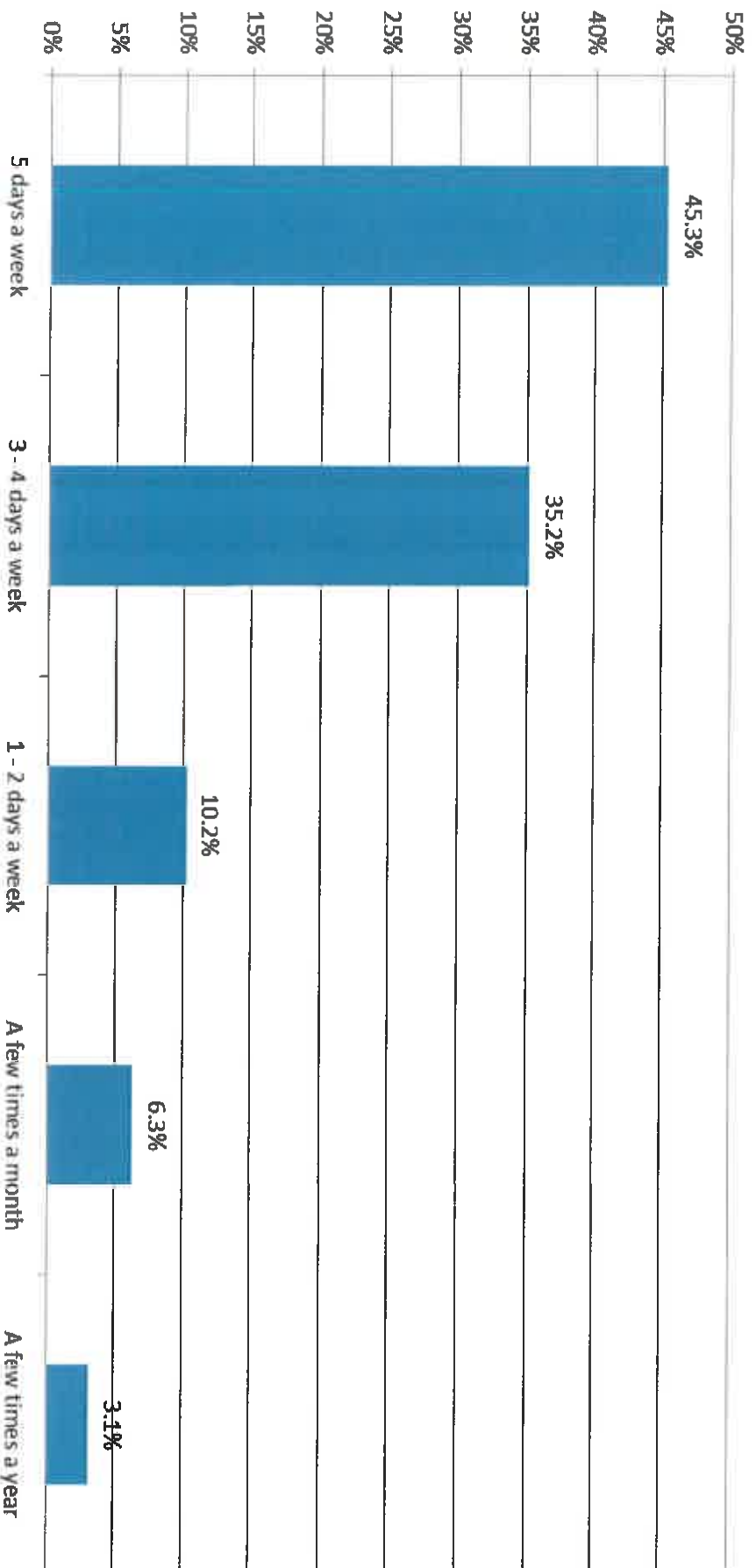
2  
1  
1  
5  
9



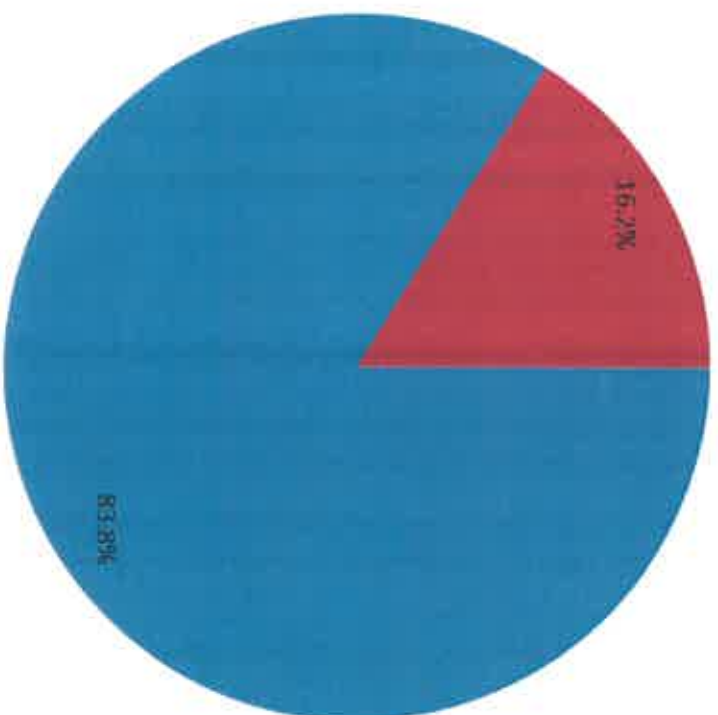
# What age category best describes you?



# On average, how frequently do you ride the bus?



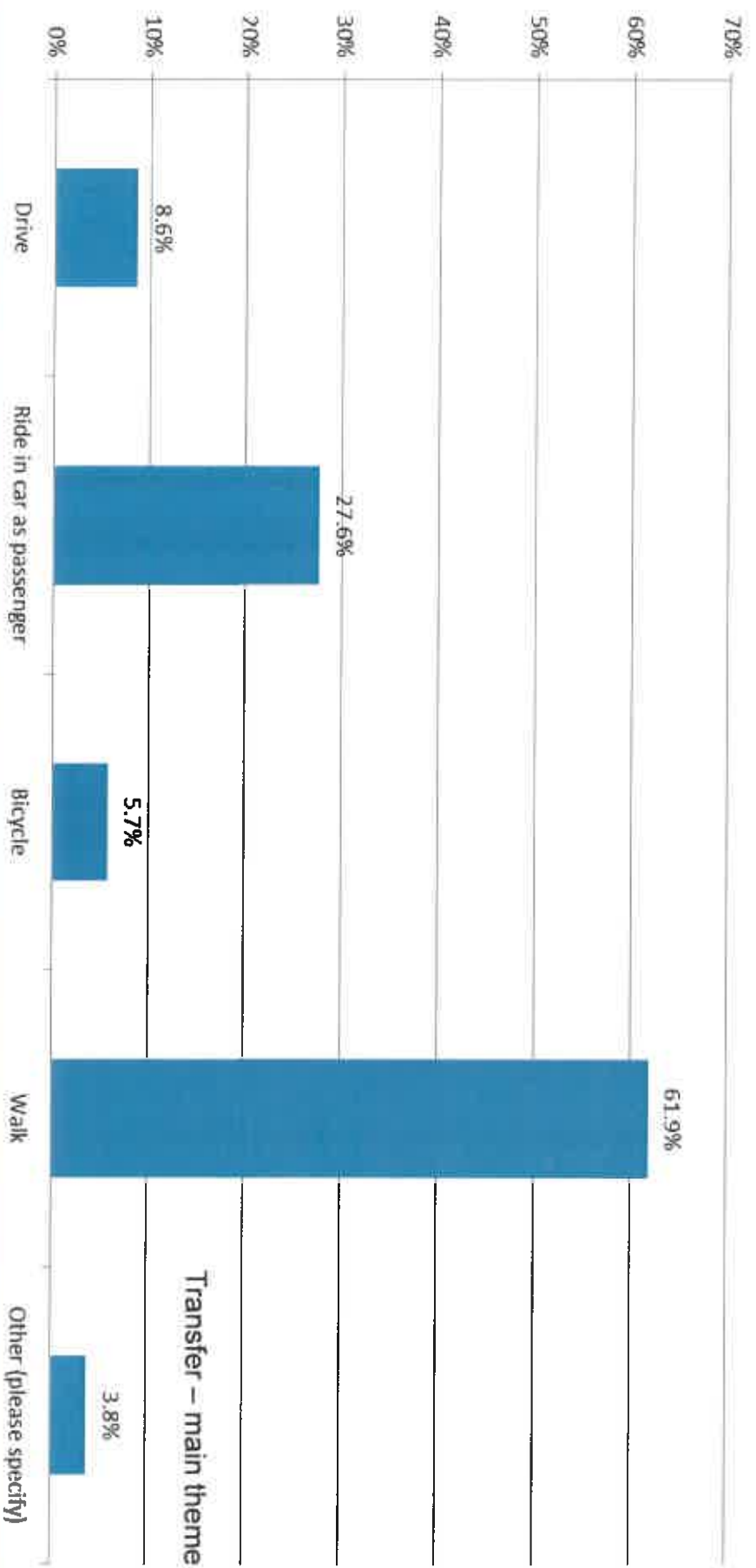
# Have you taken a trip on the 90 UBCO Connector within the last week?



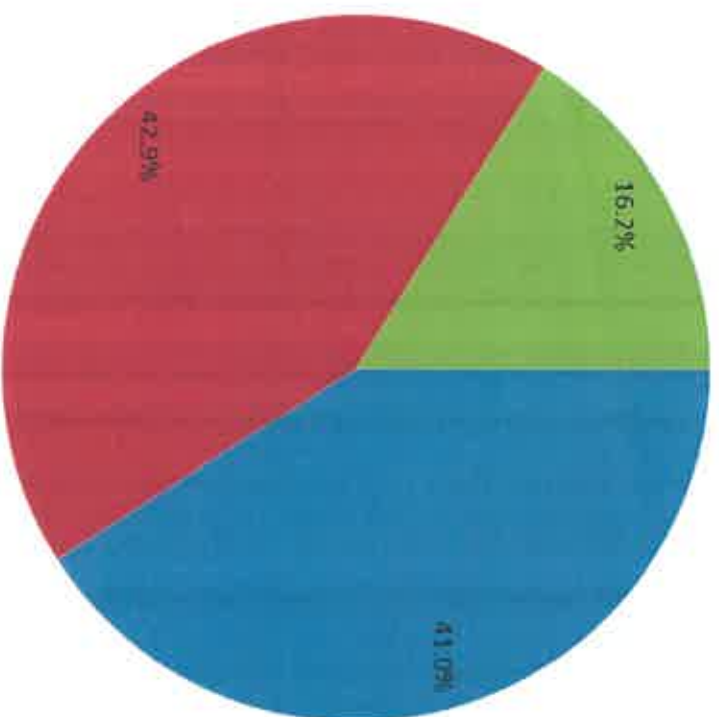
■ Yes  
■ No



# To get to the first bus of this trip did you ... (Select all that apply)

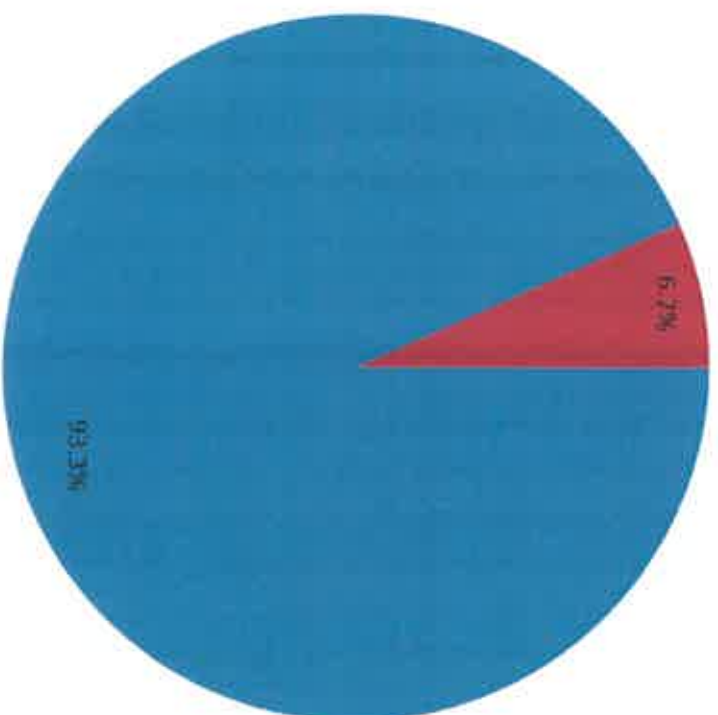


## Would you use a Park 'n Ride if one was provided?



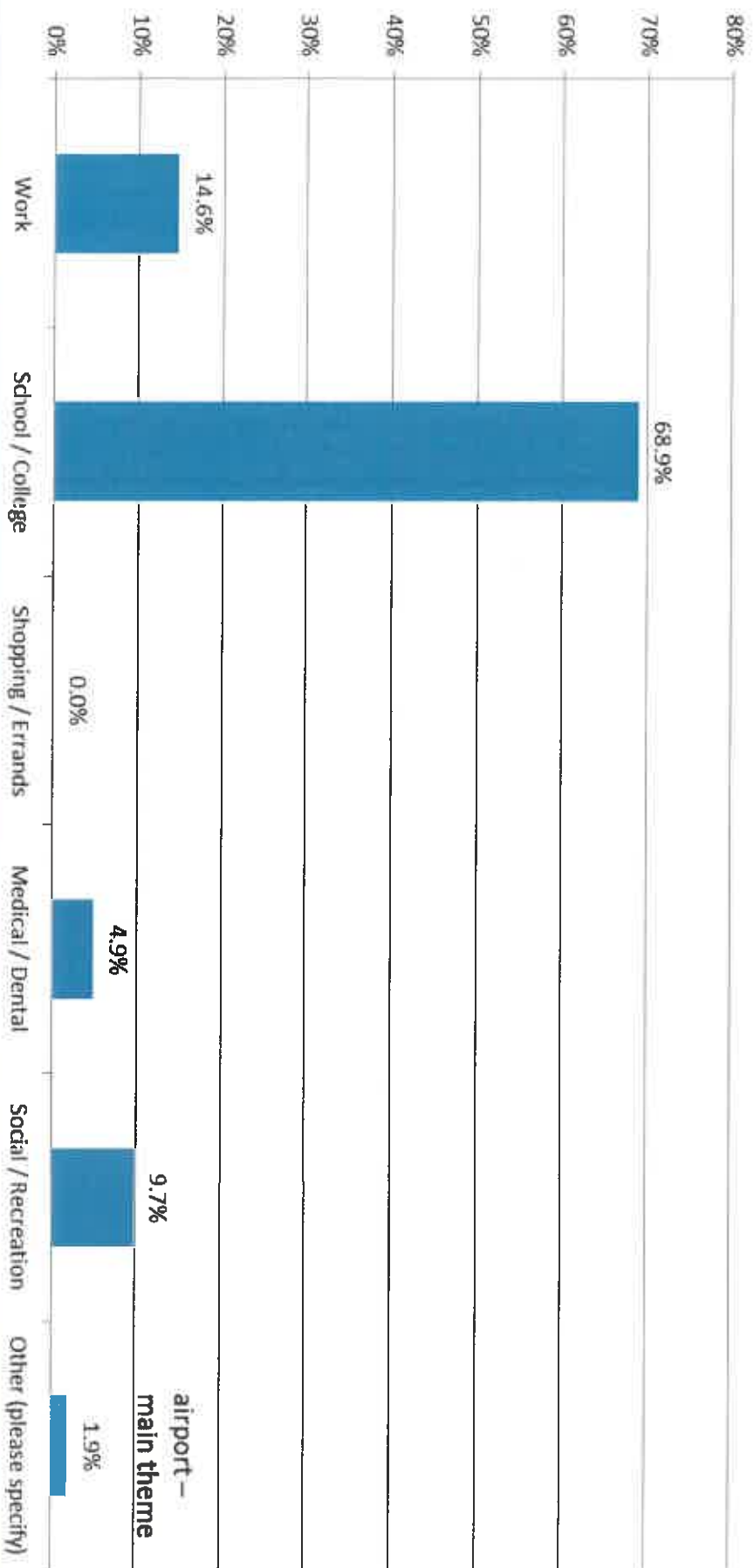
- No
  - Yes, beside Okanagan College
  - Yes, somewhere else (please specify location)
- Downtown Vernon – main theme

# Was this trip part of a round trip?

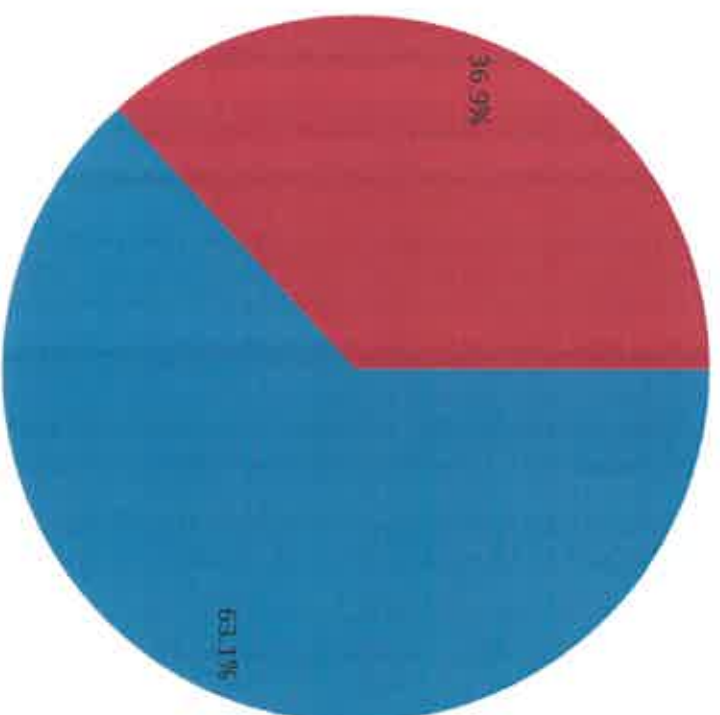


■ Yes  
■ No

# What was your main reason for making this trip?



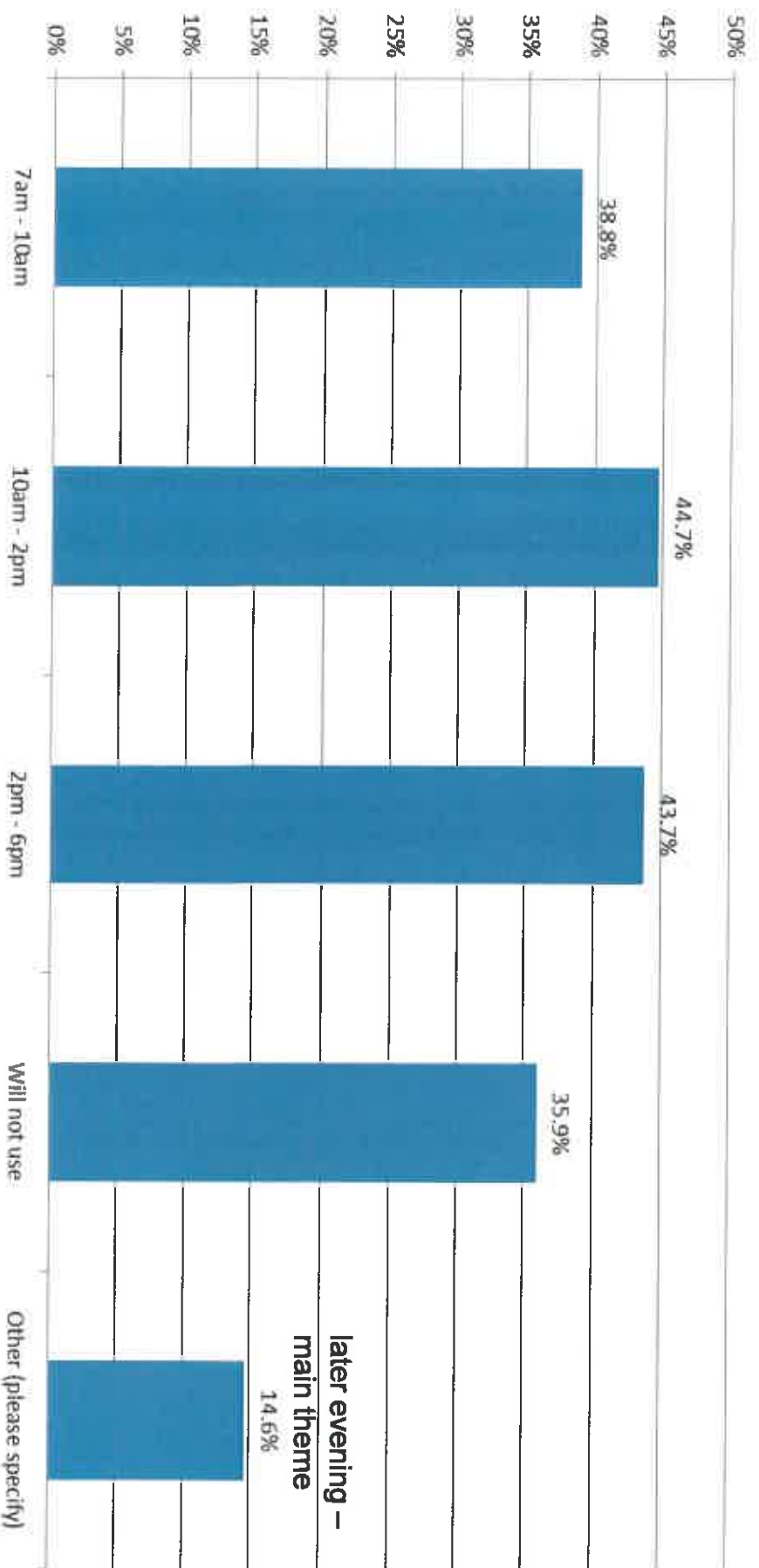
## If Saturday service was introduced on the 90 UBCO Connector, would you use it?



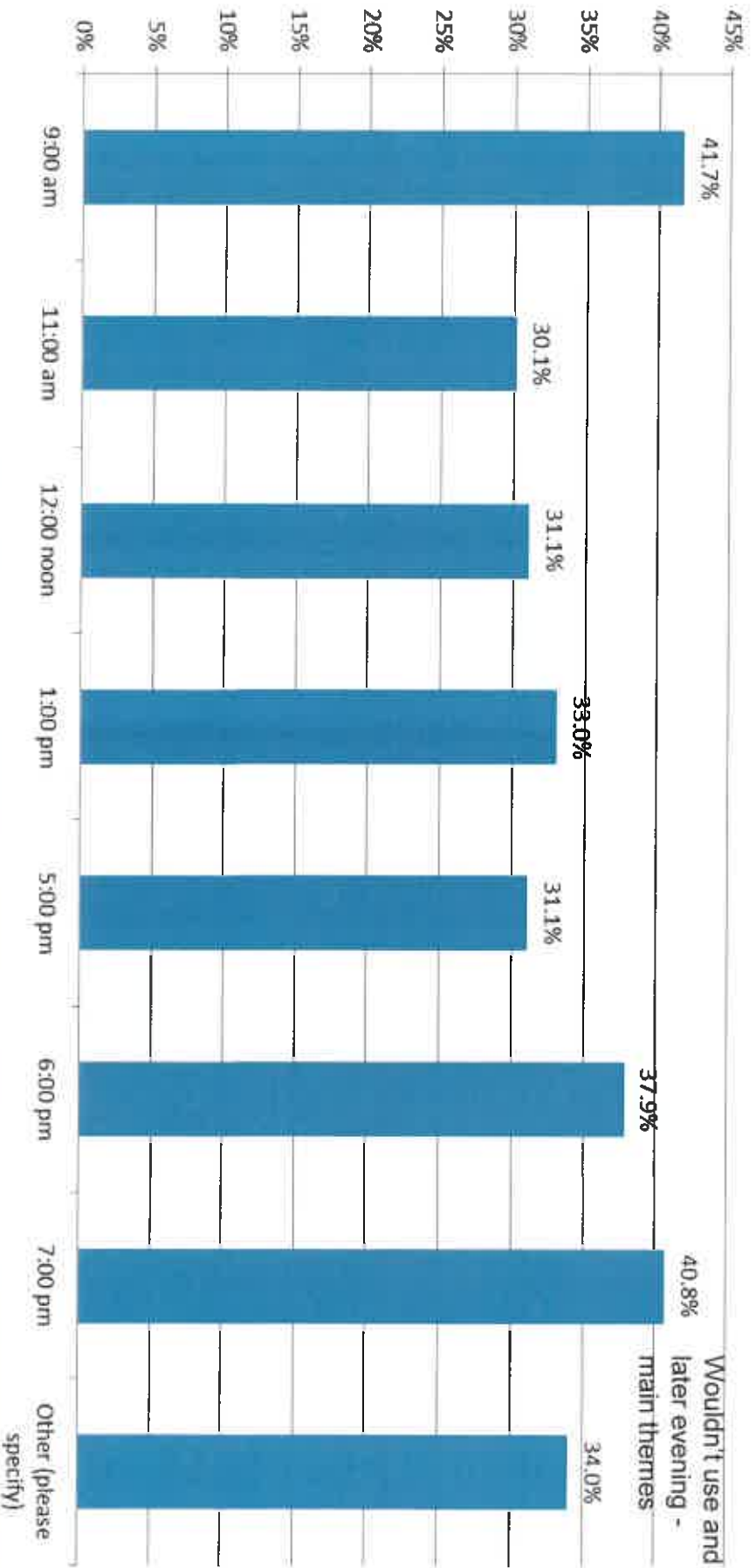
■ Yes  
■ No



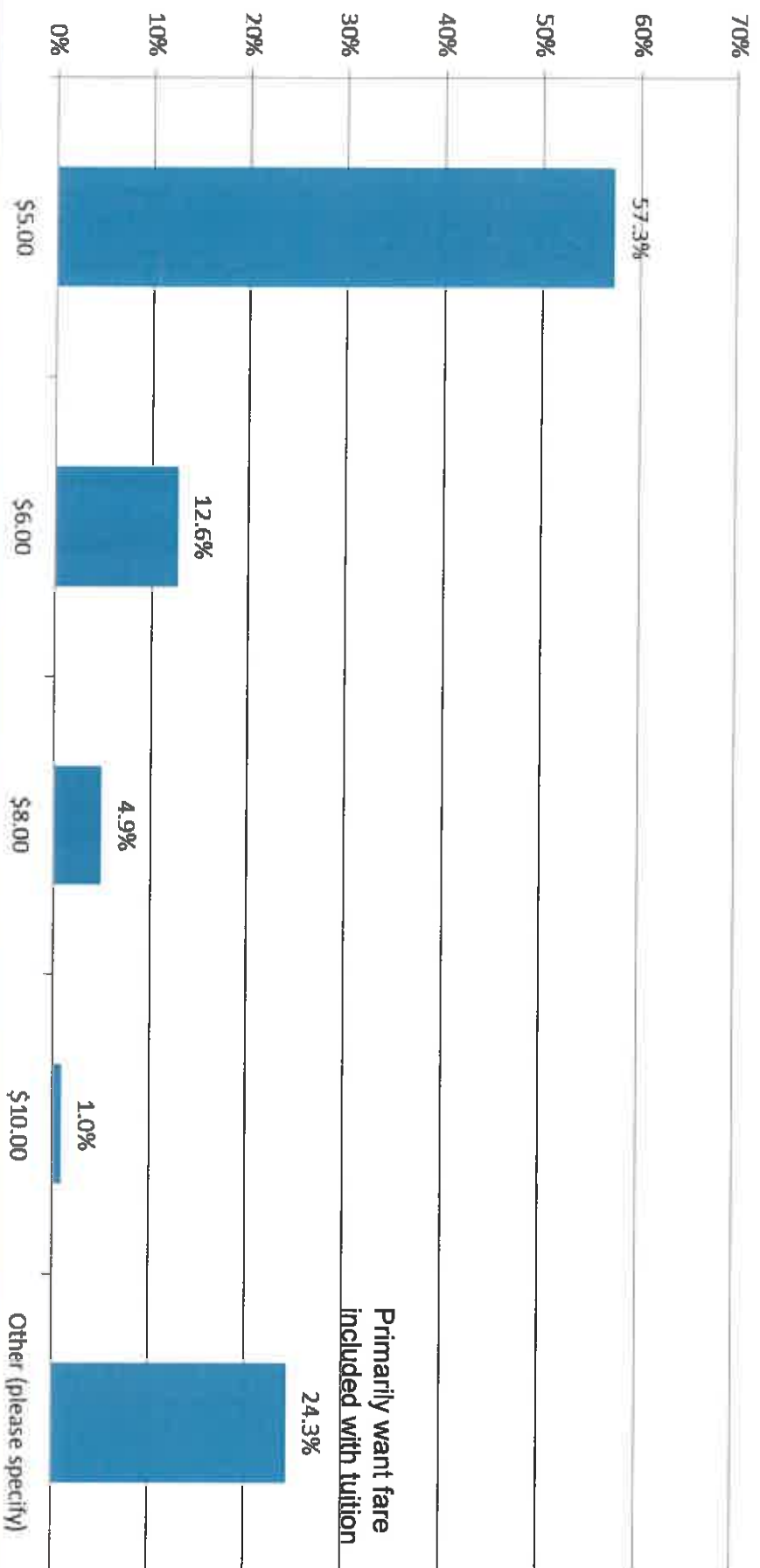
## What trip time(s) would you use if Saturday service were available on the 90 UBCO Connector? (select all that apply)



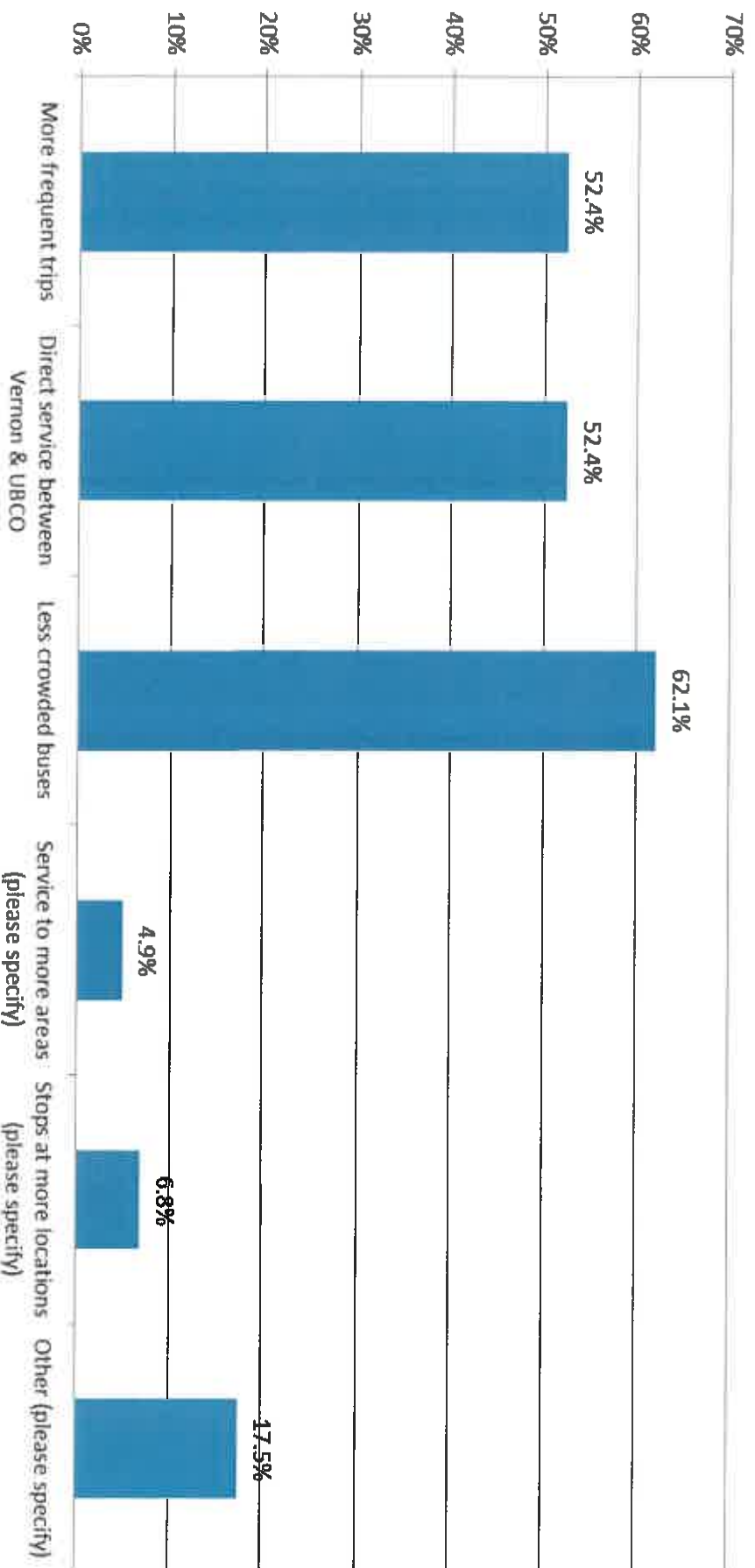
# If more trips were provided during the summer months, what additional times would suit you?



# Fares will likely increase in the near future. What is the maximum you would pay for a fare?



# What transit improvements would encourage you to ride the bus more often?



# Main Comment Themes

- **7:00 and 8:00 am and 4:00 pm buses too crowded (unsafe; standing all the way; can't study; stuffy; nauseating)**
- Later bus from UBCO: 9:30 pm and/or 10:00 pm (accommodate later labs, sports, clubs, events) – last bus is 8:00 pm
- Earlier bus from Vernon: 6:00 am and/or 6:30 am (to make connections to Okanagan College – KLO Campus)
- Improved bus stop at Cornwall and Pelme Wash Way
- Weekend trips
- Express bus (too many stops in OYama)

# Ridership Survey November 2016

Jurisdiction	No. of Riders in Two Weeks	% of Total Riders
Area B	58	4.3%
Area C	48	3.5%
Area D	19	1.4%
Area E	1	0.1%
Area F	0	0.0%
Armstrong	17	1.2%
Coldstream	135	9.9%
Enderby	3	0.2%
Lumby	2	0.1%
Spallumcheen	16	1.2%
Vernon	659	48.3%
Kelowna	127	9.3%
Lake Country	182	13.4%
Westbank	15	1.1%
Other	47	3.4%
Unknown	34	2.5%
<b>TOTAL</b>	<b>1,363</b>	<b>100.0%</b>

# Other Users

Compared with the RDNO Riders surveyed (70.3% - 958 Riders) the following data is available for the other users of the service:

**Kelowna**      9.3% (127 Riders)

**Lake Country**      13.4% (182 Riders)  
Revenue From Lake Country = \$36,000/year  
Equals 12% of Tax Requisition

**West Kelowna**      1.1 % (15 Riders)

**Other**      5.9% (81 Riders)





# Service Area Percentages

Jurisdiction	2013 % Split	2014 to 2016 % Split	2015 Actual	2016 Actual	2016 Survey (2017 % Split)	2017 Budget
Area B	6.4%	3.7%	\$ 11,129	\$ 11,115	6.1%	18,374
Area C	2.4%	1.8%	5,429	5,422	5.0%	15,061
Area D	0.4%	0.1%	241	241	2.0%	6,024
Area F	0.0%	0.0%	--	--	0.0%	--
Armstrong	0.6%	0.5%	1,418	1,415	1.8%	5,422
Coldstream	20.1%	23.0%	69,310	69,219	14.1%	42,471
Enderby	0.3%	0.8%	2,353	2,349	0.3%	904
Lumbly	0.3%	0.6%	1,900	1,898	0.2%	602
Spallumcheen	1.2%	0.0%	--	--	1.7%	5,121
Vernon	68.3%	69.5%	209,831	209,554	68.8%	207,235
	<b>100.0%</b>	<b>100.0%</b>	<b>\$301,611</b>	<b>\$301,213</b>	<b>100.0%</b>	<b>\$301,213</b>

Note: Board amended 2017 budget slightly from far right column





*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 31, 2017  
Subject: Events Serving Liquor at the Enderby Lions Gazebo

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#### **RECOMMENDATION**

THAT Council approves Marilyn Hareuther's request to serve alcohol, including spirits, at the Enderby Lions Gazebo until 1:00 am on August 26, 2017;

AND THAT Council directs Staff to relax enforcement of the noise provisions of the City's bylaws until 1:00 am on August 26, 2017, and advise Ms. Hareuther that noise must be kept to a reasonable level and, notwithstanding any bylaw, may still be subject to RCMP enforcement;

AND THAT Council approves Sheila Rozenberg's request to serve alcohol, including spirits, at the Enderby Lions Gazebo until 1:00 am on Saturday September 2, 2017;

AND THAT Council directs Staff to relax enforcement of the noise provisions of the City's bylaws until 1:00 am on September 2, 2017, and advise Ms. Rozenberg that noise must be kept to a reasonable level and, notwithstanding any bylaw, may still be subject to RCMP enforcement.

#### **BACKGROUND**

The BC Liquor Distribution Branch (BCLDB) administers the issuance of Special Event Permits (SEP) to event hosts who wish to provide temporary or infrequent liquor service at events such as family gatherings, private functions, community festivals and manufacturer tastings. A SEP permits the host to serve or sell liquor at an event in accordance with BC's liquor laws and regulations. With regards to the serving of liquor at publicly owned facilities, such as the Enderby Lions Gazebo, a local government may impose conditions or restrictions on the use of those facilities (including rentals) which are over and above the provincial liquor laws and regulations.

The BCLDB looks for local government support for SEP applications, particularly when certain exemptions are requested. Council has delegated to staff, by way of the attached policy, the authority to consider event liquor licenses up to 12:00 am provided no hard alcohol is served; if an event is ending after 12:00 pm, or if hard alcohol is served at any time, the request must be considered by Council.

Event hosts may also request that Council not enforce the noise provisions of its local bylaws, although this is completely separate from Council's policy regarding event liquor licenses. There have been previous instances where Council has chosen to not enforce the noise provisions of its bylaws until a certain time, but it should be noted that this could potentially generate some neighbourhood complaints. It should also be noted that any Council decision regarding non-enforcement would not

have any bearing on whether or not the RCMP chooses to enforce on their end; it only speaks to the non-enforcement of City bylaws.

Attached are requests from Marilyn Hareuther and Sheila Rozenberg who are proposing to serve liquor, including spirits, until 1:00 am at the Enderby Lions Gazebo, which they've rented for their wedding receptions on August 26, 2017 and September 2, 2017 respectively. Given that the events are proposed to go past 12:00 am, and hard alcohol is proposed to be served, these requests will need to be considered by Council. Staff are also recommending that Council considers the event hosts' requests to not enforce the noise provisions of the City's bylaws until 1:00 am. In order to strike a balance, Staff have recommended instead that 'relaxation' of the noise provisions of local bylaws may send a more appropriate message that noise should still be kept to a reasonable level out of respect for the surrounding neighbourhood.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

## Kurt Inglis

---

**From:** lmoore18@telus.net [moorel@telus.net]  
**Sent:** July-26-17 7:50 PM  
**To:** kinglis@cityofenderby.com  
**Subject:** Re: Moore wedding

----- Original Message -----

**From:**  
**To:** [kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com)  
**Sent:** Fri, 21 Jul 2017 13:46:34 -0600 (MDT)  
**Subject:** Moore wedding

Attention Kurt

I am asking for the cities support for the following event:  
Sheila Rozenberg & Lloyd Moore will be wed in the Lions Gazebo September 2, 2017.  
Currently the noise bylaw for the city is 11:00 pm , and we are asking for the noise by law not to be enforced the night of our wedding . We are asking for an exemption until 1am .

We will be serving beer, wine and spirits until 1:00am, last call will be announced by the DJ at 12:30am. Our bartenders have their serving it right and our liquor license goes until 1am . We have made arrangements with Denny at the Riverside camp ground for our guests to stay, we have also hired a person to drive our guests home after our wedding . The lions are also coming the night before to wrap their tarp around the gazebo to provide more privacy.

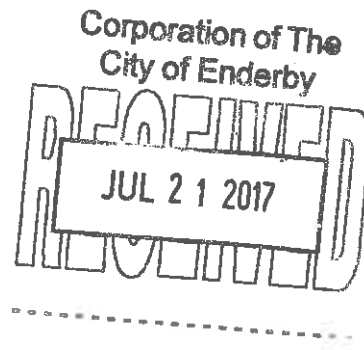
I am thankful we have chosen Enderby to host our wedding as 160 people will be present. Thats guests eating in local restaurants, buying groceries, supporting the campground, and telling others how awesome Enderby is!

Thank you Sheila Rozenberg

Please let me know if you require anything else

July 20, 2017

City of Enderby  
Box 400,  
Enderby, BC  
VOE 1V0



Dear Sir/Madam,

RE: Hareuther/Hyam Wedding August 26, 2017

We have rented the Enderby Lions Gazebo for a family wedding on August 26, 2017. We are writing to ask permission to extend the hours of the wedding celebration and liquor service from 11:00 PM August 26, 2017 to 1:00 AM August 27, 2017.

We will be serving spirits, wine and beer as approved under our Special Events Permit issued under the Liquor Control and Licensing Act Permit Number 193790-1.

Thank you for your consideration.

Marilyn Hareuther  
250-838-6534