

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, February 19, 2018  
**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 February 5, 2018](#)

pg 3-6

**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

[Kindale Development Association](#) – Cindy Masters and Ruth Blencoe

pg 7

Re: Presentation of Commemorative Plaque for Random Acts of Kindness in 2017

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS – 3 Readings**

[Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1648, 2018](#)

pg 8-11

A bylaw to amend Good Neighbour Bylaw No. 1517

**BYLAWS – 2 Readings**

[Memo from Chief Administrative Officer dated February 14, 2018:](#)

pg 12-25

[Development Cost Charges Bylaw No. 1646, 2018](#)

A bylaw to impose development cost charges

And

[Development Cost Charges Waivers and Reductions Bylaw No. 1647, 2018](#)

A bylaw to waive or reduce development cost charges

**8. REPORTS**

Mayor and Council

[Building Permit Detail Report](#) – January 2018

pg 26

[Council Disclosure of Contracts – Oct 1 – Dec 31, 2017](#) pg 27

**9. NEW BUSINESS**

[District of Tumbler Ridge](#) – Correspondence dated February 1, 2018 pg 28  
Re: Support for Flexible Ride-Sharing

[Strategic Wildfire Prevention Initiative – Firesmart Planning & Activities Grant Program](#) –  
Memo from Planner and Deputy Corporate Officer dated February 14, 2018 pg 29-30

[Asset Management Planning Grant for Policy and Framework Development](#) – Memo  
From Chief Administrative Officer dated February 14, 2018 pg 31-37

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, February 5, 2018 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 Assistant Corporate Officer – Kurt Inglis  
Recording Secretary – Bettyann Kennedy  
The Press and Public

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### **APPROVAL OF AGENDA**

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

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of January 15, 2018

Moved by Councillor Knust, seconded by Councillor Schreiner that the minutes of the regular meeting of January 15, 2018 be adopted as circulated.

Carried

### **PETITIONS AND DELEGATIONS**

Kamloops Okanagan Dairymen's Association – Henry Bremer and Ralph van Daltsen

Re: Invitation for Tour and Discussion on Economic Impact of Agriculture on Local Economy

- Mr. Bremer and Mr. van Daltsen are local dairy farmers.
- They represent 80 farms from Edgewood to Kamloops with 120 milk cows per farm.
- They generate about \$100 million into the economy annually, making them one of the largest industries in BC after forestry.
- A Dairy Industry Information Session and Tour is taking place on April 5<sup>th</sup> at Trinity Dairies. Politicians are invited to be updated on the dairy industry. Environment and animal welfare will be the focus of the session.
- Busses will pick everyone up and lunch will be provided. Details will follow.

Open Air Market – Gabriele Wesle

Re: Report on previous year and plans for 2018 market

- Last year was a challenging season due to the weather. Spring arrived late, followed by a hot summer and smoke from the forest fires. It was a smaller market due to losing some vendors.
- The Thursday evening market experienced issues. They started strong but dwindled after a few weeks. The vendors do not want an evening market this year.
- The winter market at the Splantsin Centre is working out very well. Depending on the costs, they are considering moving the market there.
- If they relocate to the Splantsin Centre, they will offer wagon rides between the Centre and downtown.
- Summer market would be held outside in the Splantsin parking lot making them visible from the highway.
- The market is very appreciative of the support from the City in using the City Hall parking lot. Council expressed a desire to fully support the Open Air Market and will prepare a letter of support for them.

### **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

Minister of Environment and Climate Change Strategy – Correspondence dated January 25, 2018

Re: Invasive Mussels

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

Carried

### **BYLAWS – Adoption**

Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017

A bylaw to amend Council Procedure Bylaw No. 1506, 2012

Moved by Councillor Case, seconded by Councillor Knust that Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017 be adopted.

Carried

### **REPORTS**

#### Councillor Shishido

Enderby and District Arts Council:

- Their financial statements were reviewed again on January 17<sup>th</sup>.
- Celtic concert planned for March 11<sup>th</sup>. They are looking for grant funding.
- Planning an outdoor music festival for May or June. They will appear as a delegation to Council at an upcoming meeting.
- Lectures and workshops being planned.
- The Arts Festival will be July 28<sup>th</sup>. Vendors are already showing interest in participating.
- EDAC is in need of more directors.
- They are still looking for someone to take on publicity.
- EDAC has been co-sponsoring music events with Little City Merchants.
- The next general meeting is March 7<sup>th</sup>.

### Councillor Schreiner

Councillor Schreiner asked the CAO for an update on the ride sharing consultation undertaken by the Province. The CAO responded that it will likely be several months until we see a response or recommendation from the Province.

### Councillor Case

- Snow clearing, windrows in particular, are an issue for many people this year. The CAO is researching best practises of other communities in dealing with windrows. If the City starts providing the service, it will raise service level expectations that are not manageable without significant additional resources. He suggested that a volunteer program could match those in need with those people who do snow removal with their own equipment. The CAO will look into setting up a volunteer program and report back to Council.
- There are 3 students from Enderby that will be attending an RCMP Camp. The RCMP has asked the communities of those participants to contribute financially to the camp.

Moved by Councillor Case, seconded by Councillor Baird that the City provide \$300 to the RCMP in support of their RCMP Camp.

Defeated

Opposed: Councillors Knust, Schreiner and Shishido

Discussion:

Concern was expressed that approving this contribution would set a precedent and result in requests from many groups for support to send individuals to various camps or events.

### Mayor McCune

As this is the last year of Council's term, Mayor McCune suggested that they get together to determined what goals they should focus on for 2018.

### 2017 4<sup>th</sup> Quarter RCMP Policing Report

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

Carried

### 2017 4<sup>th</sup> Quarter Victims Assistance Program Report

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

Carried

## **NEW BUSINESS**

Township of Spallumcheen – Correspondence dated January 16, 2018

Re: Support for Ride-Sharing Regulation

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

Carried

**PUBLIC QUESTION PERIOD**

None.

**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) (a) and (k) of the *Community Charter*.

Carried

**ADJOURNMENT**

The regular meeting reconvened at 6:00 p.m.

Moved by Councillor Case, seconded by Councillor Knust that the regular meeting adjourn at 6:00 p.m.

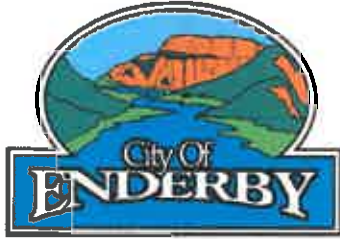
Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**



### REQUEST TO APPEAR AS A DELEGATION

On **Monday, February 19, 2018** \_\_\_\_\_  
Day Month Year

Date of Request: February 6, 2018 \_\_\_\_\_

Name of Person Making Request: John McInnis \_\_\_\_\_

Name and Title of Presenter(s): Cindy Masters (Development Officer) & Ruth Blencoe (Assistant to the Development Officer)

Contact Information: Kindale Developmental Association 250 546-3005 \_\_\_\_\_

Details of Presentation: In 2017 Kindale received a grant from the Government of Canada to do, AND to encourage others to do, Random Acts of Kindness (RAK) as part of the Canada 150 celebrations. Our goal was to record 150 RAK's in 2017. We slightly surpassed that as we recorded 36,672 RAK's in Vernon, Armstrong, Enderby and Salmon Arm! We would like to present the City of Enderby with a commemorative plaque that we hope you can display at City Hall to thank the citizens of Enderby for showing their kindness in 2017.

Desired Action from Council (check all that apply)

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

Please describe desired action in detail: To have the plaque displayed at City Hall.

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Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: February 13, 2018  
Subject: Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1648, 2018 - Three Readings

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**RECOMMENDATION**

THAT Council gives Three Readings to Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1648, 2018

**BACKGROUND**

The City of Enderby Good Neighbour Bylaw is intended to protect and improve the quality of life for Enderby residents, promote civic responsibility among property owners, and encourage good relationships between neighbours. Areas of responsibility outlined in the bylaw include property maintenance, boulevard and laneway maintenance, snow removal, and nuisance smoke/open burning.

Staff have initiated an amendment to the Good Neighbour Bylaw to address a number of minor and housekeeping items, including:

1. Clarifying the boulevard maintenance requirement to preserve and maintain access to a fire hydrant or fire connection;
2. Aligning open air burning prohibitions with local government decision making on the use of open fires, consistent with the Wildfire Act and Regulation;
3. Updating the definition of 'derelict vehicle';
4. Making the delegation of authority to issue Compliance Orders explicit, in a manner that is consistent with past practice; and
5. Restructuring the reconsideration provisions in instances where i) an owner/occupier of a property has been issued a Compliance Order, ii) an owner/occupier of a property has been placed on an Enhanced Compliance Schedule, or iii) the City has issued a demand for payment of Excessive Nuisance Abatement Fees.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1648

A BYLAW TO AMEND THE CITY OF ENDERBY GOOD NEIGHBOUR BYLAW NO. 1517, 2013

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Good Neighbour Bylaw No. 1517, 2013";

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

1. This bylaw may be cited as the "City of Enderby Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1648, 2018".
2. PART IV - PROPERTY MAINTENANCE of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by including Section 4.6.1 as follows:
  - 4.6.1 No person shall place, leave or allow any vehicle, article, thing, snow, or other matter to interfere with access to or to be located within one (1) metre of a fire hydrant or fire connection.
3. PART IV - PROPERTY MAINTENANCE of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing Section 4.10 as follows:
  - 4.10 If, in the opinion of the *Bylaw Enforcement Officer*, the owner of *real property* or other responsible person fails to comply with a requirement of this Bylaw, the *Bylaw Enforcement Officer* is delegated the authority to issue a Compliance Order requiring that the owner or other responsible person brings the *real property* into compliance within a reasonable period of time.
4. PART IV - PROPERTY MAINTENANCE of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing Section 4.18.g as follows:
  - g) the Council reconsideration provisions outlined in Part VIII of this Bylaw.
5. PART IV - PROPERTY MAINTENANCE of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by deleting Section 4.19.
6. PART V - NUISANCE SMOKE/OPEN AIR BURNING of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing the second paragraph of Section 5.2 as follows:

When specifically allowed to burn under this bylaw, no *person* may start a fire if wind and weather are such that to do so is likely to be hazardous, or when inconsistent with a Provincial regulation or enactment, or when the Fire Chief, Chief Administrative Officer, or Emergency Operations Centre Director has implemented a ban or prohibition upon such activities, unless authorized in writing.

7. PART VII - ENFORCEMENT AND PENALTY of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by deleting Section 7.8.
8. City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by including PART VIII - COUNCIL RECONSIDERATION and renumbering subsequent Parts of the Bylaw as follows:
  - 8.1 A person may request that Council reconsider:
    - a) the issuance or terms of a Compliance Order;
    - b) the placement on an Enhanced Compliance Schedule for a 12 month period; or
    - c) a demand for payment of Excessive Nuisance Abatement Fees;by submitting a written request for reconsideration to the City's Corporate Officer in accordance with Section 8.2 of this bylaw.
  - 8.2 All requests for reconsideration must:
    - a) be submitted in writing to the Corporate Officer within:
      - i. ten (10) days of the Compliance Order being served in accordance with Sections 4.10 and 4.11 of this bylaw;
      - ii. three (3) days of the Compliance Order being served in accordance with Sections 4.10, 4.11, and 4.17 (a) of this bylaw (Enhanced Compliance Schedule);
      - iii. thirty (30) days of receiving written notice confirming that a property has been placed on an Enhanced Compliance Schedule for a 12 month period; or
      - iv. ten (10) days of the demand for payment of Abatement Fees or the demand for payment of Excessive Nuisance Abatement Fees is issued by the City;as the case may be; and
    - b) include a description of the grounds upon which the request for Council reconsideration is made.
  - 8.3 Upon receipt of a request for reconsideration, the Corporate Officer shall schedule the time, date, and place for Council to hear the matter.
  - 8.4 Upon reconsidering the matter, Council may confirm, set aside, or alter the order, placement, or demand, as it may deem appropriate.
9. Schedule "A" of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by including the definition of 'Compliance Order' as follows:

"Compliance Order" means an order issued pursuant to Section 4.10 of this bylaw;

10. Schedule "D" of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing the definition of 'derelict vehicle' as follows:

"derelict vehicle" means any vehicle or part thereof, typically propelled otherwise than by muscle power which:

- (a) is physically wrecked or disabled;
- (b) is not capable of operating under its own power; or
- (c) does not have attached number plates for the current year pursuant to the regulations of the *Motor Vehicle Act* of the Province of British Columbia

READ a FIRST time this day of , 2018.

READ a SECOND time this day of , 2018.

READ a THIRD time this day of , 2018.

ADOPTED this day of , 2018.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: February 14, 2018  
Subject: Development Cost Charges Bylaws

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**RECOMMENDATION**

THAT Council gives two readings to the City of Enderby Development Cost Charges Bylaw No. 1646, 2018 and the City of Enderby Development Cost Charges Waivers and Reductions Bylaw No. 1647, 2018;

AND THAT Council directs staff to arrange for an opportunity for persons interested in the proposed bylaws to make representation before Council prior to third reading.

**BACKGROUND**

Development Cost Charges (DCCs) are funds collected from land developers by a municipality to offset some of the infrastructure expenditures incurred to service the needs of new development. DCCs are a way to ensure that new development “pays its way” in a manner that is fair and reasonable. DCCs provide a method to finance things like roads, sewer, and water.

The City has had DCC bylaws for a number of years. Based on a limited research scope, the City’s first DCC bylaw was adopted in May 1984. Development Cost Charge Bylaw No. 1112, 1994 remains the operative bylaw, although it was significantly amended in 1997 with Bylaw 1225, which adopted a new rate schedule and updated capital projects.

Since the adoption of the bylaws mentioned above, the legislative framework has evolved significantly. Of particular note, more emphasis is now placed on giving local governments tools to promote certain kinds of development. Beyond that, improved provisions are now available for dealing with matters such as credits and deductions, paying by instalments, and ensuring that the capital cost burden of smaller multi-family developments is collected when appropriate.

As the process of introducing new rates and eligible projects is very intensive and is too much of a “moving target” given the long-range infrastructure planning in progress, Staff are proposing to introduce updated Development Cost Charges bylaws that will streamline administration and place new tools in the hands of Council to advance its development priorities, while deferring the infrastructure/rate analysis.

The proposed Development Cost Charges Bylaws, in addition to providing legislative consistency, are designed to do a number of things to help incentivize development in a fair and responsible way. These changes include:

- (a) To promote affordable housing, Attached Secondary Suites and Detached Secondary Suites are excluded from the definition of “Dwelling Unit,” which forms the basis for the cost calculation. This means that persons who may wish to construct a secondary suite will not pay DCCs in addition to that which would normally be paid for the primary Dwelling Unit. This is intended to encourage affordable housing stock in the community. As the capital burden of a secondary suite is typically considerably less than a primary dwelling, Staff recommends that this is a reasonable approach, especially given the rental housing deficit in the community. Other communities have enacted a reduced charge for a secondary suite, which may be worth evaluating during the upcoming review of the DCC rate structure. As the current DCC bylaw did not contemplate secondary suites, a DCC has not been charged for this type of Dwelling Unit historically, and thus the proposed bylaw will not have an impact upon projected DCC revenues; however, this will provide certainty to the market that can be used to help promote secondary suite development as a form of rental housing stock.
- (b) Providing the ability to collect DCCs on multi-family buildings containing fewer than 4 Dwelling Units, which can be important in terms of ensuring that the capital cost burden of smaller multi-family developments is paid forward, which is more likely to occur with in-fill and redevelopment. This will be important in the future, as assets such as water lines are sized to meet pressure and fire flow requirements for different forms of development.
- (c) Clarifying how DCCs will be calculated in “mixed use” zones, which is important given recent Official Community Plan and Zoning Bylaw amendments designed to promote residential density in Enderby’s commercial zones.
- (d) Providing the ability for a developer to pay all DCCs by instalments rather than only DCCs greater than \$50,000. This is important in terms of promoting affordable redevelopment and in-fill potential for owners of smaller holdings. Instalment terms, including payment schedule, interest, and security, are prescribed by Provincial regulation. Under Provincial regulation, all DCCs greater than \$50,000 automatically receive this instalment opportunity; however, as proposed in the bylaw that Council is currently considering, a provision can be made to extend this instalment provision to all DCCs payable.
- (e) Allowing DCCs to be waived for eligible development, such as not-for-profit rental housing. Council should note that there is a separate bylaw provided for waivers and reductions. This is based on the advice of Ministry staff, as it creates a streamlined and more dynamic way for Council to consider new or innovative proposals given that the waiver bylaw does not require approval by the Inspector of Municipalities prior to amendment.

Eligible development is specified in the *Local Government Act* as consisting of the following:

- i. not-for-profit rental housing, including supportive living housing;
- ii. for-profit affordable rental housing;
- iii. a subdivision of small lots that is designed to result in low greenhouse gas emissions;
- iv. a development that is designed to result in a low environmental impact.

At this time, Staff have only included not-for-profit rental housing in the proposed waiver bylaw, which is consistent with previous decision-making. Staff have made the waiver conditional upon the applicant entering into a legally binding housing agreement that is registered on title; as this agreement is negotiated and not obligatory, this not only affords Council discretion during the application process, but also provides terms and conditions for the ongoing operation of the not-for-profit rental housing development so as to ensure that the community values that first made the project desirable to receive a DCC waiver continue to be observed.

- (f) Providing clarity around when a developer may be eligible for a credit or rebate, should he or she wish, with the approval of the City, to proceed with an out-of-sequence development (which results in infrastructure “leapfrogging” past undeveloped parcels, and can have some important ramifications in terms of capital renewal and operating costs not being realized from the adjacent development). This would only apply to DCC-eligible projects, and will have important ramifications once the infrastructure and rate analysis is undertaken. For instance, this could be used to help incentivize servicing of the Brickyard Road industrial area following the rate/infrastructure analysis, should this be added as an eligible project.
- (g) Using a clearer mechanism for determining when and how to collect DCCs for subdivision and development. The mechanism represents no change from existing methods, except to make it easier to understand. As multi-family DCCs are already collected at building permit rather than subdivision, the existing collection method is consistent with contemporary practice, as well as Official Community Plan residential housing policies and the Knoll Neighbourhood Plan.

Bylaws for DCCs are predicated on the notion of a consultative process with persons affected. Given that the proposed amendments deal primarily with administrative provisions, and not rates or projects, Ministry staff suggests that an advertised opportunity for persons to make representations on the proposed bylaws would be appropriate. Prior to adoption, a DCC bylaw must receive approval by the Inspector of Municipalities. Subject to Council approval, following two readings, an opportunity to make representation before Council will be held at the next regular Council meeting and, following that, Council may give third reading and advance Bylaw No. 1646 to the Inspector of Municipalities for consideration.

Staff have reviewed a number of DCC bylaws as part of this initiative, with a particular focus on DCC bylaws which have been adopted relatively recently or otherwise provide regional context.

These included but are not limited to Sechelt, Nanaimo, Coquitlam, Squamish, Kamloops, Lake Country, Lumby, Sicamous, Coldstream, Salmon Arm, and Vernon. Staff have also reviewed several drafts of the proposed DCC bylaw with staff from the Ministry of Municipal Affairs and Housing's Local Government Division.

While unrelated to these bylaws, Council should note that the City also participates in a Parks DCC bylaw enacted by the Regional District of North Okanagan, to which the City of Enderby and Area F contribute specifically for parks and park amenities.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY  
BYLAW NO. 1646

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES

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WHEREAS the Local Government Act provides that Council may, by Bylaw, impose development cost charges on every person who obtains approval of a Subdivision or a Building Permit authorizing the construction, alteration or extension of a building or structure for the purpose of providing funds to assist the local government to pay the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, directly or indirectly, the development for which the charge is being imposed;

AND WHEREAS Council has taken into consideration the provisions of Section 564(4) of the Local Government Act;

AND WHEREAS the charges imposed by this Bylaw are related to capital costs attributable to projects included in the Official Community Plan and Financial Plan of the City of Enderby;

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

1. CITATION

- a. This Bylaw may be cited as "City of Enderby Development Cost Charges Bylaw No. 1646, 2018".

2. DEFINITIONS

- a. In this Bylaw,

**"Building Permit"** means a permit issued by the *City* that authorizes the construction, alteration or extension of a building or structure;

**"City"** means the City of Enderby;

**"Council"** means the duly elected Council of the *City*;

**"Dwelling Unit"** has the same meaning as defined in the *Zoning Bylaw*, and expressly includes single-family and two-family dwellings, mobile homes, row housing, and multiple family dwellings, but excludes Attached Secondary Suites and Detached Secondary Suites;

**"Eligible Development"** has the same meaning as defined in section 563(1) of the *Local Government Act*;

**"Subdivision"** means a subdivision of land into two or more parcels under the *Land Title Act* or the *Strata Property Act*;



**“Zoning Bylaw”** means City of Enderby Zoning Bylaw No. 1550, 2014.

### **3. DEVELOPMENT COST CHARGES**

a. Every person who obtains:

1. approval of a *Subdivision*; or
2. a *Building Permit* authorizing the construction, alteration or extension of a building or structure;

shall pay to the *City* the applicable development cost charges as set out in Schedule “A” and in accordance with the areas specified in Schedules “B” and “C”.

b. Development cost charges shall be collected as follows:

1. Upon approval of a *Subdivision* of land within zones where a maximum of one dwelling unit per parcel is permitted, at the time of approval of the *Subdivision*;
2. Upon approval of a *Subdivision* of land within zones where a maximum of two dwelling units per parcel is permitted, at the time of approval of the *Subdivision*; and
3. Upon issuance of a *Building Permit* authorizing the construction, alteration, or extension of a building or structure where development occurs within zones permitting mixed use or more than two dwelling units per parcel.

c. A development cost charge is payable where a *Building Permit* authorizes the construction, alteration or extension of a building that will, after the construction, alteration or extension, contain fewer than 4 self-contained *Dwelling Units* and be put to no other use other than the residential use in those *Dwelling Units*.

d. Every person who obtains a *Building Permit* shall have paid to the *City*, at the time of issuing the *Building Permit*, the applicable development cost charges set out in Schedule “A”, except to the extent that development cost charges were paid in relation to the *Subdivision* of the parcel in respect of which the *Building Permit* was issued.

e. The charges specified in Schedule “A” shall be based on the proposed use of the building indicated in the *Building Permit* application. Where there is more than one such use, each use is subject to the applicable charge specified in Schedule

“A”, which shall be calculated separately and then added together for the total development cost charges attributable to the development.

## **2. INSTALMENTS AND REFUNDS**

- c. A developer liable to pay a development cost charge may elect to pay it by instalments in accordance with the *Development Cost Charge (Instalments) Regulation, B.C. Reg. 166/84*.
- d. All development cost charges imposed may be paid by instalments.

## **3. EXEMPTIONS**

- c. Development cost charges are not payable in accordance section 561 of the *Local Government Act*.

## **4. WAIVERS AND REDUCTIONS**

- c. Council may, by bylaw, waive or reduce a development cost charge payable for *Eligible Development*.

## **5. DEDUCTIONS**

- c. Development cost charges must be deducted in accordance with Section 565 of the *Local Government Act*.
- d. Development cost charges imposed pursuant to this Bylaw on residential developments shall be credited one (1) *Dwelling Unit* for each fully serviced *Dwelling Unit* that existed prior to the issuance of the *Building Permit*.

## **6. CREDITS AND REBATES**

- c. Should a developer wish, with the approval of the *City*, to proceed with an out-of-sequence development, the costs of the respective works and services provided by the developer shall receive a credit which will be deducted from the applicable development cost charge payable.
- d. Should a developer wish, with the approval of the *City*, to proceed with a development before trunk services fronting the property are installed in the area, a developer may construct the required works to a trunk standard in exchange for a rebate of the incremental portion of costs beyond the local service requirement.
- e. Credits and rebates are only applicable to new infrastructure which is included in this Bylaw as an eligible project.

- f. No credit or rebate shall exceed the value of the particular development cost charge payable against which it is deducted.

**7. SEVERABILITY**

- c. Any section, sub-section, sentence, clause or phrase of this Bylaw that is for any reason held to be invalid by the decision of any Court of competent jurisdiction may be severed from this Bylaw without affecting the validity of the remaining portions of this Bylaw.

**8. REPEAL OF PREVIOUS BYLAWS AND IN-STREAM PROTECTION**

- c. City of Enderby Development Cost Charge Bylaw No. 1112, 1994 is repealed in its entirety except as it applies to in-stream applications pursuant to sections 511 and 568 of the *Local Government Act*, unless the applicant agrees in writing that this Bylaw should have effect.

**9. EFFECTIVE DATE**

- c. In all cases except those granted in-stream protection in accordance with Section 8(a) of this Bylaw, this Bylaw shall be effective upon the date of its adoption.

READ a FIRST time this \_\_\_ day of \_\_\_\_\_, 2018.

READ a SECOND time this \_\_\_ day of \_\_\_\_\_, 2018.

READ a THIRD time this \_\_\_ day of \_\_\_\_\_, 2018.

APPROVED pursuant to section 560(1) of the *Local Government Act* this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

Inspector of Municipalities

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

MAYOR

\_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER

## Schedule "A" - Development Cost Charge Rates

### Sanitary Sewer

Area (as shown on Schedule "B")	Development Cost Charge Per Dwelling Unit
Downtown Area	\$1,930.50
Knoll Area (A, B, C and D)	\$2,247.30
Knoll/Western Uplands Area (E and F)	\$1,930.50
Western Uplands Area (G)	\$2,871.00

### Storm Sewer

Area (as shown on Schedule "B")	Development Cost Charge Dwelling Unit
Knoll Area	\$960.00
Western Uplands Area	\$510.00

### Roads

Area (as shown on Schedule "B")	Development Cost Charge Per Dwelling Unit
Knoll Area	\$2,480.00
Western Uplands Area	\$2,420.00

### Water

Area (as shown on Schedule "C")	Development Cost Charge Per Dwelling Unit
Pressure Zone #1	\$1,805.00
Pressure Zone #2	\$1,740.00

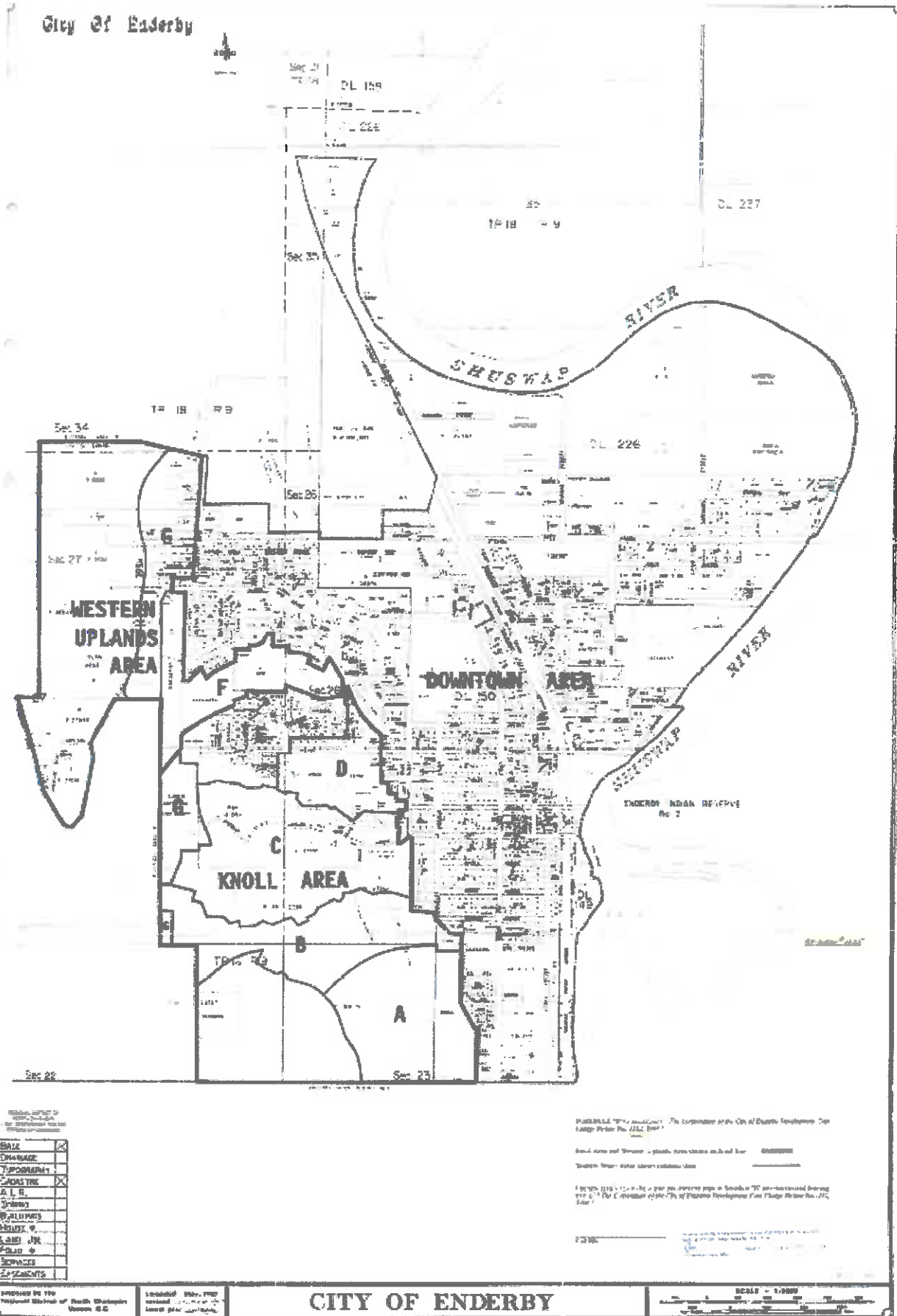
## **Schedules “B” and “C” - Development Cost Charge Rates**

Development Cost Charges Map Schedule “B”, certified true on February 13, 2018 by the Corporate Officer for the City of Enderby, is hereby included by reference.

Development Cost Charges Map “C”, certified true on February 13, 2018 by the Corporate Officer for the City of Enderby, is hereby included by reference.

The reproductions attached to this bylaw have been reduced in size and are for reference only. Where a discrepancy may exist due to the reproduction, the original certified true copies prevail.

# Schedule "B" (reproduction)



BASE	<input checked="" type="checkbox"/>
DRAINAGE	<input checked="" type="checkbox"/>
TOPOGRAPHY	<input type="checkbox"/>
LOCALITY	<input checked="" type="checkbox"/>
A. I. R.	<input type="checkbox"/>
STREETS	<input type="checkbox"/>
PLANNING	<input type="checkbox"/>
ROADS	<input type="checkbox"/>
LAND USE	<input type="checkbox"/>
UTILITIES	<input type="checkbox"/>
ENVIRONMENT	<input type="checkbox"/>

PREPARED BY: [Name] The Corporation of the City of Enderby, Saskatchewan. See Large Print No. 222, 2007.

Scale: 1:10000

DATE: [Date]

APPROVED BY THE [Name] [Title] [Date]

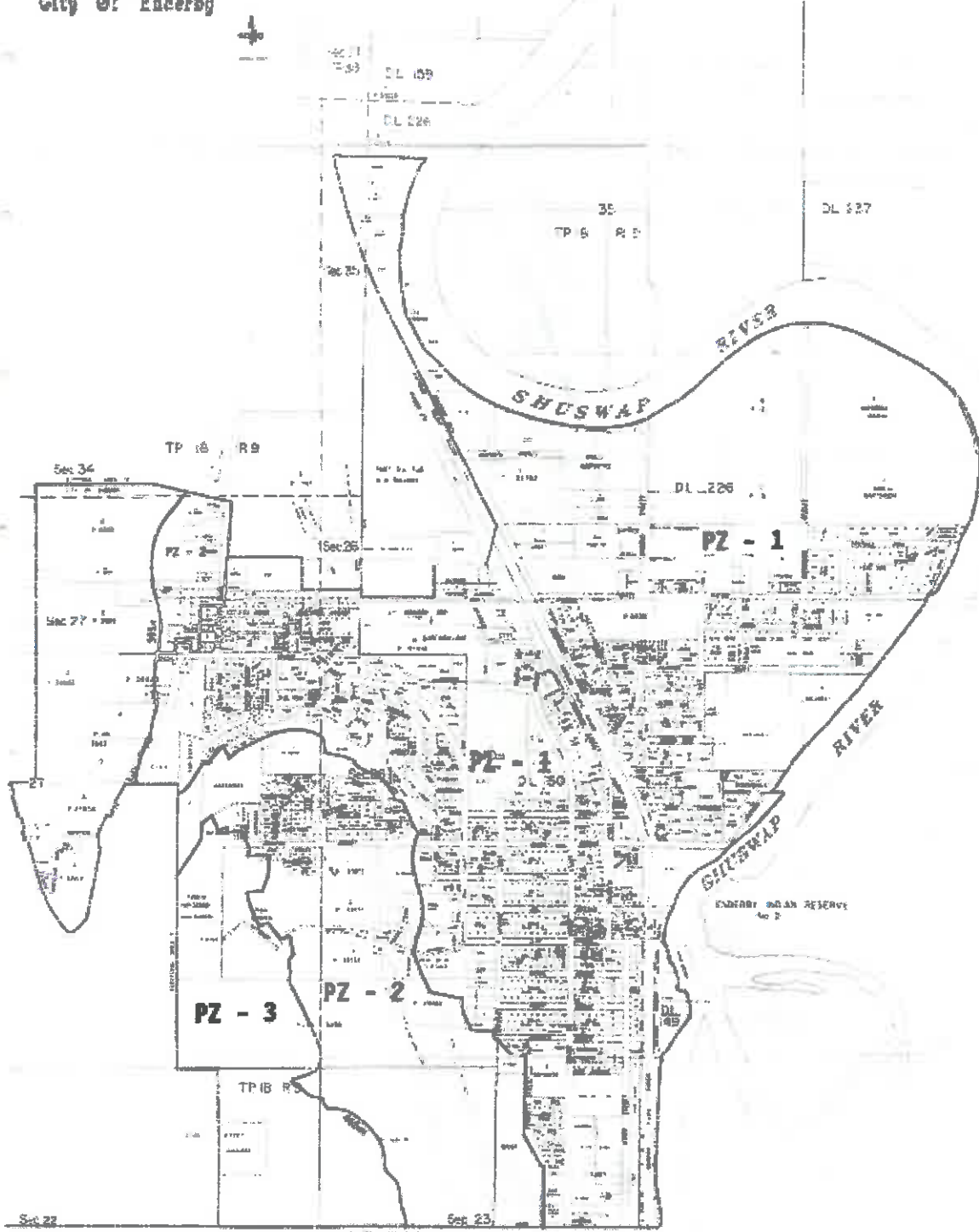
FOR THE [Name] [Title] [Date]

**CITY OF ENDERBY**

SCALE: 1:10000

# Schedule "C" (reproduction)

City of Enderby



DATE	<input checked="" type="checkbox"/>
EXAMINED	<input type="checkbox"/>
APPROVED	<input type="checkbox"/>
CHANGED	<input type="checkbox"/>
IS L.R.	<input type="checkbox"/>
SOME	<input type="checkbox"/>
BUILDING	<input type="checkbox"/>
HOUSE	<input type="checkbox"/>
LAND USE	<input type="checkbox"/>
PLAT	<input type="checkbox"/>
CHANGES	<input type="checkbox"/>
EXEMPTIONS	<input type="checkbox"/>

"ENDORBY" or portions "The Corporation of the City of Enderby Development Co."  
 Chapter No. 1172, 1984

1. In the event of a conflict between the provisions of this Schedule and the provisions of the City of Enderby Development Co. Chapter No. 1172, 1984, the provisions of this Schedule shall prevail.

prepared by the  
 Technical Services of Enderby  
 1984

**CITY OF ENDERBY**

SCALE - 1:5000

THE CORPORATION OF THE CITY OF ENDERBY  
BYLAW NO. 1647

A BYLAW TO WAIVE OR REDUCE DEVELOPMENT COST CHARGES

WHEREAS section 563(2) of the Local Government Act provides that Council may, by bylaw, waive or reduce a development cost charge for an eligible development;

AND WHEREAS Council has adopted City of Enderby Development Cost Charges Bylaw No. 1646, 2018;

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

**1. CITATION**

- a. This Bylaw may be cited as "City of Enderby Development Cost Charges Waivers and Reductions Bylaw No. 1647, 2018".

**2. DEFINITIONS**

- a. In this Bylaw, the definitions listed in City of Enderby Development Cost Charges Bylaw No. 1646, 2018 are included by reference.

**3. WAIVERS AND REDUCTIONS**

- a. Development cost charges may be waived or reduced if a *Building Permit* is issued to authorize the construction of *Not-for-profit Rental Housing* and the owner enters into a housing agreement with the *City* pursuant to Section 483 of the *Local Government Act*, in which case the development cost charges shall be waived or reduced to the extent specified in the housing agreement bylaw.

**4. SEVERABILITY**

- a. Any section, sub-section, sentence, clause or phrase of this Bylaw that is for any reason held to be invalid by the decision of any Court of competent jurisdiction may be severed from this Bylaw without affecting the validity of the remaining portions of this Bylaw.

**5. EFFECTIVE DATE**

- a. This Bylaw shall be effective upon the date of its adoption.

READ a FIRST time this \_\_\_ day of \_\_\_\_\_, 2018.

READ a SECOND time this \_\_\_ day of \_\_\_\_\_, 2018.

READ a THIRD time this \_\_\_ day of \_\_\_\_\_, 2018.



ADOPTED this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

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

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2018** Month: **01**

Folder Type	2018 / 01		2017 / 01		2018 to 01		2017 to 01	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
<b>Report Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Agenda

MEMO

**To:** Tate Bengtson, CAO  
**From:** Barry Gagnon, Acting CFO  
**Date:** February 07, 2018  
**Subject:** Disclosure of Contracts - Council

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**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:

October 01, 2017 to December 31, 2017

Council Member	Supplier	Amount
Councillor Baird	Baird Bros. Ltd.	\$ 13,548.24
Mayor McCune	GTI Petroleum	\$ 6,319.63

Respectfully submitted,



Barry Gagnon  
Acting Chief Financial Officer



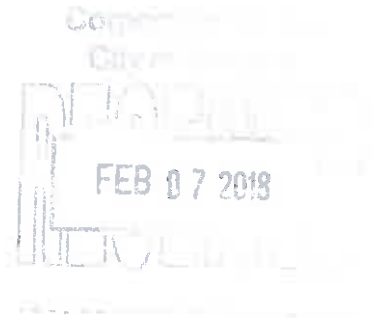
Agenda

**DISTRICT OF TUMBLER RIDGE**

February 1, 2018

File: 0110-20/CO

Mayor Greg McCune  
City of Enderby  
PO Box 400  
Enderby, BC V0E 1V0



Dear Mayor McCune,

Re. Adoption of a Flexible Ride-Sharing Regulation in the Province of B.C.

Council for the District of Tumbler Ridge received correspondence from the Corporation of the Township of Shallumcheen at their January 29, 2018 Council meeting, requesting support for the City of Enderby for their initiative for the adoption of a flexible Ride-Sharing Regulation in the Province of BC.

This letter will serve as a letter of support from the District of Tumbler Ridge for the adoption of a flexible ride-sharing regulation in the Province of B.C. District of Tumbler Ridge Council agrees there is a need for solving passenger transportation challenges within our rural communities, and as such passed the following motion:

MOVED/SECONDED

THAT a letter of support be sent to the City of Enderby for the adoption of a ride-sharing initiative in the Province of B.C.

CARRIED

Sincerely,

DISTRICT OF TUMBLER RIDGE

Jane Butters  
Deputy Corporate Officer

Municipal Hall, Box 100, Tumbler Ridge, BC V0C 2W0 Phone: (250) 242-4242 Fax: (250) 242-3993  
Website: [www.DistrictofTumblerRidge.ca](http://www.DistrictofTumblerRidge.ca)

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: February 14, 2018  
Subject: Strategic Wildfire Prevention Initiative - FireSmart Planning & Activities Grant Program

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**RECOMMENDATION**

THAT Council directs Staff to submit an application under the *FireSmart Planning & Activities Grant Program* to undertake a community-wide FireSmart educational campaign.

**BACKGROUND**

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

The SWPI includes the following funding streams:

1. Community Wildfire Protection Plan and Update Program;
2. Fuel Management Prescription Program;
3. Operational Fuel Treatment and Maintenance Program;
4. Fuel Management Demonstration Project Program; and
5. SWPI FireSmart Planning & Activities Grant Program.

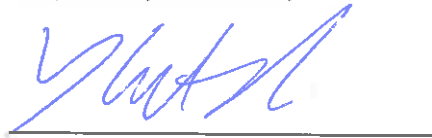
In 2017, the City of Enderby was successful in its grant application under the *Community Wildfire Protection Plan and Update Program* to update its Community Wildfire Protection Plan (CWPP); having an up-to-date CWPP is the critical first step in being eligible for grant funding to undertake fuel management prescriptions and treatments. The City's CWPP update process is currently underway and Staff anticipate the plan to be finalized in the summer of 2018

The *FireSmart Planning & Activities Grant Program* provides funding to local governments and First Nations in BC to undertake community-based FireSmart planning and activities, and/or to develop or advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface. The Grant Program provides 100% funding contribution to a maximum of \$10,000. Staff are recommending that a grant application be submitted under the *FireSmart Planning & Activities Grant Program* to fund a community-wide FireSmart educational campaign, with potential educational activities being a combination of the following:

- Providing educational materials to the public;
- Organizing and hosting a community FireSmart day, FireSmart events, and/or workshops;
- Developing FireSmart Community Plans for specific areas;
- Conducting FireSmart home and property assessments; and/or
- Applying for FireSmart Community Recognition.

Staff anticipate that a FireSmart educational campaign would be integrated with the public consultation component of the CWPP update, as these activities are complementary of one another.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: February 14, 2018  
Subject: Asset Management Planning Grant for Policy and Framework Development

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**RECOMMENDATION**

THAT Council supports an application to the Asset Management Planning Program for the development of an Asset Management Policy and Condition Assessment Framework, with the \$15,000 grant value matched by a local government in-kind contribution inclusive of grant management and policy development.

**BACKGROUND**

Asset management is an integrated process for assessing, planning, and implementing measures designed to support sustainable service levels and ensure that scarce resources are invested on the basis of evidence, particularly risk, criticality, condition, and age. This approach accomplishes many things, but perhaps most importantly it highlights the magnitude of an infrastructure deficit and identifies an investment plan and tools to help manage this challenge.

Local government may technically be the *owner* of assets such as roads, water and sewer lines, and treatment plants, but more fundamentally it is the *steward* of these assets which the *public* entrusts to local government. Ownership entails an obligation to the broader public. As with any asset, appropriate maintenance and planned renewal helps to maintain the service life and avoid costly emergency repairs.

Beyond this obligation, senior levels of government are increasingly tying grant opportunities to a local government's progress in implementing a robust asset management program. Senior government evaluation of local government asset management progress has evolved from simply determining whether a basic inventory exists to now focusing upon progress in implementing a proper framework that informs the entire corporate body.

Prior to a formal asset management initiative, the City undertook a variety of studies related to things like road surface conditions. In 2012, an inventory assessment of all of the City's assets was undertaken. Since that time, this assessment has been updated on a yearly basis to reflect changes in infrastructure. The City, in light of its infrastructure deficit, has also been taking proactive steps to invest in asset management; while this is a critical implementation component, there is a gap in terms of the planning phase that needs to be addressed in order to

connect the assessment to implementation measures. At this time, assumptions are made on the basis of age and field observations. However, this may be adjusted based on:

1. A comprehensive condition assessments, which can either shorten or extend the anticipated life of an asset, which may in turn lead to a correction in both the infrastructure deficit and the financial strategy.
2. A policy that speaks to how risk and criticality inform renewal such as, for instance, how critical assets would have a lower threshold for risk of failure than less-critical assets, as some of the latter may indeed be more cost effective to run at a higher risk of failure given the limited service impact. Conversely, running a Water Treatment Plant to the point of failure is unwise from a criticality perspective, given the significant consequences for the community, and proactive steps should be taken to replace it and other critical assets in advance.

As the attached backgrounder, "Asset Management for Sustainable Service Delivery: A BC Framework" indicates, assessment is the first stage in a continuous improvement cycle. Staff are proposing that Council make application to the Asset Management Planning Program for a grant that will enable the City to move fully into the planning stage.

The proposed deliverables for the grant application are as follows:

1. Develop an asset management policy;
2. Develop a condition assessment framework, which will be used to start collecting the data that will be a key factor in the implementation stage.

The proposed items represent typical next steps in asset management program development. They feed into further grant opportunities from entities such as the Federation of Canadian Municipalities (FCM), which provide funding specifically for condition assessments, provided a framework is in place. The condition assessment framework is designed to identify what kinds of assets and data to capture based upon levels of service, risks, the critical nature of the asset, and other factors. This ensures that condition assessments are fed into a coherent strategy for implementation purposes. At implementation, condition assessments are used to inform financial planning as well as support grant applications.

The grant provides up to \$15,000 for asset management planning purposes, provided the local government matches with a cash or in-kind contribution. Staff are proposing to work in tandem with a consultant, with staff delivering the asset management policy and providing overall grant management towards the in-kind contribution, while the consultant delivers the condition assessment framework. The application deadline is March 31, 2018.

Respectfully submitted,

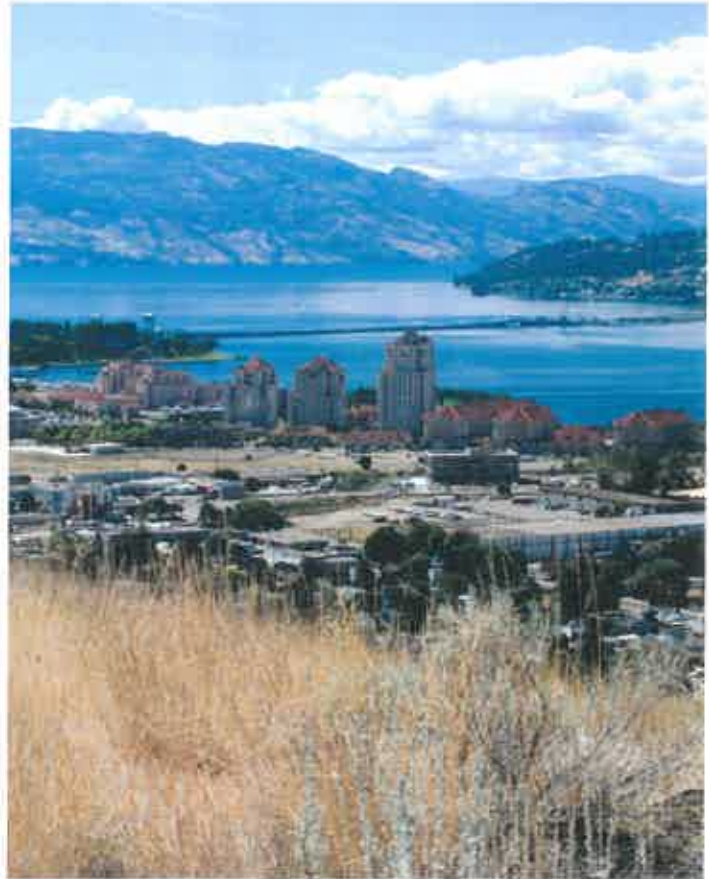


Tate Bengtson  
Chief Administrative Officer



# Asset Management for Sustainable Service Delivery

## A BC Framework



## Sustainable Service Delivery

Sustainable Service Delivery ensures that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Communities build and maintain infrastructure to provide services. These services support our quality of life, protect our health and safety, and promote social, economic and environmental well-being. Failure to care for our infrastructure, manage our natural resources and protect the benefits provided by nature risks degrading, or even losing, the services communities enjoy, and that future generations may rely on.

Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

# Asset Management

**Asset Management is an integrated process**, bringing together skills, expertise, and activities of **People**; with **Information** about a community's physical **Assets**; and **Finances**; so that informed decisions can be made, supporting Sustainable Service Delivery.





# The Core Elements

**People, Information, Assets, and Finances** are considered the core elements of asset management. Each of these elements is necessary for sustainable service delivery. Success requires the integration of these four elements throughout the **Process** of asset management.



## People

Asset management is a corporate function. Local governments that successfully implement asset management have staff and elected officials who; understand the need for asset management and support its implementation, are effective leaders, have a culture of inter-disciplinary teamwork, value informed decision making, and continuously develop their skills, experience and capacity.



## Information

Information is needed to support decisions that are cost effective, manage risks, and support long-term service delivery. The quality of information, information collection and dissemination can evolve over time to support informed decision-making.



## Assets

The physical infrastructure owned by local governments to enable service delivery including, but not limited to; water and wastewater systems, drainage and flood protection systems, transportation systems, civic facilities, parks and fleet. It may also include natural resources and the essential ecological functions nature provides.



## Finances

A holistic understanding of the long-term costs of providing services and the infrastructure required is a critical element of asset management. Proactive asset management will yield fewer service disruptions, more predictable results and lower total lifecycle costs than a reactive approach to repair and replacement.

# Asset Management: The Process

Asset management is a **continuous quality improvement process**. This ongoing **Process** is **incremental** and **scalable**, involving: **Assessing** capacity, demand and results, **Planning** what needs to be done, and **Implementing** the plans. This continually informs how to enhance and expand the **Process**.

## Review, Communicate and Engage

Integral to, and throughout the asset management **Process**, it is important to include regular **reviews** and provide effective **communication** internally and externally with all affected stakeholders. Internally, it is critical to develop organizational alignment and build knowledge/understanding prior to external **communication** and **engagement**. Educating and building awareness will improve the ability to implement asset management.

# ASSESS

## Assess Asset Management Practices

Determine organizational capacity to undertake asset management as an ongoing corporate function. This includes a high level assessment of all the core elements: **people, information, assets, and finances**. The assessment results serve as a foundation for developing and implementing the **Process**.

## Assess the Current State of Assets

Assessing the current state of assets includes; knowing the inventory, asset conditions, both defined customer and technical levels of service and risks within each asset group. This assessment is the foundation for the development of **Asset Management Plans**.



# PLAN

## Asset Management Policy

A document that broadly outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.

## Asset Management Plan

Long-term plans that outline the assets, asset conditions, levels of service, asset and service risks, activities and programs for each service area and resources required to provide a defined level of service in the most cost effective way. Each Asset Management Plan is a readable and user-friendly living document that is continuously improved to incorporate new information or changing requirements.

## Integrate to Long-term Financial Plan

**Asset Management Plans** are integral to a robust Long-Term Financial Plan and support **Sustainable Service Delivery**. This integration identifies gaps between long-term costs and available funding. The financial planning process identifies opportunities to close the gap through adjusting service levels (reducing costs) and/or increasing funding (raising revenue).



## Asset Management Strategy

The high-level, long-term approach to asset management, including **Asset Management Plans** and objectives for managing assets.

# IMPLEMENT

## Implement Asset Management Practices

Asset management practices establish and implement ways that integrate people, organizational culture and capacity. The implementation of these practices is guided by an **Asset Management Strategy** and the actions in **Asset Management Plans**.

## Measure and Report

Annual and financial reports include asset management objectives and outcomes identified in an **Asset Management Strategy** and **Asset Management Plans**. Reporting demonstrates measurable progress in implementing the **Process** and achieving outcomes that contribute to **Sustainable Service Delivery**.

