

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** November 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 November 5, 2018](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018](#)

**4. PETITIONS AND DELEGATIONS**

Ministry of Transportation and Infrastructure – Verbal  
Update on Highway 97A Expansion Planning

**5. DEVELOPMENT MATTERS**

None

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

[2018 Business Walk Results](#)

Memo prepared by Planner and Deputy Corporate Officer dated November 13, 2018

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**7. BYLAWS**

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018](#) - 3<sup>rd</sup> reading

A Bylaw to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014.

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**8. REPORTS**

Mayor and Council

[CSRD Mutual Aid Agreement Renewal](#)

Memo prepared by Chief Administrative Officer dated November 6, 2018

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[Regional District of the North Okanagan Building Permit Report](#)

October 2018

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[Enderby Christmas Committee – Road Closure Application](#)

Pg 23

Memo prepared by Planner and Deputy Corporate Officer dated November 16, 2018

**9. NEW BUSINESS**

[From the Office of MLA, Greg Kylo](#)

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Letter dated November 8, 2018

[The Shuswap Trail Alliance](#)

Pg 29

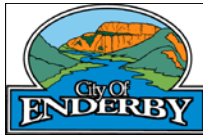
Letter dated November 9, 2018

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, November 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 Roxanne Davyduke  
Councillor Raquel Knust  
Councillor Brian Schreiner  
Councillor Shawn Shishido

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Laurel Grimm

Other: The Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Knust, seconded by Councillor Baird  
*“That the November 5, 2018 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of October 15, 2018

Moved by Councillor Schreiner, seconded by Councillor Shishido  
*“That the October 15, 2018 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **PUBLIC AND STATUTORY HEARINGS**

None

### **PETITIONS AND DELEGATIONS**

None

**DEVELOPMENT MATTERS**

**0017-18-DVP-END**

Legal: Lot 1, District Lot 150, Kamloops Division Yale District  
 Plan: KAP 77756  
 Address: 708 Granville Avenue, Enderby BC  
 Applicant: Provincial Rental Housing Corporation (c/o CHP Architects)

Planner and Deputy Corporate Officer Kurt Inglis gave a synopsis of the application.

Moved by Councillor Schreiner, seconded by Councillor Baird  
*“THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP77756 and located at 708 Granville Avenue, Enderby B.C. to permit a variance to Section 1001.6.b of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for a loading zone from 6 m (19.68 feet) to 4.118 m (13.51 feet), in accordance with the attached Schedule "A", subject to the owners providing a sworn affirmation which indemnifies and saves harmless the City of Enderby against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the issuance of the aforementioned Development Variance Permit.”*

CARRIED

**0018-18-DVP-END**

Legal: LOT 7 AND THAT PART OF LOT 6 BLOCK 14 AND THOSE PARTS OF LOTS 38 AND 39 SHOWN ON PLAN B1133 EXCEPT THEREOUT THE SOUTH 10 FEET OF LOT 39 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT  
 Plan: Plan 211A  
 Address: 607 Cliff Avenue, Enderby BC  
 Applicant: James Kay

Planner and Deputy Corporate Officer Kurt Inglis gave a synopsis of the application.

Moved by Councillor Shishido, seconded by Councillor Davyduke  
*”THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018 which proposes to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property legally described LOT 7 AND THAT PART OF LOT 6 BLOCK 14 AND THOSE PARTS OF LOTS 38 AND 39 SHOWN ON PLAN B1133 EXCEPT THEREOUT THE SOUTH 10 FEET OF LOT 39 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A THE WHOLE TO FORM A SINGLE PARCEL AND TO BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 607 Cliff Avenue, from 60 units per hectare (24.28 units per acre) to 115 units per hectare (46.54 units per acre) be given First and Second Reading and forwarded to a Public Hearing;*  
*THAT Council authorize the issuance of a Development Variance Permit for the property legally described LOT 7 AND THAT PART OF LOT 6 BLOCK 14 AND THOSE PARTS OF LOTS 38 AND 39 SHOWN ON PLAN B1133 EXCEPT THEREOUT THE SOUTH 10 FEET OF LOT 39*

*DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A THE WHOLE TO FORM A SINGLE PARCEL AND TO BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 607 Cliff Avenue, to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:*

- *Section 901.2.a by reducing the minimum width of a parking space from 2.8 m (9.186 feet) to 2.50 m (8.20 feet); and*
- *Section 901.3 by reducing the number of required parking spaces from five (5) to three (3),*

*subject to:*

- i. the sale and transfer of the above described property, from the City of Enderby to Alpine Civil Engineering Consultants Ltd., being executed; and*
- ii. the aforementioned City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018 being adopted. “*

CARRIED

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

### **BYLAWS**

Revitalization Tax Exemption Bylaw No. 1663, 2018 – adoption

Moved by Councillor Schreiner, seconded by Councillor Knust

*“That Council adopts the City of Enderby Revitalization Tax Exemption Bylaw No. 1663, 2018.”*

CARRIED

### **REPORTS**

#### Councillor Knust

- Interagency Meeting on November 29, 2018 at 2 p.m.
- Women in Wellness Fair.
- Legion is booked on December 15, 2018 for Christmas meat draw.
- Christmas breakfast at A.L. Fortune and M.V. Beattie is approaching. Council needs to book a time.
- Enderby residents are no longer receiving a subsidy from Vernon Recreation Services. Could staff look into discount that might be available through Salmon Arm.
- Requesting year-round white lighting on the big tree in the downtown core.
- Councillor Baird and Councillor Knust will be purchasing lighting this week.
- Received a lot of positive feedback about the “Council Coffee Talk.”
- Looking into grants for installing solar power at the Harvest Hut.

Councillor Schreiner

- Attended the Chamber of Commerce Economic Development meeting. The Enderby and District Chamber of Commerce has a new website.
- The Chamber has created a “Welcome Wagon” for new businesses that are now being distributed.
- A job fair will be held in the spring on March 10, 2019. This will include the City of Enderby, Armstrong, Spallumcheen and Splitsin.
- Business Directory is currently being finalized.
- The Chamber of Commerce is excited by the launch of the Cliff Crunch App.
- Discussion on current ownership of the pullout at the north end of town. The Enderby and District Chamber of Commerce are looking for funding sources.
- Staff to send a letter to the Chamber of Commerce congratulating them on success of the first Annual Trick or Treat Trail on behalf of Council.

Councillor Baird

- There will be a Gingerbread House competition between the City of Enderby, the Enderby and District Chamber of Commerce, Enderby Fire Department, and the Enderby Legion. Gingerbread houses must be completed by November 20, 2018.

Councillor Shishido

- Enderby and District Arts Council meeting October 17, 2018.
- Looking at hosting a Comedy Dinner Theatre with the help of the Enderby and District Chamber of Commerce.
- A proposal for more interactive public art will be coming to Council shortly.
- Discussion on operating costs for the Arts Festival.
- Discussion on First Aid Personnel at events. Having first aid responders is a good practice but not mandatory.
- The Art Festival hours have been changed to 9 a.m. to 3 p.m. to better accommodate families.
- Amanda Renner is the new Arts Director.
- Chamber of Commerce meeting October 26, 2018. Update on Riverside RV Park.
- Wants to know whether the Fire Department needs a Fire Truck signal light installed on the highway.
- Add repainting as a budget item for the Enderby Arena change rooms.

Councillor Davyduke

- Supports Councillor Knust on the Women’s Wellness Centre.
- Congratulations to the Enderby and District Chamber of Commerce on first Annual Trick or Treat Trail.
- Small Business Tradeshow.
- Upcoming Community Futures workshops available in November. Please refer to website for dates and content.

Mayor McCune

- Discussion with Caravan Farm Theatres. They are encouraging Municipal interaction.
- Spoke with the Royal Inn residents regarding pedestrian safety along the highway.
- Need to re-schedule Community to Community forum with Splitsin.

- Discussion on updating arena showcases to feature other prominent athletic groups in the community.
- Staff to send a letter to Telus and Shaw inquiring into service quality.
- Would like to see “Coffee Talk” with Mayor and Council a few times a year.
- Implementation of email mailing list updating residents on current City undertakings could be helpful.
- Howard Johnson needs better access control into parking lot. Need to start dialogue with the owners to look at possibilities.
- Councillor Davyduke and Councillor Shishido to speak at the Remembrance day ceremony
- Councillor Schreiner to attend the Aboriginal Veterans Day ceremony
- Staff to book SILGA Newly Elected Officials training workshop

Report of Election Results

Moved by Councillor Baird, seconded by Councillor Knust  
“That Council receives and files this report for information.”

CARRIED

3<sup>rd</sup> Quarter Policing Report 2018

Moved by Councillor Baird, seconded by Councillor Davyduke  
“That Council receives and files this report for information.”

CARRIED

**NEW BUSINESS**

2018 – 2022 Acting Mayors List

Moved by Councillor Shishido, seconded by Councillor Schreiner  
“That the 2018-2022 Acting Mayors list be accepted.”

CARRIED

2019 Council Meeting Schedule

Moved by Councillor Baird, seconded by Councillor Davyduke  
“That Council adopts the 2019 Council Meeting Schedule as presented.”

CARRIED

Council Appointments

Moved by Councillor Baird, seconded by Councillor Davyduke

“That Council approves the following appointments:

- RDNO Municipal Director ..... Councillor Schreiner
- RDNO Alternate Director..... Mayor McCune
- RDNO Regional Growth Management Advisory Committee Councillor Schreiner / Mayor McCune
- RDNO Regional Agricultural Advisory Committee ..... Councillor Case / Mayor McCune
- Enderby & District Services Commission ..... Councillor Case / Baird
- Okanagan Regional Library Board ..... Councillor Baird

*Okanagan Regional Library Board (alternate) ..... Councillor Schreiner*  
*Enderby & District Heritage Commission..... Councillor Schreiner*  
*Enderby-Splatsin Joint Committee ..... Councillor Schreiner / Mayor McCune*  
*Emergency Management Program Executive Committee .....Mayor McCune / Baird / Schreiner*  
*Fire Training Centre Policy Board ..... Councillor Davyduke / Knust*  
*Municipal Insurance Association Voting Delegate..... Councillor Shishido / Davyduke / Case”*

CARRIED

Council Orientation

Council orientation scheduled for November 18, 2018 at 5:30 p.m.

Disclosure of Contracts – Council

Moved by Councillor Knust, seconded by Councillor Baird  
*“That Council receives and files this memorandum.”*

CARRIED

Holiday Office Closure 2018

Moved by Councillor Schreiner, seconded by Councillor Baird  
*“That Council approves a holiday office closure from 4:30 p.m. on Friday, December 21, 2018 until 8:30 a.m. on Tuesday, January 2, 2019.”*

CARRIED

**PUBLIC QUESTION PERIOD**

*Denis Delisle, Area F Director:* Congratulated Council on the election and stated he is looking forward to working with them. Mr. Delisle would like to participate in the Christmas breakfast at the local schools with Council.

*Councillor Schreiner left the room (5:40 p.m.)*  
*Councillor Schreiner entered the room (5:42 p.m.)*

**CLOSED MEETING RESOLUTION**

Moved by Councillor Schreiner, seconded by Councillor Shishido (5:43 p.m.)  
*“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) (f) of the Community Charter.”*

CARRIED



**ADJOURNMENT**

The regular meeting reconvened at 6:55 p.m.

Moved by Councillor Baird, seconded by Councillor Knust  
*“That the regular meeting of November 5, 2018 adjourn at 6:55 p.m.”*

CARRIED

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**MAYOR**

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**CORPORATE OFFICER**

DRAFT

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: November 13, 2018  
Subject: 2018 Business Walk Results

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**RECOMMENDATION**

THAT Council receives this memorandum for information.

**BACKGROUND**

Enderby City Council, in cooperation with the Enderby & District Chamber of Commerce and Community Futures North Okanagan, undertook its fourth annual Business Walk on October 4, 2018. The intent of this Business Walk was to learn more about local businesses through face-to-face interviews and to identify opportunities for further supporting community economic development; the British Columbia Economic Development Association has identified Business Walks as a key way to support business retention and expansion.

A total of 12 volunteers took part in this year's Business Walk and were split into 5 teams. The Business Walk targeted commercial and industrial areas within the community and the volunteers gathered information from a total of 31 businesses. It should be noted that there was a reduction in the number of businesses contacted through this year's Business Walk when compared to previous years; this was mainly due to a number of the downtown businesses being busy when they were contacted by the Business Walk volunteers and did not have time to complete the survey. Although a smaller sample size may slightly skew the results, this information will still be very helpful in gaining perspective and insight into industry and business within the community.

A report of the results of the Business Walks survey is attached as a Schedule to this memorandum; some key highlights from this report include:

1. 90.3% of surveyed businesses stated that their current state of business is either 'fair/steady' or 'good/increasing';
2. The surveyed businesses identified 'Clientele' and 'Location' as what they liked most about doing business within the area; and
3. Improved marketing of local businesses, a stronger social media presence, and enhanced security to combat theft and vandalism were identified as being critical to helping business thrive in Enderby.

The City of Enderby, Chamber of Commerce, and Community Futures North Okanagan are currently in the process of following up with the 18 businesses that were identified as requiring further assistance.

Respectfully Submitted,

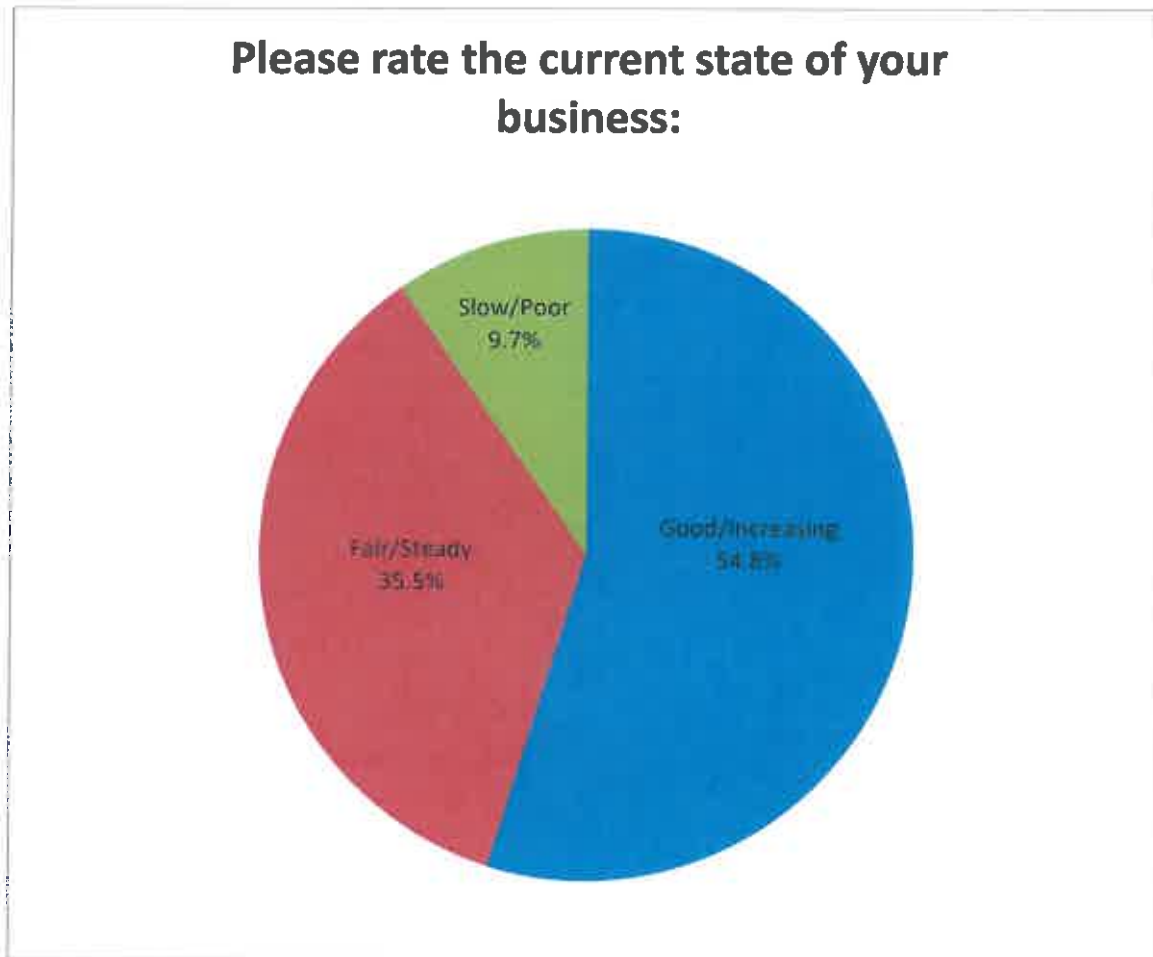


Kurt Inglis  
Planner and Deputy Corporate Officer

## Schedule 1 - Enderby Business Walks Survey Results 2018

### 1. Please rate the current state of your business.

This question is an important indicator in gauging the current economic climate for local business and industry within Enderby. The below results are quite positive in that 90.3% of businesses stated that their current state of business is either 'fair/steady' or 'good/increasing'.

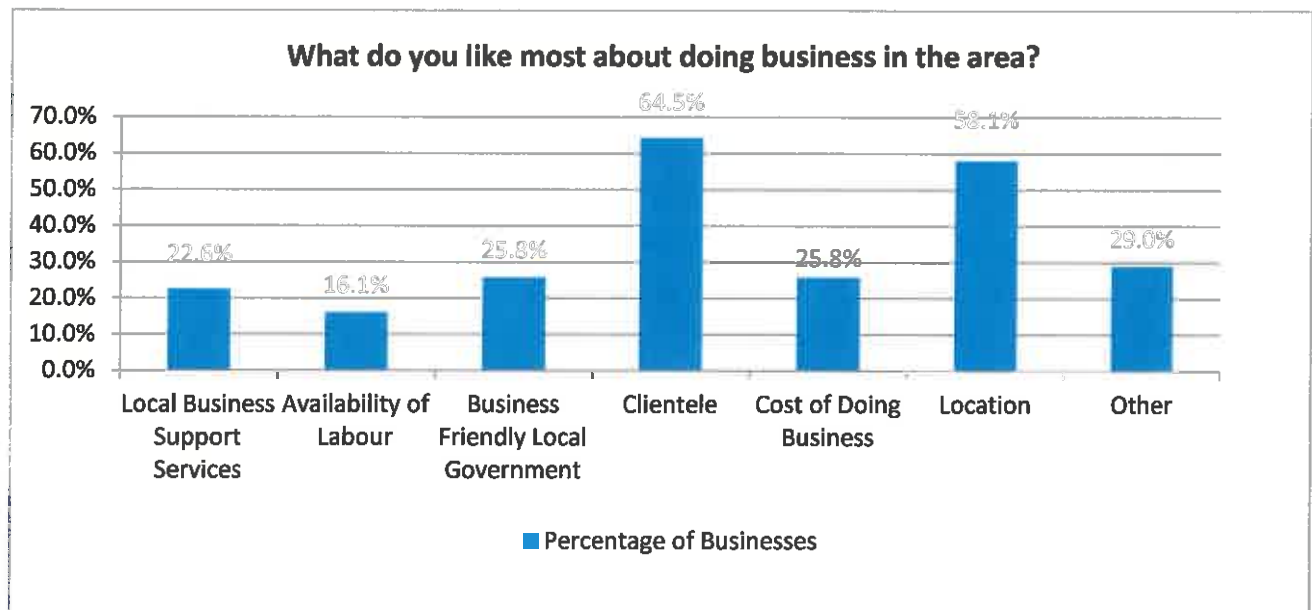


### 2. Total number of full-time employees at this facility.

The number of full-time employees ranged from 1-28, with 93.5% of businesses surveyed employing 10 people or less.

### 3. What do you like most about doing business in the area?

This question was used in order to identify the unique characteristics of the community which are conducive to good business. 64.5% of the businesses surveyed identified 'Clientele' as what they liked most about doing business within the area while 58.1% identified 'Location' as a key factor. Of the 29.0% who chose 'Other' factors, the Cliff Avenue renewal, local events, Enderby's small town feel and atmosphere, and the City's geographic location were identified as key strengths.



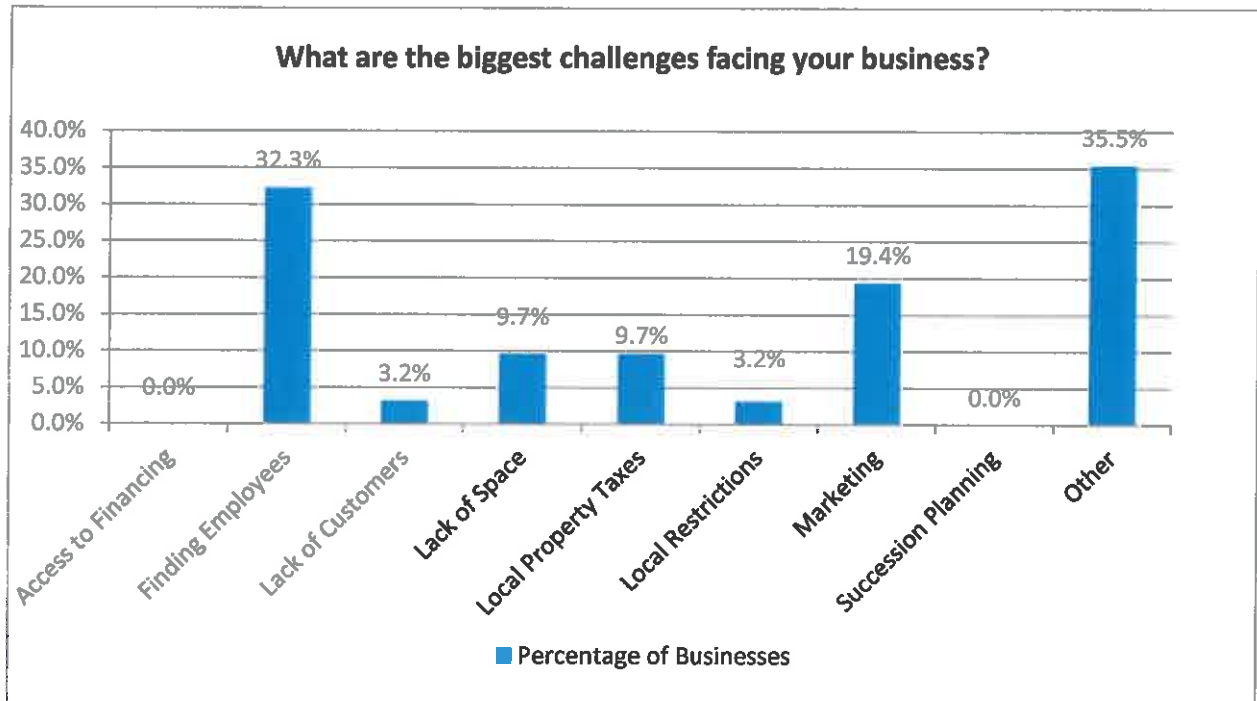
### 4. What can be done to help your business thrive?

This open-ended question was used in order to identify, i) what can be done to better support local businesses, ii) which areas provide the best opportunity for strengthening the local economic climate, and iii) how best the City of Enderby, Chamber of Commerce, and Community Futures can follow up with individual businesses in order to provide assistance.

The main themes were improved marketing of local businesses, a stronger social media presence, and reducing local theft and vandalism.

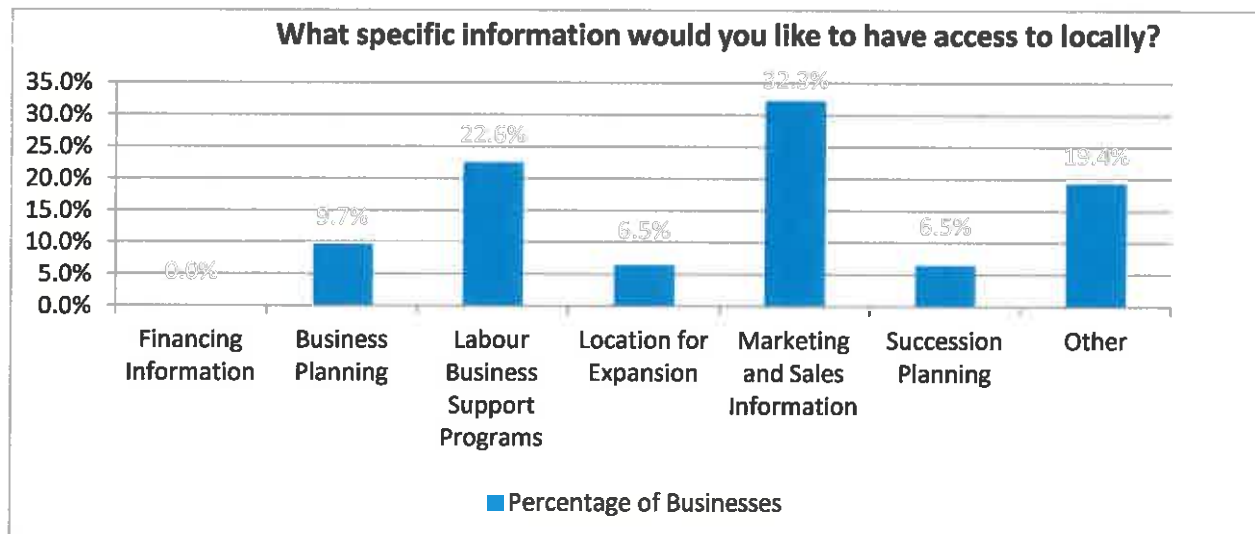
### 5. What are the biggest challenges facing your business?

This question was used to gain insight regarding the main challenges that local businesses are facing. A total of 32.3% of the surveyed businesses noted that 'finding employees' was their biggest challenge, while 19.4% noted 'marketing'. Of the 35.5% of surveyed businesses who chose 'Other' challenges, the main themes related to crime and theft within the community, weather dependency, and lack of a 'shop local' culture.



## 6. What specific information would you like to have access to locally?

This question in the Business Walk Survey was geared towards identifying the types of resources that could be used to support local businesses better; a total of 32.3% of the surveyed businesses noted they would most like to have access to information related to 'Marketing and Sales Information' while 22.6% noted they would like access to 'Labour and Business Support Programs'. Of the 19.4% of businesses that chose 'Other' information, the main themes related to wage subsidies, security measures, and community economic development plans.

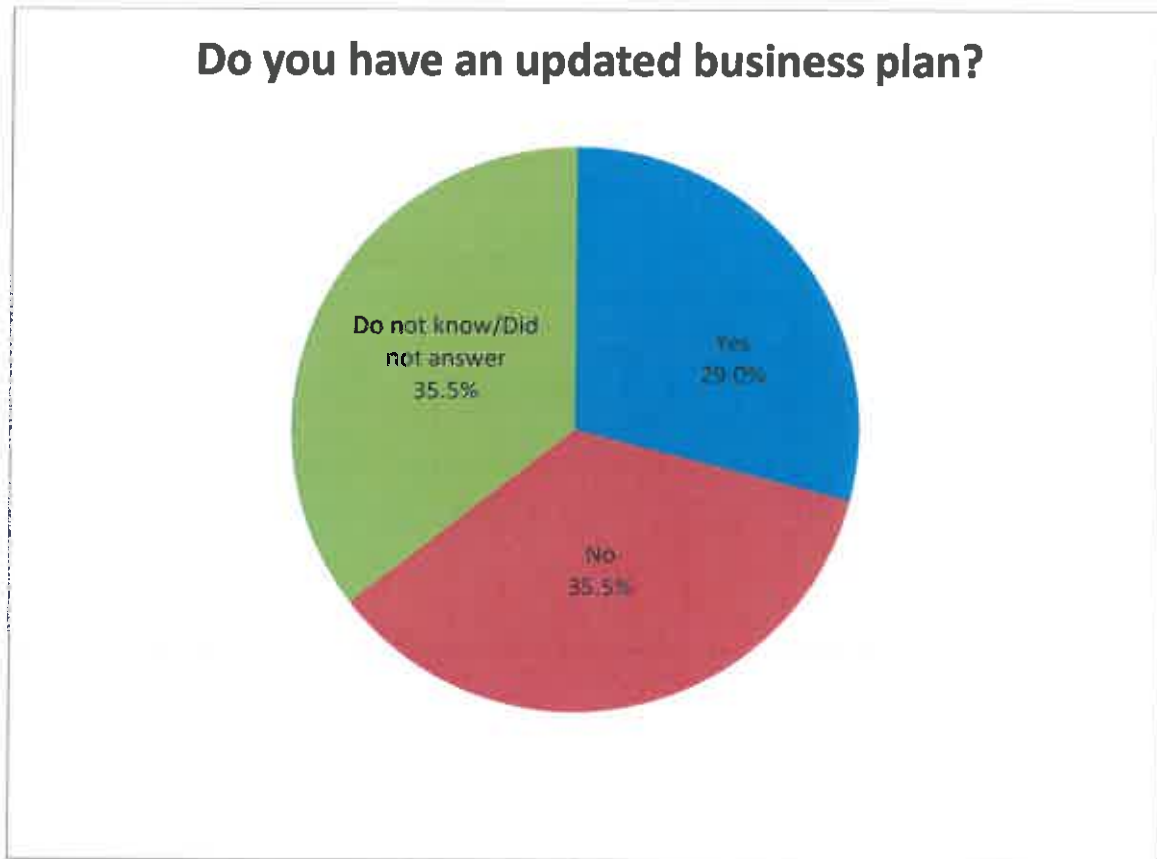


**7. Do you have an updated business plan?**

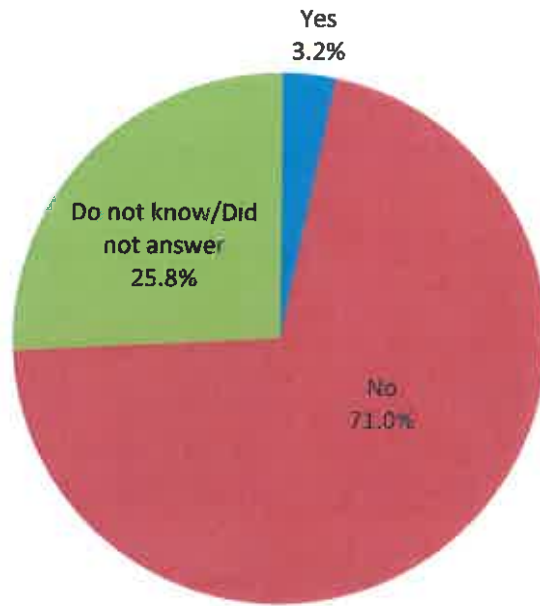
**Do you plan on selling the business within the next 5 years?**

**Is your business currently a member of the Chamber of Commerce?**

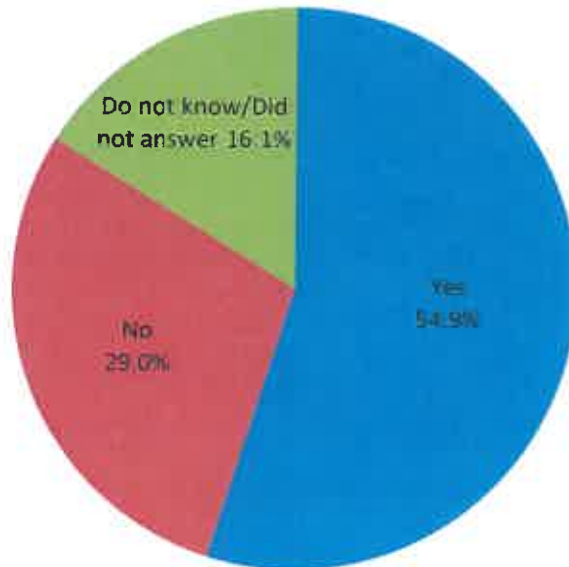
This series of questions was used to gain insight on opportunities where business support organizations such as Community Futures North Okanagan could help businesses with business planning and succession planning, as well as identify opportunities for the Chamber of Commerce to recruit additional members. Of the businesses surveyed, 29.0% had an updated business plan, 3.2% plan on selling their business within the next 5 years, and 54.9% are currently members of the Chamber of Commerce.



### Do you plan on selling your business within the next 5 years?



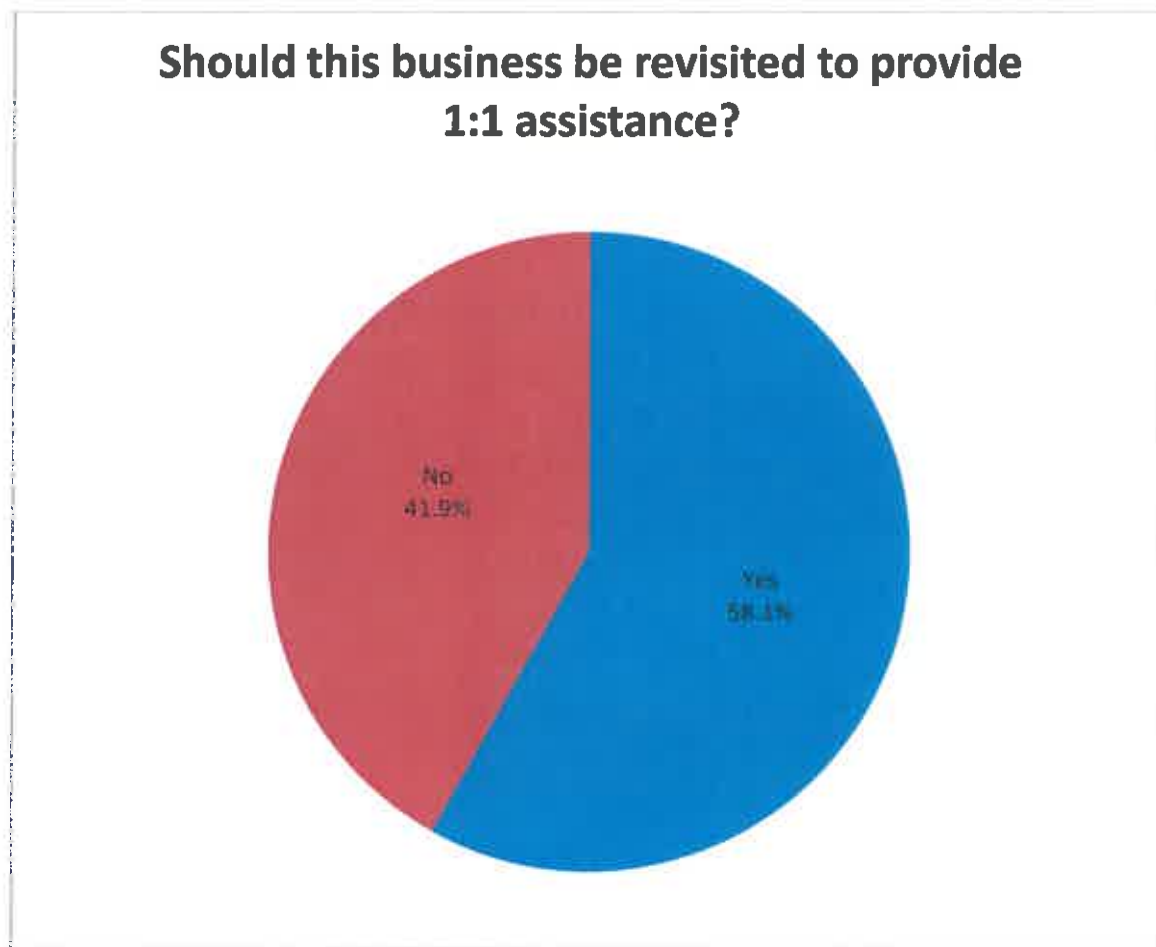
### Is your business currently a member of the Chamber of Commerce?





**Walker Question: Should this company be revisited to provide 1:1 assistance?**

One of the primary objectives of the Business Walk was to identify businesses that needed additional support or assistance from the City of Enderby or business support organizations such as the Chamber of Commerce or Community Futures North Okanagan. Of the businesses surveyed, 58.1% required some form of assistance; the City of Enderby, Chamber of Commerce, and Community Futures North Okanagan are currently in the process of following up with the 18 businesses that were identified as requiring further assistance.



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1664, 2018

A BYLAW TO AMEND THE TEXT OF 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";

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

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018".
2. Division Four - Commercial Zones (C.1) of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 401.11.h as follows:
  - g. Notwithstanding the density requirements outlined in Section 401.11.d.v of this Bylaw, dwelling units for the property legally described as LOT 7 AND THAT PART OF LOT 6 BLOCK 14 AND THOSE PARTS OF LOTS 38 AND 39 SHOWN ON PLAN B1133 EXCEPT THEREOUT THE SOUTH 10 FEET OF LOT 39 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A THE WHOLE TO FORM A SINGLE PARCEL AND TO BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 607 Cliff Avenue, Enderby BC shall not exceed a gross density of 115 units per hectare (46.56 units per acre).

READ a FIRST time this 5<sup>th</sup> day of November, 2018.

READ a SECOND time this 5<sup>th</sup> day of November, 2018.

Advertised on the day of , 2018 and the day of , 2018 and a Public Hearing held pursuant to the provisions of Section 464 of the *Local Government Act* on the day of , 2018.

READ a THIRD time this day of , 2018.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this    day of    , 2018.

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District Development Technician  
Ministry of Transportation and Infrastructure

ADOPTED this    day of    , 2018.

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MAYOR

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CORPORATE OFFICER

**THE CORPORATION OF THE CITY OF ENDERBY**

Agenda

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: November 6, 2018  
Subject: CSRD Mutual Aid Agreement Renewal

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**RECOMMENDATION**

THAT Council authorizes the Chief Administrative Officer to execute the Firefighting Mutual Aid Agreement with the Columbia Shuswap Regional District for 2019-23.

**BACKGROUND**

Attached to this memorandum is the new Firefighting Mutual Aid Agreement with the Columbia Shuswap Regional District. The existing Agreement expires at the end of 2018. The new Agreement is proposed to run from January 1, 2019 to December 31, 2023, with the option for a further five-year extension. There have been some minor revisions to the Agreement to add operational clarity.

There is one substantive change: the constituent Fire Departments have been broadened from the Ranchero/Deep Creek Fire Department to encompass all CSRD Fire Departments. This has been done in order to ensure that there is not a deployment limit from CSRD to the City of Enderby and the Shuswap River Fire Protection District in the event of multiple emergencies.

Given how mutual aid is deployed, this will be a net benefit to the Enderby & District Fire Department. As Section 4 of the Agreement explains, it is at the discretion of the responding Fire Department to determine what resources it is able to make available to the requesting Fire Department upon receiving a mutual aid call. As a result, the broadening the Agreement will not compromise local emergency response capabilities, but it enhances potential support.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



**COLUMBIA SHUSWAP REGIONAL DISTRICT**

**Firefighting Mutual Aid Agreement**

THIS AGREEMENT dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**BETWEEN: COLUMBIA SHUSWAP REGIONAL DISTRICT**  
PO BOX 978  
SALMON ARM BC V1E 4P1

**AND: CITY OF ENDERBY**  
Box 400  
ENDERBY BC V0E 1V0

In consideration of the mutual covenants contained in this Agreement, the parties above agree as follows:

**DEFINITIONS**

1. In this Agreement, unless the context otherwise requires,
  - (a) "Emergency" means a real or anticipated structural or interface firefighting occurrence that in the opinion of the Incident Commander cannot be brought under control by the use of local Emergency Resources and that endangers the lives, safety, welfare and well-being of people or may cause widespread damage to property but which does not constitute a declaration of a state of local emergency;
  - (b) "Emergency Resources" means all persons and equipment held by, in the service of, or directly available to the fire services of a fire department for the purposes of structural or interface firefighting;
  - (c) "Fire Chief" means, the Columbia Shuswap Regional District (CSR) and City of Enderby fire departments fire services administration person responsible for the fire services of that fire department within the respective fire suppression areas, or designate;
  - (d) "Incident Commander" means the person responsible for all aspects of an emergency response including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
  - (e) "Mutual Aid" means an agreement between the parties to lend Emergency Resources across jurisdictional boundaries.
  - (f) "Mutual Aid Resources" means Emergency Resources provided by a fire department outside its territorial jurisdiction.

**AREA OF INTEREST**

2. For the purposes of this Agreement, requests for Mutual Aid will be initiated for assistance at Emergencies located on either side of the CSR/City of Enderby/Shuswap River Fire Protection District boundary.



**TERMS OF REFERENCE**

3. The Incident Commander has the sole and absolute discretion to decide whether an Emergency is one that requires Mutual Aid and whether Emergency Resources are required under this Agreement.
4. A fire department that receives a request for Emergency Resources from any other fire department covered under this Agreement may respond with equipment available to assist to control the Emergency, but nothing in this Agreement will be construed to require a fire department to dispatch Emergency Resources that, in the sole and absolute discretion of the responding fire department, are not considered to be available.
5. The Incident Commander within the area of the Emergency will remain in charge and direct all Mutual Aid Resources in cooperation with the responding party's fire department's Fire Chief or designate.
6. As soon as the Emergency has been brought under control, any Mutual Aid Resources will be released first before any local resources are released.
7. It is understood and agreed between the parties hereto that an area covered by fire suppression services will not be, as a result of this Agreement, left unprotected, and further, so as to ensure that this provision is maintained, all requests for Mutual Aid will be made and coordinated through the respective fire department's dispatch. At no time will dispatch make any arrangements that have not been specifically asked for.
8. The participating fire departments will be required to utilize the assigned tactical radio channel frequency.
9. The parties hereto agree to consult on a regular basis through their Fire Chiefs on the best ways to achieve the optimum deployment of Emergency Resources to control emergencies within the region.
10. Notices or other communications under this Agreement will be sufficiently given if delivered to a Fire Chief personally, or delivered by electronic mail with confirmation of receipt by the recipient, or left at the Fire Chief's office, or mailed to the following:  

Columbia Shuswap Regional District	City of Enderby
PO Box 978	Box 400
Salmon Arm, BC V1E 4P1	Enderby, BC V0E 1V0
11. For the purposes of this Agreement, the region consists of all component fire departments of the City of Enderby and all component fire departments of the Columbia Shuswap Regional District.

**GENERAL PROVISIONS**

12. Where costs are incurred by a responding fire department, the said department may submit an account to the fire department requesting the Mutual Aid.
13. It is understood and agreed by each of the signatories hereto that in providing Emergency Resources, each party will be fully responsible for the consequences of any error, omission or negligent act on its part of its employees or agents in providing the Emergency Resources.
14. The responding party will indemnify and hold harmless the receiving party from and against any and all loss, cost, damage, claim or expense found to be attributable to any error, omission or negligent act on the part of the responding party in providing the Emergency Resources requested.



- 15. The receiving party will indemnify and hold harmless the responding party from and against any and all loss, costs, damage, claim or expense found to be attributable to any error, omission or negligent act on the part of the receiving party in providing the Emergency Resources requested.

**TERM**

- 16. The Term of this Agreement will be from the 1st day of January, 2019 to and including the 31st day of December, 2023.
- 17. Upon mutual agreement by both parties, the Term of this Agreement may be extended for an additional five year period to expire on the 31<sup>st</sup> day of December, 2028. The request to extend the term for an additional five years period must be made through written notice by either party on or before the 30<sup>th</sup> day of June, 2023.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto:

The Corporate Seal of the  
**COLUMBIA SHUSWAP REGIONAL DISTRICT**  
was hereunto affixed in the presence of:

The Corporate Seal of the  
**CITY OF ENDERBY**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
(CAO)

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER  
(CAO)

**RDNO Building Permits Issued by Date Range**

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

From Date: Oct 1, 2018 To Date: Oct 31, 2018

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
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**END - COMMERCIAL BUILDING**

ALTCOM	BP024913 18-0598-END-BP 208.0164.001	ACTIVE	Oct 18, 2018				700 GEORGE ST	0 0	500,000.00
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<b>Report Code Totals</b>	<b>Permits: 1</b>	<b>0</b>	<b>500,000.00</b>
<b>Folder Type Totals</b>	<b>Permits: 1</b>	<b>0</b>	<b>500,000.00</b>
<b>Report Totals</b>	<b>Permits: 1</b>	<b>0</b>	<b>500,000.00</b>



Ager de

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: November 16, 2018  
Subject: Enderby Christmas Committee - Road Closure Application

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**RECOMMENDATION**

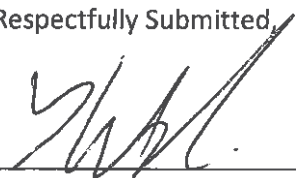
THAT Council receives the Enderby Christmas Committee's Road Closure application for information.

**BACKGROUND**

The Enderby Christmas Committee has submitted a Road Closure application (attached) related to the Christmas Festivities and Christmas Parade.

As these are not first-time events 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,



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Kurt Inglis  
Planner and Deputy Corporate Officer

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

Is this a first-time or relocated event?      Yes      No

Name of Sponsoring Organization Enderby Community Christmas Committee

Name of Contact Person Jessica Aguilera

Telephone or Email 250-333-6727, jessica@enderbychamber.com

Name of Event Enderby Christmas Parade YHL

Date(s) of Closure Friday November 30<sup>th</sup> 2018      5:30 - 6:30 pm


Start time for Closure 2pm - 3pm (Cliff Ave)      End time for Closure ~~1:30pm~~ (Parade Route - see attached)

Location of Closure From Enderby Memorial Access to Enderby Chamber Building (Kate St, Howard Ave, Belvedere St, Cliff Ave, Railway St.)

**Required Attachments**

- 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 November 1<sup>st</sup> 2018

Do Not Complete - For Administrative Purposes			
Approved by	<u>JHL</u>	Date	<u>Nov 16, 2018</u>
Certificate of Insurance	<input checked="" type="radio"/> Yes	No	N/A
Map	<input checked="" type="radio"/> Yes	No	N/A
Petition of Affected Business Owners	<input checked="" type="radio"/> Yes	No	<input checked="" type="radio"/> N/A

Policy Title	Temporary Road Closures for Community Events
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<b>Adopted:</b> August 13, 2012	<b>Authorized By:</b> Mayor and Council Regular Meeting of August 13, 2012	<b>Replaces:</b> 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.

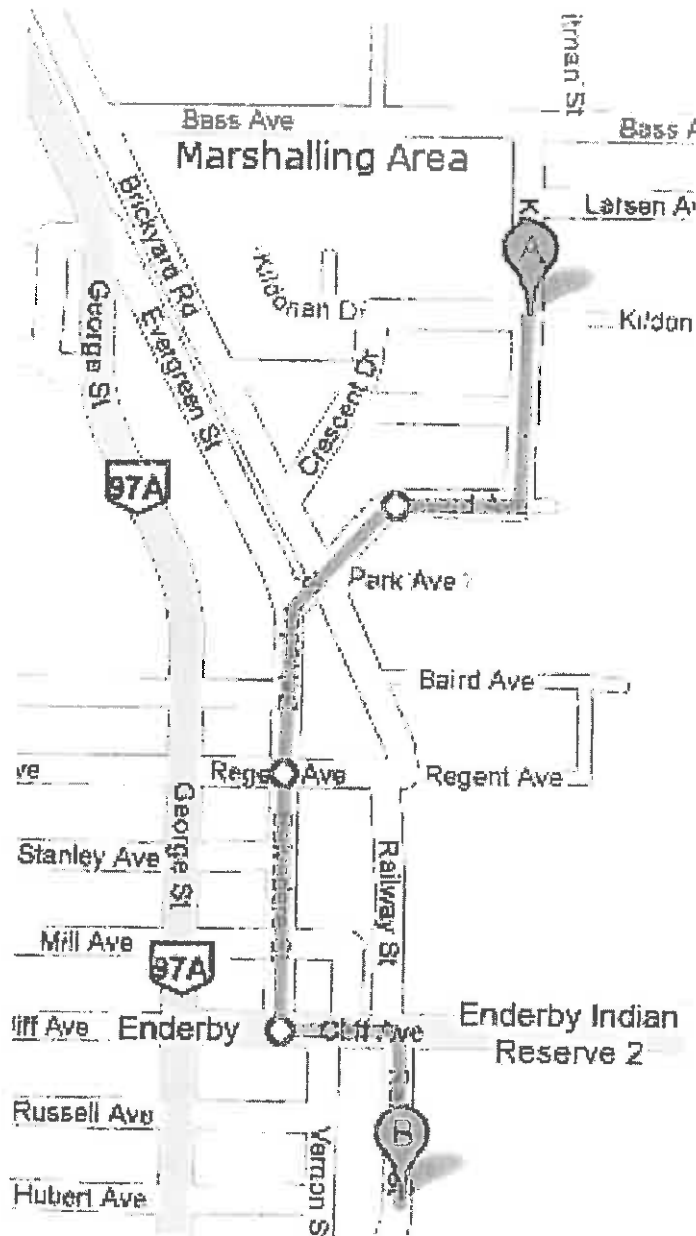
The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

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.

# Parade Route Map



Please return this form to the *Enderby and District Chamber of Commerce*



**Legislative Office:**

Parliament Buildings  
Victoria, B.C. V8V 1X4  
Phone: 250-953-0965  
Fax: 250-387-9100

**Constituency Office:**

PO Box 607  
202A - 371 Alexander Street NE  
Salmon Arm, B.C. V1E 4N7  
Phone: 250-833-7414  
Fax: 250-833-7422  
Toll Free: 1 877 771-7557  
email: Greg.Kyllo.MLA@leg.bc.ca



**Province of  
British Columbia  
Legislative Assembly**

Agenda



Greg Kyllo, M.L.A.  
Shuswap

Thursday, November 8, 2018

Dear Mayor McCune and Council,

I want to congratulate Mayor McCune and councilors on the recent election success. A strong and effective Mayor and council is very important to any municipality. Clearly the residents of Enderby agree and have returned the entire Mayor and council.

I believe that people who participate in public service come to this position with the best intentions and dedication to serve the public to the best of their abilities. There are many long days and time away from family, which should be acknowledged and respected.

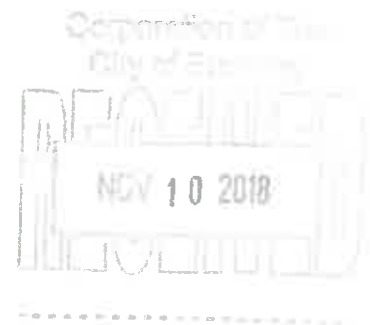
As MLA for the Shuswap, I look forward to meeting with you and assisting where I can on provincial matters. Please do not hesitate to contact me.

Again, Congratulations and best wishes for a productive and successful term.

Warm Regards,

Greg Kyllo, MLA  
Shuswap

/hc



The Shuswap  
**TRAIL** ALLIANCE

Agenda

141 Shuswap St, Box 1531, Salmon Arm, BC V1E 4P6

November 9, 2018,

Attn: City of Enderby Mayor and Council

Dear Mayor Greg McCune and Council,

The City of Enderby is a signed participating government in the Shuswap Regional Trails Strategy and Roundtable leadership, and an operational partner with the Shuswap Trail Alliance.

As your new Boards and Councils gather to begin the next four year term, we would welcome an opportunity to meet with you and report on the Shuswap Trails Strategy, Roundtable, and Alliance.

Secwepemc, municipal, regional, and provincial leadership are working together with stewardship organizations, industry partners, businesses, and other sector agencies to better manage how we live together and move within our communities and the wider landscape. Currently over 60 projects are underway throughout the wider region addressing issues of community active transportation, recreational trail access, First Nations presence, values and rights, and environmental stewardship. Many are precedent setting, and several are legacy scale initiatives.

Thank you for your commitment of leadership and time in service of our communities and region. We look forward to working with you over the next four years. Please let us know when we might schedule a time to present.

Sincerely,

Phil McIntyre-Paul  
Executive Director, The Shuswap Trail Alliance  
And on behalf of the wider Shuswap Regional Trails Roundtable  
250-804-1964  
[phil@shuswaptrails.com](mailto:phil@shuswaptrails.com)

P.S. The annual regional trails Roundtable will be held on November 21st in Sicamous this year. We hope you will be able to participate.

