

## REGULAR MEETING OF COUNCIL

### AGENDA

---

**DATE:** December 17, 2018  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

---

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of December 3, 2018](#)

1

**3. PUBLIC AND STATUTORY HEARINGS**

[Non-Medical Cannabis Retail License Referral Applications for #4-802 George Street, 900 George Street and 601A Cliff Avenue and associated Zoning Amendment Bylaws 1665, 1666 and 1667, 2018](#)

**4. PETITIONS AND DELEGATIONS**

None

**5. DEVELOPMENT MATTERS**

[Regulatory Landscape for Non-Medical Cannabis Retail](#)  
Memo prepared by Planner and Deputy Corporate Officer

7

[Non-Medical Cannabis Retail License Referral Applications for #4-802 George Street, 900 George Street, and 601A Cliff Avenue and consideration of Zoning Amendment Bylaws 1665, 1666, 1667, 2018 for Third Reading and Adoption](#)

12

Memo prepared by Planner and Deputy Corporate Officer dated December 12, 2018

76

[Non-Medical Cannabis Retail License Referral Application for 612 Cliff Avenue and associated Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1668, 2018](#)

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

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

None

**7. BYLAWS**

[City of Enderby Business License and Regulation Bylaw No 1558, 2014 Amendment Bylaw No. 1669, 2018 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>d</sup> reading](#)

89

<b>8.</b>	<b>REPORTS</b>	
	<u>Mayor and Council</u>	
	<a href="#">RDNO Building Permit Summary Report</a> – November	96
<b>9.</b>	<b>NEW BUSINESS</b>	
	<a href="#">Approval of Fire Training Centre 2019 Budget</a>	97
	Memo from Chief Administrative Officer dated December 10, 2018	
	<a href="#">Community Childcare Planning Program</a>	99
	Memo from Planner and Deputy Corporate Officer dated December 12, 2018	
	<a href="#">Snow Angels Volunteer Program</a>	102
	Memo prepared by Chief Administrative Officer dated December 12, 2018	
	<a href="#">Proposed Near-Term Road Projects Commencing 2019</a>	104
	Memo from Chief Administrative Officer dated December 13, 2018	
	<a href="#">2019 North Okanagan-Shuswap Employment and Business Fair</a>	114
	Sponsorship Request dated December 10, 2018	
	<a href="#">Office of the Seniors Advocate British Columbia</a> – Correspondence	115
<b>10.</b>	<b>PUBLIC QUESTION PERIOD</b>	
<b>11.</b>	<b>CLOSED MEETING RESOLUTION</b>	
	Closed to the public, pursuant to Section 90 (1) (c) of the <i>Community Charter</i>	
<b>12.</b>	<b>ADJOURNMENT</b>	



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 3, 2018 at 4:30 p.m. in the Council Chambers of City Hall

---

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

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

---

### **APPROVAL OF AGENDA**

Moved by Councillor Case, seconded by Councillor Davyduke  
*"That the December 3, 2018 Council Meeting agenda be approved as circulated."*

CARRIED

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of November 17, 2018  
Moved by Councillor Shishido, seconded by Councillor Baird  
*"That the November 17, 2018 Council Meeting minutes be adopted as amended."*

CARRIED

### **PUBLIC AND STATUTORY HEARINGS**

None

### **PETITIONS AND DELEGATIONS**

None

## **DEVELOPMENT MATTERS**

### Regulatory Landscape for Non-Medical Cannabis Retail

Moved by Councillor Baird, seconded by Councillor Knust  
*"That Council receives this memorandum for information."*

CARRIED

#### **Discussion:**

Councillor Knust asked if merchandise would be stored in a locked area.

Kurt Inglis stated that it appeared this way, but Staff will be speaking with the Inspector to clarify.

Councillor Shishido requested clarity on Page 10: Non-Medical Cannabis Retail License Application fees.

Kurt Inglis stated that by requiring applicants to receive approval through local government first, we can mitigate potential costs to the applicant. If a local government were to reject an application after getting Provincial consent, the applicant could lose the \$7,500 Provincial Application fee.

Tate Bengtson gave an overview of the Zoning Text Amendment bylaws and the public hearing process. He indicated that, if Council moved the bylaws for two readings and a public hearing, Council could decide after the public hearing whether it wished to proceed with any, all, or none of the bylaw amendments as well as whether they wished to support the applications as part of the Provincial approval process.

Councillor Shishido stated the following reasons for being in opposition to the proposed bylaws:

- Have built the Community up in the past four years. Wants to see Council look at the "Image" of the Community
- Create a family friendly, safe, community, which is not consistent with cannabis retail
- Believes these are good people submitting the applications but is not consistent with what we would like to see for Enderby
- One outlet in a small community makes a huge impact versus an outlet in a larger community
- Costs to taxpayers will be high. Increased staff time and resources.
- Would like to see the community spend this enforcement money on a pool or band shell that everyone could enjoy instead of regulatory enforcement.
- Does not believe that every community needs a retail outlet
- 6% of the population signed the petition in favor of a retail outlet at the Mary Jane Resource Centre.
- Does not believe that smoking marijuana is healthy

Councillor Schreiner stated the following:

- We should not be the "moral police"
- Cannabis is has been legalized and now it falls to government to regulate it appropriately
- Would like to see marijuana treated as we would treat liquor and have regulations in place to reflect this
- Would like to hear what the community has to say at a Public Hearing

Councillor Knust stated the following:

- Would like to see Staff look at the costs. The fees should cover increases in regulatory enforcement.
- Asked if the RCMP have noticed any increase in cannabis related complaints. A Constable in attendance stated that they are lower than anticipated so far.

The Chief Administrative Officer stated we will not know what the true costs of enforcement will be until enforcement begins, and it is understood how much capacity the Province will have to enforce at its level. All we can do is estimate at this time, and adjust our fees after the fact to lessen the consequences for the taxpayer.

Mayor McCune stated the following:

- This is a federal initiative
- We should vote our conscience if we feel it is representative of all or part of our community. A community is made up of diverse opinions.
- Councillor Shishido made some good points

[Non-Medical Cannabis Retail License Referral Applications for #4-802 George Street, 900 George Street and 601A Cliff Avenue and associated Zoning Amendment Bylaws 1665, 1666 and 1667, 2018](#)

*Moved by Councillor Shishido, not seconded*

*“THAT Council does not give First and Second Reading to one or more of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1665, 2018 (#4-802 George Street), Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1666, 2018 (900 George Street), or Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1667, 2018 (601A Cliff Avenue) and does not approve one or more of the associated Non-Medical Cannabis Retail License Referral Applications. “*

FAILED

*Moved by Councillor Schreiner, seconded by Councillor Baird*

*“THAT Council gives First and Second Readings to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1665, 2018 (#4-802 George Street), Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1666, 2018 (900 George Street), and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1667, 2018 (601A Cliff Avenue) and forwards them to a Public Hearing on December 17, 2018.*

*AND THAT Council forwards the Non-Medical Cannabis Retail License Referral Applications for #4-802 George Street, 900 George Street, and 601A Cliff Avenue to a Public Hearing on December 17, 2018, and considers the applications for approval following the conclusion of the Public Hearing.*

CARRIED

OPPOSED Shishido/McCune

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

None

## **BYLAWS**

City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018 – adoption

Moved by Councillor Baird, seconded by Councillor Knust

*“That Council adopt the City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1664, 2018.”*

CARRIED

## **REPORTS**

### Councillor Knust

- Santa and Mrs. Clause will be reading stories at the Okanagan Regional Library on December 19, 2018 at 3:00 p.m.

### Mayor McCune

- The Chamber of Commerce Annual General Meeting is being held this evening. Unfortunately, this is on a Council Meeting night, so we will not be able to attend.
- Attended the Regional District of North Okanagan Regional Growth Strategy meeting.
- Attended the Regional District of North Okanagan Agricultural Advisory Committee meeting.
- Childcare grant application deadlines are approaching.
- Legion is holding a Meat Draw on December 15, 2018 at 2:00 p.m.
- A.L. Fortune concert on December 18, 2018.

### [Economic Profile and “Doing Business in Enderby” Flyer](#)

Moved by Councillor Baird, seconded by Councillor Knust

*“That Council receives this memorandum for information.”*

CARRIED

### [Building Permit Report – October Summary](#)

Moved by Councillor Knust, seconded by Councillor Davyduke

*“That Council receives this memorandum for information.”*

CARRIED

## **NEW BUSINESS**

### Office of the Premier

Moved by Councillor Baird, seconded by Councillor Davyduke

*“That Council receives this memorandum for information.”*

CARRIED

### Feed Enderby and District Food Bank Society (FED)

Moved by Councillor Knust, seconded by Councillor Baird

*“That Council receives this memorandum for information.”*

CARRIED

## **PUBLIC QUESTION PERIOD**

Jackie Pearase, *Enderby Rivertalk*, asked what the fee was for a Non-Medical Cannabis Retail application.

Kurt Inglis, Planner and Deputy Corporate Officer, replied that the application fee was \$1,000.00.

Jackie Pearase, *Enderby Rivertalk*, asked how many applications have been received so far. Tate Bengtson said that we have formally received three and one more is in the process.

Jackie Pearase, *Enderby Rivertalk*, inquired into whether the signs are allowed to display cannabis plants and other matter in their signs, and whether the regulations for security seem to be redundant with Provincial regulations.

Kurt Inglis, Planner and Deputy Corporate Officer, said that no pictures of cannabis are permitted at this time under Provincial or local government regulations. Our regulations on sign displays and security are similar to Provincial regulations.

Lori Heinz, speaking on behalf of concerned community members came forward. Lori Heinz is the Administrator behind a Facebook community group.

- Several comments about theft have been posted recently and some community members are very concerned
- Would like some clarification around responsibility for policing

Q. Who is responsible for the number of Officers allotted to this area and the RCMP presence that is available?

A. Mayor McCune gave a breakdown of the following:

- 100 Officers in our Region, including 33 Officers for rural areas
- There is separate highway patrol.
- For small communities, the Province contracts with the RCMP. For larger communities, they contract directly with the RCMP.
- Every call is ranked in order of emergency, and then separated by priority. There will be different response times for different levels of emergencies.
- Community members need to contact the RCMP if they view something suspicious. Advised to keep car doors locked.
- The City of Enderby has a Citizens on Patrol program that was implemented five years ago with the assistance of the RCMP. The program did not last very long, and the City has started it directly so that there was something in place.

Q. Explain why people do not see a police presence in the evening?

A. Corporal Kovachs, RCMP, responded with the following:

- RCMP officers are here every day
- Statistics do not show a significant increase
- Has seen trends like this in similar small communities. Crimes need to be reported when they are seen.
- Keep note of people or vehicles that look like they do not belong in the area and contact the RCMP
- Calls response is on a priority level
- Would like to see everyone working together and building our relationship to ensure a safe and vibrant community

Q. Many residents have made comments about policing the area themselves. What are we legally allowed to do?

A. Mayor McCune stated that safety is our number one concern. Do not put yourself into a position where you can be hurt. Gather as much information as you can and report it to the RCMP.

Q. We have heard talk about a community group to interact with the RCMP?

A. Tate Bengtson, Chief Administrative Officer, stated that the City of Enderby used to have a Community Consultative Group that bridged the gap between community members and the RCMP. We can look at renewing this within the community if there is RCMP support.

*Mayor McCune left the room (5:52 p.m.)*

*Councillor Knust left the room (5:52 p.m.)*

*Councillor Knust entered the room (5:55 p.m.)*

*Mayor McCune entered the room (6:00 p.m.)*

### **CLOSED MEETING RESOLUTION**

Moved by Councillor Shishido, seconded by Councillor Davyduke (6:05 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) (c) and (k) of the Community Charter.”*

CARRIED

### **ADJOURNMENT**

The regular meeting reconvened at 6:46 p.m.

Moved by Councillor Case, seconded by Councillor Baird

*“That the regular meeting of December 3, 2018 adjourn at 6:47 p.m.”*

CARRIED

---

**MAYOR**

---

**CORPORATE OFFICER**



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: November 28, 2018  
Subject: Regulatory Landscape for Non-Medical Cannabis Retail

**RECOMMENDATION**

THAT Council receives this memorandum for information.

**BACKGROUND**

The retail of non-medical cannabis has now been legalized, with the Federal and Provincial governments having implemented their legislative frameworks, which provide local governments considerable discretion in determining the manner in which the retail of non-medical cannabis may occur locally. This memorandum is intended to provide a broad overview of the non-medical cannabis regulatory framework at the federal, provincial and local levels of government.

The following information from the Federation of Canadian Municipalities' *Municipal Guide to Cannabis Legalization* illustrates the roles and responsibilities of the different levels of government for regulating the retail of non-medical cannabis:

Summary of Roles and Responsibilities		
Federal	Provincial/Territorial	Municipal
<ul style="list-style-type: none"> <li>• Cannabis production</li> <li>• Cannabis possession limits</li> <li>• Trafficking</li> <li>• Advertising</li> <li>• Minimum age limits (18)</li> <li>• Oversight of medical cannabis regime, including personal cultivation registration</li> </ul>	<ul style="list-style-type: none"> <li>• Wholesale and retail distribution of cannabis</li> <li>• Selection of retail distribution model</li> <li>• Workplace safety</li> <li>• Discretion to set more restrictive limits for:               <ul style="list-style-type: none"> <li>○ Minimum age for consumption</li> <li>○ Possession amount</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Zoning (density, location)</li> <li>• Retail locations</li> <li>• Home cultivation</li> <li>• Business licensing</li> <li>• Building codes</li> <li>• Nuisance</li> <li>• Smoking restrictions</li> <li>• Odours</li> <li>• Municipal workplace safety</li> <li>• Enforcement</li> <li>• Regulations around public consumption</li> <li>• Personal possession</li> <li>• Municipal cost considerations related to local policing</li> </ul>

## Federal Regulations

The Federal Government has enacted the *Cannabis Act*, which regulates the production, distribution, sale, cultivation, and possession of cannabis across the country. Under the *Cannabis Act*, the Federal government is responsible for:

- Establishing restrictions on adult access to cannabis, including purchasing and supplying through a well-regulated industry, and growing in limited amounts at home;
- Establishing serious criminal penalties for those operating outside the legal system, especially those who provide cannabis to youth;
- Creating rules to limit how cannabis products can be promoted, packaged, labelled and displayed;
- Instituting a federal licensing regime for cannabis products that sets and enforces health and safety requirements and protects against the involvement of organized crime in the legal industry;
- Establishing industry-wide rules on the types of products that will be allowed for sale;
- Creating minimum federal conditions that provincial and territorial legislation for distribution and retail sale are required to meet, to ensure a reasonably consistent national framework; and
- Enforcing the law at the border, while maintaining the flow of travel and trade.

Health Canada is responsible for managing the federal regulatory program for cannabis production, which involves:

- Granting licenses to individuals or entities that want to produce legal cannabis;
- Setting and enforcing strict requirements for cannabis license holders; and
- Maintaining a system for tracking and monitoring the high-level movements of cannabis through the supply chain from cultivator to processor to retailer in order to ensure that legal cannabis is not diverted to the illegal market.

It should be noted that the current program for accessing cannabis for medical purposes is continuing under the existing *Access to Cannabis for Medical Purposes Regulations* regime, which will remain unaffected by the legalization of retail of non-medical cannabis.

## Provincial Regulations

Under the federal legislation, the provinces and territories license and oversee the distribution and sale of cannabis.

The Province of British Columbia has enacted the *Cannabis Control and Licensing Act*, which:

- Sets 19 as the minimum age to purchase, sell or consume cannabis in BC;
- Allows adults to possess up to 30 grams of cannabis in a public place;
- Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at playgrounds, sports fields, skate parks, and other places where children commonly gather;
- Prohibits the use of cannabis on school properties and in vehicles;

- Authorizes adults to grow up to four cannabis plants per household, but the plants must not be visible from public spaces off the property, and home cultivation will be banned in homes used as day-cares;
- Establishes a cannabis retail licensing regime similar to the current mixed public/private regime for liquor;
- Provides enforcement authority to deal with illegal sales;
- Creates a number of provincial cannabis offences which may result in fines ranging from \$2,000 to \$100,000, imprisonment of 3 to 12 months, or both; and
- Where necessary, to comply with Charter Rights and human rights law, exemptions will be provided to individuals who are federally authorized to purchase, possess and consume medical cannabis.

The Province also enacted the *Cannabis Distribution Act* which places the Province in charge of non-medical cannabis wholesale distribution, and establishes government-run retail outlets and online sales.

The wholesale distribution of non-medical cannabis is solely through the Liquor Distribution Branch, which is also operator of government-run retail stores. The Liquor and Cannabis Regulation Branch is responsible for licensing and monitoring the retail sector using a mixed public/private model. The rules governing retail stores are similar to those currently in place for liquor.

The Province has launched an online application portal for individuals and businesses who are interested in applying for a Provincial Non-Medical Cannabis Retail License, and these applications are processed by the Province. The Province will refer applications to the applicable local government, which can decide whether it wishes to have the non-medical cannabis retail store in its community. *The Province will only issue a Non-Medical Cannabis Retail License to applicants who have the support of the local government in the community where the proposed store would be located.*

### Local Regulations

The *Local Government Act* and *Community Charter* give authority to local government to regulate matters such as land use, business licensing, public spaces, and nuisances. Given this, local government plays a role in regulating the retail of non-medical cannabis and addressing consequences associated with its use.

In anticipation of cannabis legalization, the City of Enderby adopted Zoning and Business Licensing regulations for the retail of non-medical cannabis in 2016/2017.

The Zoning regulations for the retail of non-medical cannabis are summarized as follows:

- 'Cannabis-Related Business' is defined as: *a business, not-for-profit, charity, cooperative, shared economy venture, or other entity which uses a premises for the consumption, display, storage, sale, trade or other exchange of cannabis or cannabis-containing products, including but not limited to dispensaries and compassion clubs;*
- Cannabis-Related Business may only occur when the use is lawful at the Provincial and Federal level;
- Cannabis-Related Business is a permitted use within all commercial and industrial zones; and

- Cannabis-Related Business is not permitted within 100 m of any residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18.

If a potential Cannabis-Related Business is not able to meet the setback requirement, they may make application for a Zoning Text Amendment. The Zoning Text Amendment triggers a Staff Report and public hearing so those who feel they are affected by the application may make their views known to Council. Council then considers these applications on a case-by-case basis. This Zoning Amendment application process is combined with the Non-Medical Cannabis Retail License Referral Application process, in order to provide a streamlined and cost-effective process for applicants.

Under the City of Enderby Business License and Regulation Bylaw, a Cannabis-Related Business is required to obtain an annual Business License and pay the annual renewal fee of \$5,000. It should be noted that some of the City's business license regulations for the retail of cannabis mirror the existing Provincial regulations; this is intended to strengthen the City's enforcement ability, given that if there is demonstrated non-compliance on these issues, the City has the authority to enforce and is not reliant upon the Province.

Key business license regulations for the retail of non-medical cannabis which largely mirror the Provincial regulations, are summarized as follows:

- Business License applicants for a Cannabis-Related Business must provide a security plan, proof of a security and fire alarm contract, and a police information check for the applicant/shareholders/on-site managers (a business license can be suspended or refused if any have a criminal history);
- A licensed Cannabis-Related Business must install video surveillance cameras and a security/fire alarm system that is monitored by a licensed third party at all times;
- A licensed Cannabis-Related Business must not:
  - Permit persons under the age of 19 on the premises, unless accompanied by a parent or guardian over the age of 19;
  - Permit the consumption of any cannabis containing product on the premises;
  - Display items related to the consumption of cannabis in a manner which may be seen by a minor who is outside the premises;
  - Advertise or promote the use of cannabis in any manner which may be seen or heard by a minor who is outside the premises; or
  - Display that a sign that is visible from outside the premises except a sign which only contains alpha-numeric characters and the business name.

The City's business license regulations for the retail of non-medical cannabis which differ from the Provincial regulations, are summarized as follows:

- A Cannabis-Related Business must install and maintain an air filtration system that minimizes odour impacts.

**\*\*It should be noted that an 'effects based' approach to enforcing this regulatory provision will be taken, whereby the air filtration system would only be required in cases where there is a demonstrated odour nuisance.**

- A licensed Cannabis-Related Business must not operate between 7 pm and 8 am the following day.
  - \*\*Provincial regulations provide a maximum operating window of 9 am to 11 pm, subject to local government regulations which further restrict this window.**
- A licensed Cannabis-Related Business must keep cannabis and products securely locked in a safe on the premises when the business is not open to the public.
  - \*\*Provincial regulations require cannabis to be stored in a locked cannabis storage room, not a safe. Staff are intending to advance an amendment to the City's Business License and Regulation Bylaw to have the Bylaw mirror this Provincial regulation.**

### **Non-Medical Cannabis Retail License Applications**

As previously mentioned, the Province will refer applications for Non-Medical Cannabis Retail Licenses to the applicable local government, which can then decide whether it wishes to have the non-medical cannabis retail store in its community. The City of Enderby is also considering applications from applicants who have yet to apply for Provincial approval, with the intent being to reduce the level of financial risk for applicants (i.e. if Council chooses to deny an application for local government support of a Non-Medical Cannabis Retail License application, the applicant will not lose the \$7,500 Provincial application fee).

As per the City's *Provincial Non-Medical Cannabis License Referral Applications Policy*, applications for Non-Medical Cannabis Retail License are treated like a typical land use application (i.e. rezoning, Zoning Text Amendment, etc.) whereby Staff prepare a report and the City holds a Public Hearing which is advertised in advance. The applicants for a Non-Medical Cannabis Retail Licence are required to submit to the City a Non-Medical Cannabis Retail Licence Referral Application and pay a \$1,000 application fee, which covers the costs associated with Staff preparing a report and advertising for a Public Hearing. Given that this process is almost identical to a Rezoning/Zoning Text Amendment process, applicants requiring a Zoning Text Amendment are not required to pay the associated Zoning Text Amendment application fee on top of the Referral Application fee, as there would be no significant incremental costs.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: December 12, 2018  
Subject: Non-Medical Cannabis Retail License Referral Applications for #4-802  
George Street, 900 George Street, and 601A Cliff Avenue and consideration of Zoning  
Amendment Bylaws 1665, 1666, and 1667, 2018 for Third Reading and Adoption

---

**RECOMMENDATION**

THAT, upon consideration of feedback received through the Public Hearing, Council considers the following Non-Medical Cannabis Retail License Referral applications for approval:

- i. #4-802 George Street - Vince Tidder and Shelley Freund
- ii. 900 George Street - Lepton Enterprises Ltd.
- iii. 601A Cliff Avenue - Flora (Dawson Creek) Enterprises Inc.

AND THAT Council gives Third Reading and Adoption to the Zoning Amendment Bylaw associated with any Non-Medical Cannabis Retail License Referral application which it approves;

AND THAT, should Council give Third Reading and Adoption to a Zoning Amendment Bylaw, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw;

AND THAT, should Council approve one or more Non-Medical Cannabis Retail License Referral applications and gives Third Reading and Adoption to the associated Zoning Amendment Bylaw, Council directs Staff to send correspondence to the Liquor and Cannabis Regulation Branch advising of the City of Enderby's support for the application(s) for a Non-Medical Cannabis Retail License at the proposed location(s).

**BACKGROUND**

The retail of non-medical cannabis has now been legalized, with the Federal and Provincial governments having implemented their regulatory frameworks, which provide local governments considerable discretion in determining the manner in which the retail of non-medical cannabis may occur locally. An overview of the Federal and Provincial regulatory frameworks for the retail of non-medical cannabis, as well as Enderby's own regulatory framework, is outlined in the memorandum on this Council agenda titled 'Regulatory Landscape for Non-Medical Cannabis Retail.'

At its Regular Meeting of December 3, 2018, Council considered three applications for local government approval of a Non-Medical Cannabis Retail License, all of which require amendments to the City of Enderby Zoning Bylaw No. 1550, 2014 given that the proposed locations fall within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or

religious institution or any use catering to individuals under the age of 18; at this meeting, Council resolved to give the Zoning Text Amendment Bylaws First and Second Reading, and forward the Bylaws and the associated Non-Medical Cannabis Retail License Referral applications to a Public Hearing on December 17, 2018 so that concerned or affected residents would be given an opportunity to make public representation.

### Overview of Proposals

#### **#4-802 George Street (Vince Tidder and Shelley Freund)**

The proposed location is a commercial unit in a strip mall known as 'Vetter Plaza', located between Russell Avenue and Cliff Avenue on George Street (Hwy 97A). The applicants currently operate the Mary Jane Resource Centre at the proposed location, with this business being a medical cannabis consulting company that also sells a variety of products including smoking and consumption accessories. The Business License issued to the Mary Jane Resource Centre in 2016 expressly stated that the retail or display of cannabis was prohibited on the premises, given that retail of cannabis was illegal when the License was issued (and still is, without the holding of a valid Provincial Non-Medical Cannabis Retail License). Should this application be approved, the applicant would need to obtain a new business license to account for this change in use. Other businesses currently operating within Vetter Plaza include Elevate Day Spa, Subway, Parkridge IDA Pharmacy, and the Enderby Medical Clinic.

The subject property is currently zoned General Commercial (C.1), and is designated in the Official Community Plan (OCP) as General Commercial. Uses permitted within the General Commercial (C.1) zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;
- Food service;
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair;
- Transportation facilities; and
- ***Cannabis-Related Business.***

The surrounding properties to the north, east and south are also zoned General Commercial (C.1) and designated as General Commercial in the OCP, while the properties to the west are zoned Residential Single Family (R.1-A) and designated as Residential Low Density in the OCP and the property to the northeast (City Hall) is zoned Assembly, Civic and Public Service Use (S.1) and designated as Institutional

in the OCP (see attached Zoning map). The subject property is located on the boundary of an interface area where the commercial core meets a low-density residential neighbourhood.

Access to the property is gained via entrances off of Russell Avenue and Cliff Avenue, and access to the proposed non-medical cannabis retail outlet would be via an at-grade entrance along the eastern side of the building which is separate from any of the other businesses on the property. An off-street parking area is located along the eastern and southern edges of the property, which contains approximately 40 parking stalls shared among all of the businesses within Vetter Plaza.

Additional information regarding this proposal is as follows:

<b>Proposed type of business</b>	Corporation
<b>Confirmation that the proposed location has been secured, or will be secured if application has been approved?</b>	Yes
<b>Is the proposed location within 100 m of residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18?</b>	Yes
<b>Notable non-commercial locations within 100 m of the proposed location</b>	City Hall, Enderby Evangelical Chapel, western residential neighbourhood
<b>Applicant's noted reasons in support of application</b>	- "We have been an upstanding and contributing business in the community for 2 years" - "Many of the residents within 100 m radius have/continue to support us with signatures"

#### **900 George Street (Lepton Enterprises Ltd.)**

The proposed location is located within a portion of the first storey of a two-storey commercial building on the corner of Cliff Avenue and George Street (Hwy 97A). The applicants currently operate a liquor store and hotel out of the commercial building, with the liquor store being located in the western portion of the first storey and the hotel being located in the southeast corner of the first storey (lobby) and all of the second storey (hotel rooms). The northern portion of the first storey is currently vacant and was previously operated as a pub; it is this portion of the premises that is being proposed for a non-medical cannabis retail operation.



The subject property is currently zoned General Commercial (C.1), and is designated in the Official Community Plan (OCP) as General Commercial. Uses permitted within the General Commercial (C.1) zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;
- Food service;
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair;
- Transportation facilities; and
- ***Cannabis-Related Business.***

The surrounding properties to the north, south, and west are also zoned General Commercial (C.1) and designated as General Commercial in the OCP, while the properties to the northwest (Enderby Evangelical Chapel) and east (City Hall) are zoned Assembly, Civic and Public Service Use (S.1) and are designated as Institutional in the OCP (see attached Zoning map). Further to the west of the proposed location is a residential neighbourhood, and although the proposed location is not *directly* adjacent to these residential lands, it is within the commercial/residential interface area.

Access to the property is gained via entrances off of Cliff Avenue and George Street (Hwy 97A), and access to the proposed non-medical cannabis retail outlet would be via an at-grade entrance along the west side of the building which is separate from any of the other businesses on the property. An off-street parking area is located along the western portion of the property, which contains approximately 23 parking stalls which are shared among all of the businesses on the property; in addition, there is also on-street parking adjacent to the property along Cliff Avenue.

Additional information regarding this proposal is as follows:

<b>Proposed type of business</b>	Corporation
<b>Confirmation that the proposed location has been secured, or will be secured if application has been approved?</b>	Yes

<p><b>Is the proposed location within 100 m of residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18?</b></p>	<p>Yes</p>
<p><b>Notable non-commercial locations within 100 m of the proposed location</b></p>	<p>City Hall, Enderby Evangelical Chapel, Cornerstone Garden, Cenotaph Park, western residential neighbourhood</p>
<p><b>Applicant's noted reasons in support of application</b></p>	<p>"Since we own a liquor store and a pub, I believe we will be a perfect candidate for selling non-medical cannabis products. Our location since we are right on the highway in downtown with ample parking is easily accessible. We are not close to any schools and we would like to get the zoning amended to be reduced less than 100 m from residential areas to be able to sell non-medical cannabis related products. We are already in the alcohol-related business and follow strict rules and regulations of selling alcohol and tobacco. The proposed location (existing pub area) is not connected to the liquor store and has its own entry/exit and only a few small windows which can easily be tinted."</p>

**601A Cliff Avenue (Flora Enterprises Inc.)**

The proposed location is a commercial unit on the first storey of a two-storey, 8-unit commercial strata development located on the north side of Cliff Avenue, between George Street (Hwy 97A) and Belvedere Street. The proposed location is currently vacant. The other businesses currently operating out of the strata development include Rossworn Henderson LLP, Lookers, LH Marriott Law Corporation, and Dennis Desrochers - Registered Massage Therapist.

The subject property is currently zoned General Commercial (C.1), and is designated in the Official Community Plan (OCP) as General Commercial. Uses permitted within the General Commercial (C.1) zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;

- Food service;
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair;
- Transportation facilities; and
- ***Cannabis-Related Business.***

The surrounding properties to the north, east and south are also zoned General Commercial (C.1) and designated as General Commercial in the OCP, while the property to the northwest (public parking lot) is zoned Assembly, Civic and Public Service Use (S.1) and is designated as Institutional in the OCP (see attached Zoning map). Although there are mixed use commercial developments within the downtown that contain residential uses on the second storey, there are no residentially zoned areas in the immediate vicinity.

There is one assigned parking spot for the premises, located on the northern side of the strata development which is accessed via the alley that runs east/west between George Street (Hwy 97A) and Belvedere Street, but the parking for the proposed location would predominantly be accommodated via on-street parking adjacent to the premises on Cliff Avenue or nearby public parking lots. Access to the proposed non-medical cannabis retail outlet would be via an at-grade entrance directly off of Cliff Avenue which is separate from any of the other commercial businesses in the strata development.

Additional information regarding this proposal is as follows:

<b>Proposed type of business</b>	Corporation
<b>Confirmation that the proposed location has been secured, or will be secured if application has been approved?</b>	Yes
<b>Is the proposed location within 100 m of residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18?</b>	Yes
<b>Notable non-commercial locations within 100 m of the proposed location</b>	City Hall, Cornerstone Garden, Cenotaph Park, Okanagan Regional Library - Enderby Branch
<b>Applicant's noted reasons in support of application</b>	"Recent amendments to Federal law have made it permissible to sell non-medical cannabis in Canada. In view of these changes, the applicant is proposing to operate a non-

	<p>medical cannabis retail store at 601A Cliff Avenue in Enderby. The current zoning bylaw does not permit a non-medical cannabis retail store to operate within 100 meters of any residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18. All of the businesses adjacent to the proposed cannabis retail store are of retail in nature and cater to individuals under the age of 18. The applicant is committed to take all possible measures to ensure that no individual under the age of 18 enters the store. Security cameras will be set up and the storefront windows will be covered in such a way that the contents of the store will not be visible from the street front. As such, the applicant is requesting that the text of the bylaw be amended to permit the operation of a cannabis retail store at 601a Cliff Avenue in Enderby."</p>
--	---

### Application Referrals

The Zoning Text Amendment applications were referred for comment to the Building Inspector, Fire Chief, and the Ministry of Transportation and Infrastructure.

The District Development Technician with the Ministry of Transportation and Infrastructure provided the following comments:

*"Thank you for the opportunity to comment on the above noted proposed bylaw text amendments. As Cannabis sales are already an approved use in the Commercial zone, the Ministry of Transportation and Infrastructure has no concerns regarding a Cannabis retailer's proximity to other land uses. Preliminary Approval is granted for the rezoning pursuant to section 52(3)(a) of the Transportation Act."*

The Building Inspector provided the following comments:

*"The Building Dept has no objection to any of these applications. However we will inspect the buildings for compliance to code regulations when the business license applications are made."*

The Fire Chief verbally advised that he has no concerns with the applications.

**Analysis**

Each of the proposed locations for a non-medical cannabis retail operation falls within 100 m of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18, and therefore the applicants are requesting to amend the text of the City's Zoning Bylaw; below is a comparison of the setback context for each of the proposed locations:

	<b>#4-802 George Street</b>	<b>900 George Street</b>	<b>601A Cliff Avenue</b>
Proximity to residential areas	Directly adjacent to a residential neighbourhood	In close proximity to a residential neighbourhood	Not in close proximity to a residential neighbourhood
Proximity to parks	Not in close proximity to any parks	In close proximity to Cornerstone Garden and Cenotaph Park	In close proximity to Cornerstone Garden and Cenotaph Park
Proximity to uses catering to individuals under the age of 18	Not in close proximity to any uses catering to individuals under the age of 18	Not in close proximity to any uses catering to individuals under the age of 18	Directly across the street from the Okanagan Regional Library - Enderby Branch

It should be noted that the Okanagan Regional Library (ORL) sent correspondence to Mayor and Council in June of 2018 (attached) expressing their concerns around siting non-medical cannabis retail outlets next to library facilities. In his letter dated June 1, 2018, the ORL's Chief Executive Officer, Don Nettleton, stated the following:

*The Library Board directed that we write each of our members to request that when you are creating bylaws related to land use and zoning, and retail locations of cannabis-related businesses, you consider their proximity to public libraries in the same context as schools, daycares, youth centres and other sensitive areas."*

601A Cliff Avenue is the only proposed location for a Non-Medical Cannabis Retail outlet that is within 100 m of the ORL - Enderby Branch, with the entrances of the two buildings being approximately 25 m (82.0 feet) apart and with the storefronts facing each other.

The scheduled Public Hearing will provide an opportunity for concerned or affected residents to make public representation respecting the proposed Zoning Amendment Bylaws and their associated Non-

Medical Cannabis Retail License Referral Applications. The feedback received through this Public Hearing will help Council to identify any actual or perceived neighbourhood conflicts associated with the proposed locations; Council may find this feedback useful in its consideration of which, if any, of the proposed locations are appropriate for a non-medical cannabis retail outlet.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer



# City of Enderby Zoning Map



## LEGEND

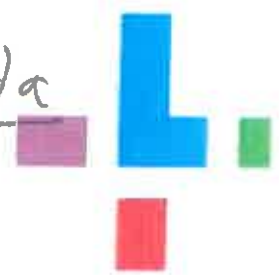
**Green - General Commercial (C..1)**

**Blue - Assembly, Civic and Public Service Use (S.1)**

**Yellow - Residential Single Family (R.1-A)**

**Pink - Highway and Tourist Commercial (C.2)**

Co-operation of The  
City of Enderby Agenda  
RECEIVED  
JUN 07 2018



June 1, 2018

Mayor and Council  
City of Enderby  
619 Cliff Avenue  
Enderby, BC  
V0E 1V0

Dear Mayor McCune and Council:

**Re: Cannabis Related Legislation**

With the upcoming legalization of cannabis in Canada, we are writing to express our concerns around siting library facilities next to non-family friendly businesses, such as BC cannabis stores.

At the Library Board Meeting held May 16, 2018, the Board passed a motion to add language to the ORL's Facilities Policy as noted below that, though driven by the current cannabis discussion, was broad enough to cover other things that will raise similar issues:

*"Consideration should also be given to surrounding businesses and activities so as to avoid, as much as possible, adjacency to non-family friendly or incompatible uses."*

The Library Board directed that we write each of our members to request that when you are creating bylaws related to land use and zoning, and retail locations of cannabis-related businesses, you consider their proximity to public libraries in the same context as schools, daycares, youth centres and other sensitive areas.

Thank you for your consideration in this matter.

Sincerely,

Don Nettleton  
Chief Executive Officer  
Okanagan Regional Library

:ls



1430 KLO Road  
Kelowna, BC, V1W 3P6

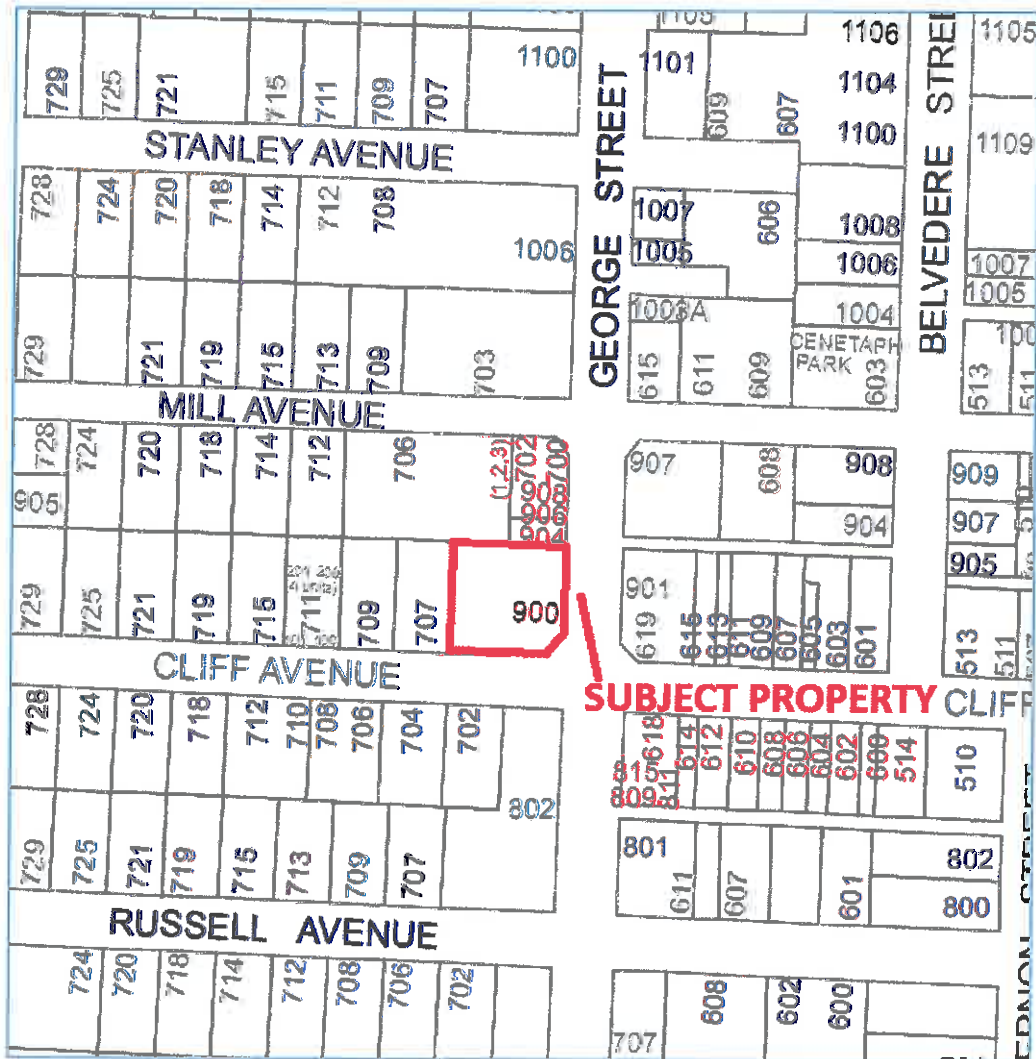
t: 250.860.4033  
f: 250.861.8696

info@orl.bc.ca  
orl.bc.ca



**THE CORPORATION OF THE CITY OF ENDERBY**  
**ZONING TEXT AMENDMENT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0005-18-ZTA-END  
**Applicant:** Lepton Enterprises Ltd.  
**Owner:** Lepton Enterprises Ltd.  
**Location:** 900 George Street, Enderby BC



GRAHAM'S OPTICAL / REALTY OFFICE

PARKING

LOT

EMPTY LOT

FIRE ESCAPE

PUB / CANNABIS RETAIL

ENTRY

FIRE ESCAPE

HIGHWAY 97A

COOLER

STORAGE

STORAGE

WASH ROOM

LOBBY

COLD BEER & WINE

COOLER

CLIFF AVENUE

CITY

HALL

TWICE BUT NICE

DOCTOR OFFICE

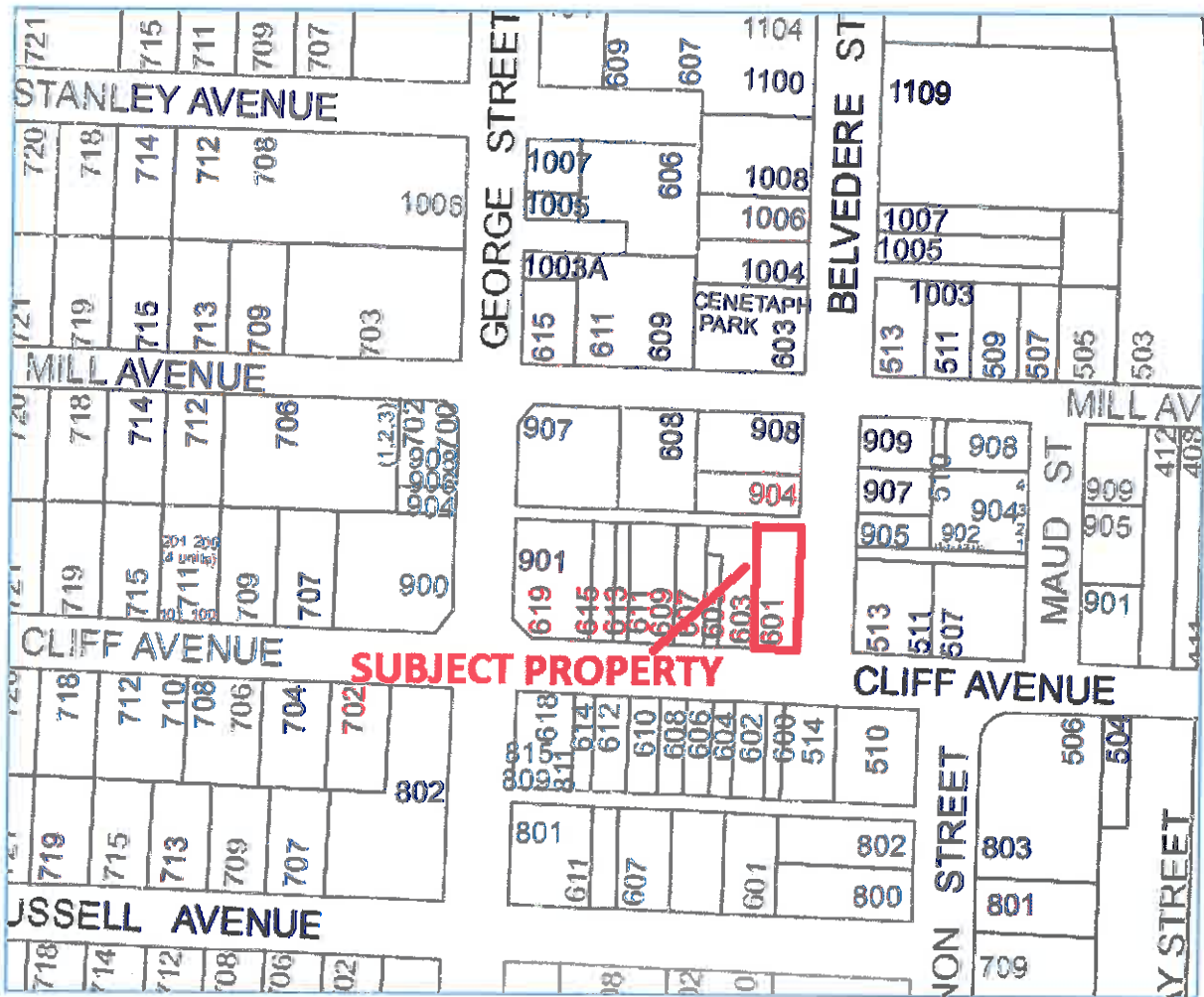
PHARMACY



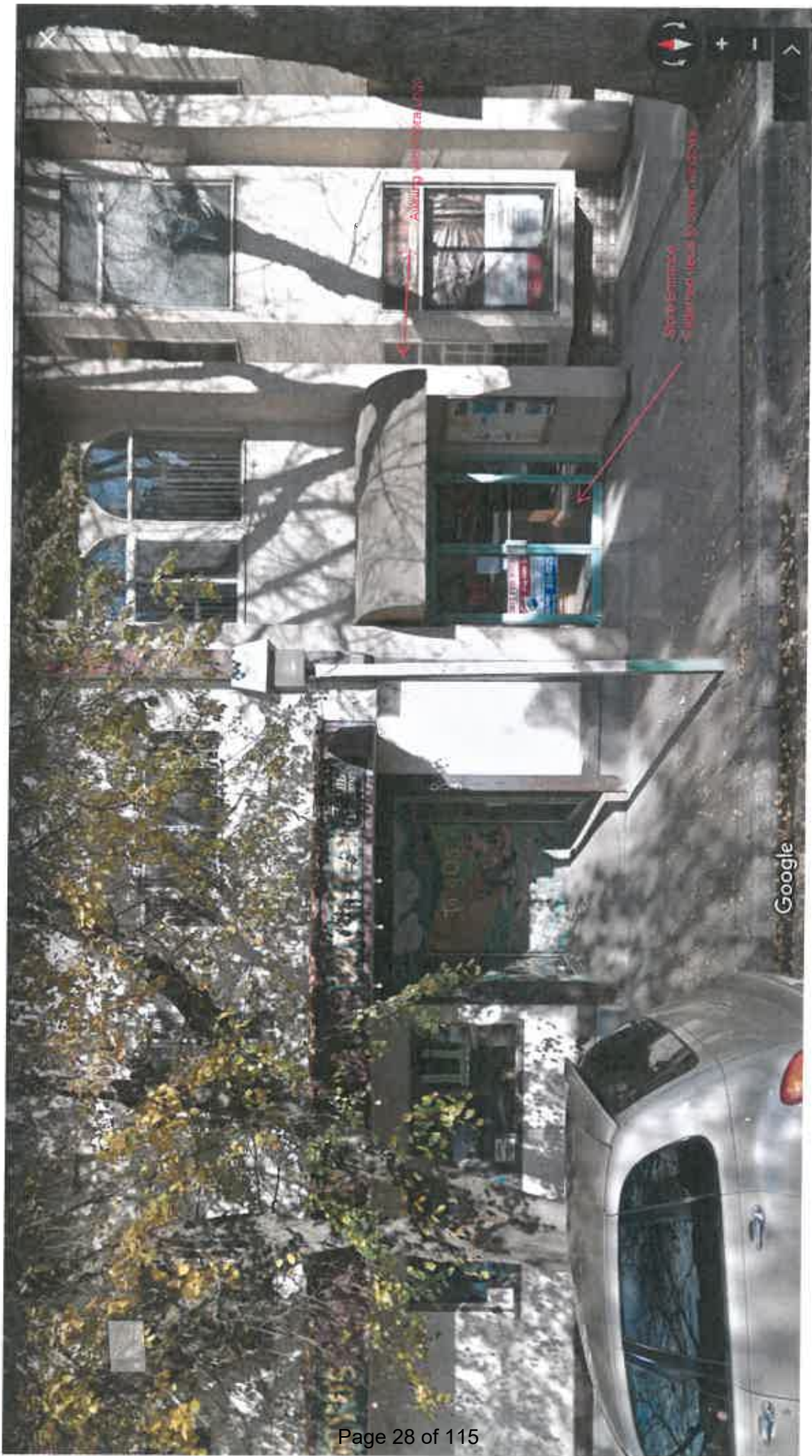


**THE CORPORATION OF THE CITY OF ENDERBY**  
**ZONING TEXT AMENDMENT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0004-18-ZTA-END  
**Applicant:** Flora Enterprises Inc.  
**Owner:** Tayler Publishing Ltd.  
**Location:** 601A Cliff Avenue, Enderby BC









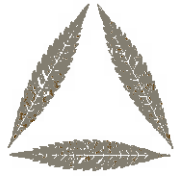
# FLORA

Recreational Cannabis

**Must be 19+ yrs to enter.**

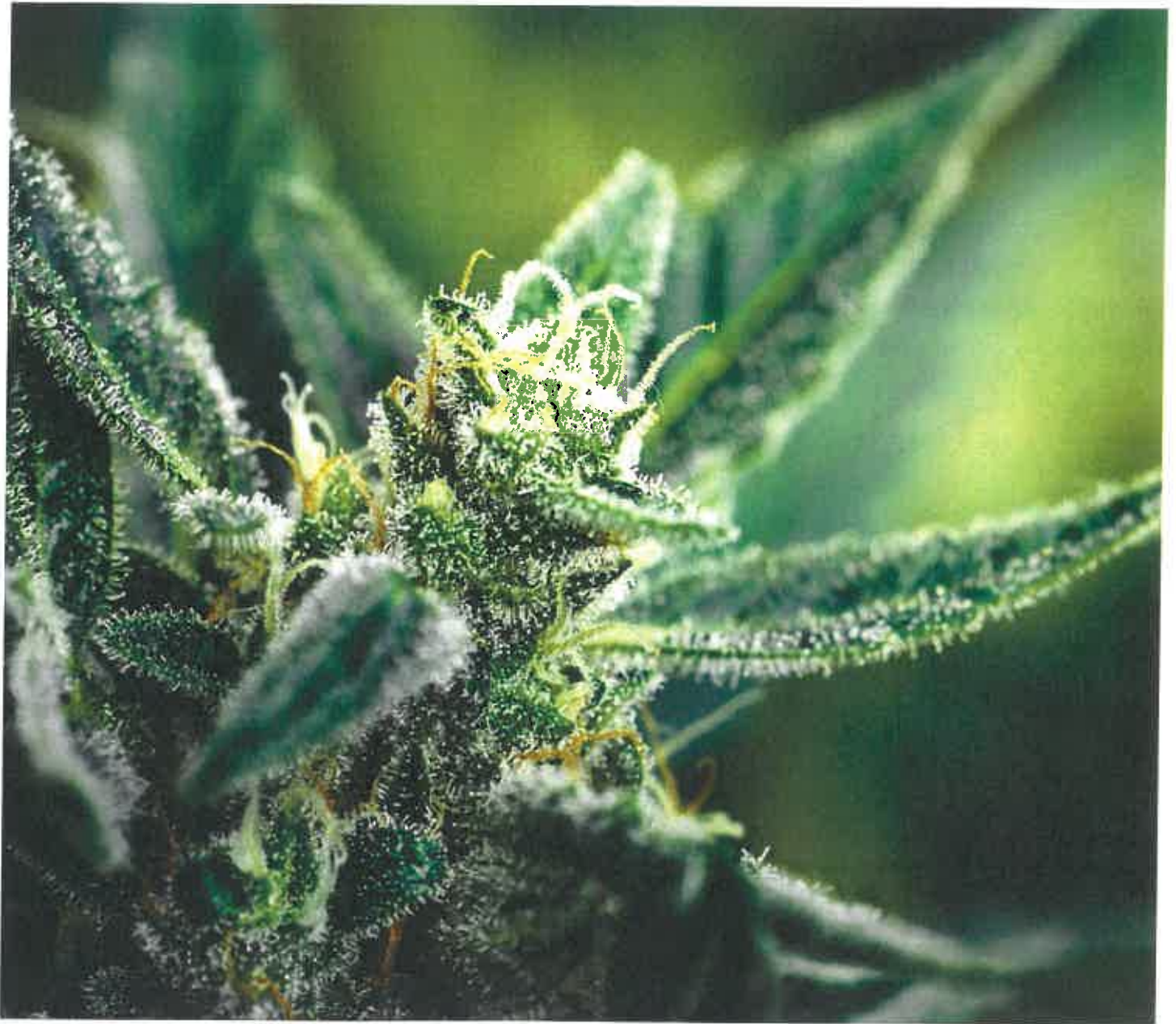
New opaque window decal on main entrance from lobby c/w logo and age restriction sign.

DECEMBER 11, 2018



# FLORA

Recreational Cannabis



## RECREATIONAL CANNABIS STORE APPLICATION

601A Cliff Ave., Enderby, BC



# FLORA Recreational Cannabis

## INTRODUCTION

Thank you for considering our application to become one of Enderby's trusted cannabis retailers. The recreational cannabis industry presents many unique and exciting challenges for all stakeholders involved, including business people, commercial landlords, municipal government and the citizens of Enderby. As long-term residents and business people in British Columbia, our team is committed to building long-lasting value for all of stakeholders in this opportunity.



Through our brand, FLORA Recreational Cannabis, we aim to be Enderby's leading retailer for recreational cannabis products by hiring expert staff, carefully selecting merchandise, thoughtfully designing the retail environments, and selecting the best store location.

We are very hopeful that this application reflects the significant time, energy and resources that our team has committed to this process, and meets the high standards of City Council.

## Table of Contents

EXECUTIVE SUMMARY	2
MANAGEMENT OVERVIEW	3
MISSION, VISION, VALUES	5
FINANCIAL PROFORMA	6
FINANCIAL BALANCE SHEET	8
PROJECT RATIONALE:	
• WHY OUR LOCATION	9
• BYLAW COMPLIANCE	9
• NEIGHBOURHOOD	
STRATEGY	10
• HOURS OF OPERATION	11
• SECURITY MEASURE	12
DESIGN STRATEGY	
• SIGNAGE & FACADE	14
• INTERIOR AND EXTERIOR	
LIGHTING	16
• DESIGN FOR OUR TARGET	
MARKET	17
• PROPOSED MATERIALS	20
EXISTING SITE PHOTOS	21
COMPLIANCE HISTORY	22
APPLICATION	23
REZONING APPLICATION	26

# Executive Summary

## BUSINESS OPPORTUNITY

With recent federal legalization, we are presented with a unique opportunity to shape the future of cannabis sales in our communities. As the first recreational cannabis retailers, we have a responsibility to fulfill a mandate for safe sales and consumption.

As limited permits are available, it is key that only the businesses with sound, conservative strategies be selected to forge forward. As such, Flora will focus on education, safe consumption, and community development.

## TARGET MARKET

Since responsible consumption is the foundation of our business model, we plan to target local professionals 30+ years of age. We have engaged the services of various realty, marketing, branding, and design professionals to craft our business name, logo, graphic design, interior design, and proposed location to appeal to this demographic.

**“...we have a responsibility to fulfill a mandate for safe sales and consumption.”**

## BUSINESS MODEL AND STRATEGY

The legal cannabis industry is in its infancy and we must rely on strong business fundamentals to navigate its unknown challenges. Since limited permits are available here in Enderby and product sourcing is consistent for all retailers via the Liquor Distribution Branch, our success relies on our optimal location, educated staff, and appealing visual branding. We have secured a location that has high visibility and accessibility to our target market, have procedures in place for staff education, and have implemented design strategies that appeal to our target market. We plan to operate the store with a total of 3 employees at all times - 2 facilitating customer education and sales within the retail area, and 1 managing all operational aspects of the business. Safe and responsible consumption remains the foundation of our business model.



## Management Overview

FLORA Recreational Cannabis is owned and managed by Argent Diversified, a British Columbia investment fund managing over \$30 million in assets. We focus on equity investment in growth-oriented small to medium-sized BC based businesses and employ more than 150 people in the BC Interior. Our board is comprised entirely of Okanagan residents, each of whom are actively engaged in the local community through many business and charitable interests. Our President, Mathew Dober, owns a home in Enderby and spends most of his leisure time with his family in Enderby. The Board of Argent provides active management, consultation, and capital so that our businesses can be assured success. We are hands-on. We have the capital and experienced board of directors to meet the challenges of the retail cannabis industry and grow FLORA Recreational Cannabis into a successful business for all stakeholders.

### MATHEW DOBER

Born and raised in Kelowna, Mathew began his career as an entrepreneur, owning and operating several small businesses in Kelowna. Mathew has a Bachelor of Arts from UBCO, a Masters Degree in Business Administration (MBA) and a Law Degree. In addition to being the President of Argent Diversified, Mathew is the managing partner and founder of the Law Firm, Business Law Group, and the owner of Speedy Search and Registry.



### CHRIS GROUT

Chris brings his passion for business and over 15 years of experience as a serial entrepreneur. Chris is a licensed Realtor, holds a Bachelor of Science as well as an MBA, and has lent his expertise in business to numerous local companies. Among Chris' many endeavors, he is the founder and owner of Venture Reality Corp., a Director for Argent Diversified, and Managing Partner for Leaseline. Chris has been a great contributor to our community having developed Mission Villas, seniors housing project in the Okanagan.



## Management Overview

**“Flora Recreational Cannabis is owned and managed by Argent Diversified, a British Columbia investment fund managing over \$30 million in assets.”**

### CHAD LUIDER

Raised in Kelowna, Chad began his career as an entrepreneur, owning and operating several small businesses in the Kelowna area. After completing his Master of Science degree, Chris continued with his entrepreneurial roots developing an energy company. Chad is currently the managing partner of Leaseline, and has been involved in the start-up and acquisition of many small to medium sized businesses. Chad brings a unique perspective and good analytical skills from his experience in science, research, law, and finance.



### DANY LALIBERTÉ

Dany has held positions with the Canadian Forces, a Mineral Exploration Manufacturer, and founded MBI Drilling Products where as President, he successfully expanded the company tenfold. Currently, Dany continues his ownership of MBI, is the VP & Partner of Pilot Diamond Tools, is a Partner of Premier Mining Products, as well as a few BC Interior businesses. Dany contributes greatly to the communities he resides holding positions as a part-time firefighter and volunteer Presidencies for a number of clubs and committees.



## Mission

To be positive leaders in Enderby's recreational cannabis industry by promoting safe, responsible consumption and being considerate of all stakeholder interests in the community.



*Project Inspiration*

## Vision

Balanced cannabis consumption through staff and consumer education, quality product, and mindful business practices.



*Project Inspiration*

## Values

Social Responsibility  
Community Safety  
Healthy Consumption



*Project Inspiration*

# Financial Proforma

			Growth Rate
<b>Flower Unit Sales</b>			
	Low-Grade		3%
	Mid-Grade		5%
	High-Grade		3%

		Assumption	Control Factor	Monthly Growth
<b>Sales</b>	Flower			
		Low-Grade	\$ 7	
		Mid-Grade	\$ 10	
		High-Grade	\$ 14	
	Oil/Tinctures	100 Units to Start	\$ 45	5%
	Paraphernalia		\$ 25	2%
	Seeds		\$ 10	2%
	<b>Total Sales</b>			
<b>Cost of Sales</b>	Flower			
		Low-Grade	\$ 5	
		Mid-Grade	\$ 7	
		High-Grade	\$ 10	
	Oil		\$ 30	
	Paraphenalia		\$ 13	
	Seeds		\$ 6	
	Cost to Receive Product from BCLDB	% of Sales		2%
	<b>Total Cost of Sales</b>			
	<b>Gross Margin</b>			
<b>Expenses</b>	Payroll			
		Mgmt Service	\$55k annually	\$ 60,000
		Payroll Disbursements (CPP, EI, Vac)	7 days/wk, 12 hrs/day, 2 staff @ \$18/hr	
		WCB	% of Payroll	13%
				1.5%
		Bookkeeping/Accounting	Fixed	\$ 1,000
		Bank Fees & Payment Processing	% of Sales	1.5%
		Marketing	\$2k/month, then 2% of sales	
		Rent	\$800 + Triple Net	\$ 1,125
		Utilities	Fixed	\$ 750
		Insurance	Fixed	\$ 1,200
		Security	Fixed	\$ 400
		Office Supplies	Fixed	\$ 150
		Maintenance & Repairs	Fixed	\$ 250
		Annual Fee	Fixed	\$ 10,000
		Staff Training	Fixed	
	Amortization	Straightline (TIs - 10 Years)		
	<b>Total Expenses</b>			
<b>Income</b>	<b>Net Income</b>			
	Income Taxes			12%
	<b>Earnings After Tax</b>			

Total Year 1	Year 2 Growth	Year 2 Total	Year 3 Growth	Year 3	Year 4 Growth	Year 4	Year 5 Growth	Year 5
20,578	10%	22,636	5%	23,768	5%	24,957	3%	25,705
46,160	15%	53,084	7.5%	57,065	7.5%	61,345	5.0%	64,412
20,578	10%	22,636	5%	23,768	5%	24,957	3%	25,705

Total Year 1	Year 2 Growth	Year 2 Total	Year 3 Growth	Year 3	Year 4 Growth	Year 4	Year 5 Growth	Year 5
\$ 144,049		\$ 158,454		\$ 166,377		\$ 174,696		\$ 179,936
\$ 461,597		\$ 530,836		\$ 570,649		\$ 613,448		\$ 644,120
\$ 288,098		\$ 316,908		\$ 332,753		\$ 349,391		\$ 359,873
\$ 71,627	20%	\$ 85,952	25%	\$ 107,441	25%	\$ 134,301	15%	\$ 154,446
\$ 6,706	10%	\$ 7,377	5%	\$ 7,745	5%	\$ 8,133	5%	\$ 8,539
\$ 1,341	5%	\$ 1,408	5%	\$ 1,479	5%	\$ 1,553	5%	\$ 1,630
\$ 973,418		\$ 1,100,936		\$ 1,186,444		\$ 1,281,520		\$ 1,348,545
\$ 102,892		\$ 113,181		\$ 118,841		\$ 124,783		\$ 128,526
\$ 323,118		\$ 371,585		\$ 399,454		\$ 429,413		\$ 450,884
\$ 205,784		\$ 226,363		\$ 237,681		\$ 249,565		\$ 257,052
\$ 47,751		\$ 57,302		\$ 71,627		\$ 89,534		\$ 102,964
\$ 3,353		\$ 3,688		\$ 3,873		\$ 4,066		\$ 4,270
\$ 805		\$ 845		\$ 887		\$ 932		\$ 978
\$ 19,307		\$ 21,843		\$ 23,544		\$ 25,437		\$ 26,768
\$ 703,011		\$ 794,808		\$ 855,907		\$ 923,729		\$ 971,441
\$ 270,407		\$ 306,128		\$ 330,537		\$ 357,791		\$ 377,103
\$ 60,000	2%	\$ 61,200	2%	\$ 62,424	2%	\$ 63,672	2%	\$ 64,946
\$ 36,288	2%	\$ 37,014	2%	\$ 37,754	2%	\$ 38,509	2%	\$ 39,279
\$ 12,517		\$ 12,768		\$ 13,023		\$ 13,284		\$ 13,549
\$ 1,444		\$ 1,473		\$ 1,503		\$ 1,533		\$ 1,563
\$ 12,000	2%	\$ 12,240	2%	\$ 12,485	2%	\$ 12,734	2%	\$ 12,989
\$ 14,601		\$ 16,514		\$ 17,797		\$ 19,223		\$ 20,228
\$ 24,000	2%	\$ 22,019	2%	\$ 23,729	2%	\$ 25,630	2%	\$ 26,971
\$ 13,500	2%	\$ 13,770	2%	\$ 14,045	2%	\$ 14,326	2%	\$ 14,613
\$ 9,000		\$ 9,000		\$ 9,000		\$ 9,000		\$ 9,000
\$ 14,400		\$ 14,400		\$ 14,400		\$ 14,400		\$ 14,400
\$ 4,800		\$ 4,800		\$ 4,800		\$ 4,800		\$ 4,800
\$ 1,800		\$ 1,800		\$ 1,800		\$ 1,800		\$ 1,800
\$ 3,000		\$ 3,000		\$ 3,000		\$ 3,000		\$ 3,000
\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000
\$ 4,000		\$ 4,000		\$ 4,000		\$ 4,000		\$ 4,000
\$ 10,435		\$ 20,870		\$ 20,870		\$ 20,870		\$ 20,870
\$ 231,786		\$ 244,868		\$ 250,630		\$ 256,782		\$ 262,009
\$ 49,056		\$ 61,261		\$ 79,907		\$ 101,009		\$ 115,094
\$ 5,887		\$ 7,351		\$ 9,589		\$ 12,121		\$ 13,811
\$ 43,170		\$ 53,909		\$ 70,318		\$ 88,888		\$ 101,283

## Financial Balance Sheet

<b>Assets</b>		
	Cash	\$ 100,000
	Leasehold Improvements	\$ 50,000
	Equipment	\$ 18,700
	Inventory	\$ 50,000
	Capitalized Development Costs	\$ 76,000
	<b>Total Assets</b>	<b>\$ 294,700</b>
<b>Liabilities</b>		
		\$ -
	<b>Total Liabilities</b>	<b>\$ -</b>
<b>Equity</b>		
	Shareholder Loans	\$ 294,700
	Retained Earnings	\$ -
	<b>Total Equity</b>	<b>\$ 294,700</b>



# Project Rationale

## WHY OUR LOCATION

We want our communities to be safe places for our residents and our visitors while providing a convenient and well-considered shopping experience for our patrons. Our location, 601 A Cliff Ave., is well situated for our target market and offers easy access. Our location has no history of past illegal sales of cannabis. It is not close to any business or public amenities that would encourage loitering in the area.

Given the small size of the Enderby community, we are firmly of the opinion that Enderby's population cannot support more than 2 retail cannabis stores. We feel that it would be irresponsible for the City of Enderby to permit more than 2 trusted operators before getting a good sense of the economic and regulatory realities of these stores within the community. We also believe that the locations should be geographically distinct. We believe that having a single operator downtown and a single operator on the highway will meet the needs of patrons and not give the impression of clustering or oversaturation in the market.



## BYLAW COMPLIANCE

More formally, we are aware and identifying that the location is within 100m of Cenetaph Park, City Hall (Civic Centre), and Residential Zoning, and that it will require a rezoning (application completed, see further in this document). We do want to highlight however that it is a long way (minimum 300 m) from the Elementary School and Splatsin Daycare Center. To provide the boutique shopping experience our customers demand, our location is purposefully compact and intimate. Our product selection will be paired down to high quality items typically preferred by our sophisticated patrons. We aim for Flora to provide a unique, more personal shopping experience contrasting from what you may find in large retail locations.

# Project Rationale

## NEIGHBOURHOOD STRATEGY

Safety, for our staff, customers and our community, is at the core of Flora. A conservative approach is the only responsible way forward. We highly respect the importance of Government set requirements including responsible service training for staff, worker registration, strict

As contributing and thoughtful citizens we strive towards the betterment of our community and respect the information provided in these as well as any local City of Enderby documents.

We plan to incorporate these guidelines as we move forward with our project. Lighting will be designed to prevent loitering and improve security. Signage will improve the aesthetic beauty of our building while maintaining consistency with the signage of adjoining businesses. We will ensure concise messaging and simple graphics, potted plants and flowers will be installed to beautify the storefront.



*Project Inspiration*

regulation against exposure to minors by way of identification methods, disturbance prevention, incident logs, store design and product security, cannabis storage and disposal methods, lawful distribution models, cannabis registers, hours of sale, pricing structures, and approved advertising.

**“A conservative approach is the only responsible way forward. We highly respect the importance of Government set requirements...”**

Smoking and/or other cannabis consumption methods will not be tolerated within or near the store. No smoking signs will be posted and strictly enforced. [continued next page]

## Project Rationale

### NEIGHBOURHOOD STRATEGY CONT.

Our store will contribute to beautifying the downtown core of Enderby with our branding, signage, and interior design strategies. We have contracted various design consultants to help us portray our brand and physical location in a positive and aesthetically pleasing manner.

**“To promote responsible consumption, our store will operate on minimized hours from the Government standard.”**

As required, the windows will be treated in an attractive way ensuring views into the store are restricted, and the storefront will be well lit to discourage loitering.

Disturbances by unruly patrons will not be tolerated and will be managed in a way to prevent further recurrence. As such, intoxicated individuals will not be provided service.

We have planned for Government supplied ‘social responsibility materials’ and further informational displays in key locations within the store. These will be kept current and promoted to our customers. Our staff will be trained to provide further education to our customers on the responsible use of cannabis products. Staff will also receive responsible service and sensitivity training to better manage various customers and social scenarios.



The building has a rear entrance, where deliveries can be received and brought through and into our store. This should minimize any traffic congestion around our location. Typically, there is street parking available near our store or within our rear parking lot.

### HOURS OF OPERATION

To promote responsible consumption, our store will operate on minimized hours from the Government standard: 10am – 10pm. Limited operating hours is essential for the promotion of healthy cannabis consumption.

# Project Rationale

## SECURITY MEASURES

Security is of utmost importance to the safety of our community and surrounding business community. Our security strategy (outlined below) will meet and exceed all regulations for monitoring and theft prevention. We have engaged the services of our security consultant, Terracom Systems, to help us with further advice, system design, and installation.

Security cameras will be installed to provide full, unobstructed views of the retail sales area, storage room, and any entrance points. The security system will also include a professionally installed and monitored alarm system that contains:

- Detectors to indicate unauthorized attempts to tamper with, open, enter or penetrate perimeter entry points, perimeter windows and secure cannabis storage room;
- Capability to detect any attempts to tamper with the system or malfunctions with the system which will be immediately repaired by a professional technician;
- Panic/robbery button(s) installed at all point of sale positions; and
- Fire monitoring systems.

**“Our security strategy will meet and exceed all regulations for monitoring and theft prevention.”**

We will ensure security of all entry points by:  
The use of 1.5mm (16 gauge) hollow metal doors with 1.9mm (14 gauge) metal frame and tamper proof hinges at all entry points other than the customer entrance;

- Commercial grade non-residential locks on all access points with secured tamper proof strike plate and locking device must penetrate the door frame at minimum 1.25cm;



- Customer entrance security grille or shutters constructed of commercial grade material sufficient to secure against unauthorized access; and
- Perimeter locking devices not on a master key system.

[continued next page]

## Project Rationale

### SECURITY MEASURES CONT.

All cannabis product and accessories will be contained on site within a secure storage room and locked cabinets. The secure storage room will meet the following standards for construction:

- Constructed of Flattened Metal Mesh, EMMA 557.99 style ¾9F, nominal strand thickness of 0.120" (0.108" to 0.132") diamond opening of 0.563" x 1.688" or sheet steel 16ga, A1008/A1008M (cold rolled) or A1011/A1011M (hot rolled) or equivalent;
- Mount steel or steel mesh on the outside (attack side) of the room in the following manner;
  - Support all edges by anti-spread bracing, studs or corners;
  - Align sheet edges at every vertical and horizontal seam on centre-line of steel stud or anti-spread bracing; and
  - Secure all sheets with screws, welds or rivets.
- 16 gauge (1.6mm) steel sheet, HR Commercial quality, ASTM A366, matte finish, shall extend 1200mm around door frame on inside of room and attached to the door frame with screws, welds or rivets;
- Minimum 1.5mm (16 gauge) hollow metal door not exceeding 36 inches width with 1.9mm (14 gauge) metal frame;
- Commercial grade door lock with locking device that penetrates door frame at least 1.25cm and tamper proof hinges; and
- 16mm gypsum wall boards on both sides of the wall (interior optional) attached with drywall screws.

All product displays will be locked and require a staff member to provide full service. Smell jars will be tethered to the counter, and product will be securely contained within.

Flora will adhere to the *Cannabis Retail Store Terms and Conditions* document regarding requirements of responsible service training for staff, worker registration, strict regulation against exposure to minors by way of identification methods & entrance signage, disturbance prevention, incident logs, store design and product security, cannabis storage and disposal methods, lawful distribution models, cannabis registers, hours of sale, pricing structures, and approved advertising.

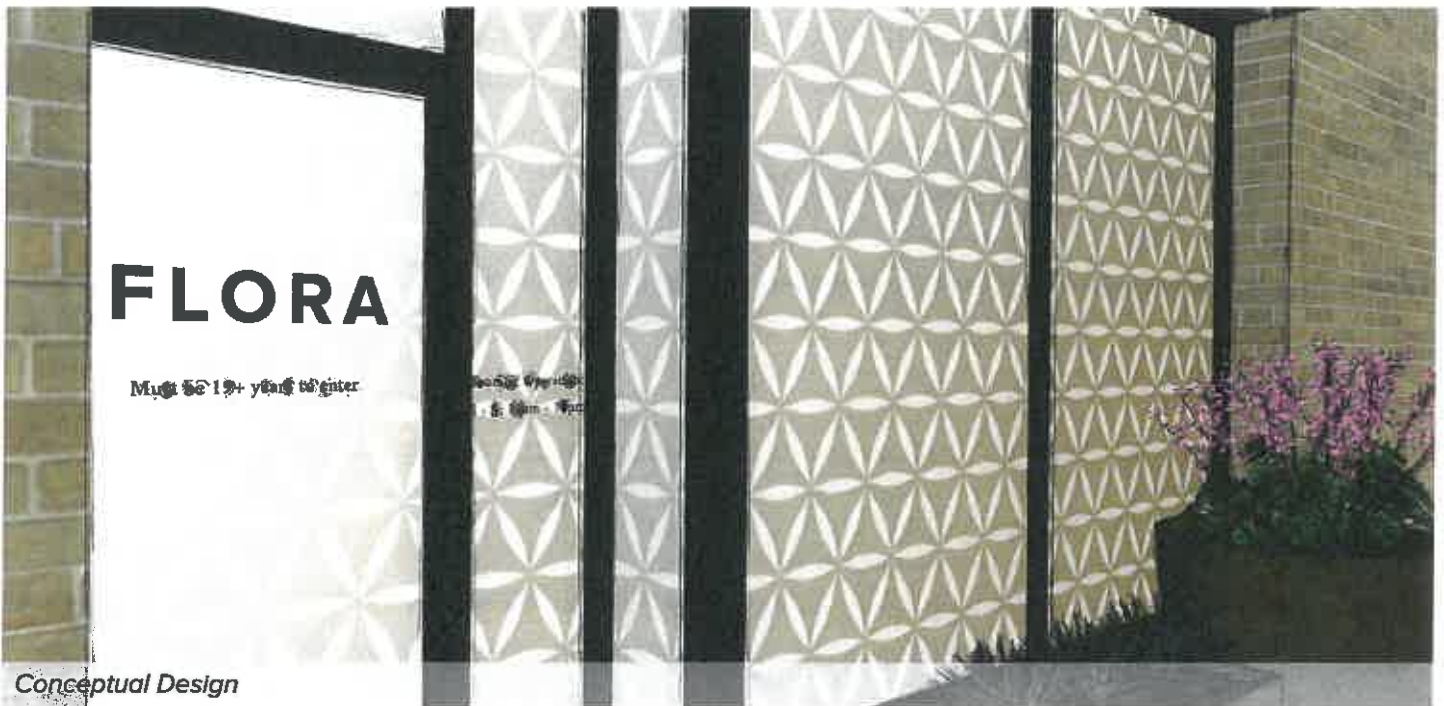


Project Inspiration

## Design Strategy

### SIGNAGE

Our conceptual renderings pictured here and on the following page, highlight our exterior signage strategy. Our signage will be designed to be high quality, imaginative, and innovative. It is our stance that signage for any cannabis retailer must be tasteful and should not display typical graphics or images of the cannabis leaf. Using the cannabis leaf motif could attract the wrong clientele, but it could also offend those opposed to cannabis consumption. As such, our signage will be graphically designed so that it could easily fit among upscale cosmetic, health food, or clothing boutiques.



We will take a minimalistic and concise approach to the design of our graphics and signage. Thereby, consideration will be given to the size and proportion of any individual sign as part of the overall scheme of building signage and the appearance of the building's façade. Scale and architectural expression will not be compromised by size and number of signs, and there will strictly be no box signage or illuminated signage.

Our signs will be easily identified by those with visual impairments through adequate size and contrast. To reduce the possibility of minors entering our store we will display signage informing all patrons that they must be 19+ years to enter.

As required, we will apply for a sign permit in the future prior to signage manufacture and install.

[continued next page]

## Design Strategy

### SIGNAGE CONT.

We plan to install a vinyl decal logo and lettering on the existing overhead storefront awning that exists at the site currently, picture below is for reference only. We will strive to provide a unified look with the adjacent businesses operating within the building. We will ensure compliance with the Sign Bylaw. Additionally, we will install an aesthetically pleasing graphic pattern on the windows and door to conceal all glass storefront windows and doors to restrict viewing into the premises from the exterior.



Our logo, age restriction sign, as well as hours of operation will be tastefully combined with these graphics so to eliminate the need for additional signage clutter. The combined total of permanent signs will not exceed 2 (logo on door plus the logo on the awning).

For the safety of our patrons and staff and to align with *Crime Prevention Through Environmental Design* these window decals will be perforated to allow viewing onto the street from the inside, but so not to allow views into the store from outside.

To prevent illegal consumption of cannabis products, no-smoking signs will also be posted inside and outside of our store.

# Design Strategy

## INTERIOR AND EXTERIOR LIGHTING

Interior lighting will include a mix of general and feature fixtures. The feature lighting will be soft and airy with a natural touch. See the image below. Since the store will be completely secure while restricting views from the exterior, interior night lights will not be installed.



If required, we plan to install additional, evenly distributed lighting to avoid casting shadows where people can hide by using numerous low wattage lights rather than a few high wattage lights. This additional lighting will be installed within the area of the existing signage canopy, shining downwards over the storefront as well as over the front entrance for added security, illumination, and to help prevent nighttime loitering. Additional sconce style exterior fixtures may be added to enhance the storefront.



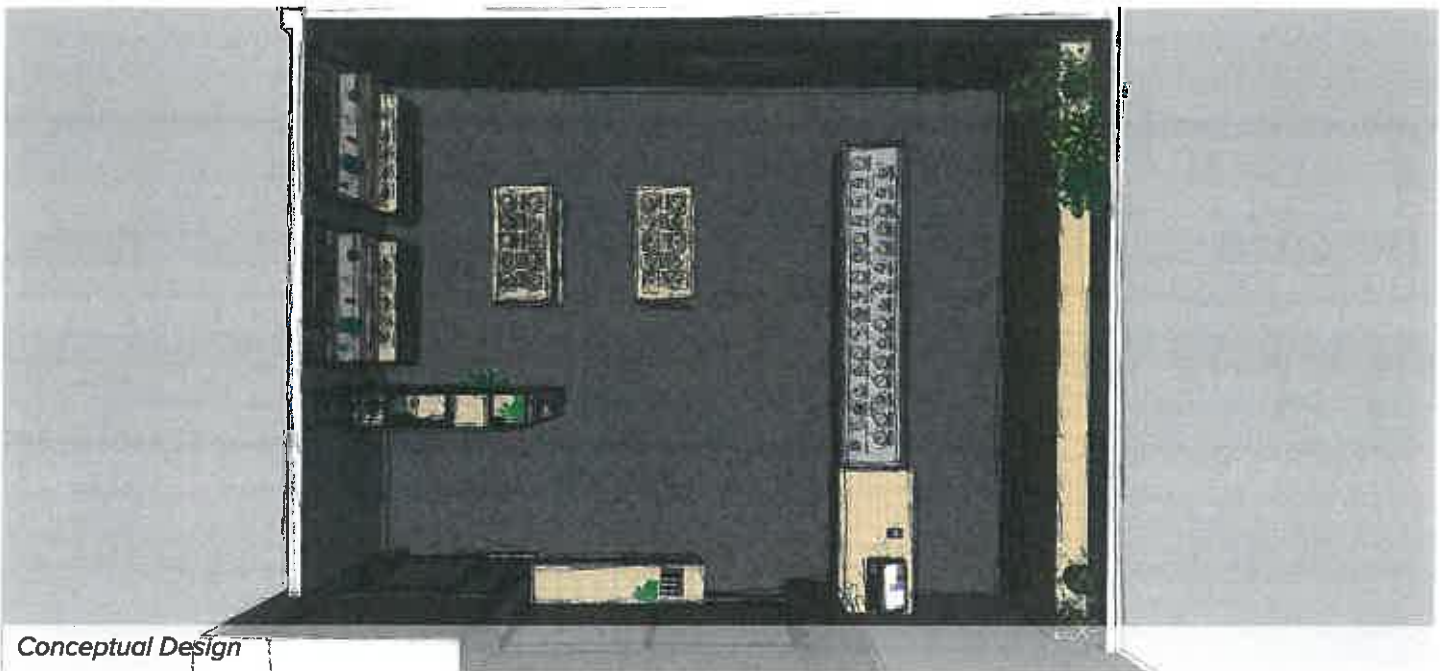
# Design Strategy

## DESIGN FOR OUR TARGET MARKET

Since responsible consumption is the foundation of our business model, we plan to target local professionals 30+ years of age. To do this we plan to focus on three key design factors: location, branding, and interior design.

To provide the boutique shopping experience our discerning local customers demand, our location is purposefully compact and intimate. Our product selection will be paired down to high quality items typically preferred by our sophisticated patrons. We aim for Flora to provide a unique, more personal shopping experience contrasting from what you may find in large retail locations.

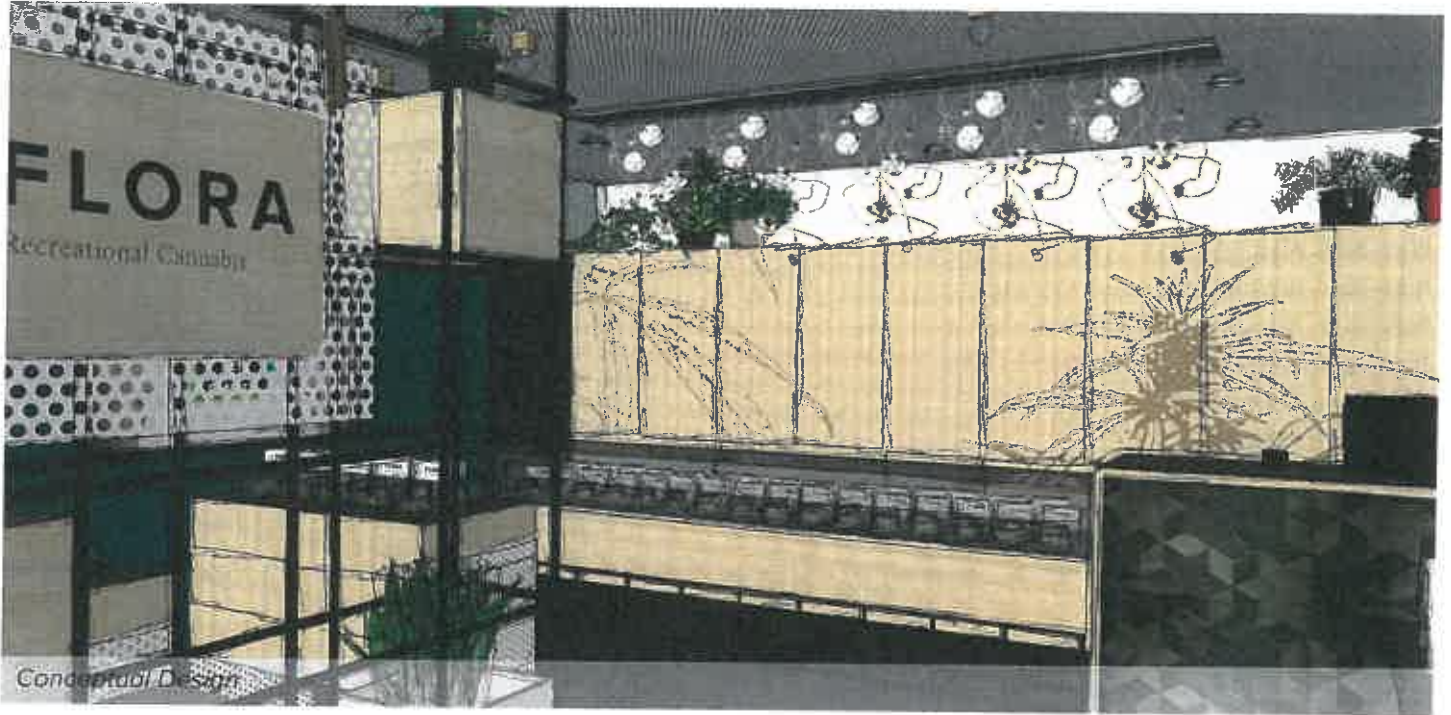
Our visual branding consultants have crafted a logo and visual strategy that has purposefully aligned itself with upscale cosmetic, health food, or clothing boutiques. It is minimalist, high-end, yet approachable.



The leaf logo is not the typical three-pronged style associated with marijuana, but a stylistic leaf shape arranged in a triangle. Our wordmark and colour palette are clean, simple, and modern aiming to appeal to an upscale crowd.

The layout of our store focus' on security and a strong separation of public and private space. Using a screen to restrict immediate views to cannabis products upon entering is conservative and intentional. Aesthetically, the design of our store incorporates a mix of natural elements and industrial materials, including an abundance of living plants to promote a calming and relaxed atmosphere. The interior and exterior renderings in this document are examples for reference only.

# Design Strategy



# Design Strategy



Conceptual Design



Conceptual Design

# Design Strategy

## PROPOSED MATERIALS

We have been working with a registered interior designer to develop the layout, interior design, and exterior design of the space. We are aiming for a high end, minimalist style with both natural and industrial materials as well as live plants to promote a calming and relaxed atmosphere.



*Aggregate Concrete Floor*



*Live Indoor Plants*



*Clay Wall Finish*



*Flora Green Paint Finish*



*Lime Washed Wood Finish*



*Blackened Steel*



*Feature Living Lighting*



*Perforated Metal*



*Leather Details*



*Green Tri-Leaf Shape Tile*

# Existing Site Photos



## Compliance History

Flora Recreational Cannabis is a brand new company emerging due to recent legalization in our Country, Province, and Municipality. We have no prior experience in the cannabis industry, and have had no retail dealings, from any location physical or virtual.

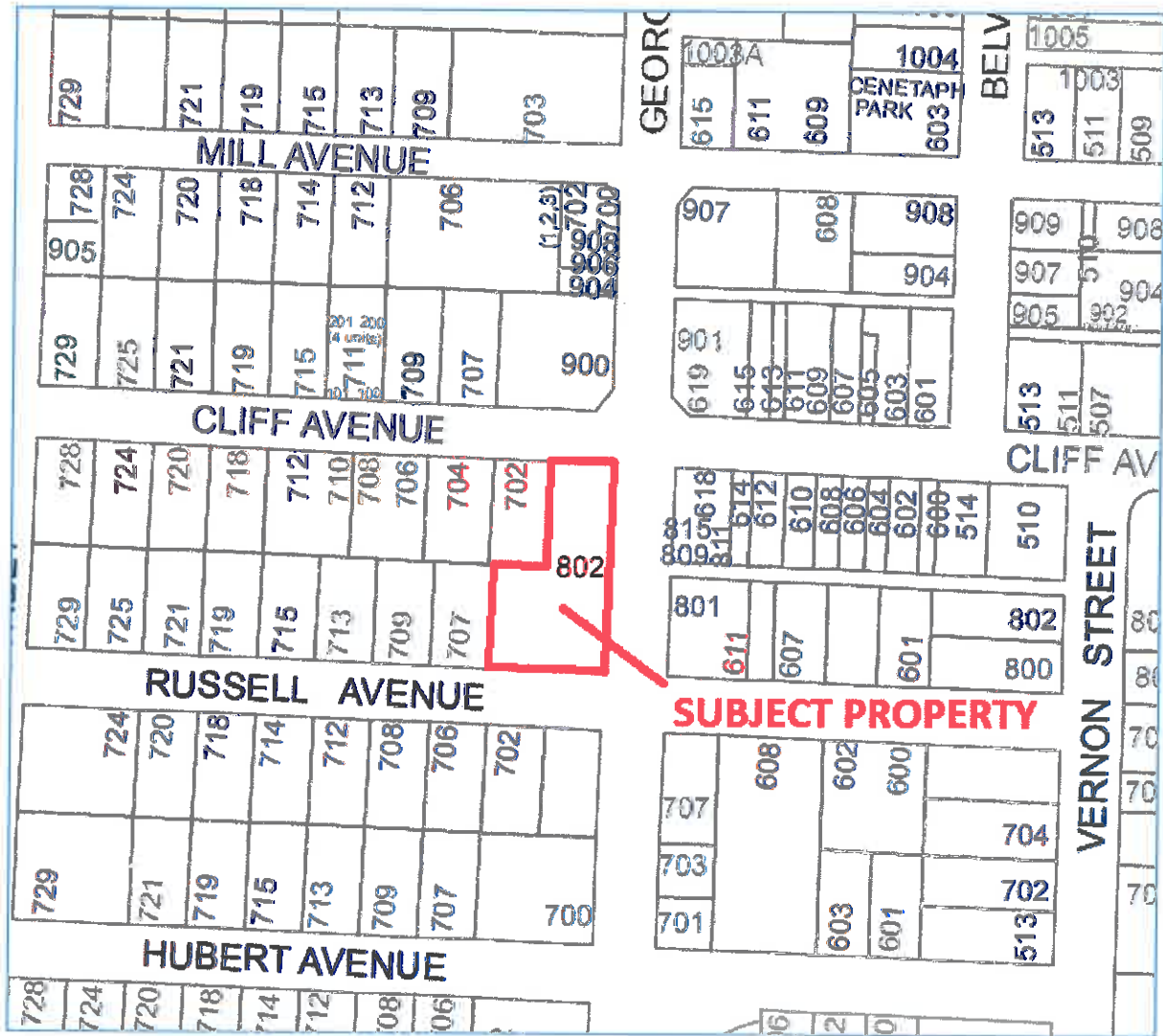
We have always believed that actively engaging an illegal marketplace, is not only criminal, but bad business strategy. In our opinion, any company who has ignored the basic rule of legality has shown a great disrespect to our community and our patrons. Prior to legalization, securing safe product was not guaranteed, so purchasers were then exposed to great health risks, possibly unknowingly.



As law abiding, responsible professionals, we expect that the majority of our target market are new users of cannabis products. As such they trust us to provide safe, reliable products and to pass on expert knowledge regarding safe consumption. With Government regulation, we can now ensure our products are safely derived and obtained, and our staff are well trained to provide the information our customers need to enjoy recreational cannabis products responsibly.

**THE CORPORATION OF THE CITY OF ENDERBY**  
**ZONING TEXT AMENDMENT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0003-18-ZTA-END  
**Applicant:** Vince Tidder and Shelly Freund  
**Owner:** 427356 BC LTD.  
**Location:** #4-802 George Street Cliff Avenue, Enderby BC



SKETCH/AREA TABLE ADDENDUM

Case No 10 641 10

File No 10 641 10

Property Address 802 George Street

City Enderby

State BC

Zip

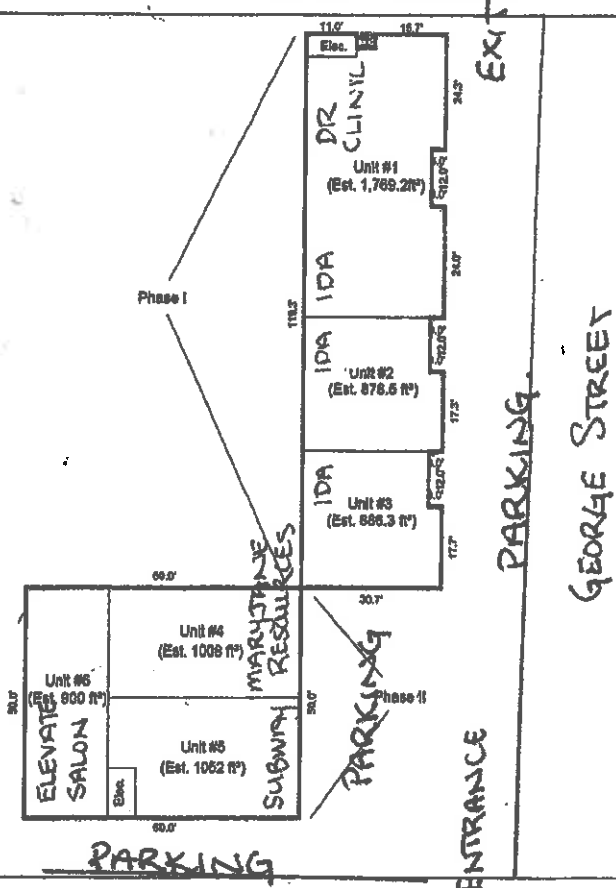
Borrower Vetter

Lender/Client GIBC

Appraiser Name Taylor Dedora

CLIFF AVENUE

IMPROVEMENTS SKETCH



Comments:

RUSSELL AVENUE

Scale: 1 = 30

AREA CALCULATIONS SUMMARY			
Code	Description	Size	Net Totals
00A1	First Floor	3539.86	
	First Floor	3000.00	6539.86
<b>TOTAL BUILDING (rounded)</b>			<b>6540</b>

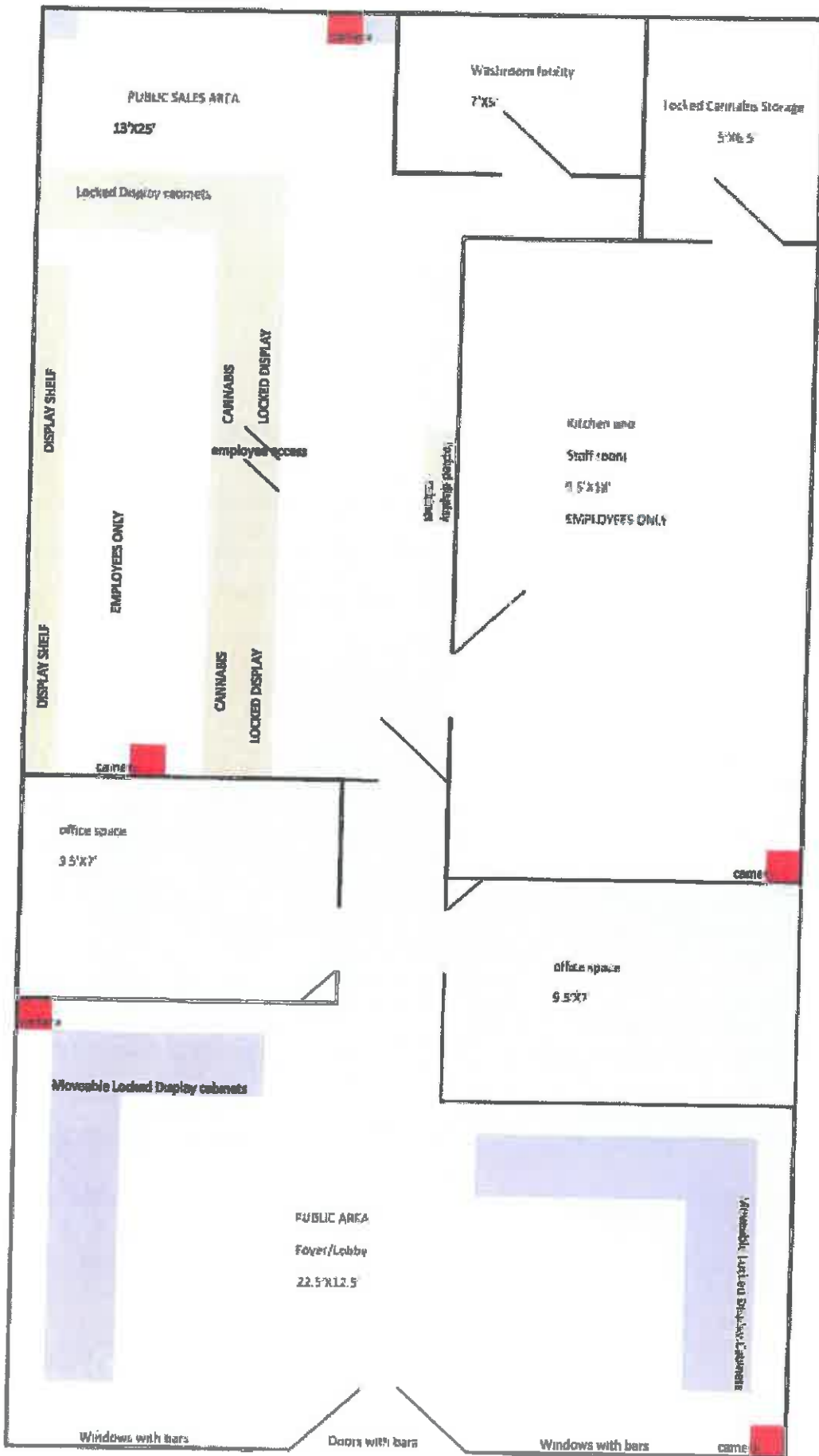
BUILDING AREA BREAKDOWN		
Breakdown	Size	Subtotal
First Floor		
3.0 x 24.0		72.00
3.0 x 17.3		52.00
17.7 x 30.7		541.78
15.7 x 24.2		381.22
15.0 x 21.2		320.00
27.7 x 77.2		2139.86
3.0 x 11.0		33.00
50.0 x 60.0		3000.00
<b>8 Calculations Total (rounded)</b>		<b>6540</b>

AREA CALCULATIONS

APEX SOFTWARE 800-608-0804

Apex 100-A Apex2





Space is approx 45'L x 23'W

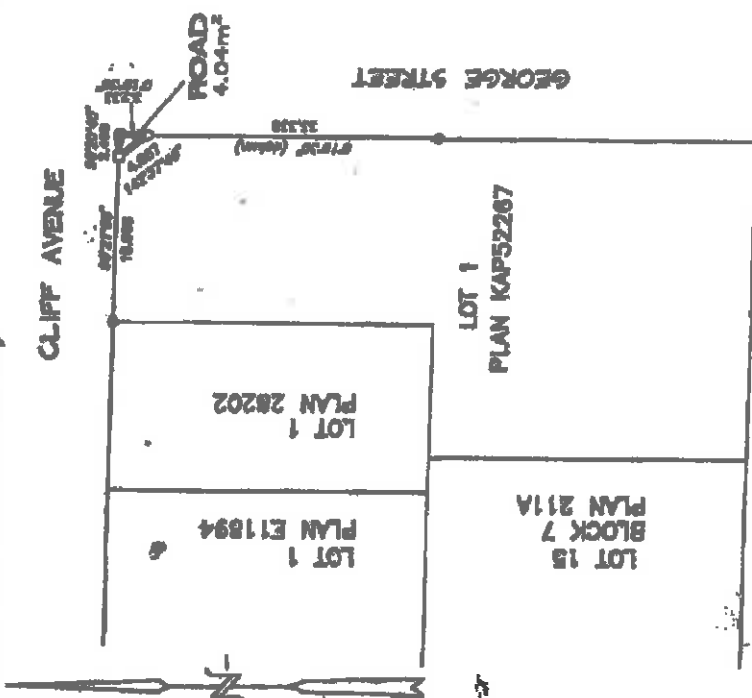
Security/Intruder/Fire system with FLIR and Alarm(s)

# REFERENCE PLAN OF ROAD IN LOT 1, PLAN KAP52267, D.L. 150, K(formerly O).D.Y.D.

Pursuant to Section 107(1)(a) of the Land Title Act

B.C.G.S. No. 82L-055

SCALE 1:500 (All distances are in metres and decimals thereof)



PLAN No. KAP64137

REGISTERED IN THE LAND TITLE OFFICE AT VANCOUVER B.C. THE 26th DAY OF APRIL 1994

I.C. B. Smith  
REGISTERED PROFESSIONAL SURVEYOR

**LEGEND**

- BOUNDARIES ARE APPROVED AND ARE DERIVED FROM PLAN 28202
  - DENOTES STAKED TYPE 5 IRON POST FOUND
  - ADJUSTED STAKED TYPE 5 IRON POST PLACED
  - DENOTES STAKED TYPE 3 LEAD PLUS PLACED
- THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF NORTH VANCOUVER

OWNER:  
LOT 15, BLOCK 7,  
D.L. 150,  
VAN. NO. 152258

*Principals*  
PRINCIPALS  
PRINCIPALS

REGISTERED SURVEYOR

WITNESSES AS TO BOTH SIGNATURES:  
*Principals*  
WITNESSES AS TO BOTH SIGNATURES:  
VAN. NO. 152258

RUSSELL N. SHORTT, A BRITISH COLUMBIA LAND SURVEYOR OF  
STANDING IN BRITISH COLUMBIA, CERTIFY THAT I AM A MEMBER OF  
AND PROFESSIONALLY IMPROVED THE SURVEY AND PLAN AND THAT I  
THIS PLAN, AND THAT THE SURVEY AND PLAN ARE CORRECT. THE  
SURVEY WAS COMPLETED ON THE 10th DAY OF FEBRUARY, 1994.

*Principals*  
PRINCIPALS

RUSSELL N. SHORTT  
British Columbia Land Surveyor  
2001 Sand Street, Victoria, B.C.  
Phone 250-401-1111 Fax 250-401-0141

PS 20191  
PUB. 207530  
REGISTRATION

OWNER: [Signature]  
VAN. NO. 23267

WITNESSES AS TO BOTH SIGNATURES:  
[Signature]  
WITNESSES AS TO BOTH SIGNATURES:  
VAN. NO. 23267

OWNER: [Signature]  
VAN. NO. 23267

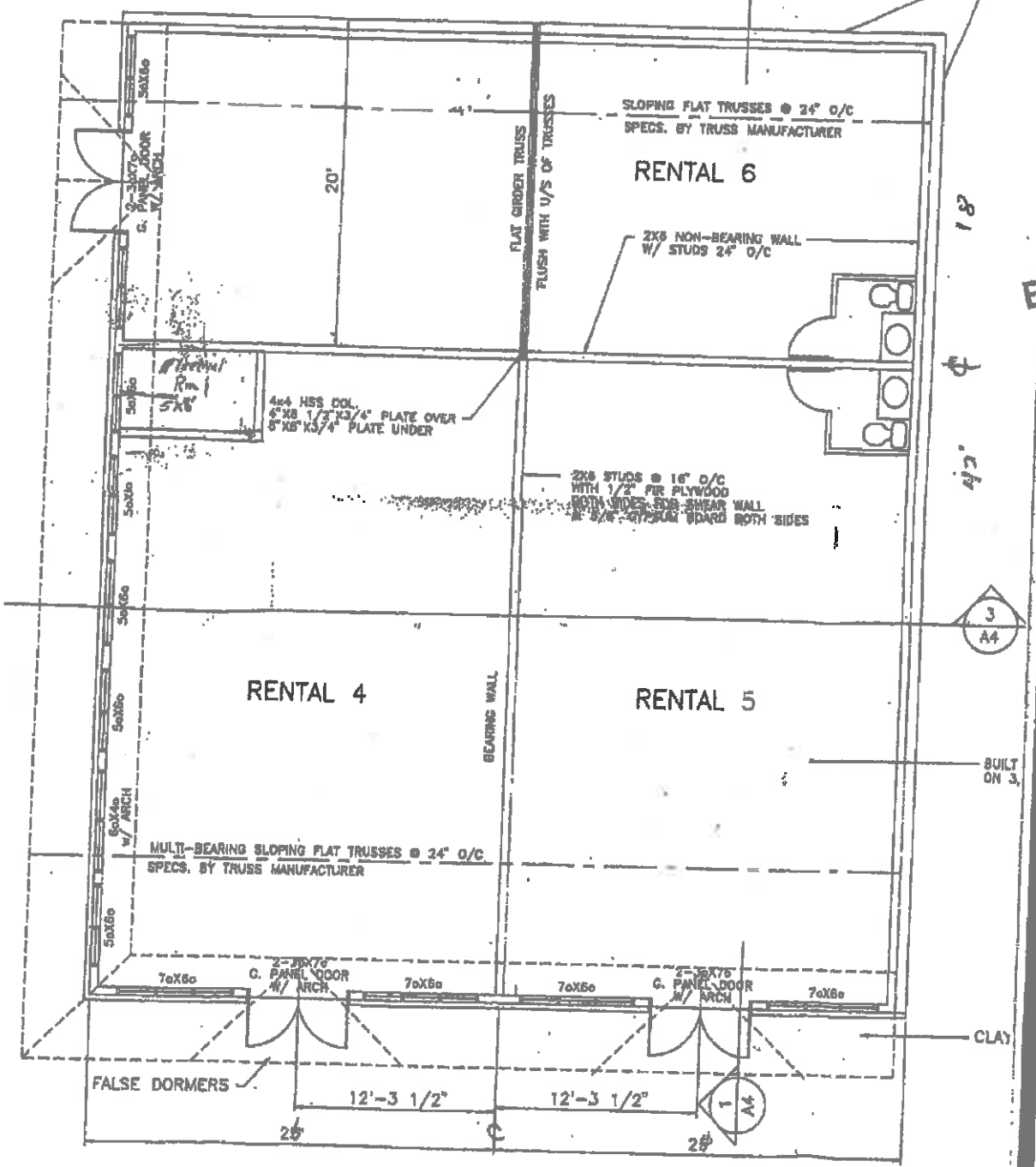
WITNESSES AS TO BOTH SIGNATURES:  
[Signature]  
WITNESSES AS TO BOTH SIGNATURES:  
VAN. NO. 23267

OWNER: [Signature]  
VAN. NO. 23267

WITNESSES AS TO BOTH SIGNATURES:  
[Signature]  
WITNESSES AS TO BOTH SIGNATURES:  
VAN. NO. 23267

# Building Sketch

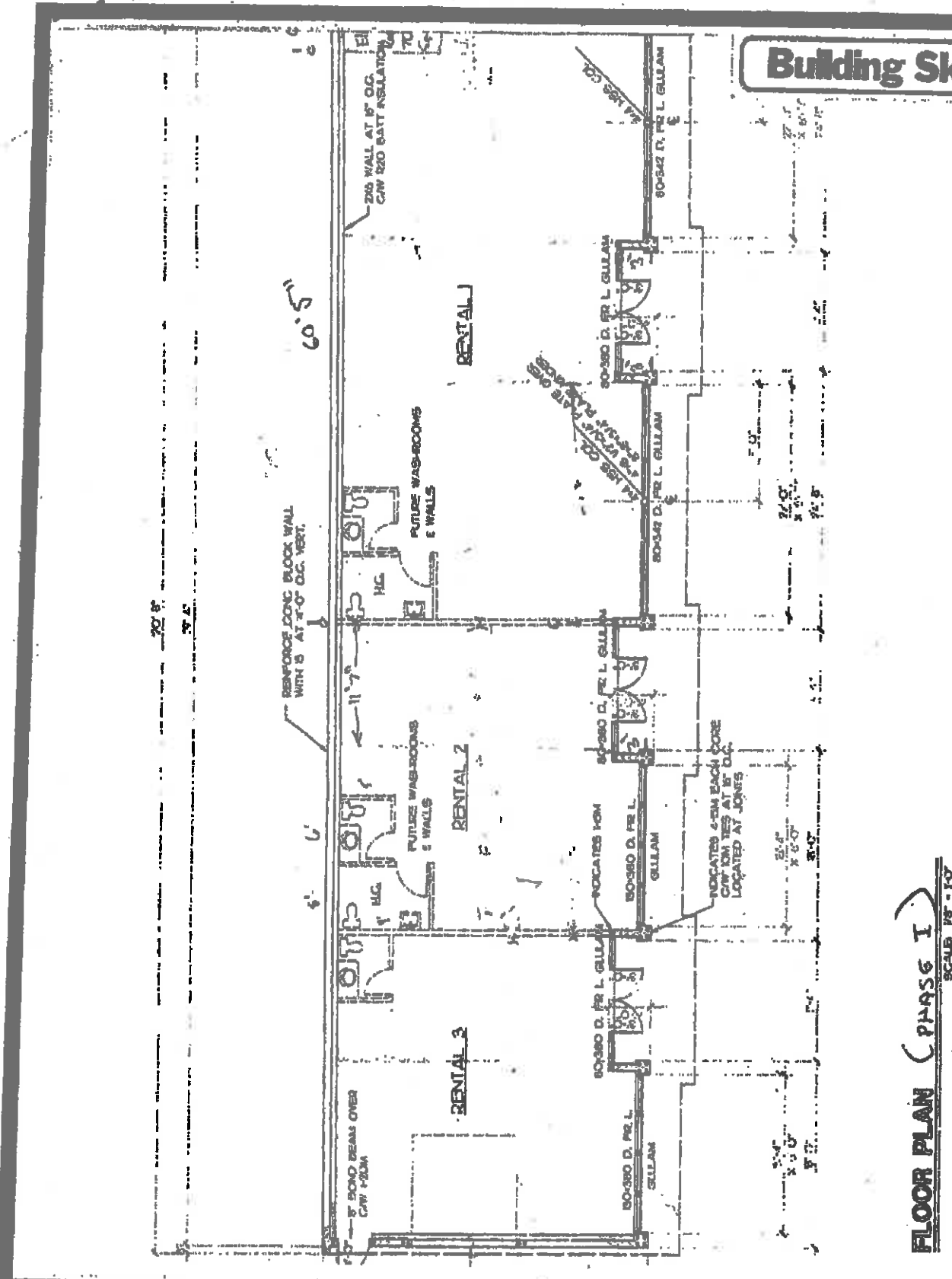
PHASE II



From: Estabro Engineering, Inc. 000P770007 10/10

Corrie Appraisals Ltd.

# Building Sketch



**FLOOR PLAN (PHASE I)**  
SCALE 1/8" = 1'-0"

From: *Software Graphics, Inc. ©COPYRIGHT 1979*

*Corrie Appraisals Ltd*

**Subject Property**

Cliff Avenue

90°19'40"  
21.473

PLAN KAP64137

Lot 13 (Except Easterly 25')

Lot 1  
Plan  
E11894

Lot 1

Plan

L.2

28202

0°19'30"  
36.579

90°19'30"  
15.103

1

0.212 ha

180°18'30"  
73.155

SUBJECT

Street

George

Block 7

Plan 211A

Lot 14

Lot 15

0°19'30"  
36.576

L.18

L.19

Bik. 7

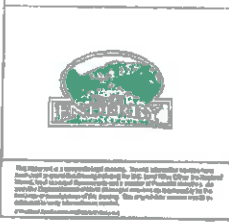
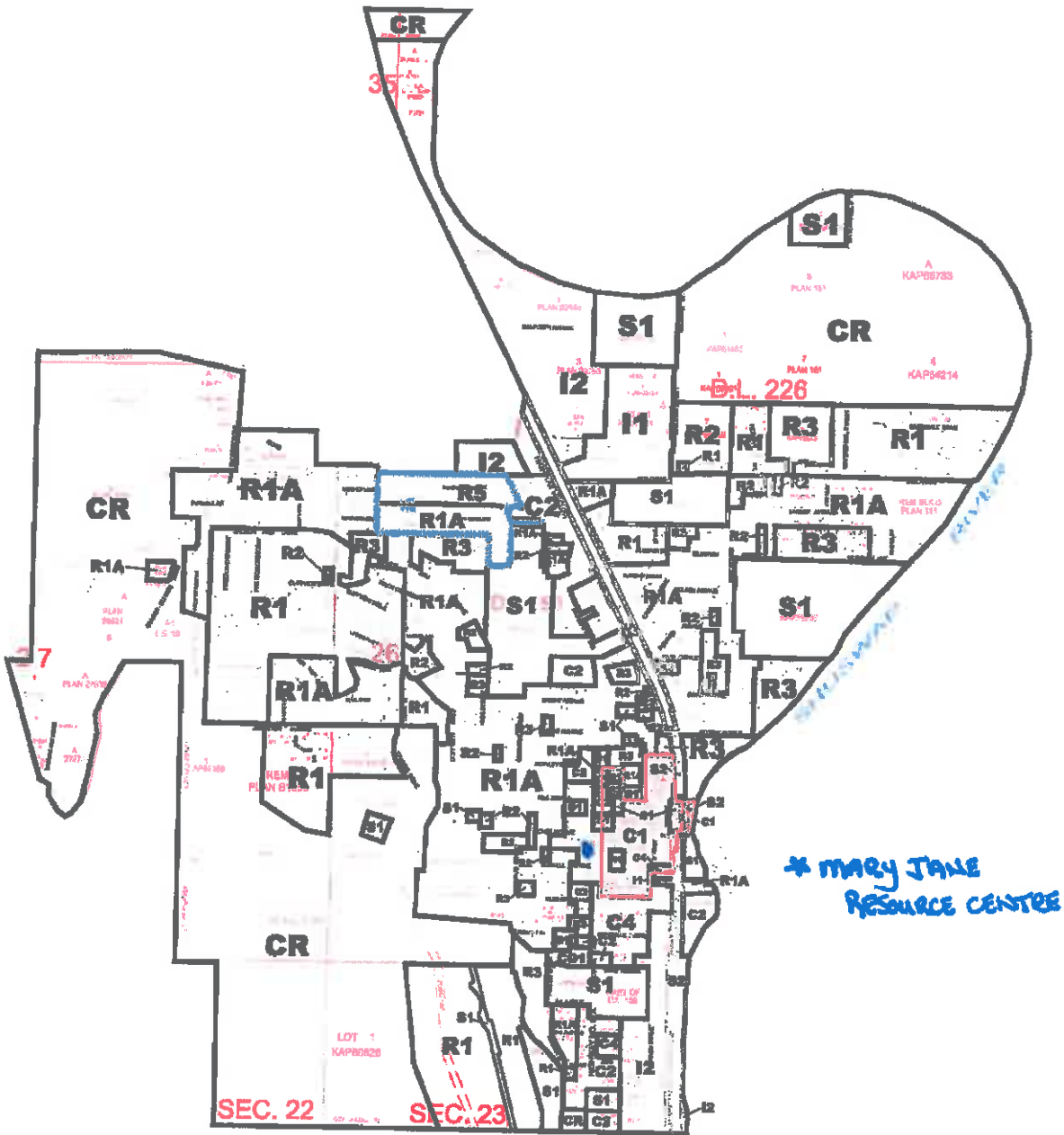
Plan 211A

270°19'30"  
36.578

Russell Avenue

be construed as a legal plan  
fiction. A survey must be





01 General Commercial	02 Central Industrial	03 Residential Single Family	04 Transportation Corridor
02 Highway & Transit Commercial	03 Industrial Park	04 Residential Single Family	05 Planning
03 Service Centers (Retail)	04 Assembly, Civic & Public Services	05 Residential Two Family	06 Community Land Use Concept
04 Light Industrial	05 Cherry Woodlands	06 Residential Apartment & Multi-Family	07 Recreation
	06 Community Development	07 Residential Medium Density	08

Subsection "A" is Amending the "Zoning Ordinance of the City of Enderby" (enacted under the "City of Enderby" Charter, 1997) and the "Zoning Ordinance of the City of Enderby" (enacted under the "City of Enderby" Charter, 1997).

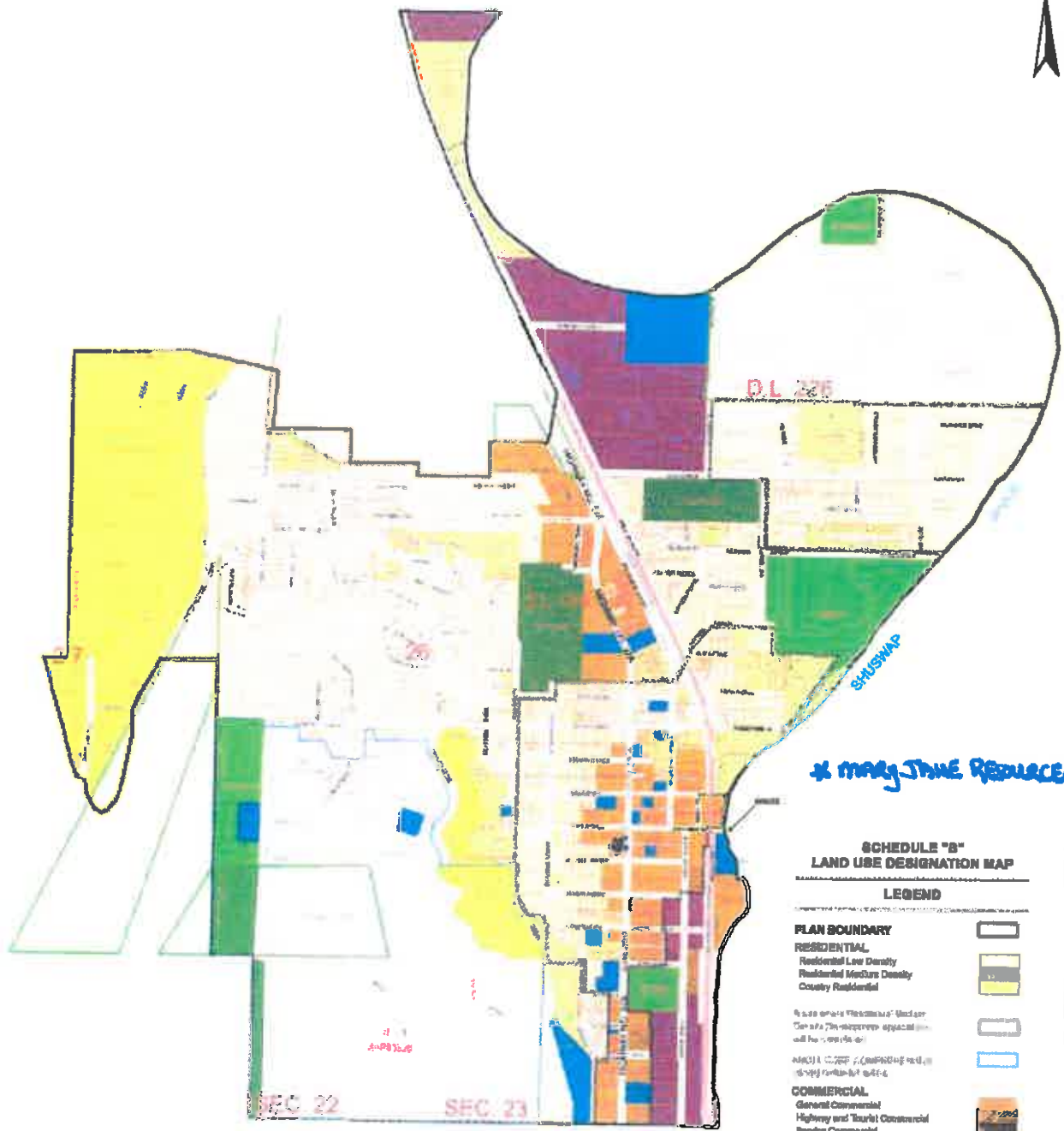
BYLAW AMENDMENTS

Bylaw No.	Effective Date	Description
1	2011	...
2	2012	...
3	2013	...
4	2014	...
5	2015	...
6	2016	...
7	2017	...
8	2018	...
9	2019	...
10	2020	...
11	2021	...
12	2022	...
13	2023	...
14	2024	...
15	2025	...
16	2026	...
17	2027	...
18	2028	...
19	2029	...
20	2030	...

REGIONAL DISTRICT OF NORTH OKANAGAN

SCALE - 1 : 5000

City of Enderby Zoning Map



\* MARY-JANE REDUCE CENTRE

**SCHEDULE "B"  
LAND USE DESIGNATION MAP**

**LEGEND**

- PLAN BOUNDARY** [Symbol]
- RESIDENTIAL**
  - Residential Low Density
  - Residential Medium Density
  - Country Residential
- Special Use Residential District** [Symbol]
- AGRICULTURAL** [Symbol]
- COMMERCIAL**
  - General Commercial
  - Highway and Tourist Commercial
  - Service Commercial
- INDUSTRIAL**
  - Light Industrial
  - General Industrial
  - Industrial Park
- INSTITUTIONAL** [Symbol]
- AGRICULTURAL**
  - Agricultural Land Reserve Boundary
- TRANSPORTATION CORRIDOR** [Symbol]
- PARKS, SCHOOLS**
  - Existing Park
  - Future Park
  - School Site
- ELEVATION (meters)** [Symbol]

SCHEDULE "B" DESIGNATES THE CITY OF ENDERBY'S COMMUNITY PLAN BYLAW NO. 1549, 2014

It shall be the duty of the Council of the City of Enderby, British Columbia, to give effect to the provisions of this Bylaw.

Approved:



**City of Enderby Official Community Plan Bylaw No. 1549, 2014**  
**SCHEDULE 'B' - LAND USE DESIGNATION MAP**

This document is a proposed legal instrument. It is intended to be used as a guide only. The Council of the City of Enderby is not responsible for the accuracy of the information contained herein. It is intended to be used as a guide only. It is intended to be used as a guide only.

REGIONAL DISTRICT OF NORTH OKANAGAN  
 DEVELOPMENT SERVICES

Scale: 1:5000





I, the undersigned, do hereby pledge my support to Mary Jane Resource Centre, located in the City of Enderby at #4-802 George Street, regarding an application for licensing as a privately-owned, non-medical cannabis retail store.

Please print your name: Wesley Funk

I, the primary owner and/or tenant, am aware that my residence is located within a 100m radius from the storefront location of Mary Jane Resource Centre. Initial: WF

Please provide your street address: 707 Russel Avenue

I do, hereby agree, that MJRC should be allowed to operate as a non-medical cannabis store even though I reside within this 100m radius. Additionally, I support an amendment to the 100m residential zoning bylaw to allow MJRC to operate as a non-medical cannabis retail store.

Signature: [Redacted]

Contact number: [Redacted]

Dated this day, 29 of Sept, 2018

In the event that this residence is not in support of a recreational cannabis store and/or a zoning bylaw amendment, please provide a brief description outlining your concerns below.

Alternately, if you have any other comments regarding this issue, please provide these below.

---

---

---

---

---

---

---

---

I, the undersigned, do hereby pledge my support to Mary Jane Resource Centre, located in the City of Enderby at #4-802 George Street, regarding an application for licensing as a privately-owned, non-medical cannabis retail store.

Please print your name: TAMARA BOGATHEBY

I, the primary owner and/or tenant, am aware that my residence is located within a 100m radius from the storefront location of Mary Jane Resource Centre. Initial: TB

Please provide your street address: 714 CHIFF AVE

I do, hereby agree, that MJRC should be allowed to operate as a non-medical cannabis store even though I reside within this 100m radius. Additionally, I support an amendment to the 100m residential zoning bylaw to allow MJRC to operate as a non-medical cannabis retail store.

Signature: [Redacted]

Contact number: [Redacted]

Dated this day, 29 of Sept, 2018

In the event that this residence is not in support of a recreational cannabis store and/or a zoning bylaw amendment, please provide a brief description outlining your concerns below.

Alternately, if you have any other comments regarding this issue, please provide these below.

---

---

---

---

---

---

---

---

I, the undersigned, do hereby pledge my support to Mary Jane Resource Centre, located in the City of Enderby at #4-802 George Street, regarding an application for licensing as a privately-owned, non-medical cannabis retail store.

Please print your name: DOROTHY DORAN

I, the primary owner and/or tenant, am aware that my residence is located within a 100m radius from the storefront location of Mary Jane Resource Centre. Initial: D.D.

Please provide your street address: 708 Russell Ave

I do, hereby agree, that MJRC should be allowed to operate as a non-medical cannabis store even though I reside within this 100m radius. Additionally, I support an amendment to the 100m residential zoning bylaw to allow MJRC to operate as a non-medical cannabis retail store.

Signature: [Redacted]

Contact number: [Redacted]

Dated this day, 29 of Sept., 2018

In the event that this residence is not in support of a recreational cannabis store and/or a zoning bylaw amendment, please provide a brief description outlining your concerns below.

Alternately, if you have any other comments regarding this issue, please provide these below.

As long as this is legal!  
Plus to be very better than what  
we were dealing with at 709 Russell.  
D.D.

I, the undersigned, do hereby pledge my support to Mary Jane Resource Centre, located in the City of Enderby at #4-802 George Street, regarding an application for licensing as a privately-owned, non-medical cannabis retail store.

Please print your name: Ken McKenzie

I, the primary owner and/or tenant, am aware that my residence is located within a 100m radius from the storefront location of Mary Jane Resource Centre. Initial: KMK

Please provide your street address: 713 Russell Ave

I do, hereby agree, that MJRC should be allowed to operate as a non-medical cannabis store even though I reside within this 100m radius. Additionally, I support an amendment to the 100m residential zoning bylaw to allow MJRC to operate as a non-medical cannabis retail store.

Signature: 

Contact number: 

Dated this day, 29 of Sept, 2018

In the event that this residence is not in support of a recreational cannabis store and/or a zoning bylaw amendment, please provide a brief description outlining your concerns below.

Alternately, if you have any other comments regarding this issue, please provide these below.

---

---

---

---

---

---

---

---

I, the undersigned, do hereby pledge my support to Mary Jane Resource Centre, located in the City of Enderby at #4-802 George Street, regarding an application for licensing as a privately-owned, non-medical cannabis retail store.

Please print your name: BRAD O'LEARY

I, the primary owner and/or tenant, am aware that my residence is located within a 100m radius from the storefront location of Mary Jane Resource Centre. Initial: BO

Please provide your street address: 713 CLIFF AVE

I do, hereby agree, that MJRC should be allowed to operate as a non-medical cannabis store even though I reside within this 100m radius. Additionally, I support an amendment to the 100m residential zoning bylaw to allow MJRC to operate as a non-medical cannabis retail store.

Signature: 

Contact number: 

Dated this day, 29 of September, 2018

In the event that this residence is not in support of a recreational cannabis store and/or a zoning bylaw amendment, please provide a brief description outlining your concerns below.

Alternately, if you have any other comments regarding this issue, please provide these below.

---

---

---

---

---

---

---

---

Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
Shawn Bird	Enderby	[Redacted]	[Redacted]	May 11/18
Spencer Simpson	Enderby	[Redacted]	[Redacted]	May 11/18
Michael Langille	Enderby	[Redacted]	[Redacted]	May 14/18
Sierra Tompkins	Enderby	[Redacted]	[Redacted]	May 14/18
Clint Felix	Enderby	[Redacted]	[Redacted]	May 14/18
Kenesa Loughhead	Enderby	[Redacted]	[Redacted]	May 23/18
Cady Lebb	Enderby	[Redacted]	[Redacted]	May 26/18
Katrine Farrell	Enderby	[Redacted]	[Redacted]	May 26/18
Alvan Beauv	Enderby	[Redacted]	[Redacted]	May 26/18
Christelle Williams	Enderby	[Redacted]	[Redacted]	May 26/18
BARB WYLIE	Enderby	[Redacted]	[Redacted]	May 29/18
Myki Drabovk	Enderby	[Redacted]	[Redacted]	May 29/18
CAROL Rogers	" "	[Redacted]	[Redacted]	May 29/18
Jordan Egan	Enderby	[Redacted]	[Redacted]	June 5/18
Alan Olson	Enderby	[Redacted]	[Redacted]	June 13/18
Brandon Oles	Enderby	[Redacted]	[Redacted]	June 13/18
Mark Larsson	Enderby	[Redacted]	[Redacted]	June 19/18
DAVE MAULBY	Enderby	[Redacted]	[Redacted]	June 19/18
Shavon Shroy	Enderby	[Redacted]	[Redacted]	June 30/18
Koreen Hatch	Enderby	[Redacted]	[Redacted]	June 30/18
TOPP RYALKIN	Enderby	[Redacted]	[Redacted]	June 30/18
Delvina Bower	Enderby	[Redacted]	[Redacted]	June 30/18
Ennie Mulligan	Enderby	[Redacted]	[Redacted]	June 30/18
Jash Huston	Enderby	[Redacted]	[Redacted]	July 4/18
Jerricka Simpson	Enderby	[Redacted]	[Redacted]	July 4/2018
Lorrie Hidy	Enderby	[Redacted]	[Redacted]	July 14
Leonard Lutz	" "	[Redacted]	[Redacted]	July 17
Kayla Crimmon	" "	[Redacted]	[Redacted]	July 17
Alex Bacon	Enderby	[Redacted]	[Redacted]	July 17
Quana Walsh	Enderby	[Redacted]	[Redacted]	July 19
Josh Corrie	Trinity valley	[Redacted]	[Redacted]	July 19
Theodore Bramley	25 Novotins Rd	[Redacted]	[Redacted]	July 20
Crene Ricard	Enderby	[Redacted]	[Redacted]	August 3
Kris Grest	Enderby	[Redacted]	[Redacted]	Aug 3
Cheryl Stum	Enderby	[Redacted]	[Redacted]	Aug 7/2018
Darcelle Bradford	Salmon Arm	[Redacted]	[Redacted]	Aug 8, 2018
Cash Trupp	Enderby	[Redacted]	[Redacted]	Aug 9th 2018
Justin Dingle	Radford	[Redacted]	[Redacted]	Aug 13/2018
Nolan Bennett	Fort McMurray	[Redacted]	[Redacted]	Aug 15/18
TEERI Robson	SICAMOUS BC	[Redacted]	[Redacted]	SEPT 2/18
Michel Robson	Topley BC	[Redacted]	[Redacted]	"
Tyler Noyan	Enderby	[Redacted]	[Redacted]	Sept 12/18
TYSTEN ORZVIE	Enderby	[Redacted]	[Redacted]	Sept 12/18
Don McCaughan	Sicamous	[Redacted]	[Redacted]	Oct 12/2018
Jerry Jones	Enderby	[Redacted]	[Redacted]	

Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
SHELLEY FREUND	603-92nd AVE NW Fom.	[Redacted]	[Redacted]	20 APR 18
Kim Galbraith	114 George St #18	[Redacted]	[Redacted]	20 APR 18
Bauke Burian	114 George St #1	[Redacted]	[Redacted]	20 APR 18
Trysted OGLIVE	715 diff ave	[Redacted]	[Redacted]	20 APR 18
KIP TANTUM	114 - GEORGE ST. 1-A	[Redacted]	[Redacted]	4/20/18
Neil Bates	111 CRISCOM	[Redacted]	[Redacted]	4-20-18
[Redacted]	" "	[Redacted]	[Redacted]	" "
[Redacted]	" "	[Redacted]	[Redacted]	" "
Claudia Callihan	114 George St 1A	[Redacted]	[Redacted]	4/20/18
[Redacted]	Enderby	[Redacted]	[Redacted]	4/20/18
[Redacted]	Enderby	[Redacted]	[Redacted]	4/20/18
[Redacted]	Enderby	[Redacted]	[Redacted]	4-20-18
Ruth Ginther	Enderby	[Redacted]	[Redacted]	4-20-18
Jeremiah Russell	"	[Redacted]	[Redacted]	4-20-18
Jim Durlop	CRISCOM	[Redacted]	[Redacted]	"
K. Stephens	4216 Richmond	[Redacted]	[Redacted]	"
Jessica Aquilar	4125 Highland PK	[Redacted]	[Redacted]	"
[Redacted]	"	[Redacted]	[Redacted]	4/20/18
Lyle West	218 STANLEY AVE	[Redacted]	[Redacted]	"
Josh Fortash	37 Victoria	[Redacted]	[Redacted]	4/20/18
[Redacted]	1270 hand ave	[Redacted]	[Redacted]	4/20/18
Jessica Gallagher	33 Preston Crescent	[Redacted]	[Redacted]	20 APR 20/18
Rose Smith	713 RUSSELL AVE	[Redacted]	[Redacted]	4/20/18
Ken McKenzie	713 RUSSELL AVE	[Redacted]	[Redacted]	4/20/18
Bradley Brooks	109 George St	[Redacted]	[Redacted]	4/20/18
Ben & Michelle	175 CRISCOM	[Redacted]	[Redacted]	4/20/2018
Eric St Pierre	CRISCOM	[Redacted]	[Redacted]	4/20/2018
Kathelle St Pierre	CRISCOM	[Redacted]	[Redacted]	4/20/2018
Brittany Tremblay	706 High Street Enderby	[Redacted]	[Redacted]	4/20/2018
Kathy C. Brown	1404 Concession Rd	[Redacted]	[Redacted]	April 20/18
[Redacted]	Enderby	[Redacted]	[Redacted]	April 20/18
[Redacted]	ENDERBY	[Redacted]	[Redacted]	April 20/18
[Redacted]	ENDERBY	[Redacted]	[Redacted]	April 20/18
Paige Shields	7932 Hwy 97A MA	[Redacted]	[Redacted]	APR 21/18
Monty Briard	880 Mabel Lake Road	[Redacted]	[Redacted]	APR 24/18
Ben Mitchell	708 GRANVILLE AVE	[Redacted]	[Redacted]	APR 24/18
Destiny M. [Redacted]	Salmon River	[Redacted]	[Redacted]	APR 24/18
Graham Dudge	Vernon	[Redacted]	[Redacted]	APR 24/18
Chelsea Hammond	Alberta	[Redacted]	[Redacted]	APR 25/18
Steven Hammond	Alberta	[Redacted]	[Redacted]	APR 25/18
[Redacted]	Enderby	[Redacted]	[Redacted]	APR 25/18
[Redacted]	Enderby	[Redacted]	[Redacted]	APR 25/18
[Redacted]	Glenn (near)	[Redacted]	[Redacted]	APR 25/18
[Redacted]	100 5th St SA	[Redacted]	[Redacted]	APR 25/18
Riley Orndorfer	Enderby	[Redacted]	[Redacted]	APR 25/18
Grage Viersema	enderby B.C.	[Redacted]	[Redacted]	APR 25/18
Kramer Kaz	108 George St	[Redacted]	[Redacted]	APR 25/18
ASTRO BYRON (AKEN)	55 Rossman St	[Redacted]	[Redacted]	APR 25/18
DL O'Rourke	73 Anderson	[Redacted]	[Redacted]	APR 25/18



Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

Nikolaas Henneveld

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
Chris	35 Cony onth	[Redacted]	[Redacted]	4/20
SUSAN MAU	KING ST	[Redacted]	[Redacted]	4/20
David Chapman	728 Hildesheim	[Redacted]	[Redacted]	4/20
John Am. B.	286 Cony St	[Redacted]	[Redacted]	4/20
Greg Bousson	26 Glenormy	[Redacted]	[Redacted]	4/20/2018
KEP ANTRUM	114-C. COPELAND	[Redacted]	[Redacted]	4/20/2018
Claudia Callison	" " "	[Redacted]	[Redacted]	4/20/2018
Diane Bean	2457 30th St	[Redacted]	[Redacted]	4/20/2018
Cheryl [Redacted]	2 [Redacted]	[Redacted]	[Redacted]	4/20/2018
Chantal [Redacted]	Enderby	[Redacted]	[Redacted]	4/20/2018
MARK [Redacted]	Enderby	[Redacted]	[Redacted]	4/20/2018
ALICE [Redacted]	Enderby 13 C	[Redacted]	[Redacted]	4/20/18
Sacch Archibugi	1903 48 Ave. B.C.	[Redacted]	[Redacted]	4/20/18
[Redacted]	465 Park Ave B	[Redacted]	[Redacted]	4/20/2018
Britnee Buxton	114 George St	[Redacted]	[Redacted]	4/20/18
Paul [Redacted]	855 30th Ave	[Redacted]	[Redacted]	4/20/18
[Redacted]	806 SIMMONS ST E	[Redacted]	[Redacted]	4/20/18
[Redacted]	407 Polson Ave	[Redacted]	[Redacted]	4/20/18
[Redacted]	1344 Label 1K	[Redacted]	[Redacted]	4/20/18
LOUISE BRYSON	125 BIRCH CRES.	[Redacted]	[Redacted]	4/20/18
KEN English	702 Roper	[Redacted]	[Redacted]	4/20/18
David [Redacted]	5381 Rock Point	[Redacted]	[Redacted]	4/20/18
DAVID [Redacted]	country site	[Redacted]	[Redacted]	4/20/17
Tanya [Redacted]	country site	[Redacted]	[Redacted]	4/20
[Redacted]	707 [Redacted]	[Redacted]	[Redacted]	4/20
[Redacted]	1110 Ave	[Redacted]	[Redacted]	4/20
DOUGLAS PALMER	65 FURLONG RD	[Redacted]	[Redacted]	4/20
LYNN KETCHUM	4882 SR	[Redacted]	[Redacted]	4/20
Sarah Agassiz	4887 Salmon River	[Redacted]	[Redacted]	4/20
Kari [Redacted]	23 Hadow ed End	[Redacted]	[Redacted]	4/20
Lani Kirwin	170 Salmon Arm I	[Redacted]	[Redacted]	4/20
TS Griffin	3025 Highland Park ter	[Redacted]	[Redacted]	4/20
Tishi [Redacted]	[Redacted]	[Redacted]	[Redacted]	4/20
Bruce Agassiz	9882 Salm Rva RA	[Redacted]	[Redacted]	4/20
Michelle [Redacted]	64 Hwy 97	[Redacted]	[Redacted]	4/20
Barb [Redacted]	Enderby	[Redacted]	[Redacted]	4/20

Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
Michael Landi	231 Terry Rd Enderby BC	[Redacted]	[Redacted]	May 12/2018
Sara Tangkins	231 Terry Rd Enderby BC	[Redacted]	[Redacted]	May 12/2018
Keke Smith	8081 Hwy 97A	[Redacted]	[Redacted]	May 12/2018
Barbara [Redacted]	[Redacted] BC	[Redacted]	[Redacted]	mail.com May
Bonnie Furian	114 George St BC	[Redacted]	[Redacted]	mail.com Mds
Ken [Redacted]	1192 HWY 9A	[Redacted]	[Redacted]	MAY 27
Rob [Redacted]		[Redacted]	[Redacted]	
P. Wierschen	22015 rd	[Redacted]	[Redacted]	June 1/18
Donna Lancaster	117-6580 HWY 97A	[Redacted]	[Redacted]	June 4/18
Tom Wierschen	Enderby	[Redacted]	[Redacted]	June 8/18
Kate Johnson	Enderby BC	[Redacted]	[Redacted]	June 8/18
Barry Christian	Enderby	[Redacted]	[Redacted]	June 8/18
Shirley Rosenberg	Enderby	[Redacted]	[Redacted]	June 8 2018
Pat Kuhn	"	[Redacted]	[Redacted]	June 19 2018
Landy Furman	Armstrong	[Redacted]	[Redacted]	June 28 2018
Mark Jurell	ENDERBY	[Redacted]	[Redacted]	July 5 2018
Dave Robertson	Armstrong	[Redacted]	[Redacted]	JULY 6 2018
Justin Parkinson	Enderby	[Redacted]	[Redacted]	July 10 2018
JEFF KELLER	GRINPRD	[Redacted]	[Redacted]	July 10, 2018
REO DRAGUN	VALLEY	[Redacted]	[Redacted]	July 20/18
Dany Vetter	ENDERBY BC	[Redacted]	[Redacted]	Today
Challice Young	Enderby BC	[Redacted]	[Redacted]	July 20/2018
Jan Young	ARMSTRONG	[Redacted]	[Redacted]	Aug 1 2018
Susan [Redacted]	Kelowna BC	[Redacted]	[Redacted]	Aug 2018, 5:00
[Redacted]	Enderby	[Redacted]	[Redacted]	
Taylor McKenzie	10450 Armstrong Ave Enderby	[Redacted]	[Redacted]	
[Redacted]	729 Hubert	[Redacted]	[Redacted]	Aug 10/18
Alexis [Redacted]	20 Preston Cres	[Redacted]	[Redacted]	Aug 2018
Milje [Redacted]	129 West Enderby	[Redacted]	[Redacted]	Sept 20
Dr. Cybura	#11 Regency on	[Redacted]	[Redacted]	Oct 11 2018

Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
Colleen Reddelop	VOE-110 Enderby	[Redacted]	[Redacted]	Apr. 20/18
Robin Floury	1105 115 Enderby	[Redacted]	[Redacted]	Apr. 20/18
Nicole Lochapelle	VOE 1V3	[Redacted]	[Redacted]	Apr 2018
Patricia Marshall	VOE 1V4	[Redacted]	[Redacted]	in Apr 2018
Sarah Nikye	VOE 1V2	[Redacted]	[Redacted]	Apr. 26 2018
Travis Danczoff	VOE 1V2	[Redacted]	[Redacted]	Apr. 26 2018
Deek Gecelby	VOE-1V3	[Redacted]	[Redacted]	Apr. 26 2018
RYAN HERRON	TOM-1R0	[Redacted]	[Redacted]	May 1/2018
Drew Harsanyi	VOE 1V0	[Redacted]	[Redacted]	May 1/18
ALAN CHAMMAN	VOE 1V1	[Redacted]	[Redacted]	May 1/18
Kyle Phillips	VOE 1V0	[Redacted]	[Redacted]	May 21/18
Suzana Arkoli	VOE 1V0	[Redacted]	[Redacted]	May 19 2018
Joseph Sarr	VOE 1V1	[Redacted]	[Redacted]	May 1/18
Maryl Lockerman	VOE 1V3	[Redacted]	[Redacted]	May 7/2018
Carl Francis	[Redacted]	[Redacted]	[Redacted]	in soon may
Valerie K. Paul	VOE-1V0	[Redacted]	[Redacted]	in MAY/18
Richard Scott	VOE-1V2	[Redacted]	[Redacted]	in May 4, 2018
Kevin B. George	VOE 1V5	[Redacted]	[Redacted]	May 4/18
Bradley Stanley	VOE 1V6	[Redacted]	[Redacted]	May 6/2018
Bodie Briard	VOE 1V4	[Redacted]	[Redacted]	May 6/2018
Elana Kafe	VOE 1V0	[Redacted]	[Redacted]	May 6/2018
W. J. Schaller	6265 Hwy 97	[Redacted]	[Redacted]	May 8/2018
Janet Witz	165 Olds Rd Enderby	[Redacted]	[Redacted]	May 8-18
Gordon Bothner	15 Robson Rd. Enderby	[Redacted]	[Redacted]	May 21/18
Andy Dyer	1155 Birch Cres	[Redacted]	[Redacted]	May 29/18

Should the city of Enderby amend current commercial zoning to allow Mary Jane Resource Centre, licensed under the Liquor Control and Licensing Branch, to operate, once legislation has passed, as a Public Cannabis Retail Store?

NAME	ADDRESS	SIGNATURE	EMAIL	DATE
N. T. ZEPER	1-167 CLIFFVIEW	[REDACTED]	[REDACTED]	Apr. 20/18
TRISTEN OGILVIE	1-167 CLIFFVIEW	[REDACTED]	[REDACTED]	Apr. 20/18
GREG HALVORSON	715 CLIFF AVE	[REDACTED]	[REDACTED]	4/20/18
Cayleigh STEWART	606 CLIFF AVE	[REDACTED]	[REDACTED]	4/20/18
Robin Nielsen	5350 Norway Rd	[REDACTED]	[REDACTED]	4/20/18
Darryl Carr	21 Bradaway Rd	[REDACTED]	[REDACTED]	4/20/18
J. O'Leary	1129 Falar Rd	[REDACTED]	[REDACTED]	4/20/18
Theresa Normy	1919 99th St	[REDACTED]	[REDACTED]	4/20/18
Priscilla Alexander	5871 10th Avenue Sd. Ave	[REDACTED]	[REDACTED]	4/20/18
Junda Allen	75611 Diamond Dr	[REDACTED]	[REDACTED]	4/20/18
April Mulcahy	Enderby BC	[REDACTED]	[REDACTED]	4/20/18
Shanice Shamp	Enderby BC	[REDACTED]	[REDACTED]	April 21 18
Mare Lewis	409 Cliff Ave	[REDACTED]	[REDACTED]	Apr. 25/18
Richard Monaghan	1-409 cliff ave	[REDACTED]	[REDACTED]	Apr. 25/18
JON HOLMES	4904 HANSDOWN RD	[REDACTED]	[REDACTED]	APRIL 26/18
BEAUDEAN O'KEE	57 FOREST AVE	[REDACTED]	[REDACTED]	"
LAYTON TRELMER	136 Zach Lane	[REDACTED]	[REDACTED]	May 24/18
Zen Dant	266 4417 TRINITY	[REDACTED]	[REDACTED]	May 24/18
STEVE FULTZ	Enderby/Vernon	[REDACTED]	[REDACTED]	May 20/18
Lorraine Somers	800 STEWART AVE	[REDACTED]	[REDACTED]	MAY 2/18
Heidi M. Alling	#25 801 Kildonan	[REDACTED]	[REDACTED]	MAY 3/18
Lee-Ann Firdich	1507 Northern Ave Lakeshore	[REDACTED]	[REDACTED]	MAY 3/18
Bernard Ouders	Vernon	[REDACTED]	[REDACTED]	May 8 2018
Chen Mitchell	Vernon	[REDACTED]	[REDACTED]	May 8 2018
Ty Jones	Enderby	[REDACTED]	[REDACTED]	May 4 2018
GERALD Macrae	Enderby	[REDACTED]	[REDACTED]	21.com May 8/18
AMISHA MALIK	805 Academy	[REDACTED]	[REDACTED]	4. May 8/18
ZACK WINTER	805 Academy	[REDACTED]	[REDACTED]	21.com 18/18
				May 5/2018



Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: December 13, 2018  
Subject: Non-Medical Cannabis Retail License Referral Application for 612 Cliff Avenue and associated Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1668, 2018

---

**RECOMMENDATION**

THAT Council gives First and Second Readings to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1668, 2018 which proposes to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to permit a Cannabis-Related Business within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18, for the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A located at 612 Cliff Avenue, and forwards it to a Public Hearing on January 21, 2019.

AND THAT Council forwards the Non-Medical Cannabis Retail License Referral Application for the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 612 Cliff Avenue, to a Public Hearing on January 21, 2018 and considers the application for approval following the conclusion of the Public Hearing.

**ALTERNATE RECOMMENDATION**

THAT Council does not give First and Second Reading to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1668, 2018 which proposes to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to permit a Cannabis-Related Business within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18, for the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 612 Cliff Avenue, and does not approve the associated Non-Medical Cannabis Retail License Referral Application.

**BACKGROUND**

The retail of non-medical cannabis has now been legalized, with the Federal and Provincial governments having implemented their regulatory frameworks, which provide local governments considerable discretion in determining the manner in which the retail of non-medical cannabis may occur locally. An overview of the Federal and Provincial regulatory frameworks for the retail of non-medical cannabis, as

well as Enderby's own regulatory framework, is outlined in the memorandum on this Council agenda titled 'Regulatory Landscape for Non-Medical Cannabis Retail.'

In August 2018, the Provincial government opened its online application portal and began to accept applications for Non-Medical Cannabis Retail Licenses. The Province is referring applications received to the applicable local government, which can decide whether it wishes to have the non-medical cannabis retail store in its community. The Province will only issue a Non-Medical Cannabis Retail Licence to applicants who have the support of the local government in the community where the proposed store would be located. It should be noted that the City is also considering applications from applicants who have yet to apply for Provincial approval, with the intent being to reduce the level of financial risk for applicants (i.e. if Council chooses to deny an application for local government support of a Non-Medical Cannabis Retail License application, the applicant will not lose the \$7,500 Provincial application fee).

In September, the City of Enderby initiated its 60-day intake period where it would begin accepting applications for local government approval of Non-Medical Cannabis Retail Licenses. Following the end of the 60-day intake period, the City of Enderby had received three applications for local government approval of a Non-Medical Cannabis Retail License, all of which required amendments to the City of Enderby Zoning Bylaw No. 1550, 2014 given that the proposed locations fell within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18. At its Regular Meeting of December 3, 2018, Council gave First and Second Reading to three Zoning Amendment Bylaws and forwarded them and their associated Non-Medical Cannabis Retail License Referral Applications (#4-802 George Street, 900 George Street, and 601A Cliff Avenue) to a Public Hearing on December 17, 2018 so that concerned or affected residents would be given an opportunity to make public representation.

Since then, an additional Non-Medical Cannabis Retail License Referral Application has been submitted for the property located at 612 Cliff Avenue; this proposed location also falls within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18, and therefore the applicant is proposing to amend the text of the City's Zoning Bylaw.

## **DISCUSSION**

### **612 Cliff Avenue - 1159686 BC Ltd. (FLORA)/Sean Bruce-Hayes**

The proposed location is a commercial building on the south side of Cliff Avenue, with the Lucky Garden Restaurant currently operating out of the premises. Other businesses operating on the south side of Cliff Avenue, adjacent to the proposed location, include Gennyleigh's Hairstyling and Esthetics, H&R Block, Little City Merchant, and Enderby Jewellers.

The subject property is currently zoned General Commercial (C.1), and is designated in the Official Community Plan (OCP) as General Commercial. Uses permitted within the General Commercial (C.1) zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;
- Food service;
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair;
- Transportation facilities; and
- ***Cannabis-Related Business.***

The surrounding properties to the north, east and west are also zoned General Commercial (C.1) and designated as General Commercial in the OCP, while the properties to the northwest (City Hall) and south (public parking lot) are zoned Assembly, Civic and Public Service Use (S.1) and designated as Institutional in the OCP (see attached Zoning map). Although there are mixed use commercial developments within the downtown that contain residential uses on the second storey, there are no residentially zoned areas in the immediate vicinity.

The proposed location would have one off-street parking stall for staff located in the southern paved portion of the lot, but parking for the proposed location would predominantly be accommodated via on-street parking adjacent to the premises on Cliff Avenue or in the nearby Russell Avenue public parking lot which contains approximately 82 stalls. The southern paved portion of the subject property will also have one loading/unloading space for delivery vehicles. Access to the proposed non-medical cannabis retail outlet would be via at-grade entrances directly off of Cliff Avenue (primary entrance) and the alley running east/west between Cliff Avenue and Russell Avenue (secondary entrance).

Additional information regarding this proposal is as follows:

<b>Proposed type of business</b>	Corporation
<b>Confirmation that the proposed location has been secured, or will be secured if application has been approved?</b>	Yes
<b>Is the proposed location within 100 m of residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18?</b>	Yes



<b>Notable non-commercial locations within 100 m of the proposed location</b>	City Hall, Okanagan Regional Library - Enderby Branch
<b>Applicant's noted reasons in support of application</b>	"Allowing a relaxation of the 100 metre buffer zone to a residential area will not create clustering of retail cannabis stores. The location is within the City's commercial zone and is part of the retail street. The applicant is an experienced company and has retail cannabis operations in Saskatchewan and 7 more licenses in the application process in BC. Careful consideration was given to this location with the intent of becoming a viable long-term business and community partner in Enderby. Attached is a sample of the store front signage that will be used along with some information on the President of the company."

**Application Referrals**

The Zoning Text Amendment application was referred for comment to the Building Inspector, Fire Chief, and the Ministry of Transportation and Infrastructure.

The Building Inspector provided the following comments:

*This application is within an existing retail building. Building code upgrades are only required for buildings where the type of occupancy is changed. We therefore have no objection to the application from a building point of view*

The Fire Chief verbally advised that he has no concerns with the application.

No formal response was received from the Ministry of Transportation and Infrastructure, although it is anticipated that their position would be consistent with the comments provided in response to the Zoning Amendment Bylaws for #4-802 George Street, 900 George Street, and 601A Cliff Avenue, given that the context is virtually identical. The comments previously provided by the Ministry in response to the aforementioned Zoning Amendment Bylaws were as follows:

*Thank you for the opportunity to comment on the above noted proposed bylaw text amendments. As Cannabis sales are already an approved use in the Commercial zone, the Ministry of Transportation and Infrastructure has no concerns regarding a Cannabis retailer's proximity to other land uses. Preliminary Approval is granted for the rezoning pursuant to section 52(3)(a) of the Transportation Act.*

## Analysis

With regards to the applicants' requests to amend the Zoning Bylaw to permit a Cannabis-Related Business within 100 m of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18, the proposed location is in close proximity to two non-commercial locations: City Hall and the Okanagan Regional Library - Enderby Branch, although it is not located in close proximity to any residential areas.

It should be noted that the Okanagan Regional Library (ORL) sent correspondence to Mayor and Council in June of 2018 (attached) expressing their concerns around siting non-medical cannabis retail outlets next to library facilities. In his letter dated June 1, 2018, the ORL's Chief Executive Officer, Don Nettleton, stated the following:

*The Library Board directed that we write each of our members to request that when you are creating bylaws related to land use and zoning, and retail locations of cannabis-related businesses, you consider their proximity to public libraries in the same context as schools, daycares, youth centres and other sensitive areas."*

The proposed location at 612 Cliff Avenue is within 100 m of the ORL - Enderby Branch, with the two locations being approximately 62 m (203.4 feet) apart.

Staff feel that a Public Hearing where concerned or affected residents will be given an opportunity to make public representation will provide the best opportunity for Council to identify any actual or perceived neighbourhood conflicts associated with the proposed location. Given this, it is recommended that Council gives First and Second Reading to the proposed Zoning Amendment Bylaw, and forwards the Bylaw and the associated Non-Medical Cannabis Retail License Referral Application to a Public Hearing on January 21, 2019.

Alternatively, Council could choose to not give First and Second Reading to the proposed Zoning Amendment Bylaw and to not approve the associated Non-Medical Cannabis Retail License Referral application.

Respectfully Submitted,

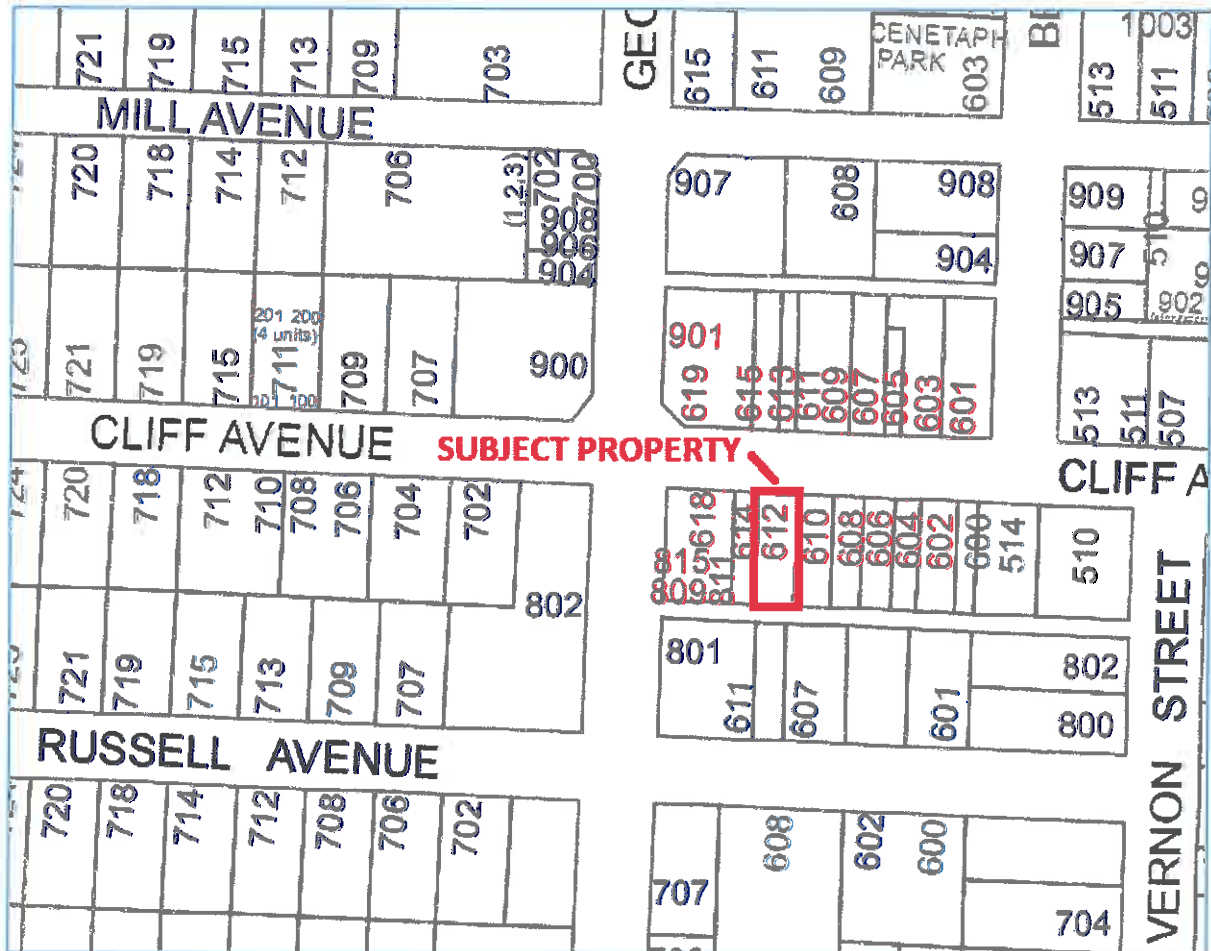


---

Kurt Inglis  
Planner and Deputy Corporate Officer

**THE CORPORATION OF THE CITY OF ENDERBY**  
**ZONING TEXT AMENDMENT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0006-18-ZTA-END  
**Applicant:** 1159686 BC Ltd. (FLORA) / Sean Bruce-Hayes  
**Owner:** Kwok Kei Leung  
**Location:** 612 Cliff Avenue, Enderby BC





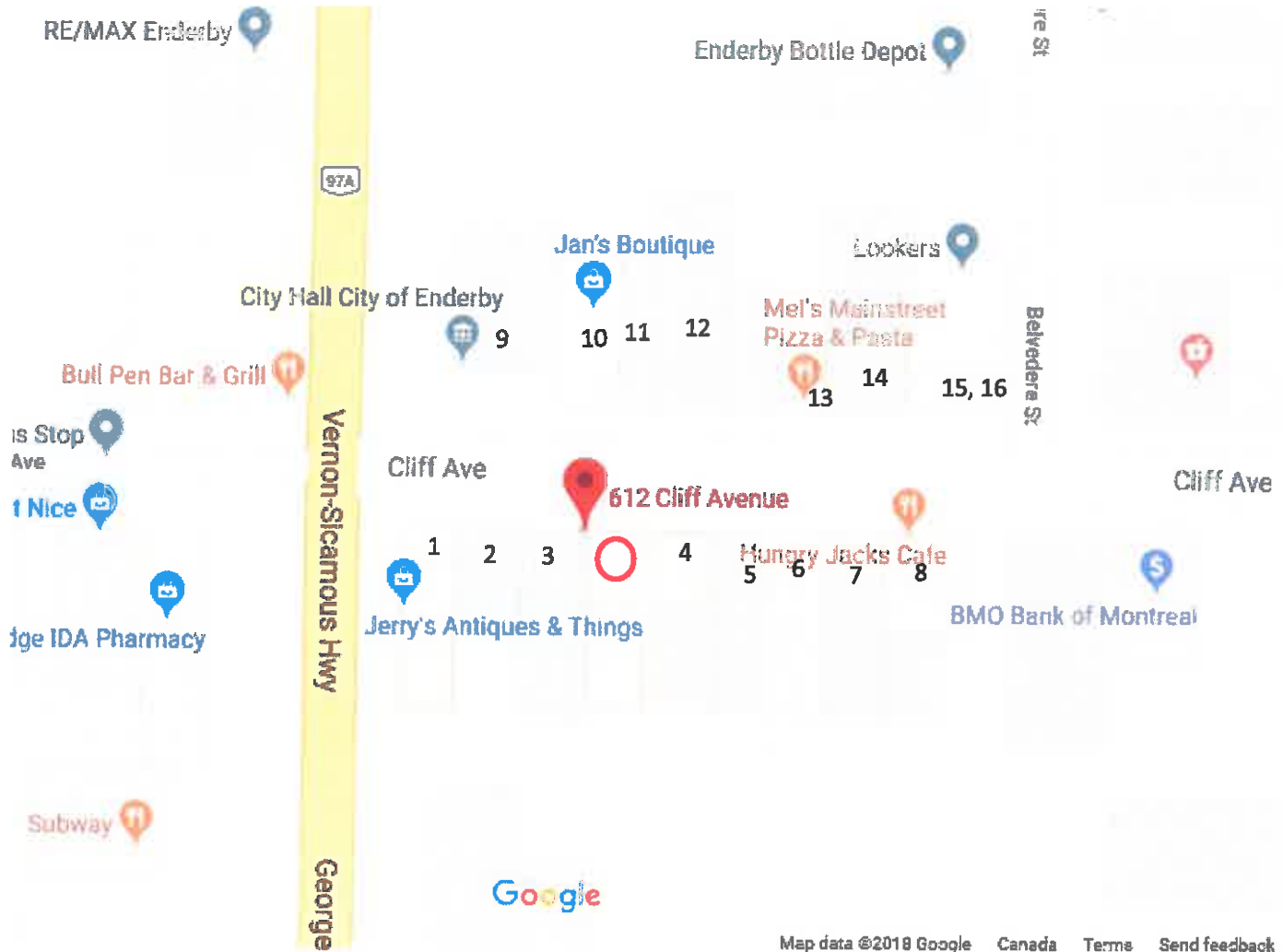
# City of Enderby Zoning Map

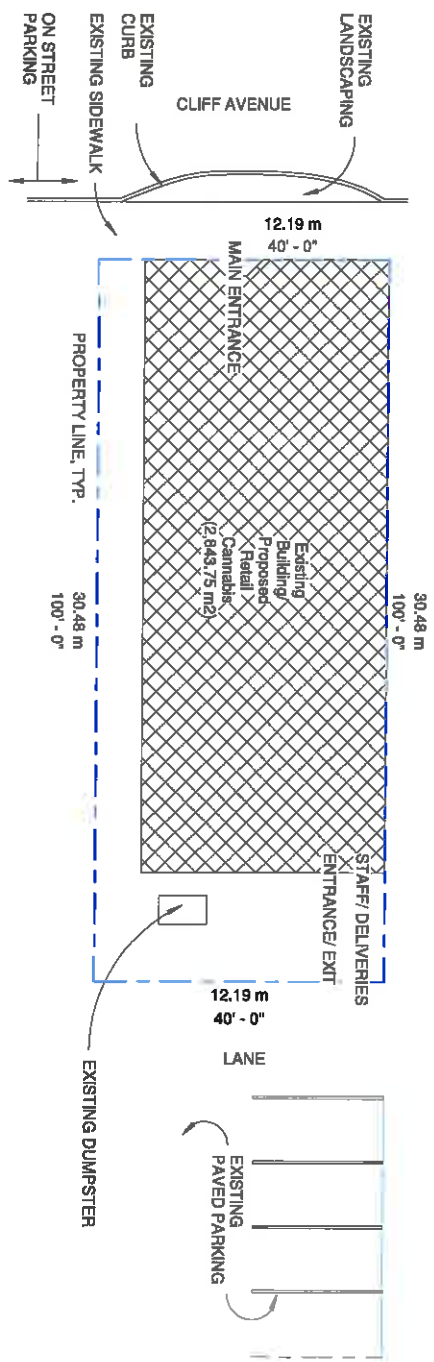


**Site Map**

**#612 Cliff Avenue, Enderby** 

- |                              |                      |                            |                          |
|------------------------------|----------------------|----------------------------|--------------------------|
| #1 Jerry's Antiques & Things | #5 Enderby Jewellers | #10 TUTS Treasurers        | #15 Rossworn Henderson   |
| #2 H&R Block                 | #6 Dollar Store      | #11 Toots Sprituals        | #16 LH Marriott Law Corp |
| #3 Gennyleigh's              | #7 Shuswap Insurance | #12 Jan's Boutique         |                          |
| #4 City Merchant             | #8 Hungry Jacks Cafe | #13 Mel's Mainstreet Pizza |                          |
|                              | #9 City Hall         | #14 Tony O's Outfitter     |                          |





**1**  
Site Plan BCLC  
1 : 200

**LAND DESCRIPTION**  
 PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS  
 (FORMERLY OSOYOOS) DIVISION VALE DISTRICT PLAN 211A

**CIVIC ADDRESS**  
 612 CLIFF AVENUE, ENDERBY, BC V0E 1V4

**SEPERATION DISTANCE TO PROPERTY LINE OF:**

R2 RESIDENTIAL ZONE: APPROX. 93m  
 VETERANS PARK: APPROX. 108m



**Enderby, BC  
 (612 Cliff  
 Avenue)**

**Clarity Cannabis BC Ltd.**

Project number	C2018-0226	<b>BCLC 1</b>
Date	Issue Date	
Drawn by	KP	
Checked by	EER	Scale 1 : 200

**Wall Schedule**

**INTERIOR WALLS**

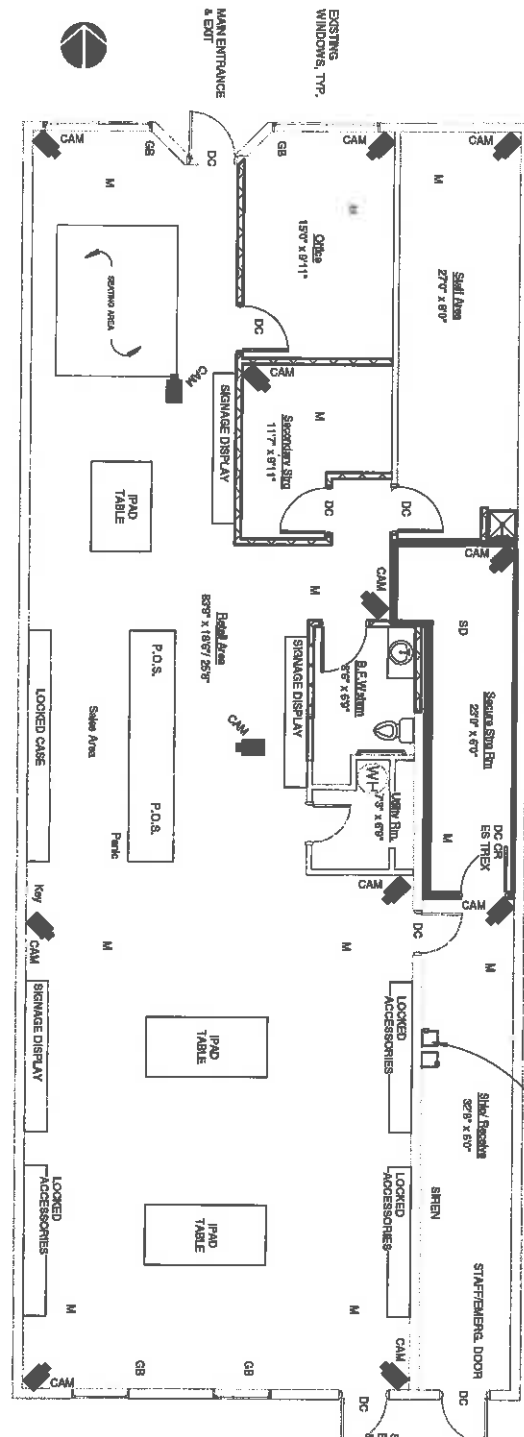
**INTERIOR WALL - SECURE STORAGE**

WALL FINISH - EXTERIOR OF ROOM  
 1/2" GYP BOARD (TYPE 'X' - RUN/ALN. ROOMS)  
 1/2" GYP BOARD (TYPE 'X' - RUN/ALN. ROOMS)  
 THICKNESS OF 0.125" w/ A DIAMOND OPENING OF 0.55" X 1.188"  
 OR  
 1/2" SHEET STEEL AT 100#/100# (COLD ROLLED) 1/8" SHEET STEEL  
 1/2" SHEET STEEL AT 100#/100# (COLD ROLLED) OR EQUAL.  
 1/2" SHEET STEEL STUDS @ 16" O.C.  
 1/2" GYP BOARD (TYPE 'X' - RUN/ALN. ROOMS)  
 WALL FINISH - INTERIOR OF ROOM

**INTERIOR WALL - SECURE STORAGE ONE SIDE**

EXISTING INTERIOR WALL  
 FLATTENED METAL MESH (EMMA 557-66 STYLE 3/16" x 3/16" NOMINAL STRAND THICKNESS  
 OF 0.125" w/ A DIAMOND OPENING OF 0.55" X 1.188"  
 OR  
 1/2" SHEET STEEL AT 100#/100# (COLD ROLLED) 1/8" SHEET STEEL AT 101#/101#  
 1/2" SHEET STEEL STUDS @ 16" O.C.  
 1/2" GYP BOARD (TYPE 'X' - RUN/ALN. ROOMS)  
 WALL FINISH - INTERIOR OF ROOM

**1 Main Floor Plan BCLC**  
 1/8" = 1'-0"



**NOTES:**

- PROVIDE LINE REQUIRED FOR ALARM MONITORING, CELLULAR BACK-UP COMMUNICATION IS ALSO ADDED TO INTRUSION ALARM SYSTEM.
- PANIC BUTTONS CAN BE PROVIDED AS ADDED LAYER OF STAFF PROTECTION.
- PANIC LOCATION TBD
- PROVIDE 3M PAPER SECURITY/ANTI-GRAFFITI FILM TO ALL WINDOWS (ENSURE THIS MEETS REQUIREMENTS FOR NO VISIBLE) PATCH & MAKE GOOD ALL WALLS
- CONFIRM ALL DIMENSIONS ON SITE

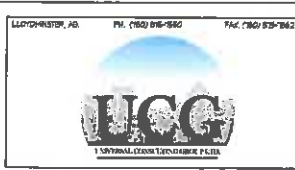
**NOTES:**

- CONFIRM WITH OWNER IF EXISTING DOORS, ETC. ARE TO RECEIVE NEW PAINT
- ALL EXISTING DOORS TO REMAIN UNLESS OTHERWISE NOTED BY OWNER
- CONFIRM EXISTING HARDWARE ON EXTERIOR DOORS ARE COMMERCIAL GRADE OR NIP HANDLES
- DOOR TO SECURE CANNABIS STORAGE IS TO HAVE 1/8" SHEET STEEL, IN COMMERCIAL QUALITY, ASTM A368, SHALL EXTEND 120mm AROUND DOOR FRAME ON INSIDE OF ROOM AND ATTACH TO THE DOOR FRAME WITH SCREWS, WELDS OR NAILS
- REAR EXTERIOR DOOR TO BE 1/8" METAL DOOR w/ 1/8" METAL FRAME
- ALL PERIMETER ENTRY POINTS MUST BE SECURED WITH A LOCKING DEVICE THAT PENETRATES THE DOOR FRAME A MINIMUM OF 125mm
- MIN. 1hr FRR REQUIRED BETWEEN SITES; THIS INCLUDES STAIRWELLS & FLOOR SYSTEMS.

**Special Security**

CAM - Network Camera  
 M - Motor PIP and Dual Tech Detector  
 CR - Card Reader - Access Control  
 DC - Door Contact  
 TR - Required to Exit  
 ES - Escape Route  
 P - Panic Button  
 S - Smoke Detector  
 SD - Smoke Detector  
 Security Hardware

Note: Physical Security Design meets and exceeds the Security Requirements and Compliance



**Enderby, BC**  
**(612 Cliff Avenue)**

<b>Clarity Cannabis BC Ltd.</b>	
Project number	C2018-0226
Date	Issue Date
Drawn by	KP
Checked by	EER
<b>BCLC 2</b>	
Scale As indicated	



FLORA



## Ian Laing, President

Born and raised in Victoria, B.C., Ian attended University of Victoria and University of British Columbia, majoring in Urban Land Economics. During this time, he learned the fundamentals of bank financing, which enabled him to take the initial leap of faith in investing: in his fourth year at UBC, he bought a 16-unit apartment building.

Ian has over 20 years' experience in Real Estate, Development and Construction, ranging from Apartment Buildings, Custom Home Construction, Land Development, Rezoning, Condominiums, Commercial and Industrial Buildings.

Since 1998 he has consistently proven his ability to build and grow multi-million dollar projects from the ground up. Today, Ian's specialty lies in reinventing challenging properties. In May 2015, he was honoured with the Award of Merit by the Hallmark Heritage Society for outstanding restoration of 723 Field Street, a 30-unit apartment building. Whether he's renovating a heritage building or developing a subdivision, Ian's boots are on the ground from conception to completion, and his ardour for his work is unmistakable.

Currently Ian is running over 30 companies, including Salt Spring Island Brewery and most recently FLORA Cannabis. Ian has been successful in being granted a retail cannabis license in Maple Creek, SK and FLORA'S retail cannabis application was approved by the Town of Trail.

Through FLORA cannabis, Ian intends to open eight retail cannabis locations in BC providing British Columbians' with safe and informed access to cannabis.

**"We know cannabis, we know our customers, and we know how cannabis fits into their lives. Founded by a leading expert team of compounding pharmacists, physicians and passionate front of house staff, our team brings a strong combined expertise in launching premium, successful businesses with deep experience in the legal cannabis space."**





THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1668, 2018

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

---

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. 1668, 2018".
2. Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 316.8 as follows:
  8. Notwithstanding minimum setback requirements outlined in Section 316.4 of this Bylaw, a Cannabis-Related Business at the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC shall be permitted within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18.

READ a FIRST time this day of , 2018.

READ a SECOND time this day of , 2018.

Advertised on the day of , 2019 and the day of , 2019 and a Public Hearing held pursuant to the provisions of Section 464 of the *Local Government Act* on the day of , 2019.

READ a THIRD time this day of , 2019.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2019.

---

District Development Technician  
Ministry of Transportation and Infrastructure

ADOPTED this    day of    , 2019.

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 6, 2018  
Subject: Pawnshop and Cannabis Amendments to Business License Bylaw

---

**RECOMMENDATION**

THAT Council gives three readings to the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1669, 2018.

AND THAT the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1669, 2018 be referred to pawnshops located within City limits and posted to the public notice board at City Hall.

**BACKGROUND**

Attached to this memorandum are proposed business license regulations for Council's consideration. The regulations address two matters:

1. The manner in which pawned and purchased goods may be taken in and sold by pawnshops; and
2. Updates to the existing Marihuana-Related Business section to reflect Federal and Provincial regulations introduced since the last amendment to the bylaw.

Each matter will be dealt with in turn.

**Pawnshops**

Local government has specific powers to regulate pawnshops, as provided by Section 59(1)(b) of the *Community Charter*:

59 (1) A council may, by bylaw, do one or more of the following:

(b) in relation to persons engaged in the business activity of purchasing, taking in barter or receiving used or second hand goods,

(i) require such persons, after purchasing, taking in or receiving used or second hand goods, to notify the chief constable who has jurisdiction in the municipality within the time period established by the bylaw, and

(ii) prohibit such persons from altering the form of, selling, exchanging or otherwise disposing of those goods during the time period established by the bylaw;

The proposed regulations for the City of Enderby are similar to those in Armstrong and Sicamous. Larger communities, such as Vernon, Salmon Arm, Kelowna, West Kelowna, and Penticton, have dedicated bylaws which deal with second hand stores and junk dealers in addition to pawnshops. Lake Country has regulations similar to Armstrong and Sicamous, except that it includes second hand dealers and provides for a shorter retention period for new goods before they may be sold (1 week instead of 30 days). Staff recommends the Armstrong/Sicamous model; given the similar community contexts, this model provides the best cost-benefit, although it may be expanded if the context changes.

There are two objectives which the proposed regulations address:

1. Pawnbrokers must keep a register of all property taken in by pawn or purchase, which includes information about the pawner or seller, distinguishing marks on the property, the price paid, and the day and time at which the transaction occurred. This record must be made available to the Business License Inspector and the police, and weekly updates must also be sent to the local RCMP detachment. According to the RCMP, local pawnshops currently participate in a more informal program that focuses on a specific set of goods; the proposed regulations would broaden this to encompass all property taken in by pawn or purchase.
2. Pawnbrokers must not sell or otherwise dispose of any item taken in pawn or purchase for 30 days, or up to 90 days if requested by the RCMP detachment commander or designate.

These objectives work together to enhance verification of goods taken in by pawn or purchase. This provides greater scrutiny of the transactions and an opportunity to review newly pawned or purchased goods against emerging reports of stolen goods and other investigative matters.

The most serious provision available under the bylaw is the ability to suspend or revoke a business license. In the event that a business license is suspended or revoked, the business is not permitted to operate within the community. In the event that this occurs, the affected license holder has the right to request reconsideration by Council. Reasons must be given by the Business License Inspector and/or Council to explain any such decision, and the decision must be reasonable.

### Cannabis-Related Businesses

Those parts of the bylaw amendment addressing Cannabis-Related Businesses are of a housekeeping variety.

Specifically, the proposed amendments make the following changes:

1. References to "Marihuana-Related Business" have been changed to "Cannabis-Related Business" to make the language consistent with Federal and Provincial regulations.

2. The requirements associated with the storing and securing of cannabis and cannabis-related products have been changed to make them consistent with the Province's *Non-Medical Cannabis Retail Store Terms and Conditions Handbook*.

The City of Enderby, like many other communities, has been endeavouring to create regulatory bylaws in a very fluid environment between the time that cannabis legalization was first announced and the promulgation of Federal and Provincial statutes giving regulatory effect to legalization. As a consequence, various provisions are being amended for practical and interpretive consistency with other levels of government. Further amendments may occur once the Provincial enforcement and inspection team has demonstrated its capacity and the community effects are better understood.

#### Notice Requirement

In accordance with the *Community Charter*, prior to the adoption of a business regulation, Council must provide notice of its intention in a form and manner that it considers reasonable. In this case, staff recommends that the proposed bylaw amendment be referred to pawnshops located within City limits and posted to the public notice board at City Hall.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1669

A BYLAW TO AMEND THE CITY OF ENDERBY BUSINESS LICENSE AND REGULATION  
BYLAW NO. 1558, 2014

---

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Business License and Regulation Bylaw No. 1558, 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 Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1669, 2018".

2. *Section 2 - Definitions* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by including the following definitions:

"Chief of Police" means the officer in charge, as appointed from time to time, of the local police detachment and includes his or her designate;

"Pawn" means the activity of depositing goods or chattels as security for the payment of money or other consideration, under an agreement expressed, implied, or to be from the nature and character of the dealing reasonably inferred, that those goods or chattels may be afterwards redeemed or repurchased;

"Pawner" means a person, firm, or corporation who Pawns or sells property to a Pawnbroker;

"Pawnshop" means a business where goods or chattels are taken in Pawn or purchase;

"Pawnbroker" means a person who keeps a Pawnshop;

"Pawnshop Register" means a register at a Pawnshop which the Pawnbroker is obliged to establish and maintain for the purposes of identifying any property taken in Pawn or purchase;

3. *Section 2 - Definitions* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by removing the definition of 'Marihuana' and including the definition of 'Cannabis' as follows:

"Cannabis" has the same meaning as defined within the *Cannabis Act*, as amended from time to time.

4. *Section 2 - Definitions* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by removing the definition of 'Marihuana-Related Business' and including the definition of 'Cannabis-Related Business' as follows:

"Cannabis-Related Business" means a business, not-for-profit, charity, cooperative, shared economy venture, or other entity which uses a premises for the consumption, display, storage, sale, trade or other exchange of cannabis or cannabis-containing products, including but not limited to dispensaries and compassion clubs, as permitted by Provincial and Federal enactment.

5. "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by replacing all references to 'Marihuana' with 'Cannabis'.
6. "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by replacing all references to 'Marihuana-Related Business' with 'Cannabis-Related Business'.
7. *Section 5 - Business Regulations* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by replacing Section 5.i.(v)(d) as follows:

- d) have locked retail display cases for all cannabis and cannabis-related accessories which are not accessible to patrons, except for the contents of smell jars, which must be physically attached to a display case or counter and not accessible to touch by patrons, and must have a locked cannabis storage room.

8. *Section 5 – Business Regulations* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by adding Section 5.j as follows:

j. Pawnshops:

- i. Each Pawnshop must establish and maintain a Pawnshop Register of all property taken in Pawn or purchase by the Pawnbroker.
- ii. Each Pawnshop, immediately after the purchase or taking in Pawn of any property, must set out in the Pawnshop Register, in the English language, a record of the Pawn, in chronological order by date of Pawn. The record must include:
  - a. The name, residence or street address of the Pawner or seller from whom the Pawnshop, or any employee of the Pawnshop, took the property in Pawn or purchase;
  - b. Confirmation of the identity of the Pawner or seller by way of picture identification including a complete description of the picture identification and name of the authority who issues it;
  - c. A complete description of the property including the make, model, serial number, and any distinguishing or identifying marks.
  - d. Whether the acquisition is a Pawn or a purchase;

- e. The price paid for the property in Pawn or purchase; and
  - f. The precise date and hour of taking the property in Pawn or purchase.
- iii. A Pawnshop must not amend, obliterate or erase any entry in the Pawnshop Register, either wholly or partially or electronically or manually, until such time as the Pawnshop Register may be disposed in accordance with Section 5.j.(vi)(a).
  - iv. Each Pawnshop, during business hours on business days, must make the Pawnshop Register available for inspection by the Chief of Police, any police force member, or the License Inspector.
  - v. Each Pawnshop must, on a weekly basis, submit to the Chief of Police a current copy of a Pawnshop Register with information only of the goods taken in since the previous update.
  - vi. The Chief of Police or a police force member may remove a Pawnshop's Pawnshop Register of goods taken in from the Pawnshop's premises at any time for inspection by the police force or for use as evidence in Court. Immediately upon return of the Pawnshop Register taken to the Pawnshop, the Pawnshop must record in the Pawnshop Register in chronological order every taking by the Pawnshop of property that occurred during the absence of the Pawnshop Register.
  - vii. Each Pawnshop must:
    - a. Keep on its premises the Pawnshop Register, or any portion of the Pawnshop Register, that contains any entry that is less than 24 months old, unless the Pawnshop Register is in the possession of the Chief of Police;
    - b. If the Pawnshop sells, leases or otherwise disposes of the Pawnshop business to any person, transfer possession of the whole Pawnshop Register to such person;
    - c. A Pawnshop must not carry on the business of taking in Pawn or purchase any property except at the premises designated in the Pawnshop license;
    - d. A Pawnshop must not take in Pawn or purchase any property from any person between 8:00 p.m. on one calendar day and 8:00 a.m. of the next calendar day;
    - e. A Pawnshop must not take in Pawn or purchase any property whose serial number or other identifiable marking has been wholly or partially tampered with or removed;
    - f. A Pawnshop must not take in Pawn or purchase any property from



any person under the age of 18 years; and

- g. Each Pawnshop, on request by the Chief of Police or any police force member during business hours on business days, must permit the Chief of Police or any police force member to inspect any pawned or purchased property in the Pawnshop's premises for the purposes of police investigation.
- viii. Each Pawnshop, with respect to each item or property the Pawnbroker takes in Pawn or purchase, must:
  - a. Clearly and individually tag by date of Pawn or purchase, and clearly and physically separate from other property in the Pawnshop's premises the item of property;
  - b. Not repair, alter, dispose of, part with possession of, or remove from the Pawnshop's premises the item of property; and
  - c. Not suffer or permit any other person to repair, alter, dispose of, part with possession of, or remove from the Pawnshop's premises the item of property.
- ix. Each Pawnshop must comply with the requirements of Section 5.j.(viii), with respect to each item of property the Pawnshop takes into Pawn or purchase, for the longer of:
  - a. 30 calendar days after the date the Pawnshop who maintains a Pawnshop Register takes in Pawn or purchase the item of property; or
  - b. The number of days of which the Chief of Police or any police force member advises the Pawnshop, which must not exceed 90 days after the date the Pawnshop takes in Pawn the property.

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 , 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

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

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2018** Month: **11**

Folder Type	2018 / 11			2017 / 11			2018 to 11			2017 to 11		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
ACCESSORY BUILDING	0	0	0	3	0	30,960	0	0	0	7	0	91,960
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	1	0	4,800
DEMOLITION	0	0	0	0	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	3	0	26,000	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	0	2	0	550,000	0	0	0
END - DEMOLITION	0	0	0	0	0	0	1	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	1	0	200,000	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	4	1	192,000	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	2	2	302,000	0	0	0
END - SINGLE FAMILY DWELLING	0	0	0	0	0	0	10	3	1,584,318	0	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	1	0	160,000
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	1	1	170,000
MODULAR HOME	0	0	0	0	0	0	0	0	0	3	0	520,000
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	3	36	7,964,000
PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	1	0	290,000	1	0	7,000	13	5	2,610,500
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	0	0
<b>Report Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>320,960</b>	<b>24</b>	<b>6</b>	<b>2,861,318</b>	<b>29</b>	<b>42</b>	<b>11,521,260</b>

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 10, 2018  
Subject: Approval of Fire Training Centre 2019 Budget

---

**RECOMMENDATION**

THAT Council approves the Fire Training Centre 2019 Budget.

**BACKGROUND**

The City of Enderby, as a party to the Fire Training Centre (FTC), must approve the annual budget in accordance with the operating agreement. Attached to this memorandum is the proposed FTC 2019 Budget along with a cost apportionment by party.

The costs for Enderby's participation in the service are projected to decrease from \$1,980 in 2018 to \$1,787 in 2019. In addition to this partner contribution, the City also pays for its use of the FTC at the Partner Rate (which is less than the External Rate charged to third parties).

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**Fire Training Centre  
Percentage Share of Draft 2019 Budget Requirements**

Updated: Sept 10, 2018

Attachment "B" to the FTC Policy Board Meeting  
November 21, 2018

	Land & Improvements	Percentage of Total	2019 \$ share*
ARMSTRONG	798,755,241	5.09%	3,580
ENDERBY	398,772,819	2.54%	1,787
VERNON	8,570,799,488	54.57%	38,414
COLDSTREAM	2,565,591,913	16.33%	11,499
SPALLUMCHEEN	846,928,852	5.39%	3,795
LUMBY	269,585,815	1.72%	1,208
LSA 16(F.T.C.-E.A."B/C/D")	1,938,376,516	12.34%	8,688
LSA 16(F.T.C.-E.A."F")	317,929,070	2.02%	1,425
	<b>\$ 15,706,739,714</b>	<b>100.0%</b>	<b>\$ 70,397</b>

\*Based on Revised Roll (Mar 2018)

**Notes:**

The Revised Roll (Mar) is used to estimate the next year's cost apportionment for budget purposes.

The Final Roll (Dec) is to be used for the next year's actual cost apportionment and invoicing.

	2018 Board Approved Invoice Amounts	2018 Reconciled Invoices
	\$ 3,965.00	\$ 5,061.29
	\$ 1,980.00	\$ 2,518.41
	\$ 43,426.00	\$ 55,245.13
	\$ 12,691.00	\$ 16,157.17
	\$ 4,371.00	\$ 5,581.89
	\$ 1,351.00	\$ 1,727.24
	\$ 9,929.00	\$ 12,573.49
	\$ 1,658.00	\$ 2,129.38
	<b>\$ 79,371.00</b>	<b>\$ 100,994.00</b>
	2017 deficit \$	(21,623.00)
	<b>\$ 79,371.00</b>	<b>\$ 79,371.00</b>

*Agenda*

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: December 12, 2018  
Subject: Community Child Care Planning Program

---

**RECOMMENDATION**

THAT Council directs Staff to submit a grant application under the Union of BC Municipalities' Community Child Care Planning Program, to a maximum of \$25,000, in order to fund a planning process to develop a child care needs assessment and action plan for improving access to child care in the community.

**BACKGROUND**

Council has expressed a desire to explore potential grant funding opportunities for enhancing child care services within the community. Staff have researched available grant programs and feel that the Union of British Columbia's Child Care grant program provides the best opportunity to embark on this process.

There are two funding streams under UBCM's Child Care grant program:

1. Community Child Care Planning Program

The Community Child Care Planning Program provides funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community, create an inventory of existing child care spaces, identify space creation targets over the next 10 years, and identify actions that can be taken to meet those space creation targets.

This program provides 100% funding to a maximum of \$25,000, with eligible activities including:

- Completion of a community child care space inventory;
- Development of a community child care space creation action plan;
- Data collection (e.g. research, community consultations, workshops) and analysis; and
- Community engagement activities.

## 2. Community Child Care Space Creation Program

The Community Child Care Space Creation Program provides funding to local governments to create new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers.

Eligible projects will result in the creation of new full-time (over four hours per day) child care spaces of the following license types under the Child Care Licensing Regulation:

- i. Group Child Care (Under 36 months);
- ii. Group Child Care (30 months to School Age); and/or
- iii. Preschool (30 months to School Age).

This program provides 100% funding to a maximum of \$1,000,000, but projects must be located within a facility owned by a local government and must result in the creation of new child care spaces. In addition, the applicants of approved projects must commit to continuing licensed child care operations for the following periods:

- A minimum of five years for projects under \$50,000;
- A minimum of 10 years for projects between \$50,000 and \$500,000; and
- A minimum period of 15 years for all projects over \$500,000.

Eligible activities under the Community Child Care Space Creation Program include:

- Construction of a new child care facility and related infrastructure costs (e.g. water, sewer, road and sidewalk, etc.);
- Purchase of building and/or assembling a modular building;
- Site development costs;
- Renovations to an existing building or space; and
- Capital purchases that are essential to project implementation (i.e. office equipment, software/technology, appliances, furniture and equipment, play structures, etc.).

It is recommended that Council directs Staff to submit a grant application under the Community Child Care Planning Program, to a maximum of \$25,000, in order to fund a planning process to develop a child care needs assessment and action plan for improving access to child care in the community. This planning process would allow the City to better understand what the child care needs and context are for the community, identify and engage with community stakeholders and partners, and develop an action plan for achieving the community's child care objectives which is tailored to the community's needs and context. It will also ensure that any taxpayer funds expended on concept exploration and design are supported by evidence-based research, which will inform the business case, maximize the community impact, and increase the chances of grant success.

It is anticipated that this child care planning process would provide the City with a solid foundation upon which it could pursue additional grant funding opportunities in the future, potentially under UBCM's Community Childcare Space Creation Program or a successor program. The planning process would allow the City to gather critical, detailed information that it could use to develop plans that meet the child care needs of the community. These plans could then be used to leverage future grant funding applications for capital projects.

It is Staff's understanding that Cabinet is considering changes to how it will approach child care throughout the Province, and it is anticipated that there will be on-going opportunities for local government funding to support child care as the Province implements its new approach. With an evidence-based approach that demonstrates the needs, opportunities, and potential partners, the City will be well-positioned to pursue further grant opportunities.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
 From: Tate Bengtson, CAO  
 Date: December 12, 2018  
 Subject: Snow Angels Volunteer Program

---

**RECOMMENDATION**

THAT Council authorizes staff to proceed with implementing a Snow Angels volunteer program.

**BACKGROUND**

As is the case with communities throughout the region, increased snowfall and an aging demographic has created new challenges with respect to snow clearing. The City of Enderby follows the approach used by most other communities in the region, which is that private properties are responsible for clearing adjacent sidewalks and snow windrows across their respective driveways. In terms of economy, effectiveness, and practicality, this approach is better than the alternatives. However, it poses a difficulty for property owners who may not have the physical ability to clear snow nor the financial capability to hire a private contractor.

Some communities, such as Kamloops, Kelowna, and Calgary, have implemented "Snow Angel" programs to support volunteer snow clearing for those who have a demonstrated need. Each of these communities takes a different approach:

- Kamloops (via Volunteer Kamloops, an independent society) provides a volunteer matchmaking service that pairs volunteer snow clearers with persons who need assistance.
- Kelowna provides the ability for a resident to nominate a fellow resident who already helps them with snow clearing, and provides a branded toque and a letter of appreciation that the nominator can provide to the nominee.
- Calgary encourages neighbourhood organizations to self-organize and provides a recognition program.

One of the advantages to the Kamloops model is that its "matchmaking" service can help connect those in need to community volunteers, when there might not be a prior connection. The disadvantage is that it can be labour intensive to coordinate the matchmaking, and this activity is better suited to an independent not-for-profit society that has adequate capacity (which smaller communities such as Enderby may not be able to support).



On the other hand, the recognition-based models offered in Kelowna and Calgary may be limited in their ability to connect residents in need who may be newer to the community or not have a volunteer inside of their existing social network.

In order to balance the advantages of the matchmaking service with the coordination demands, Staff are proposing a “crowdsourcing” method to volunteer matchmaking. The program would be delivered as follows:

1. Snow Angel volunteers complete a brief form at the City’s website indicating: their willingness to volunteer; any terms or conditions that they may have for providing the service; and agreeing to allow the City to distribute their contact information. (Snow Angels may withdraw as volunteers at any time.)
2. Residents complete a brief form describing their request for assistance and demonstrating their physical and financial need.
3. When a resident completes this form and affirms that they meet the eligibility criteria (physical and financial need), they will receive an email providing them with a contact list for current volunteers who they could contact. As a simple affirmation is required, the process of evaluating the eligibility and sending the appropriate response can be automated using autoresponders and conditional logic.

This “crowdsourced” solution will carry with it some one-time set-up costs (these can be set up by staff in-house, so there is not a financial cost, but an opportunity cost). The technology is already available through the City’s website. Following that, the only maintenance will be updating the Snow Angel volunteer list in a single location.

Under this model, Snow Angel volunteers accept or decline requests in accordance with their capacity and interest. The City would not play a direct role in coordination but would instead provide a matchmaking list to eligible residents. This approach does rely upon the honour-system to a certain extent, but it will also self-regulate over time to exclude those who may abuse the system.

Staff recommend that a Snow Angel recognition program (such as an annual draw for which service recipients can nominate volunteers and describe their appreciation) may be appropriate.

Staff advise that the intent of the program is only to connect volunteers with residents in need; for those who are able to perform the work themselves or hire somebody to do the work for them, it would remain “business as usual”.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 13, 2018  
Subject: Proposed Near-Term Road Projects Commencing 2019

---

**RECOMMENDATION**

THAT Council authorizes staff to proceed with concept design and budgeting for Reservoir Road, with construction targeted to begin in 2019;

AND THAT Council authorizes staff to complete preliminary works for Hubert Avenue west of Highway 97A and 3<sup>rd</sup> Avenue concurrent with similar works for Reservoir Road in order to save costs, with construction targeted to begin in 2020;

AND FURTHER THAT Council, subject to receiving further information as concept design and budgeting progresses, supports funding the project as proposed in Option 2 of the attached financial analysis from the Chief Financial Officer dated December 13, 2018.

**ALTERNATE RECOMMENDATIONS**

- THAT Council directs staff to proceed with all of the proposed road projects in 2019, consistent with the Option 1 funding scenario proposed in the attached financial analysis from the Chief Financial Officer dated December 13, 2018.

or

- THAT Council directs staff to defer the proposed road projects to 2020-21, and proceed consistent with the Option 3 funding scenario proposed in the attached financial analysis from the Chief Financial Officer dated December 13, 2018.

or

- THAT Council provides additional direction to Staff.

**BACKGROUND**

Staff are requesting policy direction from Council on near-term capital road projects. With Council's policy direction, Staff can refine the scope, cost analysis, and design detail, and undertake further analysis to ensure consistency with long-range infrastructure plans.

The attached financial analyses are only intended to provide high-level estimates so that potential funding strategies can be identified; once Council has set its policy direction, further work will be undertaken to develop the design and budget. These costs will fluctuate as the projects' quantities are refined. Concept design and budget will be brought back to Council.

### Identification Process

As the City – like most other municipalities - carries a significant infrastructure deficit and has many roads that are near or beyond end of life due to rising costs and chronic underfunding (which the current and a number of prior Council's have taken steps to ameliorate through infrastructure investment strategies), the process of prioritizing roads for reconstruction is challenging.

Roads that are recommended for reconstruction have been identified in consultation with an engineer and the Public Works Lead Hand. These roads are assessed on the basis of three factors:

1. Current condition assessment;
2. Historical rate of failure or deterioration; and
3. Criticality.

As there are many roads in poor condition, relative poorness is used as a starting point for condition assessment. Condition assessment is generally assessed based on an analysis of surface features that are indicative of base failure.

Following this, as certain roads tend to move towards failure more quickly than others due to original construction quality, environment, and use conditions, the historical rate of failure is assessed at an anecdotal level by Public Works, who have the most experience dealing with maintenance demands over a multi-year span. This helps to identify roads which may be in poor condition but not failing as rapidly as others. Those roads then become candidates for deferral.

Finally, all of the roads, including those where the failure rate may be slower, are assessed for criticality, which is their importance to the overall transportation network (e.g. collector roads are more critical, followed by local roads proportional with the population density served), as well as whether they contain important underground infrastructure requiring renewal or otherwise service individual properties which are critical to the community as a whole.

The logic behind this approach is that there are some roads and underground utilities that can be operated to failure (less critical) or prolonged cost effectively, while other roads need to be addressed pre-failure (more critical) or are failing rapidly and cannot be prolonged cost effectively.

This approach is then considered in terms of the City's financial position. The goal is to find a rational approach to financing infrastructure renewal that carefully considers debt and taxation levels, contributions to reserves and asset management funds, and alternative funding opportunities. This is balanced by the need to invest in infrastructure progressively to avoid situations where the City is over-funding short-term repairs and avoidable emergency responses

that subject the public to service interruptions. A mantra among asset management experts holds true: it is always cheaper to manage your infrastructure than allow it to manage you.

### Road Analysis

Three roads were identified through this process, and two others have previously been discussed and deserve mention.

They are:

1. Reservoir Road;
2. 3<sup>rd</sup> Avenue;
3. Hubert Avenue between George Street and Sicamous Street;
  
4. Waterwheel Road (rural section); and
5. Riverdale Drive (flood-prone section).

Reservoir Road is a residential collector road on the hillside. It has a steep grade and sharp corners. The condition is dilapidated and there are issues with drainage and base failure that are contributing to its rapid deterioration. There has been a higher than normal failure rate associated with water services in this vicinity, which is attributed to rocky soil conditions. Included within the scope of work will be the separation of the storm and sanitary sewer collection system on Revel Crescent, which feeds into the Reservoir Road mains. This will have a positive impact on reducing inflow into the City's wastewater treatment plant. Staff recommends to Council that this should be considered a high priority for reconstruction.

3<sup>rd</sup> Avenue is a local road but is critical as it services the ambulance station, a health centre, and a complex care residential facility. The road is in poor condition and the underground infrastructure is old and requires replacement. Staff recommends to Council that this should be considered a priority for reconstruction.

Hubert Avenue between George Street and Sicamous Street is a residential collector road. The condition is very poor, with signs of severe pavement distress, although the failure rate has been more gradual than the other roads under consideration. Engineers have indicated that there may be some opportunities with respect to water line upgrades in this area that fit in well with the City's long-range water plan objectives. Staff recommends to Council that this should be considered a priority for reconstruction.

The rural section of Waterwheel Street is adjacent to farmland. Council had previously asked Staff to look into this, as it has a higher profile for several months during the summer as it is the only route to Tuey Park. The existing pavement on the north end of the road is patchy and the underlying base structure, if such could be said to exist, is poor. The road is often submerged for several months in the spring and early summer as it is located in the floodplain. Staff appreciate that this road has a high profile at particular times of the year, but it also is not a critical road and has little residential or commercial use, nor any underground infrastructure demands. Unfortunately, the pavement condition at the north end of the road is such that repairs, like patching or overlays, have limited value as there is very little remaining surface structure left to which these repairs can be attached. Staff have reviewed the road and

recommend that the most appropriate solution is to strip off the remaining pavement on the most dilapidated portion of Waterwheel Street (e.g. closest to Tuey Park) and convert this section to a gravel road standard. As much of this portion of Waterwheel Street has already gravitated towards a gravel road standard by virtue of its deterioration, removing the remainder of the pavement and then levelling the road back up to grade with gravel will make maintenance more effective. That portion of rural Waterwheel Street which is closer to the residential neighbourhood would remain in its current, paved, condition. The transitional area would remain paved, with spot repairs where needed. Should Council support this proposal, Staff will bring back an estimate as part of the 2019 budget for the costs to change the northern end of Waterwheel Street to a gravel standard; this would be an operating expense rather than a capital expenditure.

Riverdale Drive has had repeated issues with flooding which has necessitated road closures. The road itself is in surprisingly good condition given the frequency with which it has been submerged. The flooding has either been overland or related to pressure on the water table from the Shuswap River. Monitoring of the water table under the road relative to the Shuswap River commenced last summer to verify the hydraulic relationship between the two, which is critical to ensuring that the ultimate design addresses the problem. The City's engineer has recommended that monitoring continue through this spring so that the data is more accurate and there is a better picture of how the Shuswap River influences the water table at the beginning of freshet. Moreover, Staff suggests that this project may be a viable candidate for senior grant funding given the need for flood mitigation, and recommend that Council's initial approach should be to develop a shelf-ready concept design and budget.

#### Financial Analysis

Attached to this memorandum are four items:

1. A brief from the Chief Financial Officer on funding strategies for the projects;
2. Reservoir Road cost estimate;
3. Hubert Avenue cost estimate; and
4. 3<sup>rd</sup> Avenue cost estimate;

The brief from the Chief Financial Officer details the financial implications to the City for various scenarios. The scenario endorsed in this memorandum is Option 2. Option 2 is recommended as it offers a balance between progressive infrastructure renewal and reliance upon contributions to reserves and asset management to soften the tax burden and reduce borrowing. As a result, the borrowing that needs to be undertaken can be done internally. Internal borrowing would be set up so that, if the funds were required to be repaid, short-term borrowing could be undertaken through the Municipal Finance Authority at the same interest rate so that there would be no new impact to the taxpayer. The advantage to this approach is that the interest payments would accrue to the benefit of a City utility rather than a third-party lender. The net tax impact to service the internal borrowing associated with Option 2 is 3.0% in 2019 and 1% in 2020. The actual impact will vary during the budget process depending upon cost pressures affecting other budget line items, as well as any non-market change to the City's property assessment.

Option 1, which would fund all three recommended projects in 2019, is not preferred as the net tax impact is too aggressive at 8.6%, and it is unlikely that this could be sufficiently mitigated through other means. Option 3, which defers all road projects to 2020-21, would still need a 1% tax increase to fund the annual borrowing costs, but it has the disadvantage of setting the City back at least a year on its infrastructure renewal commitments.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: December 13, 2018  
Subject: Future Capital Project Funding

---

There are three capital road projects being considered in the immediate future. Excluding taxes, these projects include:

- |                           |             |
|---------------------------|-------------|
| 1. Reservoir Road         | \$1,543,269 |
| 2. 3 <sup>rd</sup> Avenue | \$ 552,076  |
| 3. Hubert Avenue          | \$1,222,008 |

Below are the funding options available depending on the timing of the projects.

Option 1 – Complete all projects in 2019.

The City does not have sufficient reserves to fund these projects in their entirety. To complete all three of these projects in 2019, the City would need to borrow \$1,724,647, which would result in an 8.6% increase in taxation required to fund the annual borrowing costs. Also the City would not have sufficient reserves in other funds to utilize internal borrowing and would have to borrow through the Municipal Finance Authority (MFA).

Option 2 – Complete Reservoir Road in 2019 and the remaining two projects in 2020.

By spreading the projects out over two years, reserves can be built up to help decrease the need for borrowing. This option would require the City to borrow \$602,596 in 2019 and \$200,000 in 2020, resulting in a 3.0% tax increase in 2019 and a 1% tax increase in 2020 to fund the annual borrowing costs. There would be sufficient reserves available in the sewer and water funds for internal borrowing.

Option 3 - Complete Reservoir Road and 3<sup>rd</sup> Avenue in 2020 and Hubert Avenue Rehabilitation in 2021.

As this option would provide the City with a full year to build reserves, only \$200,000 of borrowing would be required, which would result in a 1% tax increase needed to fund the annual borrowing costs. There would be sufficient reserves available in the sewer and water funds to finance the borrowing internally.

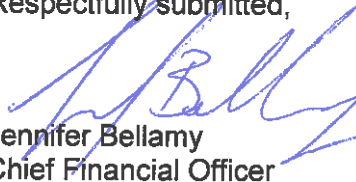
Internal borrowing allows the City to “borrow” funds from its own reserves that have been established for other purposes. The amount borrowed must be repaid before the funds are needed for the purpose that reserve fund was established; for example, the City would be

borrowing internally from its sewer and water capital reserves. If a sewer or water capital project comes up and requires the use of reserve funds, the reserve funds must be paid back immediately to be used for these projects. The City is also required to pay interest to the reserve accounts at the same rate of interest that would have been earned on these funds if they had not been used.

The risk to borrowing internally is the "payable on demand" aspect. To help mitigate this risk, it is recommended that any internal borrowing done be based on the borrowing rates established by MFA. This will help ensure there are funds available if the City needs to use short-term borrowing to repay an internal loan, which will result in no additional costs to the taxpayer. A benefit to internal borrowing is that all the interest paid, and funds raised, stay within the City.

Please note that regardless of the financing option chosen, the 2019 budget will require a 0.6% taxation increase to fund the internal borrowing repayments to sewer and water reserves that were used to fund the upgrades to Salmon Arm Drive.

Respectfully submitted,



Jennifer Bellamy  
Chief Financial Officer



**Reservoir Road Rehabilitation  
1584.25  
City of Enderby  
Conceptual Cost Estimate  
December 14, 2018**

(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)

SUMMARY SHEET	Engineer's Estimate
03 Concrete	\$117,750.00
26 Electrical	\$88,000.00
31 Earthworks	\$115,460.00
32 Roads and Site Improvements	\$317,750.00
33 Utilities - Waterworks	\$63,000.00
33 Utilities - Storm Sewers	\$320,375.00
Miscellaneous	\$50,000.00
Landscape Restoration (Optional Works)	\$30,000.00
Upsize Water Main (Optional Works)	\$0.00
TENDER PRICE	\$1,102,335.00
Contingency & Engineering (15%)	\$165,350.25
Contingency & Engineering (25%)	\$275,583.75
SUBTOTAL	\$1,543,269.00
GST @ 5%	\$77,163.45
TENDER PRICE (including GST)	\$1,620,432.45

**3rd Avenue  
1584.25  
City of Enderby  
Conceptual Cost Estimate  
December 7, 2018**

(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)

SUMMARY SHEET	Engineer's Estimate
03 Concrete	\$13,950.00
26 Electrical	\$32,500.00
31 Earthworks	\$37,095.00
32 Roads and Site Improvements	\$78,400.00
33 Utilities - Waterworks	\$73,500.00
33 Utilities - Sanitary Sewers	\$75,800.00
33 Utilities - Storm Sewers	\$58,095.00
Miscellaneous	\$15,000.00
Landscape Restoration	\$10,000.00
Upsize Water Main (Optional Works)	\$0.00
TENDER PRICE	\$394,340.00
Engineering (15%)	\$59,151.00
Contingency (25%)	\$98,585.00
SUBTOTAL	\$552,076.00
GST @ 5%	\$27,603.80
TENDER PRICE (including GST)	\$579,679.80

**Hubert Avenue Rehabilitation  
1584.25  
City of Enderby  
Conceptual Cost Estimate  
December 7, 2018**

(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)

SUMMARY SHEET	Engineer's Estimate
03 Concrete	\$59,700.00
26 Electrical	\$48,500.00
31 Earthworks	\$70,360.00
32 Roads and Site Improvements	\$184,290.00
33 Utilities - Waterworks	\$142,550.00
33 Utilities - Sanitary Sewers	\$138,250.00
33 Utilities - Storm Sewers	\$133,575.00
Miscellaneous	\$30,000.00
Storm Detention (Optional Works)	\$30,000.00
Upsize Water Main (Optional Works)	\$35,637.50
<b>TENDER PRICE</b>	<b>\$872,862.50</b>
Engineering (15%)	\$130,929.38
Contingency & Engineering (25%)	\$218,215.63
<b>SUBTOTAL</b>	<b>\$1,222,007.50</b>
GST @ 5%	\$61,100.38
<b>TENDER PRICE (including GST)</b>	<b>\$1,283,107.88</b>

# Agenda

December 10, 2018

City of Enderby  
Attention: Tate Bengtson  
619 Cliff Avenue  
PO Box 400  
Enderby, BC V0E 1V0

**RE: 2019 North Okanagan - Shuswap Employment and Business Fair**

Dear Mr. Bengtson,

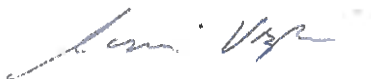
Job Fairs and Business showcases have proven to be a great way for employers to connect with job seekers as well as provide visibility for businesses within the community.

We are very happy to announce that through a coordinated effort between the Enderby & District Chamber of Commerce, Armstrong-Spallumcheen Chamber of Commerce & Visitor Center, Nexus BC Community Resource Center, the Splitsin Development Corporation and Community Futures we are able to bring a Job Fair and Business Showcase to the North Okanagan-Shuswap region. The event will be held at the Splitsin Community center in Enderby on Monday March 11, 2019.

We are reaching out to request your financial support of this important event. Your sponsorship of \$500 will be used to support our promotional budget as well as operational expenses. With your sponsorship, your logo would be included on all promotional material including social media, print media, and radio advertising. In addition, we will also provide a table for your business to participate in the showcase as well as additional mezzanine space for presentations or job interviews if needed.

Thank you in advance for your generosity and support of the North Okanagan – Shuswap Job Fair and Business Show Case. We are looking forward to this being a great community event!

Sincerely,



Connie Vizlai  
Event Organizing Committee





November 30, 2018

Dear Mayors, Chairs, Councillors and Directors,

As the Seniors Advocate for British Columbia, I am very pleased to extend my sincere congratulations to each of you on your recent election to local government.

Whether you are newly elected or returning to serve as a municipal leader, the impact of your contributions to the quality of life in communities across British Columbia will be immense and will directly affect your constituents on a daily basis. This is particularly the case regarding the most vulnerable of our citizens, which often includes seniors.

My office, the first of its kind in Canada, was established in 2014 to monitor and analyze seniors' services and issues in BC, and recommend solutions to systemic challenges to government and service providers. Our monitoring spans five key areas: health care, housing, income supports, personal supports and transportation. All of these areas are of direct concern and consequence to local government. Whether allocating municipal funds for walkability corridors, sidewalk repairs and curb cuts, and transportation to regional health care, or developing policy around accessibility, age-friendliness and social inclusivity, municipal governments play a significant role in improving the lives of seniors in British Columbia.

Seniors are a rapidly growing demographic in Canada. Here in British Columbia, seniors currently comprise 19% of our total population (920,000 of 4.8M) and we expect to see a continued rise in the population over 65 in the years ahead. Seniors are forecast to constitute 25% of British Columbians by 2031 (1.4M of 5.63M). Research consistently shows that being a partner in helping seniors age well and in place is a solid investment economically and socially.

Please feel free to contact my office at any time as we work together to improve the lives of British Columbian seniors. Please also check out our website for additional information.

Thank you again for your commitment to municipal leadership. I wish you my very best for the duration of your term.

Sincerely,

Isobel Mackenzie  
Seniors Advocate  
Province of British Columbia

