

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** Monday, December 16, 2019  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting Minutes of December 2, 2019

**P1**

**3. PUBLIC AND STATUTORY HEARINGS**

0004-19-TUP-END (Van Dongen)

Legal: LOT 9 SECTIONS 26 AND 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6<sup>TH</sup>  
MERIDIAN KAMLOOPS DIVISION YALE DISTRICT  
Plan: 28806  
Address: 110 West Enderby Road, Enderby BC  
Applicant: Jacobus and Eleanor Van Dongen

**4. PETITIONS AND DELEGATIONS**

Okanagan Regional Library: Don Nettleton, CEO  
Update Presentation to Council on Okanagan Regional Library

**P5**

**5. DEVELOPMENT MATTERS**

0004-19-TUP-END (Van Dongen)

**P6**

Legal: LOT 9 SECTIONS 26 AND 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6<sup>TH</sup>  
MERIDIAN KAMLOOPS DIVISION YALE DISTRICT  
Plan: 28806  
Address: 110 West Enderby Road, Enderby BC  
Applicant: Jacobus and Eleanor Van Dongen

0007-19-OR-END (Francks) and City of Enderby Official Community Plan Bylaw  
No. 1549, 2014 Amendment Bylaw No. 1691, 2019 and Zoning Bylaw No. 1550, 2014  
Amendment Bylaw No. 1692, 2019 - 1<sup>st</sup> and 2<sup>nd</sup> readings

**P17**

Legal: LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS)  
DIVISION YALE DISTRICT  
Plan: 211A  
Address: 709 Russell Avenue, Enderby BC  
Applicant: Dean Francks

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

**7. BYLAWS**

City of Enderby Lane Naming Bylaw No. 1690, 2019 – adoption **P30**  
Memo prepared by Planner and Deputy Corporate Officer dated November 27, 2019

**8. REPORTS**

Mayor and Council **Verbal**

Area F Director **Verbal**

RDNO Building Permit Summary – November 2019 **P36**

**9. NEW BUSINESS**

Appointments to the Okanagan Regional Library Board for 2020 **P37**  
Memo prepared by Chief Administrative Officer dated December 4, 2019

Proposed Amendments to North Okanagan Regional Growth Strategy **P40**  
Memo prepared by Planner and Deputy Corporate Officer dated December 11, 2019

Parking Management for Tuey Park **P51**  
Memo prepared by Planner and Deputy Corporate Officer dated December 12, 2019

North Okanagan Shuswap Employment and Business Fair **P69**  
Correspondence dated November 28, 2019

Reducing Curbside Garbage Collection and Greenhouse Gas Emissions **P70**  
Correspondence dated October 11, 2019

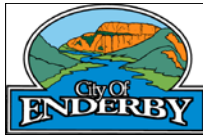
**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**





## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 2, 2019 at 4:30 p.m. in the Council Chambers of City Hall

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

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

Other: The Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Baird, seconded by Councillor Knust  
*“THAT the December 2, 2019 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of November 18, 2019  
Moved by Councillor Shishido, seconded by Councillor Knust  
*“THAT the November 18, 2019 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **DEVELOPMENT MATTERS**

0006-19-ZTA-END (Van Dongen) and City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1689

Moved by Councillor Baird, seconded by Councillor Knust  
*“THAT Council informs the applicant that it is supportive of considering a Temporary Use Permit for a short-term vacation rental at the property legally described as LOT 9 SECTIONS 26 AND 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 28806 and located at 110 West Enderby Road, Enderby BC.”*

CARRIED

The Planner and Deputy Corporate Officer gave an overview of the report. He explained that there are regulatory issues with the paved side access on the north side of the property. He then

explained the difference between a traditional bed-and-breakfast and a short-term vacation rental. The applicant indicated that he intends to use this suite primarily for family when they visit, but would like to make it available to tourists and people needing short term accommodation when it is not being used by family.

The Chief Administrative Officer explained the Temporary Use Permit Application process and the requirement for a public hearing.

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

None

### **BYLAWS**

City of Enderby Lane Naming Bylaw No. 1690, 2019 – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings

Moved by Councillor Schreiner, seconded by Councillor Davyduke

*“THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the City of Enderby Lane Naming Bylaw No. 1690, 2019;*

*AND THAT upon adoption of City of Enderby Lane Naming Bylaw No. 1690, 2019, Council directs Staff to notify the Regional District of North Okanagan regarding the naming of laneways and requests that the Regional District proceeds with assigning civic addresses for all properties that utilize the laneways for their primary access.”*

CARRIED

### **REPORTS**

#### Mayor and Council Reports

##### Councillor Davyduke

- Discussed during previous report.

##### Councillor Shishido

- Councillor Shishido attended the EDAC meeting on November 20, 2019.
- December 5, 2019 Hank Lionheart and the R&B Kingpins is performing a “Tribute to the Blues Songs of Christmas” at the Splatsin Centre. Looking for a vendor to supply food and drinks at this event.
- Christmas Social December 15, 2019. Members and guest are invited to attend at the Drill hall.
- Diana Larsen is the newly elected board member.
- Looking for help renewing their website and providing publicity.

##### Councillor Schreiner

- Attended the winter Farmer’s Market held on Saturday’s 10-2 p.m.
- Ongoing discussions with the Shuswap Trail Alliance on Rail Trail and Highway realignment.

##### Councillor Knust

- Interagency Meeting and ongoing discussions on needs for our community.
- Enderby Food Drive is looking for drivers.

Mayor McCune

- Was invited to the Community Foundation of the North Okanagan to hear them speak on the foundation’s goals as well as the projects being done in the community. Would like to extend an invitation to present to Council and look at possible funding opportunities.
- Conservation Officer Service Enhanced Boat Patrol Meeting this Thursday at 2:00 p.m. at RDNO.
- Rail Trail Open House
- Staff to send a thank-you letter to the Armstrong Spallumcheen Healthcare Auxiliary for their generous donation to our Fire Rescue Society towards a thermal imaging camera.

Councillor Baird

- Santa’s Workshop has been successful and busy.
- Attended the Okanagan Regional Library Board Meeting.
- Attended the Rail Trail Open House; public feedback indicated 95% support of the initiative.
- Enderby Christmas Parade is going to be on Friday, December 6, 2019 at 6:00 p.m.
- Participating in the Chilli cookoff on Saturday, December 7, 2019
- Royal Canadian Legion Meat Draw

**NEW BUSINESS**

Approval of Fire Training Centre 2020 Budget

Moved by Councillor Baird, seconded by Councillor Schreiner  
*“THAT Council approves the Fire training Centre 2020 Budget, appointment, and four-year facility improvement plan.”*

CARRIED

2020 Council Meeting Schedule

Moved by Councillor Baird, seconded by Councillor Davyduke  
*“THAT Council adopts the 2020 Council Meeting Schedule.”*

CARRIED

Ministry of Mental Health and Addictions

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*“THAT Council receives and files the Ministry of Mental Health and Addictions correspondence.”*

CARRIED

Enderby Memorial Terrace and Memorial Tower

Moved by Councillor Shishido, seconded by Councillor Baird  
*“THAT Council receives and files the Enderby Memorial Terrace and Memorial Tower correspondence.”*

CARRIED

**PUBLIC QUESTION PERIOD**

Brooke Hovey, Okanagan Advertiser, requested clarification on the Fire Training Center 2020 Budget. The Chief Administrative Officer provided an overview of the agreement.

*Councillor Schreiner left the room (5:27 p.m.)*

*Councillor Schreiner entered the room (5:30 p.m.)*

**CLOSED MEETING RESOLUTION**

Moved by Councillor Baird, seconded by Councillor Davyduke (5:28 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) (b) (c) (f) (k) and 90 (2) (b) of the Community Charter.”*

CARRIED

**ADJOURNMENT**

Moved by Councillor Davyduke, seconded by Councillor Baird

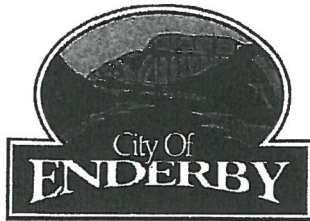
*“That the regular meeting of December 2, 2019 adjourn at 6:40 p.m.”*

CARRIED

\_\_\_\_\_  
MAYOR

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

Agenda



**REQUEST TO APPEAR AS A DELEGATION**

On 16 December 2019  
Day Month Year

Date of Request Nov 26/19

Name of Person Making Request Don Nettleton

Name and Title of Presenter(s) DON NETTLETON, CEO  
OKANAGAN REGIONAL LIBRARY

Contact Information dnettleton@orl.bc.ca or 250 860 4033 (2491)

Details of Presentation \_\_\_\_\_

Update Presentation to Council on Okanagan Regional Library

Desired Action from Council (check all that apply)

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

Please describe desired action in detail \_\_\_\_\_

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

Agenda

**CITY OF ENDERBY  
TEMPORARY USE PERMIT APPLICATION**

**File No.: 0004-19-TUP-END**

**December 9, 2019**

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**APPLICANT/OWNER:** Jacobus and Eleanor Van Dongen

**LEGAL DESCRIPTION:** LOT 9 SECTIONS 26 AND 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 28806

**P.I.D #:** 004-486-366

**CIVIC ADDRESS:** 110 West Enderby Road, Enderby BC

**PROPERTY SIZE:** 0.061 hectares (0.150 acres/606.6 m<sup>2</sup>)

**ZONING:** Residential Single Family (R.1-A)

**O.C.P DESIGNATION:** Residential Low Density

**PROPOSED TEMPORARY USE:** Use an attached secondary suite for short-term vacation rental purposes

**RECOMMENDATION:**

THAT Council authorize the issuance of a Temporary Use Permit for the property legally described as LOT 9 SECTIONS 26 AND 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 28806 and located at 110 West Enderby Road, Enderby BC to permit a short-term vacation rental use to occur within an attached secondary suite for a three year period, subject to the property owner providing a sworn affirmation confirming that should the subject property be sold while the Temporary Use Permit is in effect, the property owner will disclose as part of the sale that a short-term vacation rental use on the property is subject to the terms and conditions of a Temporary Use Permit;

AND THAT should Council authorize the issuance of a Temporary Use Permit for the subject property, the Permit be subject to the following conditions:

- a. The short-term vacation rental use may only occur in the attached secondary suite;
- b. All parking must be contained on-site and the property owner cannot rely on the secondary access/parking area off of Northern Avenue (as shown on the attached Schedule "A") to

- accommodate the demands of the short-term vacation rental, given that this access/parking area does not conform with the City's Zoning Bylaw or Streets and Traffic Bylaw; and
- c. The use must not become noxious or undesirable, nor result in any adverse impacts to surrounding properties.

**BACKGROUND:**

This is a Temporary Use Permit application whereby the applicants are proposing to use the attached secondary suite on their property at 110 West Enderby Road for short-term vacation rental purposes. The City of Enderby Zoning Bylaw No. 1550, 2014 defines a short-term vacation rental as follows:

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

Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not permit short-term vacation rentals in any zone, the applicant is seeking a Temporary Use Permit for a three-year period in accordance with Section 493 of the *Local Government Act*.

A Temporary Use Permit is a tool to allow a short-term use that does not comply with the Zoning Bylaw. A Temporary Use Permit may only be issued for a maximum of 3 years, and may be renewed only once for an additional 3 years as per Section 497 of the *Local Government Act*. Temporary Use Permits are intended to be temporary in nature, and are not a viable long-term land use solution.

Site Context

The 0.061 hectare (0.150 acres/606.6 m<sup>2</sup>) subject property is located on the southeast corner of the intersection of West Enderby Road and Northern Avenue, with access to the property being gained via a paved driveway off West Enderby Road and a secondary paved driveway off Northern Avenue. The subject property is relatively flat with a single-family dwelling located in the center of the lot, facing towards West Enderby Road, and a small garden shed located in the southeast corner of the lot.

The subject property and properties to the north, east, south and west are all zoned Residential Single Family (R. 1-A) and are designated as Residential Low Density in the Official Community Plan (OCP).

The following map shows the Zoning designation of the subject and surrounding properties:



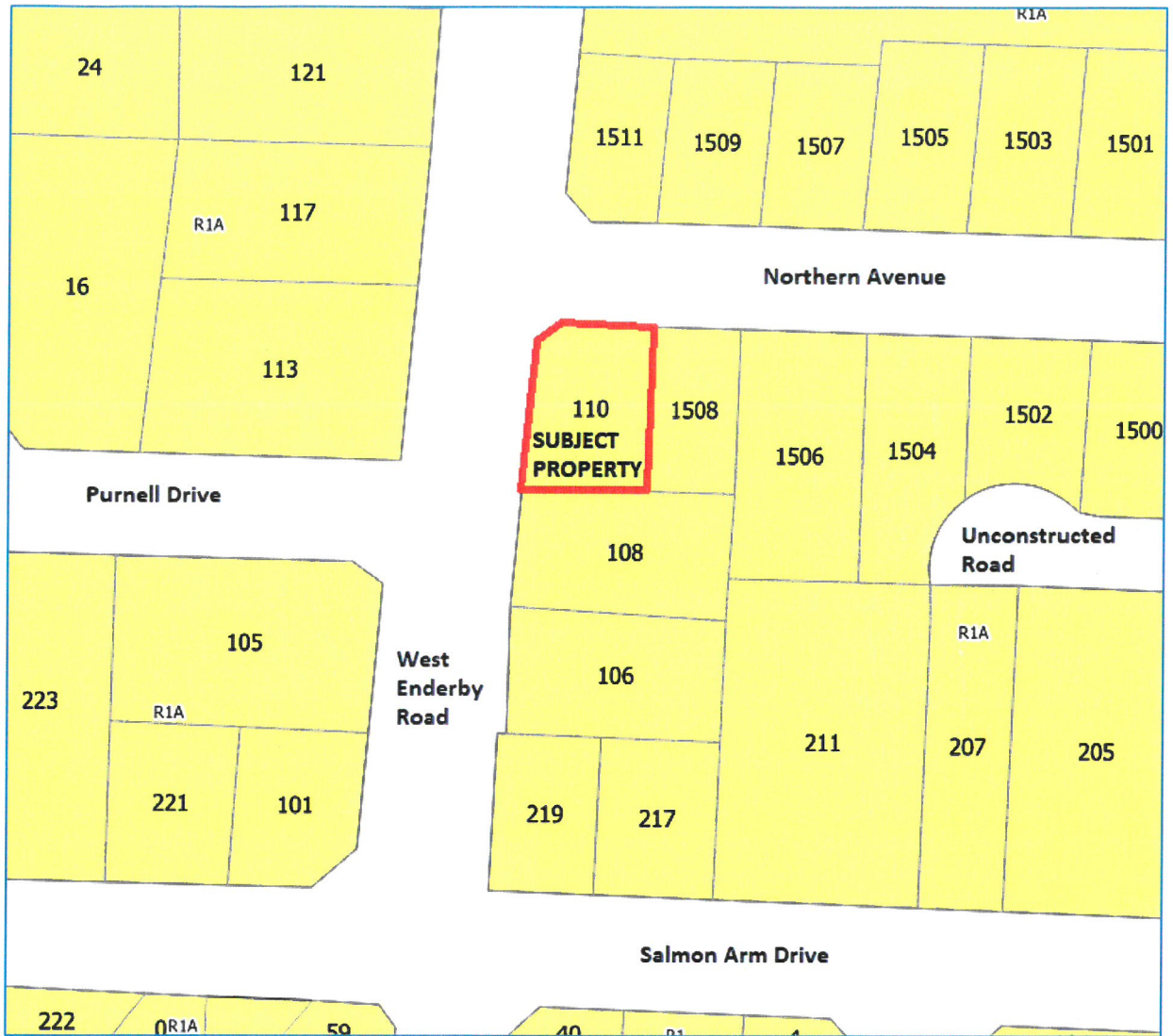


Figure 1: Zoning Map  
 Yellow - Residential Single Family (R.1-A)



The following orthophoto of the subject and surrounding properties was taken in 2011:



Figure 2: Orthophoto

### Proposal/History

In August of 2019, it came to Staff's attention that the applicant was operating a short-term vacation rental out of an attached secondary suite, with the rental being listed on the website Airbnb.ca. Correspondence was sent to the applicant requesting that they either discontinue the use, transition the use to a 'Bed and Breakfast' which is a permitted use under the Residential Single Family (R.1-A) zoning designation, or apply to the City to legalize the use through either a Zoning Text Amendment or Temporary Use Permit application.

The applicant subsequently submitted a Zoning Text Amendment application seeking to amend Zoning Bylaw No. 1550, 2014 to permit a short-term vacation rental within an attached secondary suite for the subject property. As part of this application, the applicants stated they would continue to reside in the main part of the dwelling, while the attached secondary suite proposed to be used for short-term vacation rental purposes would remain entirely isolated from the main dwelling (i.e. separate entrance, kitchen facilities, bathroom facilities, etc.). This Zoning Text Amendment application was considered by Council at its Regular Meeting of December 2, 2019, with Council resolving not to support the application. However, Council resolved to advise the applicant that it was supportive of considering a Temporary Use Permit application for a short-term vacation rental at the subject property, which the applicant is now pursuing.

#### **ZONING BYLAW:**

The subject property is zoned Residential Single Family (R.1-A) and the permitted uses within this zone include accessory residential buildings, single family dwellings, secondary suites, bed and breakfasts, civic and public service use, and restricted agricultural use.

Section 307.3.g of Zoning Bylaw No. 1550, 2014 states that 'Short-Term Vacation Rentals' are prohibited in all zones, with this use being defined as follows:

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

Section 313 of the City of Enderby Zoning Bylaw states that pursuant to Section 920.2 (now Section 492) of the *Local Government Act*, all zones within the City are designated as areas for the issuance of Temporary Use Permits, subject to the following general conditions:

- a. The use is temporary or seasonal in nature;
- b. The use is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the Health Act;
- c. There are no negative impacts on the lands in the vicinity;
- d. There is no significant increase in the level or demand for services;
- e. There are no permanent alterations to the subject site; and
- f. The use complies with all of the conditions specified by Council as a condition of the issuance of the Permit.

#### **OFFICIAL COMMUNITY PLAN:**

Policies contained within the OCP which apply to this development include:

- o Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.

- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.
- Policy 5.3.c - Council will work with the business community and stakeholders to promote a diverse local economy that provides the goods and services necessary to competitively meet local demand and attract visitors.
- Policy 18.1 - Subject to the designation of areas and conditions in the Zoning Bylaw, Council may issue Temporary Use Permits in all areas of the City.

**REFERRAL COMMENTS:**

The subject application was referred for comment to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

The Public Works Manager provided the following comments:

*Should the application be approved on a temporary or permanent basis, parking for the proposed use must be contained on-site. The parking area on the north side of the property, shown on the site plan as providing access via Northern Avenue from the side yard, is already paved but appears to be inconsistent with zoning regulations requiring there to be 8m space between the access location and the intersection of the side and front lot lines; as a result, the access' proximity to the West Enderby Road / Northern Avenue intersection creates a hazard that will be aggravated by the proposed change in use, which will increase its use by persons unfamiliar with the normal traffic flow in the vicinity.*

*Further, the side access / parking area should not be placed within 5m of the hydrant that is located in the road boulevard adjacent to the northwest corner of the property.*

The Fire Chief provided the following comments:

*"The paved access and parking area off Northern Avenue is located within 5 m of a hydrant, which could result in access to the hydrant being obstructed if vehicles parked in this area are stacking into the boulevard area.*

*The applicant will also be required to obtain an annual fire prevention inspection."*

No other comments were received in response to the referral.

**PLANNING ANALYSIS:**

As noted above, Section 313 of the City of Enderby Zoning Bylaw states that pursuant to Section 920.2 (now Section 492) of the *Local Government Act*, all zones within the City are designated as areas for the issuance of Temporary Use Permits, subject to the following general conditions:

- a. The use is temporary or seasonal in nature;
- b. The use is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the Health Act;
- c. There are no negative impacts on the lands in the vicinity;
- d. There is no significant increases in the level or demand for services;
- e. There are no permanent alterations to the subject site; and
- f. The use complies with all of the conditions specified by Council as a condition of the issuance of the Permit.

The City of Enderby Planner recommends that Council authorize the issuance of a Temporary Use Permit for the subject property in order to permit a short-term vacation rental use to occur within an attached secondary suite for a three year period, given that the proposal satisfies all of the aforementioned general conditions of the Zoning Bylaw, as described below.

#### Temporary or Seasonal Nature of Use

The applicants' proposal to use their attached secondary suite for short-term vacation rental purposes is temporary in nature, as the Temporary Permit would only be valid for up to a three-year period (which may be renewed once for an additional three years).

Once the Temporary Use Permit has expired, the applicant would be required to discontinue the use or, if they wished for it to continue beyond that temporary period, apply to amend the Zoning Bylaw to include 'short-term vacation rental' as a permitted use for their property.

#### Noxious or Undesirable Use/Impacts to Adjacent Properties

Although short-term vacation rentals are more likely to cause nuisances to residential neighbourhoods in the form of excess noise, parking spill-over, etc., and the subject property is located within a low-density, single-family residential neighbourhood, Staff feel that this potential is mitigated due to the fact that the property owners are proposing to live on-site.

Furthermore, Staff are recommending that one of the conditions of the Temporary Use Permit is that the use cannot become noxious or undesirable, nor result in any adverse impacts to surrounding properties. Should this occur, the City will have the authority to revoke the Temporary Use Permit and discontinue the use accordingly.

#### Permanent Alterations to the Site

The applicant will be required to obtain a business license given that a short-term vacation rental is a commercial venture, and would therefore be required to obtain building and fire inspections to ensure that the unit is safe for the intended use prior to the issuance of the business license; although these inspections *may* result in the need for alterations to bring the unit up to code, it is not anticipated that potential alterations would affect the ability of the unit to be used for residential purposes in the future, once the Temporary Use Permit has expired.



### Conditions of Temporary Use Permit

Staff are recommending that issuance of a Temporary Use Permit be subject to several conditions which will help to mitigate potential impacts and minimize any risks to the City, including:

- a. The short-term vacation rental use may only occur in the attached secondary suite.
  - This is intended to ensure that the main dwelling is also not rented for short-term vacation rental purposes, which would further exacerbate the potential for nuisances and negative impacts to the broader neighbourhood.
  - \*NOTE: The Zoning Bylaw restricts the maximum square footage for attached secondary suites to 90 m<sup>2</sup> (968.8 square feet) or 40% of the habitable floor area of the single family dwelling.
- b. All parking must be contained on site and the property owner cannot rely on the secondary access/parking area off of Northern Avenue (as shown on the attached Schedule "A") to accommodate the short-term vacation rental, given that that this access/parking area does not conform with the City's Zoning Bylaw or Streets and Traffic Bylaw.
  - This is intended to ensure that, i) the property owner accommodates all parking demands on-site, and avoids a situation where the broader neighbourhood is negatively impacted in the form of parking spill-over, and ii) parking and access demands from the short-term vacation rental do not further exacerbate the safety concerns associated with the secondary access off of Northern Avenue (i.e. access is located adjacent to a fire hydrant and too close to the intersection of Northern Avenue and West Enderby Road).
- c. The use must not become noxious or undesirable, nor result in any adverse impacts to surrounding properties.
  - This is intended to provide the City with the authority to revoke the Temporary Use Permit should there be demonstrated nuisances or impacts to the broader neighbourhood.

Failure to adhere to conditions imposed by Council may result in the applicants' Temporary Use Permit being revoked.

### Other Considerations

Although short-term vacation rentals can broaden the spectrum of accommodation options for tourists, while providing supplemental income opportunities for property owners, one of the challenges is that they reduce the long-term rental housing inventory for the community. Having said that, permitting a short-term vacation rental through the issuance of a Temporary Use Permit will mitigate this challenge as the use can only occur for a maximum of six years (up to three years initially, and up to an additional three years if Council approves a renewal of the permit). Should the applicant wish to continue this use on a permanent basis, this would have long-term impacts on the community's housing inventory and the request would need to be considered through a Zoning Text Amendment application.

It should be noted that by the time the property owner is in a position to potentially pursue either renewing their Temporary Use Permit, or applying to amend the Zoning Bylaw to continue the use on a permanent basis, the City will have its Housing Needs Assessment Report and will have more data to inform the decision, given the implications for the community's long-term rental housing inventory.

**SUMMARY**

This is a Temporary Use Permit Application whereby the applicants are proposing to use an attached secondary suite on their property at 110 West Enderby Road for short-term vacation rental purposes.

City of Enderby Planner recommends that Council authorize the issuance the proposed Temporary Use Permit.

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**Prepared By:**



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Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



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Tate Bengtson  
Chief Administrative Officer

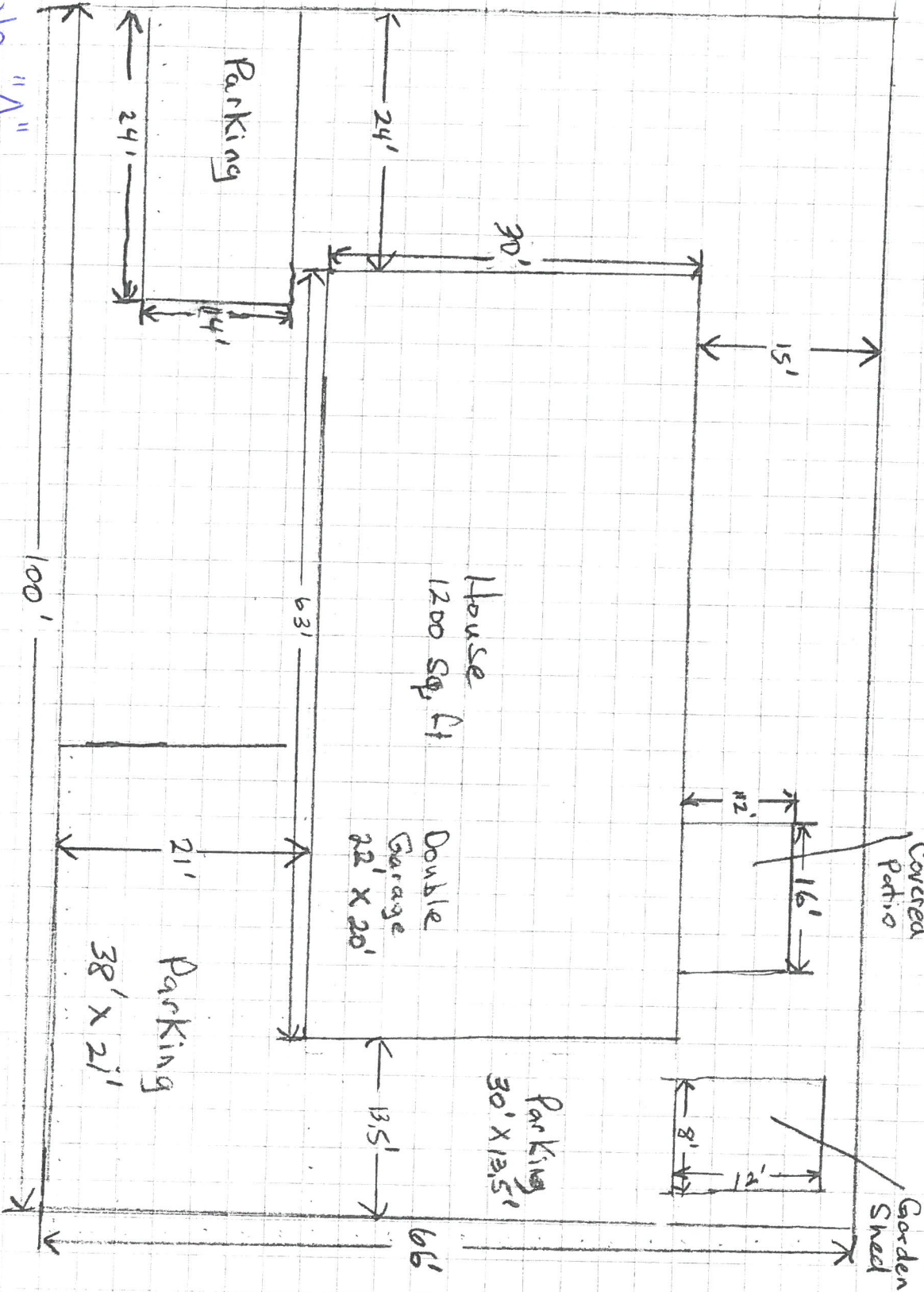


North Ave

110 West Enderby Road, Enderby, BC

Schedule "A"

West Enderby Road





Agenda

**CITY OF ENDERBY**  
**OFFICIAL COMMUNITY PLAN AMENDMENT, REZONING, AND ZONING TEXT**  
**AMENDMENT APPLICATION**

File No: 0007-19-OR-END

December 11, 2019

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**APPLICANT:** Dean Francks

**OWNER(S):** The Estate of Leo Pidskalny

**LEGAL DESCRIPTION:** LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A

**PID #:** 012-592-081

**LOCATION:** 709 Russell Avenue, Enderby BC

**PROPERTY SIZE:** 0.0669 hectares (0.1653 acres/669 square meters)

**PRESENT ZONING:** Residential Single Family (R.1-A)

**PROPOSED ZONING:** Residential Multi-Family Low Intensity (R.3-A)

**PRESENT O.C.P. DESIGNATION:** Residential Low Density

**PROPOSED O.C.P. DESIGNATION:** Residential Medium Density

**PROPOSED TEXT AMENDMENT:** Increase the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre), in order to increase the number of permitted residential dwelling units on the property from two (2) to four (4)

**PROPOSED USE:** Four-family Dwelling

**RECOMMENDATION:**

THAT Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1691, 2019 which proposes to change the future land use designation of the property legally described as LOT 14 BLOCK 7 DISTRICT

LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 709 Russell Avenue, Enderby BC, from *Residential Low Density* to *Residential Medium Density* be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1691, 2019 and in accordance with Section 477 of the Local Government Act, Bylaw No. 1691 be considered in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1691, 2019 in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan, Bylaw No. 1691 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1691, 2019, as outlined in this Staff Report, be considered appropriate consultation for the purposes of Sections 475 and 476 of the Local Government Act;

AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1692, 2019 which proposes to, i) rezone the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 709 Russell Avenue, Enderby BC from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone, and ii) increase the maximum permitted gross density for the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 709 Russell Avenue, Enderby BC from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre) in order to increase the number of permitted residential dwelling units on the property from two (2) to four (4), be given First and Second Reading and forwarded to a Public Hearing.

**BACKGROUND:**

This report relates to a Joint Official Community Plan Amendment, Rezoning, and Zoning Text Amendment Application for the property located at 709 Russell Avenue, Enderby BC. The applicant is proposing to change the Official Community Plan designation of the subject property from Residential Low Density to Residential Medium Density, and to rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone. The applicant is also proposing to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre), in order to increase the number of permitted residential dwelling units on the property from two (2) to four (4). The purpose of the application is to facilitate the development of a four-family dwelling on the subject property.

Site Context

The 669 m<sup>2</sup> (0.1653 acres) subject property is relatively flat and is located on the north side of Russell Avenue. Vehicular access to the property is gained via a driveway off Russell Avenue. A single-family

dwelling, built in 1961, is located in the centre of the property; further to an inspection of this single-family dwelling in 2017, a determination had been made by a qualified professional that the building was unfit for occupancy due to significant health concerns, and the building was boarded up by the City of Enderby to prevent entry, pursuant to the City of Enderby Safe Premises Bylaw No.1644, 2017.

The Zoning and OCP designations of the subject property and surrounding properties are as follows:

- Subject property - Zoned Residential Single Family (R.1-A) and designated in the Official Community Plan (OCP) as Residential Low Density
- East, west and south properties - Zoned Residential Single Family (R.1-A) and designated in the OCP as Residential Low Density
- North and southeast properties - Zoned General Commercial (C.1) and designated in the OCP as General Commercial

The following figure shows the zoning designations of the subject and surrounding properties:



Figure 1: Zoning Map

Yellow - Residential Single Family (R.1-A)  
 Green – General Commercial (C.1)  
 Crosshatch – Residential Two-Family (R.2)



The following orthophoto of the subject and surrounding properties was taken in 2011:



Figure 2: Orthophoto

### The Proposal

The applicant is proposing to develop a four-family dwelling on the subject property, which would be used for rental purposes. The building would be approximately 2,000 square feet in size, with each of the dwelling units being approximately 500 square feet in area.

In order to facilitate this development proposal, the applicant is proposing to change the Official Community Plan designation of the subject property from Residential Low Density to Residential Medium Density, and to rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone. The applicant is also proposing to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre), in order to increase the number of permitted residential dwelling units on the property from two (2) to four (4).

It should be noted that at this point in the development process, the attached site plan (Schedule "A") is purely conceptual, and that if a rezoning application were to be approved, the applicant would not be tied to this proposed use or layout of the property. Although the applicant may intend to develop the property in accordance with the attached site plan, it is important to note that the property could develop in any manner that is consistent with regulations of the Zoning Bylaw and respects any charges registered against the title of the property (Section 219 covenant, statutory building scheme, etc.). Should the applicant wish to develop the site in accordance with the attached site plan, but there are discrepancies between the layout of the site and the Zoning Bylaw regulations (i.e. minimum setbacks, minimum number of off-street parking stalls, etc.), the applicant would be required to amend their site plan or seek variances from Council.

#### **ZONING BYLAW:**

The subject property is zoned Residential Single Family (R.1-A) and uses permitted within this zone include:

- Accessory residential;
- Restricted agriculture;
- Single-family dwellings;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

Uses permitted within the proposed Residential Multi-Family Low Intensity (R.3-A) zone include:

- Accessory residential;
- Boarding, lodging, or rooming houses;
- Convalescent, nursing, and personal care homes;
- Restricted agriculture;
- Single-family dwellings;
- Two-family dwellings;
- Three-family dwellings;
- Four-family dwellings;
- Row housing;
- Attached secondary suites;
- Bed and breakfasts;
- Civic and public service use.

Section 604.a.11.g of the Zoning Bylaw states that the maximum permitted gross density for development shall not exceed forty-one (41) units per hectare (16.59 units per acre). Given the property's area of 0.0669 hectares, the maximum number of dwelling units permitted on the site is currently two (2).

## **OFFICIAL COMMUNITY PLAN:**

Policies contained within the Official Community Plan which apply to this development include:

- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.
- Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.
- Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.
- Policy 8.3.h - Council will support infill and redevelopment within the community.
- Policy 8.3.i - Council will employ Smart Growth principles in future development.
- Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.
- Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.
- Policy 20.3.g - Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.

## **REFERRAL COMMENTS:**

The subject application was referred to the City of Enderby Public Works Manager, Chief Financial Officer, Building Inspector, Fire Chief, the Regional District of North Okanagan (RDNO) Manager of Regional Engineering Services, and the Ministry of Transportation and Infrastructure.

The RDNO Manager of Regional Engineering Services provided the following comments:

*"No conditions need be applied with respect to solid waste management planning or SWMP implementation."*

The City's Chief Financial Officer provided the following comments:

*"I have no concerns with this application and its impact on the City's Financial Plan."*

No other comments were received in response to the referral.

### **PLANNING ANALYSIS:**

The City of Enderby Planner raises no objections to the applicant's request to, i) change the Official Community Plan designation of the property from Residential Low Density to Residential Medium Density, ii) rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A), and iii) amend the text of Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre) in order to increase the number of permitted residential dwelling units on the property from two (2) to four (4), and upon consideration of input received at a Public Hearing, recommends that Council approve the subject application for the following reasons:

- The proposal would facilitate infill development, which is a key element of Smart Growth development and is supported in the OCP, and provides the following community benefits:
  - More efficient use of land by increasing the ratio of improvement-to-land values;
  - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
  - Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure; and
  - Adding residential capacity without encroaching upon rural or environmentally sensitive areas.
- The proposed development of the property to a more intensive residential land use would facilitate the provision of additional housing within the community, while potentially broadening the spectrum of housing choices (i.e. rental housing), both of which are key elements of Smart Growth;
- The property is located along a commercial/residential interface area and in close proximity to Highway 97A, therefore redevelopment of the property to a higher density residential use would not be a significant increase to the intensity of the broader neighbourhood; and
- The maximum height provisions of the proposed Residential Multi-Family Low Intensity (R.3-A) zone are identical to that of the existing Residential Single Family (R.1-A) zone, therefore the proposal would not result in any incremental impacts to the views of neighbouring properties.

### **SUMMARY**

This report relates to a Joint Official Community Plan Amendment, Rezoning, and Zoning Text Amendment application for the property located at 709 Russell Avenue, Enderby BC. In order to facilitate the development of a four-family dwelling, the applicant is proposing to change the Official Community Plan designation of the property from Residential Low Density to Residential Medium Density, rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A), and to amend the text of Zoning Bylaw No. 1550, 2014 to increase

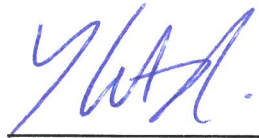


the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre).

The City of Enderby Planner is supportive of the application.

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**Prepared By:**



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Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



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Tate Bengtson  
Chief Administrative Officer



# THE CORPORATION OF THE CITY OF ENDERBY

## OCP/REZONING APPLICATION

### SUBJECT PROPERTY MAP

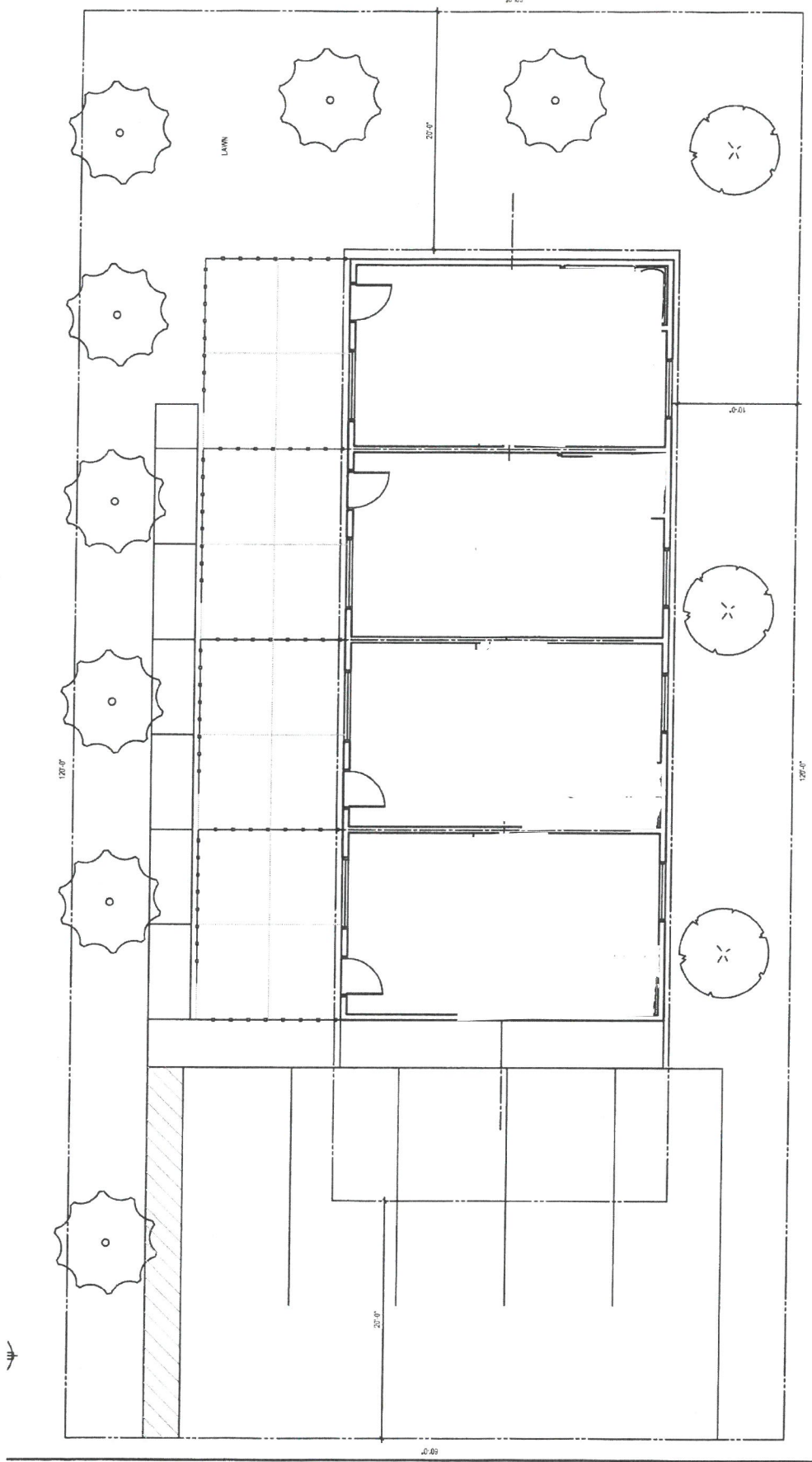
File: 0007-19-OR-END (Francks)

Applicant: Dean Francks

Location: 709 Russell Avenue, Enderby BC

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ROAD

Schedule "A"

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1691

A BYLAW TO AMEND THE CITY OF ENDERBY OFFICIAL COMMUNITY PLAN BYLAW NO.  
1549, 2014 AND AMENDMENTS THERETO

---

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Official Community Plan Bylaw No. 1549, 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 Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1691, 2019".
2. The future land use designation of the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 709 Russell Avenue, Enderby BC is hereby changed from Residential Low Density to Residential Medium Density.

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

Advertised on the day of , 2020 and the day of , 2020, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2020.

READ a THIRD time this day of , 2020.

ADOPTED this day of , 2020.

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MAYOR

---

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1692

A BYLAW TO AMEND 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";

WHEREAS Council of the City of Enderby has determined to make an amendment to "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. 1692, 2019".
2. The zoning designation of the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 709 Russell Avenue, Enderby BC is hereby changed from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

Advertised on the day of , 2020 and the day of , 2020, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2020.

READ a THIRD time this day of , 2020.

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

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District Development Technician  
Ministry of Transportation and Infrastructure

ADOPTED this    day of    , 2020.

\_\_\_\_\_  
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 27, 2019  
Subject: Three Readings – City of Enderby Lane Naming Bylaw No. 1690, 2019

---

**RECOMMENDATION**

THAT Council gives Three Readings to City of Enderby Lane Naming Bylaw No. 1690, 2019;

AND THAT upon adoption of City of Enderby Lane Naming Bylaw No. 1690, 2019, Council directs Staff to notify the Regional District of North Okanagan regarding the naming of laneways and requests that the Regional District proceeds with assigning civic addresses for all properties that utilize the laneways for their primary access.

**BACKGROUND**

Council directed Staff to explore the naming of the dedicated laneways to the north and south of Cliff Avenue, on the eastern side of George Street. This was in response to businesses and residences with their primary access fronting the laneways having addressing issues, given that the laneways are not formally named.

Correspondence was then sent to the Enderby & District Heritage Commission requesting that the Commission short-list several potential heritage street names from Schedule "1" of the Street Names Policy, which were the most meaningful to the area in the vicinity of the lanes. The Heritage Commission short-listed several heritage street names with the President of the Heritage Commission, Bob Cowan, presenting these street names to Council for consideration at its Regular Meeting of November 18, 2019.

At this meeting, Council resolved to name the laneways as follows:

1. Northern Lane Between George Street/Hwy 97A and Belvedere Street = **MacPherson Lane**
2. Northern Lane Between Belvedere Street and Maud Street = **Speers Lane**
3. Southern Lane Between George Street/Hwy 97A and Vernon Street = **Lambly Lane**

Staff are now advancing the associated Lane Naming Bylaw to Council for three readings. Upon adoption of the Bylaw, it is recommended that Council directs Staff to notify the Regional District of North Okanagan (who administers the 911 addressing service) regarding the naming of laneways and requests that the Regional District proceeds with assigning civic addresses for all properties that utilize

the laneways for their primary access. The Regional District will be responsible for notifying utility operators (i.e. Canada Post, Fortis, Telus, BC Hydro, etc.) and affected property owners and occupants regarding the new civic addressing.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. Inglis', written over a horizontal line.

Kurt Inglis  
Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1690

A BYLAW TO NAME DEDICATED LANEWAYS WITHIN THE CITY OF ENDERBY

WHEREAS Section 39 of the *Community Charter* enables local governments to, by bylaw, assign a name to a highway;

AND WHEREAS the City of Enderby wishes to assign a name to several dedicated laneways within the community;

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 Lane Naming Bylaw No. 1690, 2019".
2. The dedicated laneway directly to the north of Cliff Avenue and extending from George Street/Highway 97A to Belvedere Street, as shown bolded in red on the attached Schedule "A", is hereby named 'MacPherson Lane'.
3. The dedicated laneway directly to the north of Cliff Avenue and extending from Belvedere Street to Maud Street, as shown bolded in red on the attached Schedule "B", is hereby named 'Speers Lane'.
4. The dedicated laneway directly to the south of Cliff Avenue and extending from George Street/Highway 97A to Vernon Street, as shown bolded in red on the attached Schedule "C", is hereby named 'Lambly Lane'.

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

READ a THIRD time this day of , 2019.

ADOPTED this day of , 2019.

\_\_\_\_\_  
MAYOR

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



# Schedule "A"



**Schedule "B"**



### Schedule "C"



**Area:** CITY OF ENDERBY

**Category:** BUILDING PERMITS

**Year:** 2019 **Month:** 11

Folder Type	2019 / 11		2018 / 11		2019 to 11		2018 to 11	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	1	1,350	3	0
END - COMMERCIAL BUILDING	0	0	0	0	2	115,000	2	0
END - DEMOLITION	0	0	0	0	2	15,000	1	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	1	0
END - MODULAR HOME	0	0	0	0	0	0	4	1
END - MULTI FAMILY DWELLING	0	0	0	0	1	300,000	2	2
END - PLUMBING	0	0	0	0	1	0	0	0
END - SIGN	0	0	0	0	1	65,000	0	0
END - SINGLE FAMILY DWELLING	1	1	285,000	0	6	1,168,201	10	3
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	1	0	1,000	2	0
<b>Report Totals</b>	<b>1</b>	<b>1</b>	<b>285,000</b>	<b>1</b>	<b>14</b>	<b>1,664,551</b>	<b>25</b>	<b>6</b>
								<b>2,862,318</b>

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 4, 2019  
Subject: Appointments to the Okanagan Regional Library Board for 2020

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**RECOMMENDATION**

THAT Council appoints a Library Trustee and Alternate Trustee to serve on the Okanagan Regional Library Board for 2020.

**BACKGROUND**

Annually, Council must appoint a Library Trustee and Alternate Trustee to represent the City of Enderby at the Okanagan Regional Library Board pursuant to Section 16 of the *Library Act*. Attached to this memorandum is a board meeting schedule and an excerpt from the *Library Act*.

Councillors Baird and Schreiner served, respectively, as Trustee and Alternate to the board for 2019.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



**BOARD POLICY & REGULATIONS**

**SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS,  
REGULAR BOARD MEETING SCHEDULE**

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October.

**BOARD MEETING SCHEDULE – 2020**

In-Camera meetings begin at 9:30 AM (subject to change)  
Regular meetings generally begin at 10:00 AM (subject to change)

Library Headquarters, Boardroom, 1430 KLO Road, Kelowna, BC

All Day Strategic Planning Session to be held in January 2020 – Specific date tbd

<b>Wednesday February 19</b>	Annual General/Regular Meeting in the morning Strategic Planning Session in the afternoon
<b>Wednesday May 20</b>	Regular Meeting
<b>Wednesday September 16</b>	Regular Meeting
<b>Wednesday November 18</b>	Regular Meeting

**Dates of Interest to Board Trustees:**

**BC Library Association Annual Conference**  
April 15 to 17, 2020 (Sheraton Vancouver Airport Hotel)

**SILGA AGM and Convention**  
April 28 to May 1, 2020 (Vernon Prestige Lodge)

**UBCM Convention**  
September 21 to 25, 2020 (Victoria)

## **LIBRARY ACT, Part 3 – Regional Library Districts**

### **How the library board is appointed**

- 16** (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

### **When members are appointed**

- 17** (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

### **Term of Office**

- 18** (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: December 11, 2019  
Subject: Proposed Amendments to North Okanagan Regional Growth Strategy

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**RECOMMENDATION**

THAT Council reviews the proposed amendments to the North Okanagan Regional Growth Strategy;

AND THAT Council determines whether it has any comments on the proposed amendments to the Regional Growth Strategy that it wishes for the Board of the Regional District of North Okanagan to consider.

**BACKGROUND**

The Regional District of the North Okanagan (RDNO) adopted the North Okanagan Regional Growth Strategy (RGS) on September 21, 2011. The purpose of an RGS is to promote human settlement that is socially, economically and environmentally sustainable and makes efficient use of public facilities and services, land and other resources.

The *Local Government Act* requires regional districts who have adopted a RGS to consider whether the strategy must be reviewed for possible amendments, at least every five years. In May of 2015, the RDNO Board formally initiated the 5-year review of the RGS. The RDNO Board endorsed the following topics as the focus of the 5-year review:

- Housing Affordability & Availability;
- Economic Development;
- Environment - Air Quality;
- Greenhouse Gas Emissions;
- Climate Change Adaptation;
- Active Transportation Infrastructure and Transit; and
- Growth Area Boundaries & Asset Management.

A number of proposed amendments were identified through the 5-year review process, which are outlined in the report attached to this memorandum. These proposed amendments have informed the development of Regional Growth Strategy Amendment Bylaw No. 2846, 2019, which the Board has given First and Second Reading and referred to a Public Hearing, which is anticipated to be held in late January of 2020.

The RDNO is now referring the proposed amendments to the RGS to member municipalities for comment. Staff are recommending that Council review the proposed amendments and determines whether it has any comments that it wishes for the RDNO Board to consider. Note that the proposed amendments to the RGS have been supported by the Regional Growth Strategy Support Team (composed of various planners and Administrators of the member municipalities) and the Regional Growth Management Advisory Committee.

It should be noted that now, at the referral stage, is the appropriate time for the City to provide comment on the proposed amendments to the RGS. Following the Public Hearing, the RGS will be advanced to member municipalities and adjacent regional districts for acceptance. In accordance with Section 436 (4) of the *Local Government Act*, once an RGS has been submitted for acceptance, the member municipalities have 60 days to either:

- i. accept the regional growth strategy, or
- ii. respond, by resolution, to the proposing board indicating that the local government refuses to accept the regional growth strategy.

The original RGS can be found through the following link:

<http://www.rdno.ca/index.php/services/planning-building/regional-growth-strategy>

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer





# REGIONAL DISTRICT NORTH OKANAGAN

## MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

## ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

OFFICE OF : PLANNING DEPARTMENT

OUR FILE No.: 3045.01.02

December 3, 2019

- [ x ] Regional District of Central Kootenay – *via email*
- [ x ] Regional District of Central Okanagan – *via email*
- [ x ] Regional District of Columbia Shuswap– *via email*
- [ x ] Regional District of Kootenay Boundary – *via email*
- [ x ] Regional District of Thompson Nicola – *via email*
- [ x ] City of Armstrong – *via email*
- [ x ] District of Coldstream – *via email*
- [ x ] City of Enderby – *via email*
- [ x ] Village of Lumby – *via email*
- [ x ] Township of Spallumcheen – *via email*
- [ x ] City of Vernon – *via email*
- [ x ] Electoral Area Advisory Committee – *via email*

Dear Sir / Madam:

**Re: Regional Growth Strategy Amendment Bylaw No. 2846, 2019**

The *Local Government Act* sets requirements for regional districts with adopted Regional Growth Strategies (RGS) to consider whether the strategy must be reviewed for possible amendments, at least every five years.

In May 2015, the Regional Growth Strategy 5-year Review was initiated. The Regional Growth Strategy 5-Year Review Terms of Reference were referred to member municipal councils and the Electoral Area Advisory Committee for review and comment.

In 2018 staff reviewed the results of the: State of the Region report, State of the Basin report and the North Okanagan Community Foundation's Vital Signs report to identify the key topic areas that needed to be considered during this review. Staff also included the 2013 Quality of Life survey results as they related to the various topics to provide a summary or picture of how we are doing (State of the Region results) versus the public's perception or values associated with the various topic areas. This work resulted in the development of the *Issues and Opportunities Paper*. On July 18, 2018 the following topics were endorsed by the Board of Directors as the focus of the RGS 5-year review: Housing Affordability & Availability; Economic Development; Environment-Air Quality; Greenhouse Gas Emissions; Climate Change Adaptation; Active Transportation Infrastructure and Transit; Growth Area Boundaries & Asset Management.

As the review is focused on specific topic areas, consultation was also focused on those stakeholders that will be affected by changes to the identified strategies while still providing opportunities for all community members to provide input.

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From: Planning Department  
Subject: RGS Amendment Bylaw No. 2846, 2019

File No.: 3045.01.02  
Dated: December 3, 2019  
Page 2 of 2

At the November 6, 2019 regular meeting of the Board of Directors the following resolution was passed:

*That staff be directed to prepare a Regional Growth Strategy Amendment Bylaw for First and Second Readings in accordance with the proposed new policies attached to the report dated October 9, 2019 from the Planning Department; and further,*

*That the proposed amendment be considered a Standard Amendment in accordance with section 436 (Acceptance by affected local governments) of the Local Government Act.*

On November 20, 2019, Regional Growth Strategy Amendment Bylaw No. 2846, 2019 (attached) was given First and Second Readings and referral to Public Hearing.

Staff anticipate the Public Hearing will be held in late January of 2020. If you have any comments or additions to Bylaw No. 2846, 2019 that you wish for the Board to consider, please send your feedback by January 10, 2020 to [laura.frank@rdno.ca](mailto:laura.frank@rdno.ca).

Yours truly,



Laura Frank, RPP, MCIP  
Regional Planning Projects Manager

/ab

Enc.



## Housing Affordability & Availability Key Findings:

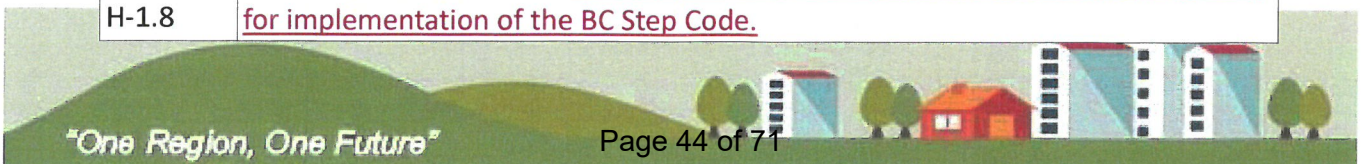
- The percent of people in core housing need has remained the same (12%) but that number is on the rise, increasing by 195, in part, due to population growth.
- Housing availability is declining, since 2010 there have been steadily fewer homes available for sale and rent.
- Housing Diversity is slowly improving- we have seen an increase in the total number of apartment units that have been built from 5 years ago. All six member municipalities and the electoral areas have seen a rise in their diversity index rating.

## Proposed New Strategies

Insert as H-1.5:	<u>Assist municipalities in developing Housing Needs Assessments by providing analysis on regional demographics, household characteristics including income, significant economic sectors and market conditions, and work with municipalities to review and refine municipal housing priorities, policies and future demand estimates in the context of this analysis.</u>
Insert as H-1.6:	<u>Monitor and report on the success of regional and municipal Housing Needs Assessments in accommodating regional housing demand estimates.</u>
Insert as H-1.7	<u>As a collective, work with member municipalities and electoral areas in the preparation of Housing Needs Reports, as required by the province, as well as to:</u> <ul style="list-style-type: none"> <li>• <u>Identify implementation measures within the jurisdiction and financial capabilities of municipalities;</u></li> <li>• <u>Encourage an increase in the supply of new rental housing and where appropriate mitigate or limit the loss of existing rental housing stock; and</u></li> <li>• <u>Identify opportunities to participate in programs with other levels of government to secure additional affordable housing units to meet housing needs across the continuum.</u></li> </ul>
Insert as H-1.8	<u>Explore further opportunities for mobile homes, secondary suites and detached accessory suites as affordable housing options in our rural areas.</u>

## Existing Strategies Revised

Revise existing H-1.5	Work cooperatively with the development community, <u>community groups, non-profits, and BC Housing</u> to provide affordable, <u>quality</u> housing options.
Revise existing H-1.6	Encourage energy efficient retrofits of older buildings, including both residential and commercial buildings <u>and promote renovation and reuse of materials that minimizes construction waste generation.</u>
Revise existing H-1.8	Encourage the use of local materials and green building techniques in new and retrofitted developments <u>and support the development community in preparing for implementation of the BC Step Code.</u>







Active Transportation Infrastructure and Transit Key Findings:

- The City of Vernon has made significant investments in its active transportation infrastructure over the last 15 years however the rural communities have not been in a position to do the same. Infrastructure such as sidewalks, bike lanes and trails are key in encouraging people to get out of their cars and walk or bike to work.
- In terms of transit ridership we have seen an increase in use, but largely amongst UBCO students and riders within Vernon and Coldstream. Ridership within the rest of the North Okanagan has gone down.

TI-1.1 revised to	Coordinate local transportation network planning across jurisdictions to assist in regional transportation planning and corridor management <u>which improves connectivity, reduces greenhouse gas emissions and provides for emergency egress e.g. an all-weather road to link the Village of Lumby with Silver Star Village.</u>
Insert as TI-1.2	<u>Rail transportation corridors, if no longer required, shall be considered for preservation as future mobility corridors, which includes cycle routes, trails, and other active transportation uses and other forms of mass transit that may be viable in the future. e.g. Okanagan Rail Trail and Sicamous to Armstrong Rail Trail.</u>
TI-2.3 revised to	Encourage, where feasible, rural transportation options that are reflective of the unique needs and challenges of our rural and unincorporated communities <u>e.g. ride sharing.</u>
TI-2.4 revised to	Support the development of initiatives that reduce transportation greenhouse gas emissions <u>by using a variety of techniques and methods that are within the jurisdiction of local governments, such as a network of electric vehicle infrastructure.</u>
TI-2.7 revised to	<u>Encourage member municipalities and electoral areas to integrate</u> transportation and land use planning within Official Community Plans to ensure that, where feasible and appropriate, communities: <ul style="list-style-type: none"> <li>• Improve access to housing, jobs, <u>schools, child care facilities</u> and services by walking, cycling and public transport;</li> <li>• <u>Improve access of pedestrian and bicycle networks to transit networks, which will increase transit ridership in the future;</u></li> <li>• Increase the choice of available transportation <u>and options to reduce</u> dependence on cars;</li> <li>• Reduce travel demand including the number of single occupant vehicle (SOV) trips generated by development and the distances travelled;</li> <li>• Support the efficient and viable operation of public transport services; and provide for the efficient movement of freight.</li> </ul>
Insert as TI-2.2	<u>Work with BC Transit, member municipalities and electoral areas on the implementation of the Transit Futures Plan and the goal of creating a transit system which:</u> <ul style="list-style-type: none"> <li>• is an attractive alternative to the private vehicle;</li> <li>• complements the goal of compact and complete communities;</li> <li>• aids in reducing environmental impacts;</li> <li>• is efficient; and</li> <li>• is integrated with other land use and transportation plans.</li> </ul>





#### Economic Development Key Findings:

- There has been an increase in employment growth between 2011 to 2016 of 3% this is a significant improvement over the previous timeframe whereas in 2006-2011 employment growth experienced a 1.6% decline.
- Range of Employment is distributed across a number of sectors however the majority of jobs are in 1) Retail Trade 2) Construction 3) Manufacturing
- Household Income continues to be slightly lower than the provincial average by \$6,600 however the RDNO median household income did increase from 2011 to 2016 by \$9700.



<p>Insert as ED-1.4:</p>	<p><u>Support municipalities, first nations and electoral areas in the implementation of the Regional Employment Lands Action Plan to generate employment opportunities and create a more economically resilient and diverse region.</u></p>
<p>Insert as ED-2.2</p>	<p><u>Support and encourage research and development initiatives and training programs in conjunction with UBC Okanagan and Okanagan College, including agriculture, food processing and distribution, water management, manufacturing, technology, waste management and tourism.</u></p>

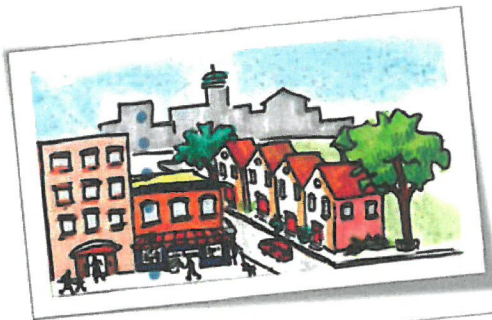




#### Environment Key Findings:

- Since 2012, particulate matter levels have exceeded the BC Air quality Planning Goals threshold of 6 micrograms/m<sup>3</sup> by between .08 and 3.3 micrograms/m<sup>3</sup>.

Insert as ENV-3.2:	<u>Support public awareness and education around air quality management practices.</u>
Insert as ENV-3.3:	<u>Support pollution prevention using processes, practices, materials and energy in ways that avoid or minimize the creation of pollutants and wastes at the source.</u>



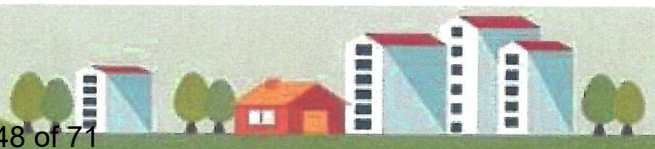




#### Environment Key Findings:

- The region has experienced a minor decrease over the 2007 baseline Greenhouse Gas levels however with a goal of 15% reduction by 2020 our GHG's will need to decrease significantly more.
- Climate change is exposing communities in the North Okanagan to changes in weather patterns and more frequent extreme events. These changes are putting local and regional infrastructure at risk as well as impacting the health of area residents. The North Okanagan has witnessed recent flooding and wildfire events; changing climate hazards have created the need to integrate climate change adaptation into policy, planning, landscape design, and public works maintenance.

Insert as EE/CA- 1.1	<u>Explore partnership opportunities with communities for the development, implementation and monitoring of a Climate Action Plan and consider becoming a FCM-Partner for Climate Protection.</u>
Insert as EE/CA- 1.2	<u>Encourage climate change-adaptive and risk-adaptive infrastructure and utilities in Growth Areas based on the most up-to-date climate projections.</u>
Insert as EE/CA- 1.3	<u>As data becomes available, encourage and support member municipalities and electoral areas to up-date their Floodplain and Unstable Slope Maps.</u>
Insert as EE/CA- 1.4	<u>Encourage developments and projects which will provide for a low-carbon built form that supports efficient energy use, the reuse of building materials, the provision of clean and renewable district energy, active transportation modes, transit service, and low/zero emission vehicles.</u>
Insert as EE/CA- 1.6	<u>Support climate change adaptation, resiliency and the mitigation of greenhouse gas emissions in existing and proposed activities and development.</u>
Insert as EE/CA- 1.7	<u>Support public awareness and education on climate change and its current and likely potential impacts in the region.</u>
Revise existing ENV-3.3:	Encourage energy efficient retrofits of older buildings, including both residential and commercial buildings <u>while encouraging the proper disposal, reuse and or recycling of any waste generated.</u>







The RGS currently contains Growth Area, Future Growth Area and Rural Protection Boundaries which are intended to guide land use planning processes by defining long term rural protection areas and boundaries that are not suitable for urban levels of development.

Since the adoption of the Regional Growth Strategy (RGS) in September 2011, there have been no development proposals or requests by member municipalities that would trigger the need for a Minor or Standard Amendment to the RGS. However, as a result of a court case in 2014 between Metro Vancouver vs the Township of Langley questions have been raised by member municipalities regarding the existing RGS amendment process and local jurisdictions land use autonomy. In that regard, staff have drafted a new Urban Containment/Rural Protection Policy which aims to address the concerns regarding local jurisdictions land use autonomy while still emphasizing one of the key goals of the RGS which is preventing urban sprawl within the region

*UC-2.2-The Board encourages communities to consider amending rural protection boundaries during the RGS 5-Year review process (See UC-2.4) which will take into account the Boundary Review Criteria. The Board respects local jurisdictions' land use autonomy under Part 14 of the Local Government Act to determine land use in the Rural Protection Area while still trying to discourage sprawl. Each local authority will ensure that its' respective Official Community Plan:*

- *Recognizes the Rural Protection Boundary as shown in the RGS;*
- *Identifies any local areas desired for future growth that may infringe upon the Rural Protection Areas;*
- *Addresses, to the extent that is reasonable, the difference between the OCP growth areas and the Rural Protection boundaries of the RGS in the Regional Context Statement as per Section 447 of the Local Government Act.*

*If, through an application process, a municipality successfully removed lands from the ALR and/or are designated for urban scale development, a change to the mapping and designations of the RGS would occur during the 5 year review to reflect that change. It is recommended that any regionally significant changes to the land use designations be referred to the Regional Growth Strategy Support Team for technical review and comment on regional implications and the Board of Directors as per Section 475 of the Local Government Act.*

Section 447 LGA refers to the Content of Regional Context Statement  
Section 475 LGA refers to Consultation during the development of an Official Community Plan







In order to apply a consistent methodology in reviewing both development driven applications and the comprehensive review of properties during the 5-year Growth Boundary Assessment- Proposed Boundary Review Criteria have been developed in consultation with the Regional Growth Strategy Support Team.

**Proposed Schedule E- Growth Area Boundary Review Criteria:**

<p><b>1 Services Nearby/Available</b></p>
<ul style="list-style-type: none"> <li>• Is the parcel or parcels within a viable transit service area? Would the residents' have access via transit, cycling or walking to employment, schools, commercial or amenity locations? (Looking to avoid the creation of car dependent urban areas which bring about new vehicles, increases in demand on road systems and related greenhouse gas emission implications).</li> <li>• Would the parcel or parcels result in the need for significant infrastructure up-grades or extension into new areas (i.e. roads, sewer, water, stormwater, schools, school busing, transit services, fire protection, utilities and other supporting infrastructure)?</li> </ul>
<p><b>2 RGS Policies</b></p>
<ul style="list-style-type: none"> <li>• Do the policies of the RGS support the proposed expansion of a Future Growth Boundary?</li> </ul>
<p><b>3. Soils Classification &amp; ALR Status</b></p>
<p>Lands that are located within the Agricultural Land Reserve may be considered as a Future Growth Area however this review needs to be done in consultation with the <i>ALC's Guide to Bylaw Reviews and Agricultural Land Commission Regulations</i>. The ALC has indicated they would prefer the RDNO consider non-ALR lands for future growth and development, however, should the RDNO determine that all non-ALR lands are unsuitable, or that they are not sufficient to accommodate projected growth pressures, the ALC assumes that the RDNO will then look to ALR lands. At a minimum any identification of ALR lands for consideration as Future Growth Areas should also include:</p> <ul style="list-style-type: none"> <li>• Strong and principled land use planning analysis that demonstrates the need to look to ALR lands in the rural protection area as future growth areas;</li> <li>• Non ALR lands should be analyzed and a rationale should be provided as to their level of suitability and priority.</li> <li>• The review needs to be carried out at the Regional Scale(should not focus on specific land inventory shortfalls within a given political jurisdiction but should look at all types of land uses e.g. residential, commercial, industrial etc. within the region). Clearly identify what the rationale is for these lands to be considered for future growth);</li> <li>• Analysis of soil capability;</li> <li>• Existing and historical land uses; and</li> <li>• The agricultural utility and potential for soil and non-soil-bound agriculture.</li> </ul>
<p><b>4. Context</b></p>
<ul style="list-style-type: none"> <li>• Is the proposed parcel or parcels adjacent to a growth or future growth area i.e. contiguous boundary? (Looking to avoid amendments that would 'leapfrog' into the Rural Protection Area and result in urban sprawl).</li> <li>• Would the proposed amendment, if approved, signal that the Rural Protection Area is not stable, and may trigger speculation that such proposed amendments are viable, thereby undermining the integrity and success of this key principle of the RGS.</li> <li>• Would the proposed parcel or parcels introduce significant urban residential development and associated traffic adjacent to existing agricultural areas? Would it likely affect current and future farming activity and potentially trigger land use speculation on nearby agricultural properties?             <ul style="list-style-type: none"> <li>▪ Residential vs Industrial / Commercial Land development will be reviewed against the Growth Area Boundary Review Criteria, however, industrial and commercial proposals will include an analysis based on the recommendations of the Employment Lands Action Plan- April 26, 2016.</li> </ul> </li> <li>• Does the parcel or parcels exist within a historic residential neighbourhood (lots that are already less than 1 ha in size)? Is there the potential for infill that still meets the goals of the RGS? Is there a plan to service these parcels in the near future for environmental or economic reasons? This should include consideration of asset management decisions such as costs associated with: construction; operation; maintenance and replacement of infrastructure services.</li> <li>• The surrounding lands need to be taken into consideration during the planning analysis to ensure the containment boundary is robust and will stand the test of increased speculative pressure. Is the proposed boundary constrained or contained by roads or natural features (ravine or river), municipal boundary (what is the constraint to further expansion).</li> </ul>
<p><b>5. Demonstrated need for the proposed use</b></p>
<ul style="list-style-type: none"> <li>• Do existing land use policies and documents for regional / sub regional growth patterns indicate there are current constraints on urban growth and employment lands capacity and therefore justify extending urban growth beyond what currently exists? (Consider OCP's, Employment Lands Action Plan, Community Specific Housing).</li> </ul>

Key to note that all areas proposed for development during the 5-Year Review should be considered as Future Growth Areas (Not a Growth Area). Additionally, existing RGS policy states that once development and servicing begins within Future Growth Areas, then these areas will be considered Growth Areas as defined within the Regional Growth Strategy; no future amendments in this regard are required to the RGS.





**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, 2019  
Subject: Parking Management for Tuey Park

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**RECOMMENDATION**

THAT Council directs Staff to install signage at Tuey Park to educate river floaters that Belvidere Hand Launch is only a 15-20 minute walk from Tuey Park;

AND THAT Council considers whether it wishes to implement any of the following options for managing parking at Tuey Park:

1. Implementing an automated pay parking program with added bylaw enforcement at Tuey Park for the 2020 season;
2. Implementing a 'volunteer pay' parking program at Tuey Park for the 2020 season;
3. Engaging a consultant to collect data and analyze the issues, opportunities, and constraints at Tuey Park in order to develop a comprehensive parking management plan for the site and the surrounding neighbourhood;
4. Expanding overflow parking to the grassy area along the western side of Tuey Park while restricting parking to one-side only along that portion of Waterwheel Street adjacent to agricultural land, and monitoring conditions.

**BACKGROUND**

Tuey Park is a mid-sized park located on the northern boundary of Enderby which includes a beach and off-leash dog park. The park sees large volumes of users (both locals and tourists) throughout August and parts of July and September depending on weather and water levels. Tuey Park is not only a popular location for beach users, but also tubers who end their river floats at this location. Many floaters choose to park their vehicles at Tuey Park in order to drive back to their original launching point after they have completed their float. The parking area at Tuey Park is gravelled and the parking layout is delineated by concrete parking stops. The parking demands exceed the supply of parking spaces during peak days, resulting in vehicles parking along Waterwheel Street which leads to congestion and access concerns.

Council discussions have taken place regarding the implementation of a parking management program (or conversely a 'volunteer pay' parking program) at Tuey Park in order to fund improvements and manage parking and access at the site. It was anticipated that such a program would achieve two outcomes, i) the reduction of congestion at Tuey Park, and ii) the generation of non-tax (user) revenues, which could be re-invested into community amenities.

Notwithstanding the potential management options for Council consideration described below, it is recommended that Council directs Staff to install signage at Tuey Park to educate river floaters that Belvidere Hand Launch is only a 15-20 minute walk from Tuey Park. This is a low-cost solution that would educate users and help to reduce the parking demands associated with river floaters parking their vehicles at this location.

Below is an analysis of four potential management options which Staff are advancing for Council consideration, including:

1. Implementing an automated pay parking program with added bylaw enforcement at Tuey Park for the 2020 season;
2. Implementing a 'volunteer pay' parking program at Tuey Park for the 2020 season;
3. Engaging a consultant to collect data and analyze the issues, opportunities, and constraints at Tuey Park in order to develop a comprehensive parking management plan for the site and the surrounding neighbourhood;
4. Expanding overflow parking to the grassy area along the western side of Tuey Park while restricting parking to one-side only along that portion of Waterwheel Street adjacent to agricultural land, and monitoring conditions.

#### **1. Pay Parking Program**

Pay parking programs may help reduce parking demand while generating revenue. However, there are costs and impacts associated with this type of user-pay program that need to be carefully considered to ensure that the solution achieves the intended outcomes without producing unintended consequences.

Staff have sourced a pay station unit that is keeping with industry standards, with an overview of the unit and its features being outlined in the attached Schedule "A". Staff have conducted a business case analysis for a pay parking program at Tuey Park, based on the aforementioned pay station unit, which is attached to this memorandum as Schedule "B". This analysis looked at the costs associated with purchasing, installing and operating a pay-station parking model and the anticipated revenues associated with parking fees and ticketing of non-compliant users. The key outcomes of this analysis are as follows:

- The total per season **gross revenues** are estimated at between **\$15,989 - \$24,330**, depending upon whether locals would receive free or discounted parking.
- The total per season **net revenues** are estimated at between **\$5,812 - \$14,153**, depending upon whether locals would receive free or discounted parking.
- The start up costs are estimated at **\$24,883**.
- The number of staff hours required to administer the program are estimated at **242** hours per season, which is not included in the net revenue calculation as it is assumed that this is an opportunity cost. This analysis is outlined in the attached Schedule "B".
- Some of the potential issues associated with a pay parking program include:
  - i. If discounted or free parking is not provided for locals, they may be upset that they are paying property taxes which go towards maintaining a local park, yet must pay parking fees to use the facility;

- ii. If free or discounted parking is provided for locals, this will have additional administrative and operational costs associated with distribution of passes and abuse of the system (i.e. counterfeit passes) and impact net revenues;
- iii. Pay parking may result in vehicles being displaced further up Waterwheel Street on an on-going basis, as opposed to just during peak-demand times. In order to mitigate the potential for parking spill-over, 'no parking' signage should be installed along the entirety of Waterwheel Street, which would require additional enforcement. The installation of signage may be visually unappealing for the residential properties along the street;
- iv. There would be a significant increase in staff time associated with the following tasks:
  - o Handling inquiries and complaints;
  - o Coordinating with bylaw enforcement;
  - o Processing disputed tickets (screening officer meetings, adjudication, etc.);
  - o Facilitating ticket payments;
  - o For unpaid tickets, obtaining contact information through ICBC;
  - o Invoicing for unpaid tickets;
  - o Coordinating with collections agencies for unpaid tickets; and
  - o Dealing with technical issues and vandalism.
- v. Should a pay parking program not help to limit parking demands, such that the demand still out-paces the supply, the congestion concerns would continue to persist; and
- vi. Tuey Park is located in a secluded location where natural surveillance is limited, which would make the pay station unit vulnerable to vandalism/theft; however, Staff do note that the quoted unit has vandalism/theft measures built in, and the potential for vandalism/theft could be further mitigated by, i) installing signage which lets potential vandals/thieves know that the unit is remotely monitored, ii) installing bollards to prevent vehicles from hitting the unit, and iii) choosing a unit that only accepts credit cards for payment, and not cash/coins.

Staff research led to a discussion with BC Parks regarding their implementation and subsequent removal of pay parking stations; they noted the following:

- Experienced issues with cost recovery for most of the units;
- Experienced maintenance challenges with the parking machines which accepted both credit card and cash/coin as payment options;
- There was a large administrative cost associated with administering pay parking;
- The pay parking program resulted in parking spill-over onto the adjacent streets, and the installation of 'no parking' signs on adjacent streets was recommended if a pay parking program is pursued;
- On-going issues with changes to credit card encryptions which results in significant costs to keep up with changes in anti-fraud technology;
- The pay stations cost \$10,000 at the time; and
- Ongoing issues with vandalism.

## **2. Volunteer Pay Parking Program**

The option of implementing a 'volunteer pay' parking program at Tuey Park has been discussed, which would involve installing a secure box where park users could donate money for parking.

It is anticipated that the number of park users who would voluntarily donate would be minimal, and the practice would not reduce parking demands. Furthermore, the donation box would be a target for theft and would need to be emptied daily. Although there could be efficiencies realized with the Tuey Park gate opening/closing contractor, there would be incremental costs associated with administering a cash-handling system.

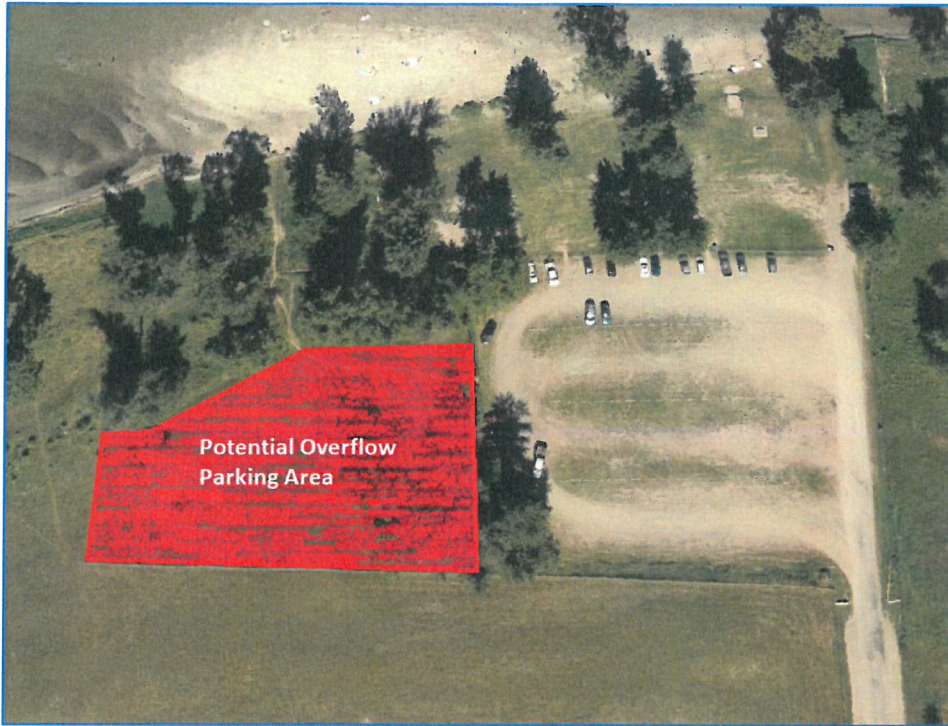
## **3. Engaging Consultant**

Another option is to engage a consultant with expertise in parking management to collect data and analyze the issues, opportunities, and constraints at Tuey Park in order to make comprehensive recommendations on steps that can be taken to better manage access and parking. This consultant would analyze the site, gather relevant data such as vehicle counts and a breakdown on the types of users (i.e. beach goers versus float parkers), researching best management practices and programs implemented by communities with a similar context, and use this information to develop a management plan that the City can implement. This option would allow for an expert to obtain site-specific data in order to identify solutions that best fit within the context of the situation, and offer the best chance at achieving the intended outcomes of reducing congestion at the park and generating non-tax revenues, without producing unintended outcomes such as aggravating on-street parking congestion in surrounding neighbourhoods. This management plan may ultimately recommend that a pay parking program is appropriate, and provide a comprehensive analysis of how best to ensure a return-on-investment and demand reduction that meets Council's objectives. The management plan may identify other options that should be explored prior to implementing a pay parking program, which may be more effective. The key benefit of this approach is that it would provide Council with the range of options that are available, which would inform future decision making.

## **4. Expand Overflow Parking and Restrict Parking to One Side of Waterwheel Street**

The last demand management option involves increasing supply strategically while restricting it elsewhere, by expanding overflow parking to the grassy area along the western side of Tuey Park and restricting parking to one-side only along that portion of Waterwheel Street adjacent to agricultural land, and monitoring conditions. It is estimated that expansion of overflow parking to the grassy area along the western side of the park could increase parking capacity by 30-40% (see figure below).





This concept would require minimum re-grading and the area could be left as grass. There would be some costs to relocate and add large rock no-posts, which Staff are estimating at a one-time cost of \$3,000. Although this option would not result in the generation of any revenues, it is a cost-effective solution that will significantly reduce the congestion and parking spill-over impacts without an on-going administrative cost.

Furthermore, restricting parking to one-side along the unpaved portion of Waterwheel Street will help to provide additional spaces for overflow parking, while ensuring that the street does not get congested such that access to the park is prevented. There will be minor costs associated with installing signage, estimated at \$750, and enforcing the 'no parking' signs on the one side of Waterwheel Street.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Kurt Inglis". The signature is written in a cursive style and is positioned above a horizontal line.

Kurt Inglis  
Planner and Deputy Corporate Officer

## **SCHEDULE "A"**

### **DESCRIPTION OF PAY PARKING STATION**

- Luke II Multi-Space Pay Station
  - Given the demands, a single pay station is appropriate
  - The pay station can facilitate pay parking by one of two methods: i) user inputs their license plate number into the pay station and specifies the number of hours they wish to park, or ii) user specifies the number of hours they wish to park and a stub is printed and placed on the dash of the vehicle
  - Payment can occur via credit card or cash/coins, depending upon which unit is purchased
  - Cost of \$17,440 (including tax and shipping) for the pay station unit that accepts both cash/coins and credit card for payment
  - Cost of \$14,929 (including tax and shipping) for the pay station unit that only accepts credit card for payment
  - There is additional maintenance associated with the unit equipped to accept coins/cash, with this type of unit also having a higher threat for theft/vandalism
  - No rental/lease options available for a single unit
  - Pay station unit is solar powered and does not require access to the power grid
  - Mounts to an in-ground concrete pad, and can be removed on an annual basis; there are no electronic or mechanical components within the 20.22" pedestal base, and therefore this portion of the unit can be submerged under water (i.e. can be used in flood prone areas)
  - Unit comes with a one-year warranty and extended support can be purchased at \$1,450/year which covers software, upgrades, hardware support, telephone support
  - Lifecycle from a support standpoint is 7 years from the time that the model is discontinued
- The pay station is loaded with Iris Digital Software which manages the pay station network, processes payments, and facilitates reporting/monitoring of data
  - \$100/month subscription which can be discontinued when the unit is not in use
  - Requires a separate cellular subscription from a data provider (Telus, Rogers, etc.)
  - Coupons can be made available for complimentary or discounted parking
- Enforcement occurs through: i) transaction data being sent to an enforcement officer's handheld device (i.e. lists the license plates of the vehicles that are paid up), or ii) enforcement officer visually confirming that a valid stub is displayed on vehicle's dash
- The pay station is equipped with an anti-drill plate to prevent theft and if the unit is struck, a built-in alarm will sound and notifications will be texted to any pre-programmed cell phones
- Ongoing maintenance involves wiping the solar panel down once a week to keep it free from dust, refilling receipt paper and running cleaning cards through the printer (if it's a model that prints receipts), removing cash/coins (if it's a model that accepts cash/coin for payment), and opening the unit to clear any dust that has accumulated inside to prevent damage.

## SCHEDULE "B"

### BUSINESS CASE ANALYSIS FOR PAY PARKING PROGRAM AT TUEY PARK

#### Start Up Costs

The estimated start-up costs for implementing a pay parking program are as follows:

ITEM	COST
Purchase of automated pay station which accepts coins/cash and credit card (including shipping and tax)	\$17,440
Digital software setup	\$988
Remote staff training on digital software	\$705
Pour and prep concrete mounting pad	\$500
Installation of anti-theft/vandalism bollards	\$1,500
Signage (anticipating 22 no parking signs along Waterwheel Street, and 3 educational signs in park)	\$3,750
<b>TOTAL START-UP COSTS</b>	<b>\$24,883</b>

#### Staff Time

It is anticipated that administering a pay parking program at Tuey Park would require a significant amount of staff time. The following is an overview of the estimated number of hours that would be expended for each of the Staff roles:

ROLE	NUMBER OF HOURS PER SEASON
<b>Frontline Staff</b> (facilitating payment of tickets, customer complaints (first level), inquiries)	25 hours
<b>Accounting Clerk</b> (coordination with ICBC for contact information, invoicing for unpaid tickets, developing and sending statements)	108 hours
<b>Chief Financial Officer</b> (collections, customer complaints (third level), financial administration)	18 hours

<b>Chief Administrative Officer</b> (Screening Officer meetings, customer complaints (third level), program oversight)	16 hours
<b>Planner and Deputy Corporate Officer</b> (inquiries, customer complaints (second level), coordinating screening meetings, coordinating adjudication, coordination with bylaw enforcement, technical/software support)	75 hours
<b>TOTAL</b>	<b>242 hours</b>

Staffing Notes:

- There is an opportunity cost associated with directing limited staff resources towards administering a pay parking program, which will impact other priorities and required job functions, unless more staff is added;
- The above does not factor in the administration time/costs associated with implementing a potential discounted or free parking program for locals;
- For efficiency, it is likely that the role of the Screening Officer may need to be contracted out, and these costs have not been factored into the business case analysis;
- It may be more cost effective to obtain a seasonal contract for a bylaw enforcement clerk during the summer season, and these costs have not been factored into the business case analysis; moreover, at present when one of the two frontline staff are on vacation, the position is not backfilled and the time-sensitive functions are re-allocated while the remainder are deferred; given the additional demands, a bylaw enforcement clerk could ensure that the new demands are managed; and
- Given the significant amount of staff resources that would be involved in administering a pay parking program, it is likely that the City would need to implement a policy where there is less focus on collections in order to better align a potential pay parking program with the realities of staff capacity constraints, which in turn would reduce the potential revenues associated with ticketing.

**Revenues for Parking Fees**

- Assumptions:
  - Peak season is 10 weeks long
  - 99 vehicles parked on weekends during peak season
  - 60 vehicles parked on weekdays during peak season
  - The assumed number of vehicles parked on weekends and weekdays is based on an average throughout the season, not peak demand; this factors in variables such as poor weather
  - 1/3 of parked vehicles are local, 2/3 of parked vehicles are tourists
  - 2/3 of users will pay for parking, 1/3 will risk ticketing
  - Each vehicle who pays for parking will spend an average of \$5
  - Credit card company receives 2% of revenues in fees

**OPTION A - Free Parking for Locals**

<b>Weekend Revenues</b>		
<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Locals	33	\$0
Paying Tourists	44	\$220
Non-Paying Tourists	22	\$0
Total Weekend Revenues		\$220/day, \$440/weekend
<b>Weekday Revenues</b>		
<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Locals	20	\$0
Paying Tourists	27	\$135
Non-Paying Tourists	13	\$0
Total Weekday Revenues		\$135/day, \$675/week
GROSS WEEKLY REVENUES		\$1,115/week
GROSS SEASON REVENUES		\$11,150/season
<b>SEASON REVENUES less 2% credit card fee</b>		<b>\$10,927/season</b>

**OPTION B - Discounted Parking for Locals (50%)**

**Weekend Revenues**

<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Paying Locals	22	\$55
Non-Paying Locals	11	\$0
Paying Tourists	44	\$220
Non-Paying Tourists	22	\$0
Total Weekend Revenues		\$275/day, \$550/weekend

**Weekday Revenues**

<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Paying Locals	13	\$32.50
Non-Paying Locals	7	\$0
Paying Tourists	27	\$135
Non-Paying Tourists	13	\$0
Total Weekday Revenues		\$167.50/day, \$837.50/week

<b>GROSS WEEKLY REVENUES</b>	<b>\$1,387.50/week</b>
<b>GROSS SEASON REVENUES</b>	<b>\$13,875/season</b>
<b>SEASON REVENUES less 2% credit card fee</b>	<b>\$13,597.50/season</b>



**OPTION C – No Discounts for Locals**

**Weekend Revenues**

<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Paying Locals	22	\$110
Non-Paying Locals	11	\$0
Paying Tourists	44	\$220
Non-Paying Tourists	22	\$0
Total Weekend Revenues		\$330/day, \$660/weekend

**Weekday Revenues**

<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Revenue</u>
Paying Locals	13	\$65
Non-Paying Locals	7	\$0
Paying Tourists	27	\$135
Non-Paying Tourists	13	\$0
Total Weekday Revenues		\$200/day, \$1,000/week

<b>GROSS WEEKLY REVENUES</b>	<b>\$1,660/week</b>
<b>GROSS SEASON REVENUES</b>	<b>\$16,600/season</b>
<b>SEASON REVENUES less 2% credit card fee</b>	<b>\$16,268/season</b>

## Revenues from Ticketing

- Assumptions:
  - Ticket amount = \$50.00
  - 1/4 of non-paying users will be observed by Bylaw Enforcement and ticketed (43 tickets per week, 430 tickets per year)
  - 1/2 of issued tickets will be paid (215 tickets paid per year)
  - 1/2 of tickets paid will be paid during the 14 day 'early payment' period in which the ticket recipient would receive a 50% discount

<b>TICKETING REVENUES</b>			
<b>Weekend Revenues</b>			
<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Number of Vehicles Ticketed (1/4 of non-paying users)</u>	<u>Revenue</u>
Non-Paying Locals	11	3	\$150
Non-Paying Tourists	22	6	\$300
Gross Weekend Revenues			\$450/day \$900/weekend
Net Weekend Revenues (1/2 of those ticketed will pay, 1/2 of tickets paid will receive a 50% discount)			\$168.75/day \$337.50/weekend
<b>Weekday Revenues</b>			
<u>Type of User</u>	<u>Number of Vehicles</u>	<u>Number of Vehicles Ticketed (1/4 of non-paying users)</u>	<u>Revenue</u>
Non-Paying Locals	7	2	\$100
Non-Paying Tourists	13	3	\$150
Gross Weekday Revenues			\$250/day \$1,250/week
Net Weekday Revenues (1/2 of those ticketed will pay, 1/2 of tickets paid will receive a 50% discount)			\$93.75/day \$468.75/week
<b>TOTAL WEEKLY REVENUES</b>			<b>\$806.25/week</b>
<b>TOTAL SEASON REVENUES</b>			<b>\$8,062.50/season</b>

**Total Gross Revenues**

The total gross seasonal revenues between metering and ticketing are as follows:

OPTION	GROSS SEASONAL REVENUES
Option A – Free Parking for Locals	Parking Fees - \$10,927 Ticketing - \$5,062.50 <b>TOTAL - \$15,989.50</b>
Option B – Discounted Parking for Locals	Parking Fees - \$13,597.50 Ticketing - \$8,062.50 <b>TOTAL - \$21,660</b>
Option C – No Discounts for Locals	Parking Fees - \$16,268 Ticketing - \$8,062.50 <b>TOTAL - \$24,330.50</b>

**Annual Expenses**

- Assumptions:
  - Expected lifecycle for the unit is 7 years.
  - Should the pay station unit be damaged or vandalized, it would not be economical to claim this under the City’s insurance policy given the deductible amount and the resulting increase to the City’s premiums; given this, the annual lifecycle of the unit has been reduced from 7 years to 5 years to reflect the fact that the City would need to directly pay to repair or replace a damaged/vandalized unit.
  - The lifecycle replacement cost of \$3,837/year is based on the purchase of the \$17,440 unit, which accepts both coins and credit cards as payment; the lifecycle cost would be reduced to \$3,284/year if the credit card-only unit is purchased.

EXPENSES	
Additional Bylaw Enforcement (6 hrs per week x 10 weeks)	\$2,220
Parks Staff Time for Maintenance (1 hr per week x 10 weeks)	\$400
Lifecycle Replacement for Pay Station (Total cost of purchasing the unit over 5 year expected lifecycle + 2% per year for inflation)	\$3,837

<b>EXPENSES</b>	
Extended Support (per year)	\$1,450
Cellular and Software Subscriptions (4-month software subscription, 12-month cellular subscription)	\$1,120
Lifecycle Replacement for Signage (5 year expected lifecycle for sign faces, 10 year expected lifecycle for telespars)	\$550
Printing Tickets (450 tickets per year)	\$500
ICBC Data Account	\$100
<b>TOTAL EXPENSES</b>	<b>\$10,177</b>

### **Total Net Revenues**

Given the anticipated annual expenses, the total seasonal net revenues between parking fees and ticketing are as follows:

<b>OPTION</b>	<b>NET SEASONAL REVENUES</b>
Option A – Free Parking for Locals	Gross Revenues - \$15,989.50 Annual Expenses - \$10,177 <b>Net Revenues - \$5,812.50</b>
Option B – Discounted Parking for Locals	Gross Revenues - \$21,660 Annual Expenses - \$10,177 <b>Net Revenues - \$11,483</b>
Option C – No Discounts for Locals	Gross Revenues - \$24,330.50 Annual Expenses - \$10,177 <b>Net Revenues - \$14,153.50</b>

NOTE: The seasonal net revenues outlined above do not take into account the opportunity cost to staff for administering the program, nor financial costs to expand staff.



## Luke<sup>®</sup> II Multi-Space Pay Station For On- and Off-Street Parking Environments

Public and private operators are realizing the benefits of multi-space pay stations: increased revenue, reduced operational costs, and superior customer service, to name just a few. Consumers also enjoy the added convenience, diverse payment options, and ease of use provided by pay stations. The Luke<sup>®</sup> II pay station is highly secure, flexible, and suitable for both on- and off-street deployments. Luke II fulfills customer service expectations and delivers superior performance and significant contributions to operators' top and bottom line.

### Luke II Features for Parkers

- Range of convenient payment options, such as coins, bills, credit cards, smart cards, passcards (value cards, campus cards), coupons, and Pay-by-Phone services
- Contactless payments for rapid parking transactions
- Extend-by-Phone service provides expiration reminders and the ability to add time via mobile phone
- Large color screen that is easy to read
- Prompts in multiple languages
- Ability to pay for parking or add time using any pay station in the system
- Coin escrow refunds consumers' money upon a canceled transaction
- 38-key full alphanumeric keypad with illumination for easy license plate entry
- Easily recognizable design identifies machine as a parking pay station



### Luke II Features for Parking Operators

- Separate maintenance and collections compartments for enhanced security
- Theft-resistant design to protect coins and internal components
- Patented enhanced locking mechanism and electronic lock support for added security
- PCI compliant and PA-DSS validated system ensures credit card data security
- Certified EMV card reader with Point-to-Point Encryption (P2PE) for mitigating the liability shift for counterfeit card fraud and exceptional card transaction security (T2 SecurePay)
- Pay-and-Display, Pay-by-Space, and Pay-by-License Plate on the same pay station
- Remote configuration of rates and policies saves time and money
- Integration with leading parking technology partners for a complete solution
- Flexible rate structures and diverse payment options can increase revenue
- Reduced maintenance and collections costs
- Real-time credit card processing to reduce processing fees and eliminate bad debt
- Real-time reporting and alarming
- Complete audit trail and rich analytics





Standard



Charcoal  
Gray

Premium



Jet  
Black



Pebble  
Gray



Racing  
Green



Marine  
Blue



Citrus  
Yellow

## Luke II Specifications

Cabinet:	12-gauge cold rolled steel protected with an anti-corrosion coating
Payment Options:	Coins, bills, credit cards, contactless payments, smart cards, value cards, campus cards, coupons, Pay-by-Phone services. Coin escrow optional
Card Reader:	Cards are not ingested – no moving parts. Reads Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816. Optional EMV certified P2PE card reader available (T2 SecurePay)
Bill Stacker:	1,000 bill capacity
Printer:	2" receipt width
Display:	Color backlit LCD with 640 x 480 resolution
Keypad:	38-key alphanumeric with tactile buttons
Locks:	Can be re-keyed twice without removal of lock cylinder. Electronic locks optional
Access:	Separate compartments for maintenance and collections
Communication Options:	GSM, Ethernet, LTE
Environmental Requirements:	-40°F to 140°F (-40°C to 60°C) * Relative humidity: up to 95%
Power:	120 V AC. Slimline solar panel optional
Operational Modes:	Pay-and-Display, Pay-by-Space, Pay-by-License Plate
Multilingual Support:	Up to four languages using Roman or non-Roman characters
Audible Alarm:	Senses shock and vibration
Color:	Charcoal gray. Additional colors optional
Standards:	ADA compliant, PCI compliant, PA-DSS validated

\*using separately purchased heater/insulator option. Low end of range is -4°F (-20°C) ambient without heater/insulator option



T2 Systems is the largest parking technology provider in North America, with more than 24 years in the parking management industry and currently serving thousands of parking professionals. T2 integrates the best people, processes, and technology for powerful, high performance, and secure parking solutions. Its open technology and processes are used to manage more than 200 million parking transactions for over 2 billion dollars annually across all 50 states and ten provinces in Canada. Customers rely on T2 for multi-space pay stations, permit management, enforcement, LPR, PARCS, vehicle counting, citation services, and event parking.

To learn more about T2's reliable and innovative parking and transportation solutions, visit [T2systems.com](https://T2systems.com).

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# Data Intelligence Platform

The value of a parking system is measured by the ability to manage your pay station network, identify opportunities, take action, and measure results. An effective parking system is one that empowers parking operators, and their field staff, to make informed decisions that increase efficiencies, productivity, and the bottom line.

Digital Iris™ is an easy to use cloud-based data intelligence platform that provides secure and actionable information to the right people at the right time. This platform delivers insight through interactive metrics, data visualization, and automated reporting. With a wealth of real-time data, Digital Iris meets the needs of all users in your organization, from simple reporting to advanced analytics.

## Core Functionality

- Secure cloud-based system accessible anytime, anywhere
- Personalized Web-based dashboards
- Self-administration of your pay station network
- Access to real-time operational and financial data
- Automated reporting offering basic reports and advanced analytics
- Real-time credit card and passcard processing

## Operations Management

- Full operational insight into data and trends using data visualization
- Over 90 available metrics with 3,000 widget combinations including occupancy, utilization, and turnover
- Unified corporate dashboard supporting multiple branch operations
- Intuitive mapping to easily locate your pay stations and see real-time status alerts
- Configurable widgets to track the most important metrics in your operation

## Collections and Maintenance

- Dedicated modules for collections and maintenance
- Real-time monitoring of your pay station network
- User created and managed pay station alerts
- Pay station alerts sent directly to field personnel
- Intuitive mapping for “hot spots” and efficient maintenance and collections routes
- Collections and maintenance data accessible to field personnel reducing response times

## Enforcement

- Transaction data sent to enforcement handheld devices
- Integration with license plate recognition (LPR) systems for a 10- to 20-fold improvement in enforcement productivity
- Communication with space sensors
- Integration with mobile payment services



## Mobile Workforce

- Real-time data to field personnel via Digital Payment Technologies mobile apps or third-party integrated devices
- Remote access to:
  - Transaction data and permit information
  - Pay station collections status and alerts
  - Pay station details and maintenance alerts

## Parking Management

- Passcards and coupons to streamline financial management
- Coupons for complimentary or discounted parking
- Passcards for a reusable discount or a reloadable method of payment
- Support for event parking, permit parking, and parking validation
- Track and manage coupon and passcard use by individual consumer
- Billing reports to monitor coupon and passcard usage

## Consumer Convenience

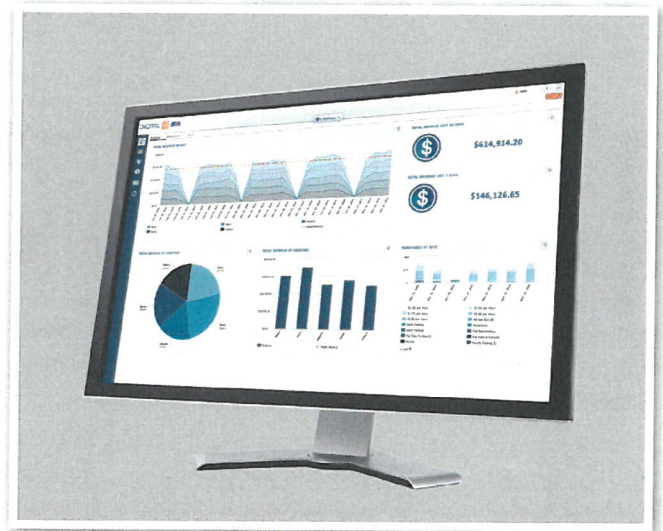
- Pay for parking or add time using any pay station or your mobile phone
- Receive expiry reminders via your mobile phone
- Advanced payment types such as passcards, smart cards, and contactless payments
- Load funds onto your smart card using any pay station

## Open and Robust Architecture

- Easily integrate with third-party systems and custom built applications
- Extensive integrated partner network
- Clustered database architecture
- High availability with seamless failover
- Extensive application level monitoring

## Data Security

- Secure role-based permission structure to enable only approved personnel to make system adjustments
- Secure hardware-based encryption for card processing
- PCI compliant (Level 1 service provider) and externally audited
- System does not require Flash or Java



## Think Technology. Think Solutions. Think T2.



Since 1994, T2 Systems has been providing the parking industry with solutions that meet the ever-changing needs of parking managers and parkers alike. T2's unified parking management platform combines quality products and services with a commitment to thought leadership and strong customer relationships. T2's intelligent platform of Solutions-as-a-Service (SaaS)—including enforcement, permits, payments, PARCS, event parking and real-time parking availability—is trusted by over 1,000 organizations in the United States and Canada, including universities, cities, towns, private operators, and airports.

For additional information about T2 Systems, Inc. products and services, visit [www.T2systems.com](http://www.T2systems.com).

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Agenda



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✉ Box 118  
Armstrong, BC V0E 1B1

November 28, 2019

*"Over 600+ job seekers and guests attended the First Annual North Okanagan Shuswap Employment and Business Fair in 2019!"* says Ali Maki, Event Coordinator

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, Work BC - Enderby, SplatSin Development Corporation and Community Futures North Okanagan and with a hugely successful first annual event, we are able to bring back the Job Fair and Business Showcase to the North Okanagan Shuswap region. The event will once again be held at the SplatSin Community center in Enderby on Monday March 9, 2020.

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. You will receive enhanced presence on our website homepage, a listing on our website sponsor directory with a hyperlink and acknowledgment at the sponsored event. In addition, we will also provide an opportunity to showcase your business on the show floor as well as additional mezzanine space for job interviews, if needed.

Thank you in advance for your generosity and support of the North Okanagan Shuswap Employment and Business Fair. We are looking forward to this great community event!

Sincerely,

Ali Maki, Event Coordinator  
North Okanagan Shuswap Employment & Business Fair

Note: Cancel  
Sponsored 2019  
Fair for \$500-  
TB





# REGIONAL DISTRICT NORTH OKANAGAN

Agenda

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

OFFICE OF: COMMUNITY SERVICES

OUR FILE No.: 4900.01.01

October 11, 2019

Mayor and Council  
City of Enderby  
619 Cliff Avenue  
PO Box 400  
Enderby, BC V0E 1V0

Copy re-sent.  
original never received  
TJB

Dear Mayor and Council:

**Re: Reducing Curbside Garbage Collection and Greenhouse Gas Emissions**

At the Regional District of North Okanagan Board of Directors meeting held on October 2, 2019, the following resolution was passed:

*That staff be directed to send a letter to member municipalities to investigate opportunities for consideration to reduce curbside garbage pick-up.*

A growing number of communities are reducing curbside garbage collection from weekly to bi-weekly. This reduces vehicle emissions and traffic as well as encourages residents to rethink wastes that contribute to reducing our greenhouse gas emissions. Weekly garbage collection is becoming increasingly uncommon as there are a wide range of waste diversion opportunities available, including reducing food waste and composting. There are also over twenty Extended Producer Responsibility Programs in BC that manage the recycling of items such as appliances, packaging and more.

Vehicle emissions from curbside garbage collection trucks are a growing concern. Medium to heavy trucks are a significant source of greenhouse gas emissions in Canada, producing over a quarter of the country's total vehicle emissions. The stop and go patterns of garbage collection trucks in residential areas pose significantly more contributions to greenhouse gas emissions compared to other vehicles that maintain more stable speeds.

A major program that reduces the need for weekly curbside garbage collection is diverting organic material generated in yards and kitchens. These items makes up over 30% of household waste. RDNO Diversion and Disposal Facilities currently offer free yard and garden waste drop-off for residents. Encouraging residents to avoid food waste and compost food scraps would show great potential for even more diversion in this area. Currently, we have online resources available for residents including tips for avoiding food waste and home, and composting. We will continue to encourage more initiatives in these areas.

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

Toll Free: 1.855.650.3700  
Phone: 250.550.3700  
Fax: 250.550.3701  
Web: www.rdno.ca  
E-Mail: info@rdno.ca

Letter to: RDNO Member Municipalities  
From: Kevin Acton, RDNO Board Chair  
Subject: Reducing Garbage Collection and Greenhouse Gas Emissions

File No.: 4900.01.01  
October 10, 2019  
Page 2 of 2

The Regional District of North Okanagan would like to request your consideration in reducing curbside garbage collection frequency. A clear and effective step forward is to reduce weekly garbage collection from weekly collection to bi-weekly collection in an effort to reduce greenhouse gas emissions, waste and costs.

We appreciate your consideration of this matter. If you have any questions in regards to this please contact us at [solidwaste@rdno.ca](mailto:solidwaste@rdno.ca) or 250.550.3700.

Yours truly,



Kevin Acton  
Chair, RDNO Board of Directors  
in/DM

cc: City of Vernon  
City of Armstrong  
City of Enderby  
Village of Lumby  
District of Coldstream  
Township of Spallumcheen