

**REGULAR MEETING OF COUNCIL  
AGENDA**

---

**DATE:** March 2, 2020  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

---

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting Minutes of February 18, 2020

P1

**3. PUBLIC AND STATUTORY HEARINGS**

0008-20-ZTA-END (Venture 3 Holdings)  
City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020

**4. PETITIONS AND DELEGATIONS**

Canadian Armed Forces  
Capt Hethar McIntosh, OCdt Bob Furlong, Nicole Wehrman

**5. DEVELOPMENT MATTERS**

0008-20-ZTA-END (Venture 3 Holdings)  
City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020  
*3<sup>rd</sup> and Adoption*

P5

Legal: LOT C DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS)  
DIVISION YALE DISTRICT PLAN 5784  
Address: 1806 George Street, Enderby BC  
Applicant: Chris Edirweera

0024-20-DVP-END (McMahon)

P17

Legal: LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY  
OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498  
Address: 709 Vernon Street, Enderby BC  
Applicant: Mark McMahon

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

**7. BYLAWS**

Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 P33  
*1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings*

Emergency Program Bylaw No. 1616, 2016 Amendment Bylaw No. 1694, 2020 P40  
*Adoption*

**8. REPORTS**

Mayor and Council

Area F Director

**9. NEW BUSINESS**

Appointment of Jonathan Hutton as Bylaw Enforcement Officer and Animal Control Officer P42  
Memo prepared by Planner and Deputy Corporate Officer dated February 26, 2020

Digital Billboard Sponsorship Value Increase – Cliff Notes Community Choir P43  
Memo prepared by Planner and Deputy Corporate Officer dated February 21, 2020

District of Port Hardy: Provincial Funding for Emergency / Fire Equipment Small Communities P44  
Correspondence dated February 24, 2020

RDNO: Regional Growth Strategy – Strategic Priorities Workshop P52  
Correspondence dated February 26, 2020

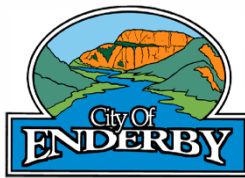
**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**





## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Tuesday, February 18, 2020 at 4:30 p.m. in the Council Chambers of City Hall

---

Present: Councillor Tundra Baird  
Councillor Brad Case  
Councillor Raquel Knust  
Councillor Brian Schreiner  
Councillor Shawn Shishido (Acting Mayor)

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Clerk Secretary – Laurel Grimm

Other: The Press and Public

---

### **APPROVAL OF AGENDA**

Moved by Councillor Schreiner, seconded by Councillor Baird  
*“THAT the February 18, 2020 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of February 3, 2020

Moved by Councillor Baird, seconded by Councillor Schreiner  
*“THAT the February 3, 2020 Council Meeting minutes be adopted as amended.”*

CARRIED

### **PETITIONS AND DELEGATIONS**

Enderby and District Chamber of Commerce

Clyde MacGregor, General Manager and Sandra Frederick, President, attended on behalf of the Enderby and District Chamber of Commerce.

The General Manager reviewed the following goals for the upcoming season:

- Would like to see Enderby as the “go-to” town for lifestyle.
- Make Enderby more attractive to live and stay here.
- Increase the Chamber of Commerce’s presence.
- Increase value added services.
- Chamber of Commerce role with community events will include:
  - o Calendar of Events.
  - o Showcase business and lifestyle.
  - o Survey of Events to be sent out to members.
  - o Learning events for businesses.

- Increased advertising.
- Want to get businesses excited to be in Enderby. We will be going door to door, hosting After 5 Socials, and visiting each business.
- Work with other groups and organizations to help with website development. All Chamber members will receive discounted rates.

Chief Administrative Officer to forward the General Manager the information on the Business Security promotion being offered through Telus as well as a listing of clubs/organizations in the area.

Public Health Nurse: Jacqueline Malkinson, RN (c), BSN

The Options for Sexual Health Clinic presentation by Jaqueline Malkinson

- Discussed limited sexual health options available in Enderby, BC.
- Focuses on education, emergency contraceptives, STI Testing. Nonjudgmental and inclusive approach.
- Options has 60 Clinics in the Province of BC.
- Open and available for all ages.
- Looking for additional help to raise \$11,200 for startup costs.
- Vancouver head office has approved the location.
- Yearly operational costs are unknown.
- Splatsin is also exploring its own Options Clinic.

*Councillor Case left the room (5:14 p.m.)*

*Councillor Case entered the room (5:15 p.m.)*

**DEVELOPMENT MATTERS**

0008-20-ZTA-END (Venture 3 Holdings) and City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020

Moved by Councillor Case, seconded by Councillor Baird

*“THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020 which proposes to amend the City of Enderby Zoning Bylaw No. 1550, 2014 be given First and Second Reading and forwarded to a Public Hearing;*

*AND THAT it be subject to the applicant registering a restrictive covenant on the title of the subject property which restricts any potential laundromat use to occupying no more than 49% of the total constructed commercial floor space on the subject property.”*

CARRIED

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

None

**BYLAWS**

Emergency Program Bylaw No. 1616, 2016 Amendment Bylaw No. 1694, 2020

Moved by Councillor Schreiner, seconded by Councillor Knust

*“THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to the Emergency Program Bylaw No. 1616, 2016 Amendment Bylaw No. 1694, 2020.”*

CARRIED

**REPORTS**

Mayor and Council Reports

Councillor Case

Previously reported in Committee of the Whole.

Councillor Schreiner

Previously reported in Committee of the Whole.

Councillor Knust

Previously reported in Committee of the Whole.

Councillor Baird

Previously reported in Committee of the Whole.

Councillor Shishido

Previously reported in Committee of the Whole.

Area F Director

None

4<sup>th</sup> Quarter 2019 Policing Report

Moved by Councillor Baird, seconded by Councillor Knust

*“THAT Council receive and file the 4<sup>th</sup> Quarter 2019 Policing Report.”*

CARRIED

RDNO Building Permit Summary for January 2020

Moved by Councillor Case, seconded by Councillor Schreiner

*“THAT Council receive and file the RDNO Building Permit summary for January 2020.”*

CARRIED

**NEW BUSINESS**

Constable Jean Minguy Memorial RCMP Youth Academy

Moved by Councillor Schreiner, seconded by Councillor Baird

*“THAT the Constable Jean Minguy Memorial RCMP Youth Academy grant request be referred to the Finance Portfolio;*

*AND THAT Staff be directed to clarify with the RCMP the number of applications coming from the City of Enderby and Rural Enderby, and then speak with the Area F Director about cost-sharing on the commitment.”*

CARRIED

**PUBLIC QUESTION PERIOD**

Brooke Hovey, *Okanagan Advertiser*, asked why the Commission has determined that Grindrod is the most appropriate place to expand the ball diamonds. Council informed Ms. Hovey that Grindrod already has a backstop in place which needs minor upgrading in comparison to putting in a whole new diamond. It would cost approximately \$11,000 for two inches of shale and excavation; this location already has lawn maintenance and washroom facilities in place which is substantially less expensive than the alternative.

Ms. Hovey asked if this location has ever flooded. The Chief Administrative Officer stated that the north-west section had seen occasional flooding in the Spring, although improvements to the ditching has improved the drainage and appears to have resolved the issue.

**CLOSED MEETING RESOLUTION**

Moved by Councillor Baird, seconded by Councillor Case (5:41 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 (2) (b) of the Community Charter.”*

CARRIED

**ADJOURNMENT**

Moved by Councillor Case, seconded by Councillor Schreiner

*“That the regular meeting of February 18, 2020 adjourn at 5:50 p.m.”*

CARRIED

\_\_\_\_\_  
MAYOR

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

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: February 26, 2020  
Subject: 0008-20-ZTA-END (Venture 3 Holdings Ltd.) - Third Reading and Adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020

---

**RECOMMENDATION**

THAT Council receives and files the attached Staff Report dated February 13, 2020;

AND THAT upon consideration of input at the Public Hearing, Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020 be given Third Reading and Adoption, with Adoption being subject to the applicant registering a restrictive covenant on the title of the subject property which restricts any potential laundromat use to occupying no more than 49% of the total constructed commercial floor space on the subject property;

AND THAT, should Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.

**BACKGROUND**

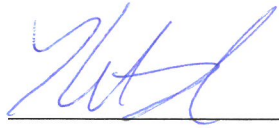
This a Zoning Text Amendment application whereby the applicant is proposing to operate a laundromat at the property located at 1806 George Street. The proposed laundromat would operate out of an existing commercial building on the site which is currently being used as a car wash facility. This existing car wash use is proposed to continue, with the proposed laundromat to operate as a secondary use. Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not include 'laundromats' as a permitted use in the Highway and Tourist Commercial (C.2) zone, the applicant is seeking to amend Zoning Bylaw No. 1550, 2014 to include 'laundromats' as a permitted use for the subject property.

At the Regular Meeting of February 18, 2020, Council gave First and Second Readings to the associated Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020 and forwarded it to a Public Hearing; the Public Hearing provides an opportunity for all persons who believe that their interest in property is affected by the bylaws to make public representation.

It has been recommended that Adoption of the Bylaw be subject to the applicant registering a restrictive covenant on the title of the subject property which restricts any potential laundromat use to occupying no more than 49% of the total constructed commercial floor space on the subject property. Should the Bylaw be given Third Reading and Adoption, and the applicant has satisfied the aforementioned

condition, the Bylaw would be forwarded to the Ministry of Transportation and Infrastructure for final endorsement.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

**CITY OF ENDERBY  
ZONING TEXT AMENDMENT APPLICATION**

File No.: 0008-20-ZTA-END

February 13, 2020

---

**APPLICANT/OWNER:** Venture 3 Holdings Ltd. c/o Chris Edirweera

**LEGAL DESCRIPTION:** LOT C DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION  
YALE DISTRICT PLAN 5784

**P.I.D #:** 010-218-637

**CIVIC ADDRESS:** 1806 George Street, Enderby BC

**PROPERTY SIZE:** 0.401 hectares (0.99 acres/4,006 m<sup>2</sup>)

**ZONING:** Highway and Tourist Commercial (C.2)

**O.C.P DESIGNATION:** Highway and Tourist Commercial

**PROPOSAL:** Operate a laundromat on the subject property

**RECOMMENDATION:**

THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020 which proposes to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to include 'laundromats' as a permitted use for the property legally described as LOT C DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 5784 and located at 1806 George Street, Enderby, BC, be given First and Second Reading and forwarded to a Public Hearing;

AND THAT, should Council wish to adopt Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020, it be subject to the applicant registering a restrictive covenant on the title of the subject property which restricts any potential laundromat use to occupying no more than 49% of the total constructed commercial floor space on the subject property.

**BACKGROUND:**

This a Zoning Text Amendment application whereby the applicant is proposing to operate a laundromat at the property located at 1806 George Street. The proposed laundromat would operate out of an existing commercial building on the site which is currently being used as a car wash facility. This existing car wash use is proposed to continue, with the proposed laundromat to operate as a secondary use.

Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not include 'laundromats' as a permitted use in the Highway and Tourist Commercial (C.2) zone, the applicant is seeking to amend Zoning Bylaw No. 1550, 2014 to include 'laundromats' as a permitted use for the subject property.

#### Site Context

The 0.401 hectares (0.99 acre/4,006 m<sup>2</sup>) subject property is located on the northwest corner of the intersection of George Street (Highway 97A) and Meadow Crescent, with access to the property being gained via a paved maneuvering aisle off Meadow Crescent. The subject property is flat with the western two-thirds of the property being paved, while the eastern portion is undeveloped. The site is currently being used as a car wash, with a commercial building being located in the central portion of the lot; a dwelling unit is located on the second-storey level of the commercial building.

The zoning and Official Community Plan (OCP) designations of the subject property and surrounding properties are as follows:

- Subject property– Zoned Highway and Tourist Commercial (C.2) and designated as Highway and Tourist Commercial in the OCP
- North and southeast properties - Zoned Highway and Tourist Commercial (C.2) and designated as Highway and Tourist Commercial in the OCP
- Northwest property – Zoned Residential Mobile Home Park (R.5) and designated as Residential Low Density in the OCP
- West property – Zoned Residential Single Family (R.1-A) and designated as Residential Low Density in the OCP
- South property – Zoned Assembly, Civic and Public Service Use (S.1) and designated as Highway and Tourist Commercial in the OCP

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



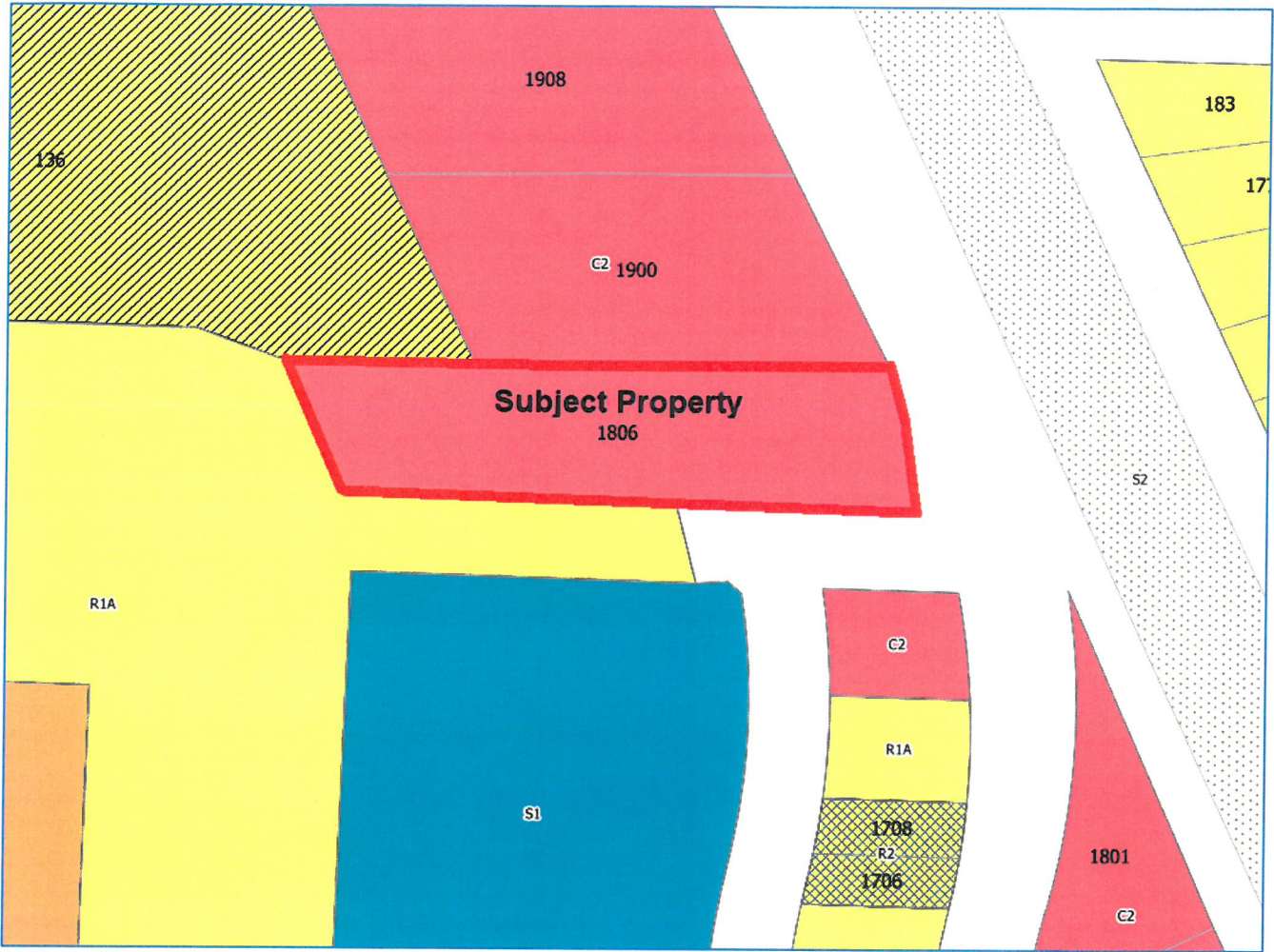


Figure 1: Zoning Map

- Pink – Highway and Tourist Commercial (C.2)
- Yellow - Residential Single-Family (R.1-A)
- Single Cross-hatch – Residential Mobile Home Park (R.5)
- Double Cross-hatch – Residential Two-Family (R.2)
- Blue – Assembly, Civic and Public Service Use (S.1)
- Dotted – Transportation Corridor (S.2)

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



Figure 2: Orthophoto

### Proposal

The applicant is proposing to re-purpose an approximately 16.91 m<sup>2</sup> (182 ft<sup>2</sup>) portion of the existing commercial building for the purposes of a laundromat, complete with six washers and dryers; this area is currently unoccupied, but was previously used as a dog washing station. The existing car wash use is proposed to continue, with the proposed laundromat to operate as a secondary use.

Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not include 'laundromats' as a permitted use in the Highway and Tourist Commercial (C.2) zone, the applicant is seeking to amend Zoning Bylaw No. 1550, 2014 to include 'laundromats' as a permitted use for the subject property.

### **ZONING BYLAW:**

The subject property is zoned Highway and Tourist Commercial (C.2) and the permitted uses within this zone include:



- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use and public service;
- Food service;
- Retail sales and service for: automobiles, farm equipment, boats, mobile homes, trucks, recreation vehicles, motorcycles, and sporting goods; also included is the rental of the aforementioned items;
- Retail sales including servicing where applicable: confectionery stores, flowers, fruit, plants, produce, nurseries, green houses, tire shops, wine and beer shops, appliances, beverages, bicycles, electronic equipment, furniture, garden supplies, glass, hardware, paint, pets, pet food, plants, animal beauty parlours, bakery shops, hairdressers, locksmith shops, optical shops, shoe repair, tailor shops, and watch repair;
- Service, repair and rental;
- Transportation facilities;
- Retail sales of beer, wine and liquor;
- Educational facilities and professional studios;
- Entertainment and recreation facilities; and
- Office and commerce facilities.

**OFFICIAL COMMUNITY PLAN:**

Policies contained within the OCP 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 5.3.b - Council will review land use bylaws and policy in support of mixed uses in commercial, industrial and growth areas aimed at strengthening the existing business sector and attracting new business and industry.
- 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 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 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.

## **REFERRAL COMMENTS:**

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

No comments were received in response to the referral.

## **PLANNING ANALYSIS:**

The City of Enderby Planner raises no objections to the applicant's request to amend the Zoning Bylaw to include 'laundromats' as a permitted use for the subject property, and recommends that Council supports the application for the following reasons:

- The proposal would support further economic development within the community;
- The intensification of the commercial activity on the subject property would result in a more efficient use of the land;
- The proposal would focus additional commercial activity on a currently developed site, thus reducing pressures related to greenfield development (i.e. new construction on undeveloped land) and preserving the subject property's future development potential through subdivision;
- A laundromat would be complementary to the existing car wash use, as both uses provide a convenience service to residents and the travelling public; and
- Given that a laundromat is a relatively low-intensity use, it is not anticipated that the proposal would negatively affect the use and enjoyment of the subject or neighbouring properties.

Notwithstanding the above, the City of Enderby Planner feels that a *standalone* laundromat use would not be the highest and best use of the subject property, with a laundromat use being most appropriate when accompanied by a higher intensity commercial use. The current permitted uses included within the Highway and Tourist Commercial (C.2) zone are those of relatively higher intensity, in order to maximize the effectiveness of commercial properties along the highway corridor (for which there is a limited supply); conversely, a laundromat use is of relatively low intensity and does not rely on highway exposure in the same manner as more intensive commercial uses such as retail and food service. Given this, it is recommended that if Council wishes to support adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020, it be subject to the applicant registering a restrictive covenant on the title of the subject property which restricts any potential laundromat use to occupying no more than 49% of the total constructed commercial floor space on the subject property.

It should also be noted that there is an existing laundromat facility along the highway corridor, with this laundromat operating alongside a more intensive commercial use in much the same manner that Staff are recommending for the subject property through the restrictive covenant.

## **SUMMARY**

This is a Zoning Text Amendment Application whereby the applicant is proposing to amend the Zoning Bylaw to include 'laundromats' as a permitted use for the property at 1806 George Street.

The City of Enderby Planner recommends that Council give First and Second Reading to Zoning Bylaw Amendment Bylaw No. 1695, 2020 and forwards it to a Public Hearing. Furthermore, should Council wish to adopt Bylaw No. 1695, 2020, it is recommended that adoption be subject to the restrictive covenant condition described above.

---

**Prepared By:**



---

Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



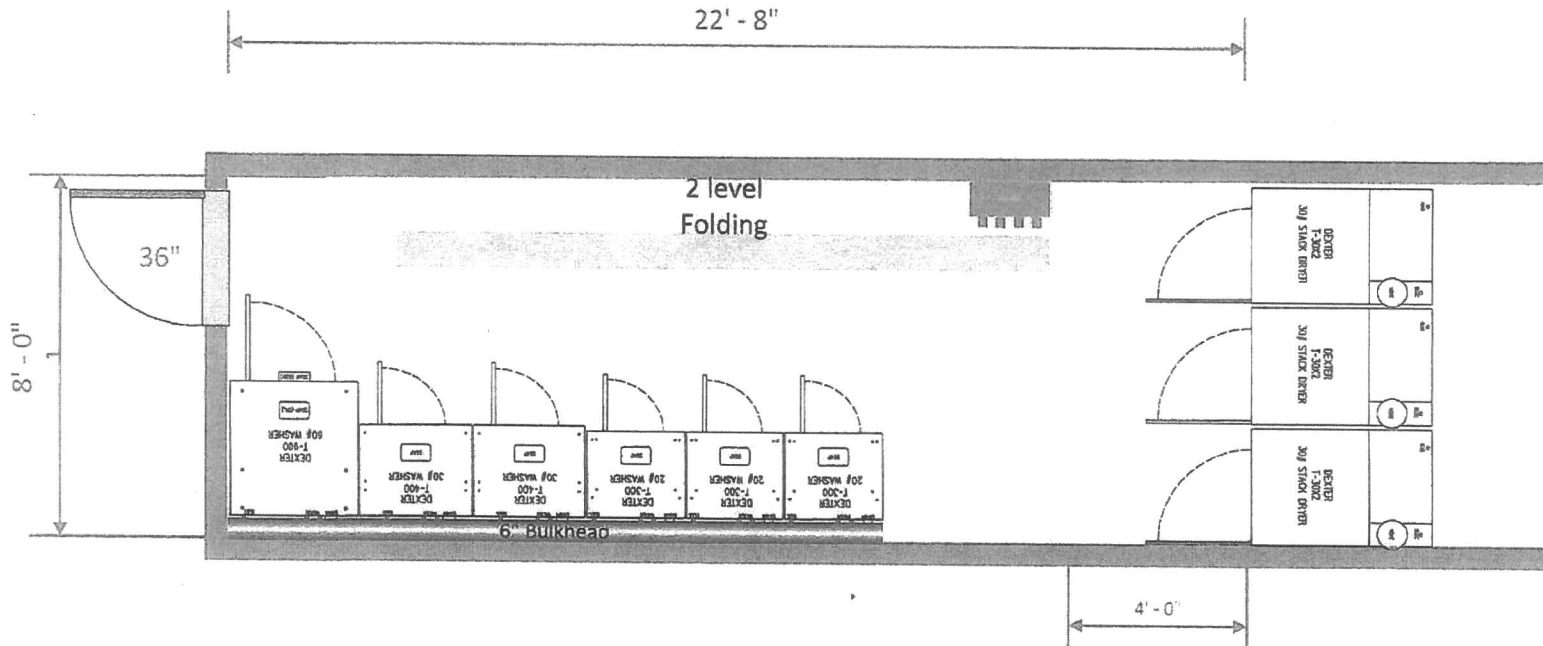
---

Tate Bengtson  
Chief Administrative Officer



FILENAME

ALLWEST - TRUCK WASH #1.VSDX



THIS IS NOT A WORKING DRAWING  
DO NOT USE FOR CONSTRUCTION  
ALL DIMENSIONS ARE SUGGESTED AND  
ARE TO BE VERIFIED BY THE CONTRACTOR

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1695, 2020

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

---

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

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

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

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1695, 2020".
2. Division Four - Commercial Zones (C.2) of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 402.11.h as follows:
  - h. Notwithstanding the permitted uses outlined in Section 402.1 of this Bylaw, 'laundromats' is a permitted use for the property legally described as LOT C DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 5784 and located at 1806 George Street, Enderby, BC.

READ a FIRST time this day of , 2020.

READ a SECOND time this day of , 2020.

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.

\_\_\_\_\_  
MAYOR

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



**CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION**

File No.: 0024-20-DVP-END

February 27, 2020

---

**APPLICANT:** Mark McMahon

**LEGAL DESCRIPTION:** LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498

**P.I.D #:** 030-977-622

**CIVIC ADDRESS:** 709 Vernon Street, Enderby BC

**PROPERTY SIZE:** 0.089 hectares (0.221 acres/894.5 m<sup>2</sup>)

**ZONING:** Service Commercial (C.4)

**O.C.P DESIGNATION:** General Commercial

**PROPOSAL:** To construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level

**PROPOSED VARIANCE:** Vary Zoning Bylaw to waive requirement for a landscape buffer area, reduce the minimum side yard setback area, reduce the minimum width of an unobstructed maneuvering aisle for right-angle parking, permit a parking design involving four or more off-street parking spaces where vehicles are required to back out on to a highway, permit tandem parking for a commercial use, reduce the number of required off-street parking spaces, increase the percentage of off-street parking stalls that can be made up of small-car parking, and waive the requirement for one off-street loading space.

**RECOMMENDATION:**

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498 and located at 709 Vernon Street, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.2.a.iii by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street, as shown on the attached Schedule 'A';
- Section 403.10.d.ii by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet), as shown on the attached Schedule 'A';

- Section 901.2.k by permitting tandem parking for a commercial use, as shown on the attached Schedule 'A';
- Section 901.3 by reducing the number of required off-street parking spaces from fifteen (15) to nine (9), as shown on the attached Schedule 'A';
- Section 901.2.a by increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%), as shown on the attached Schedule 'A'; and
- Section 1001.4.a.i of the City of Enderby Zoning Bylaw by waiving the requirement for one (1) off-street loading space, as shown on the attached Schedule 'A'.

AND THAT Council not authorize the issuance of a Development Variance Permit to vary the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet), as shown on the attached Schedule 'A';
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, as shown on the attached Schedule 'A'.

#### **BACKGROUND:**

This report relates to a Development Variance Permit application for the property located at 709 Vernon Street. The applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. In order to accommodate the proposed development, the applicant has submitted a Development Variance Permit application seeking variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.2.a.iii by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street;
- Section 403.10.d.ii by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet);
- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet);
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway;
- Section 901.2.k by permitting tandem parking for a commercial use;
- Section 901.3 by reducing the number of required off-street parking spaces from fifteen (15) to nine (9);
- Section 901.2.a by increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%); and

- Section 1001.4.a.i by waiving the requirement for one (1) off-street loading space.

### Site Context

The 0.089 hectare (0.221 acres/894.5 m<sup>2</sup>) subject property is located along the eastern side of Vernon Street, which is identified as a Municipal Major Collector in the Official Community Plan (OCP), and west of the discontinued CP Rail corridor. The subject property is relatively flat and is currently vacant, with the previous improvements on the property being demolished in 2019 (single-family dwelling with commercial storage units).

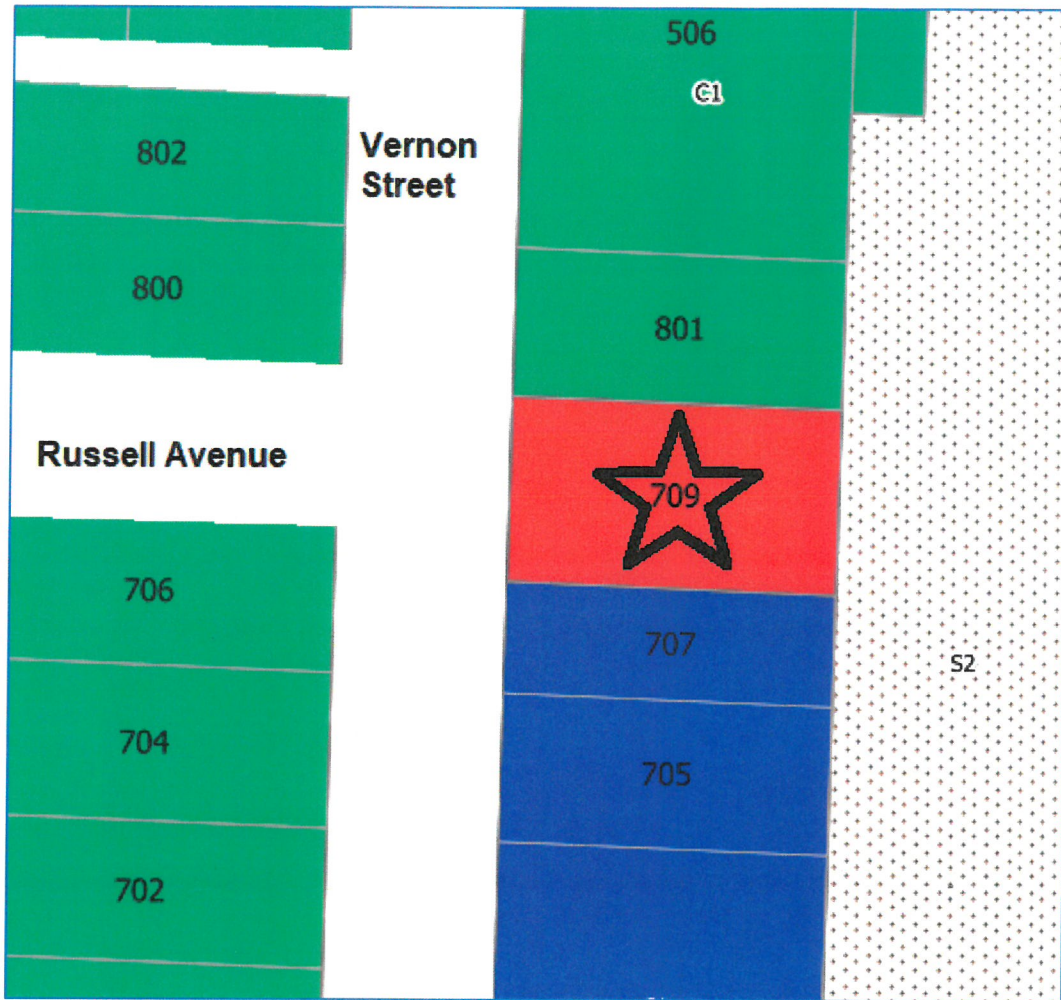
### The Proposal

As shown on the attached Schedule 'A', the applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. The commercial building, including the eastern deck, will have a combined area of 475.9 m<sup>2</sup> (5,122.5 square feet); the commercial building will be located in the centre of the lot, with the eastern deck extending to within 0.063 m (0.208 feet) of the eastern property line.

Primary access to the property is proposed to be gained off of Vernon Street via a paved 2.50 m (8.188 feet) wide maneuvering aisle along the western property boundary; given that a 2.5 m (8.188 feet) wide maneuvering aisle is not sufficient to accommodate movement of a typical sized vehicle to and from an off-street parking space, the applicant is relying on the paved boulevard area within the Vernon Street road dedication to act as an informal extension of this maneuvering aisle.

Seven off-street parking spaces (four of which would be 'small car' parking spaces) are proposed adjacent to the western side of the building, while two off-street parking stalls are proposed to be located in the garage of the building; given that several of the off-street parking spaces are proposed to be located directly in front of the garage entrances, this is considered 'tandem parking', whereby the cars parked in front of the garage entrance will need to be moved in order for the parking spaces in the garage to be accessed.

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



**Figure 1: Zoning Map**

- Green – General Commercial (C.1)
- Blue – Light Industrial (I.1)
- Red – Service Commercial (C.4)
- Dotted – Transportation Corridor (S.2)



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



**ZONING BYLAW:**

The subject property is zoned Service Commercial (C.4); uses permitted within the C.4 zone include:

- Accessory buildings and structures;
- Accommodation including **one (1) dwelling unit for the owner, operator, or employee of the principal and permitted use;**
- Assembly and civic use;
- Educational facilities and **professional studios;**
- Office and commerce facilities;
- Public service use;
- Retail sales;
- Service and repair; and

- Transportation facilities.

The proposal as compared to the Zoning Bylaw requirements for the C.4 zone is as follows (highlighted items require a variance):

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Floor Area for Dwelling Unit (min.)	> 60 m <sup>2</sup> (645.8 square feet)	60 m <sup>2</sup> (645.8 square feet)
Building Height (max.)	< 12 m (39.37 feet), 2 storeys	12 m (39.37 feet) or three (3) storeys
Lot Area (min.)	894.5 m <sup>2</sup> (9,628 square feet)	560 m <sup>2</sup> (6,028 square feet)
Lot Coverage (max.)	55.2%	60%
Lot Frontage (min.)	22.84 m (74.93 feet)	15 m (49.21 feet)
Off-street Parking (min.)	9 spaces	2 spaces/dwelling unit = 2 spaces  1 per 30 m <sup>2</sup> gross floor area plus 1 per 2 employees = 13 spaces (342.1 m <sup>2</sup> floor area, 2 employees)  Total = 15 spaces
Percentage of Required Parking to be Made Up of Small-Car Parking (max.)	44.44%	40%
Unobstructed Maneuvering Aisle for Right-Angle Parking (min.)	2.50 m (8.188 feet)	8 m (26.25 feet)
Tandem Parking	Yes	No
Parking Design	More than four (4) parking spaces are provided and are required to back out onto a highway	Where more than four (4) parking spaces are provided, they must be so designed that vehicles are not required to back out onto a highway
Off-street Loading (min.)	0 loading spaces	1 loading space
Setbacks (min.)		
- Front Yard	> 3 m (9.842 feet)	3 m (9.842 feet)
- Exterior Side Yard	N/A	N/A



- Interior Side Yard	3.24 m (10.63 feet) on at least one side	5 m (16.40 feet) on at least one side
- Rear Yard	0.063 m (0.208 feet)	0 m (0 feet)
- Special Building Line	~19 m (62.34 feet)	10 m plus the required setback of the respective zone measured from the centre line of Vernon Street  10 m + 3.0 m = 13.0 m (42.65 feet)
Screening	N/A	N/A
Landscaping	No Landscape Buffer Area	Landscape Buffer Area - 3 m (9.84 feet) in width adjacent to Vernon Street

**OFFICIAL COMMUNITY PLAN:**

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

- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- 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 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 support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.

**REFERRAL COMMENTS:**

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

The City's Public Works Manager provided the following comments:

*“With respect to 0024-20-DVP-END (McMahon) I provide the following comments on behalf of Public Works:*

- 1. Permitting a parking design allowing vehicles to back out into oncoming traffic is a concern, especially in light of the potential that this could form part of the frontage for Highway 97A. This presents increased risk both for customers and oncoming traffic, especially if there is a realignment of travelled lanes due to widths, active transportation/multi-purpose uses. Unlike the neighbouring property that is also owned by the applicant, this parking lot faces into a three-way intersection that increases the potential for conflict, especially given the broader context of other proposed variances.*
- 2. Related to the first point, there should be proper access management. I recognize that other parcels in the vicinity do not have proper parking management, but many of these uses were grandfathered; I do not think that it is appropriate to continue this practice when a parcel develops or redevelops. The variances sought by the applicant (reduced maneuvering aisle plus allowing vehicles to back out onto a highway) do not appear to provide effective access management. Permitting this now has foreseeable adverse impacts to the applicant should access management be required or needed due to conflicts.*
- 3. Applicant should review the power pole locations relative to parking stalls and any access management measures that are implemented, as this may necessitate a relocation by BC Hydro.*

The Enderby Fire Chief provided the following comments:

*“I have reviewed the request from the applicant of 709 Vernon street in regards to a variance request. The variance request being brought forward will not affect the way the Fire Department would fight a fire should the need arise.”*

## **PLANNING ANALYSIS:**

### Landscape Buffer Area

The City of Enderby Planner raises no objections to the applicant's request to vary Section 309.2.a.iii of the Zoning Bylaw by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street, as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The provision of a landscaped buffer area would take up space that could otherwise be used to improve the functionality of the parking area along the western property boundary;
- The property relies on the paved boulevard adjacent to Vernon Street for access to the site and its parking area, and installing a landscape buffer in this area would inhibit access to the site;



- Several of the neighbouring properties in the area do not have landscaped buffer areas, therefore it is not anticipated that the waiving of a landscape buffer area would provide visual inconsistency; and
- It is not anticipated that the proposed variance would have a negative impact on the use and enjoyment of the subject or neighbouring properties.

#### Side Yard Setback

The City of Enderby Planner raises no objections to the applicant's request to vary Section 403.10.d.ii of the Zoning Bylaw by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet), as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The reduced side yard setback would not affect the Fire Department's firefighting capabilities, as previously mentioned by the Enderby Fire Chief; and
- Although the neighbouring property to the north is being used as a single-family dwelling and could benefit from an increased setback in order to provide a buffer between the commercial and residential uses, this neighbouring property is zoned General Commercial (C.1) and the residential use is considered 'legally non-conforming'; in accordance with Sections 531 and 532 of the *Local Government Act*, once the single-family dwelling on the neighbouring property has reached the end of its useful life, the property will lose its legally non-conforming residential status and will need to be developed in a manner consistent with its base General Commercial (C.1) zoning designation.

#### Number of Parking Stalls, Tandem Parking, and Small Car Parking

The City of Enderby Planner raises no objections to the applicant's request to vary Sections 901.2.k, 901.3, and 901.2.a of the Zoning Bylaw by permitting tandem parking for a commercial use, reducing the number of required off-street parking spaces from fifteen (15) to nine (9), and increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%), respectively, as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variances for the following reasons:

- Given the modest width of the parcel, there is limited opportunity to provide additional parking stalls while maintaining an adequate building footprint;
- Even with the two parking spaces in the garage not being accessible at times given the proposed tandem parking layout, it is anticipated that the nine proposed off-street parking stalls will be sufficient to accommodate the parking demands of the proposed development;

- Should there be isolated instances where the parking demands of the site exceed the supply of off-street parking spaces, the Russell Avenue parking lot is in close proximity to the subject property and is available to accommodate any potential spill-over; and
- Increasing the percentage of required off-street parking spaces that can be made up of small-car parking spaces enables the applicant to maximize the total number of spaces that can fit within the horizontal dimensions of the parcel.

#### Maneuvering Aisle and Parking Design

The City of Enderby Planner has concerns with the applicant's request to vary Section 901.2.b and 901.2.c of the City of Enderby Zoning Bylaw by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet) and permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, respectively; these concerns are summarized as follows:

- The reduced width of the proposed maneuvering aisle means that vehicles will need to rely on the paved boulevard to maneuver from parking spaces on the subject property; this paved boulevard area is part of the Vernon Street road dedication and the property owner cannot rely on its use, given that it could potentially be used for other purposes should Vernon Street be realigned or redesigned (i.e. edge of travelled portion of the lanes could be shifted to the east), or if it is used as highway couplet in the future (currently under consideration as part of the Ministry of Transportation and Infrastructure's Highway 97A planning process);
- Given the location of two hydro poles within the paved boulevard area, several of the proposed parking spaces would not have the ability to maneuver within the paved boulevard area and would be required to back out directly into the travelled lanes of Vernon Street in order to leave the site; this is neither safe nor functional from a traffic management perspective, and is further exacerbated by the fact that the subject property is directly adjacent to an intersection between Russell Avenue and Vernon Street, and that Vernon Street could potentially be a highway couplet in the future;
- Should Vernon Street be a highway couplet in the future, and vehicles from the subject property are required to back on to the highway given the lack of an adequately sized maneuvering aisle on site, the Ministry may restrict access to the subject property altogether given safety concerns which could have major implications for the applicant.

Staff anticipate that if the applicant were to shrink the footprint of the proposed building area (i.e removing the eastern deck, reducing the commercial floor space, etc.), there will be sufficient space on the subject property for a functional parking area with an appropriately sized maneuvering aisle.

For the above reasons, and upon consideration of input from adjacent landowners, it is recommended that Council not authorize the proposed variances.

Off-street Loading Space

As described above, it is recommended that Council not support the proposed variances to reduce the minimum width of a maneuvering aisle and permit a parking design where vehicles are required to back out on to a highway; given this, the applicant would be required to adjust their site plan to have an appropriately sized maneuvering aisle on the site in order to make for a more functional parking area, and it is anticipated that this appropriately sized maneuvering aisle would act as an informal loading space for the site. For that reason, the City of Enderby Planner raises no objections to the applicant's request to vary Section 1001.4.a.i of the City of Enderby Zoning Bylaw by waiving the requirement for one (1) off-street loading space, as shown on the attached Schedule 'A', and upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance.

**SUMMARY:**

This is an application for a Development Variance Permit for the property located at 709 Vernon Street, Enderby BC. The applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. The applicant is proposing to vary numerous sections of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to accommodate the proposed development.

It is recommended that Council authorize the issuance of a Development Variance Permit to waive the requirement for a landscape buffer area, reduce the minimum side yard setback area, permit tandem parking for a commercial use, reduce the number of required off-street parking spaces, increase the percentage of off-street parking stalls that be made up of small-car parking, and waive the requirement for one off-street loading space.

Furthermore, it is recommended that Council not authorize the issuance of a Development Variance Permit to reduce the minimum width of an unobstructed maneuvering aisle for right-angle parking and permit a parking design involving four or more off-street parking spaces where vehicles are required to back out on to a highway.

---

**Prepared By:**



---

Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



---

Tate Bengtson  
Chief Administrative Officer

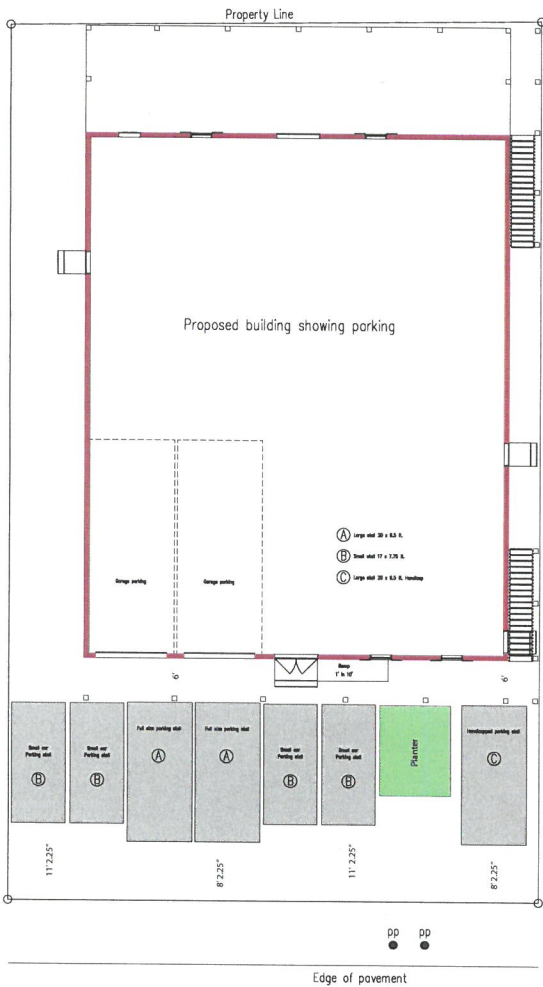
THE CORPORATION OF THE CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION  
SUBJECT PROPERTY MAP

File: 0024-20-DVP-END

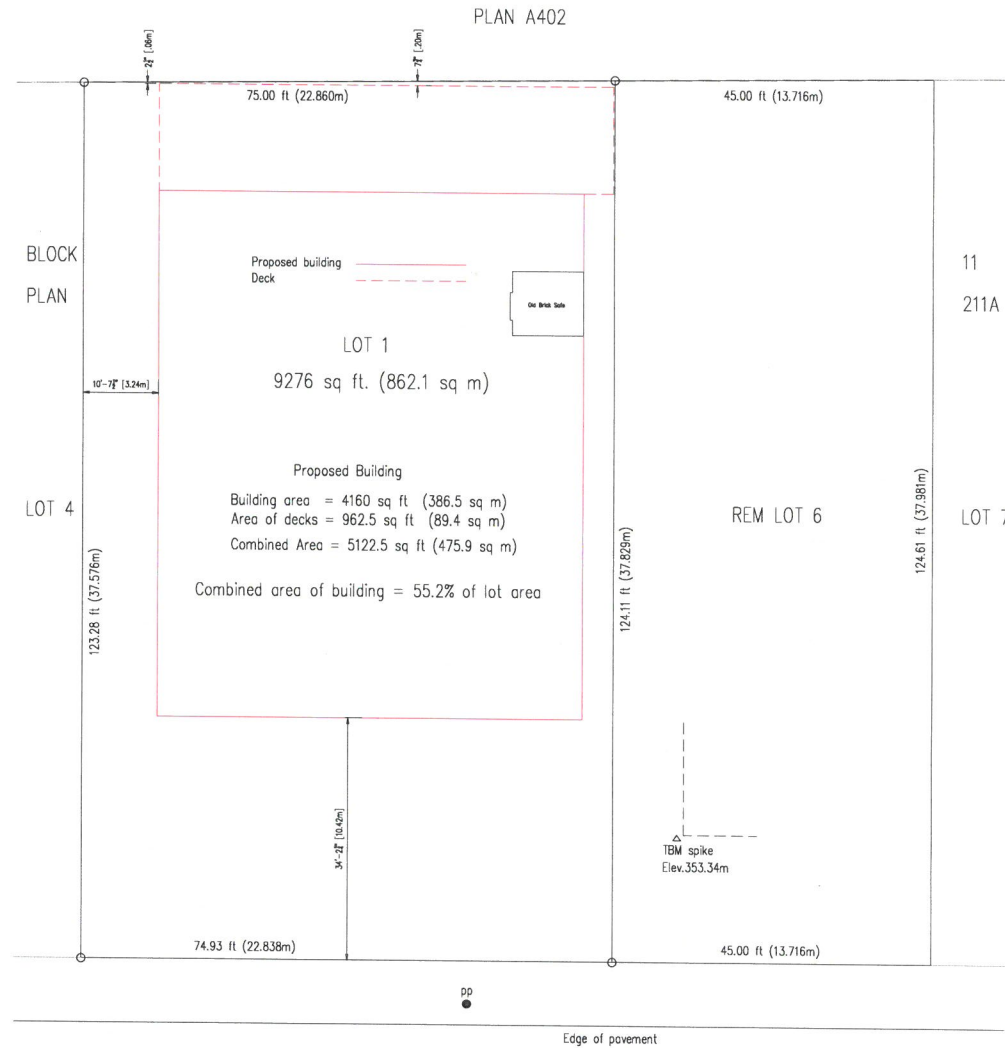
Applicant/Owner: Mark McMahon

Location: 709 Vernon Street, Enderby BC





OLD VERNON ROAD



SITE PLAN

OLD VERNON ROAD

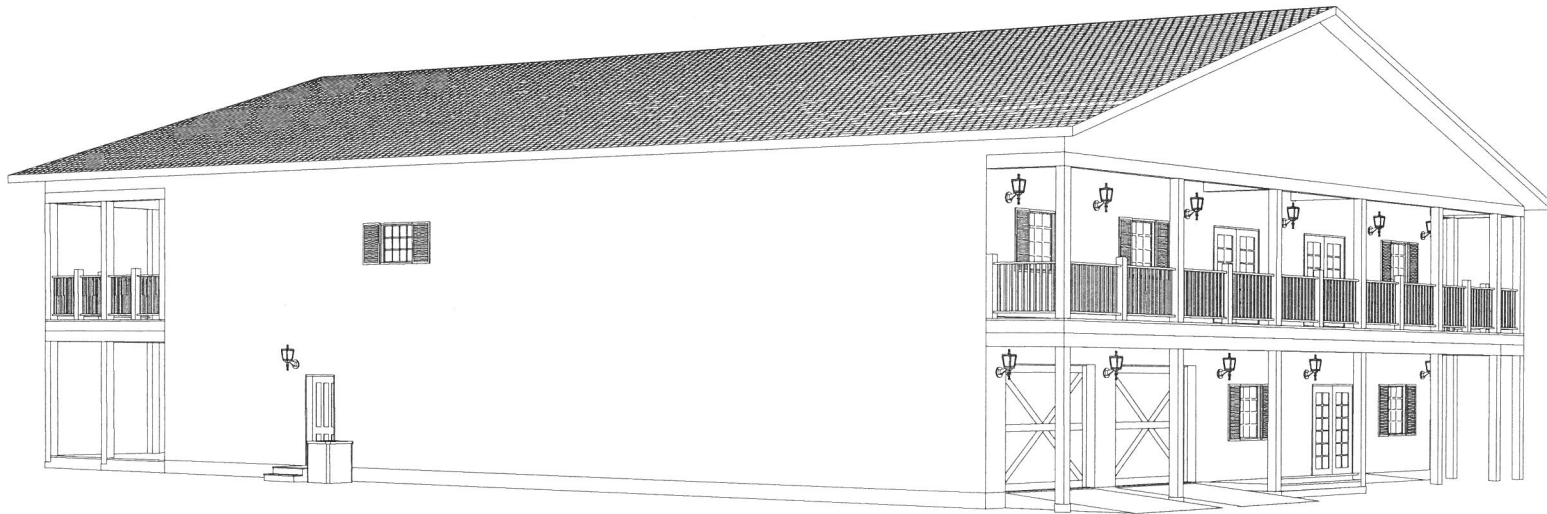
Major occupancy classification includes Group C and D  
Residential and Business Services

PLAN A402

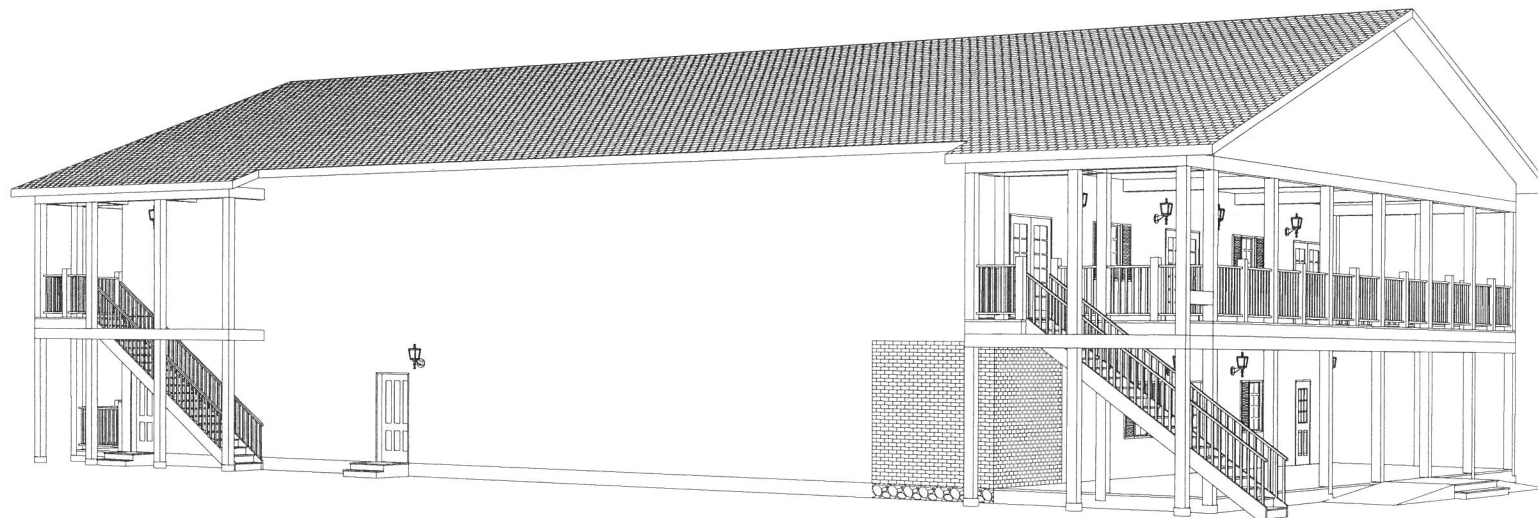
REVISIONS:	
SCALE:	
CONSULTANT:	
PROJECT :	reclamation
FILE :	k4/2018
DATE :	Feb.16, 2020
SHEET :	10 of 10
SCALE :	1/8" = 1'
PROJECT :	reclamation
FILE :	k4/2018
DATE :	Feb.16, 2020
SHEET :	10 of 10
CONSULTANT:	Mark McMahon 709 Vernon Rd, Enderby BC, V0E 1V0 Lot 5, Blk 11, Plan 211A, D1, 150, KDYP North 15' of Lot 6 and remainder Lot 6
SCALE:	
REVISIONS:	

Schedule 'A'





OLD VERNON ROAD SIDE



RAIL TRAIL SIDE

REVISIONS:

SEAL:

CONSULTANT:

Mark McMillon  
709 Vernon Rd., Enderby, BC, V0E 1V0  
Lot 5, Bk 11, Plan 271A, DL 150, KD10  
North 15' of Lot 6 and remainder Lot 6

PROJECT : mcmillan  
FILE : k4/2019  
SCALE : NTS

DRAWN BY: ACK  
CHECKED:  
DATE : Feb. 3, 2020  
SHEET : 1 of 10

KAILA DRAFTING & DESIGN  
411 Polson Ave  
Enderby, B.C. V0E 1V2  
EMAIL: kaila@junction.net  
cell (250) 804-3549

Discard plans with older date

COPYRIGHT KAILA DRAFTING & DESIGN

Major occupancy classification includes Group C and D  
Residential and Business Services

General Notes:

Engineer's addendums, structural details and notes supercede those noted in the plans and general notes.

- All work
  - To be in accordance with 2102 British Columbia Building Code and local by-laws.
  - To use good building practices.

All dimensions and elevations:
 

- To be verified on site before commencement of construction of each area.

Building siting:
 

- Relation to grades of the lot to be determined and agreed with owners and builder.

Concrete:
 

- All concrete for footings and walls to develop a compressive strength of 28 Mpa @ 28 days.
- All concrete for slabs to develop a compressive strength of 30 Mpa @ 28 days.
- All buildings to be poured on undisturbed natural ground.
- All back fill under concrete slabs must be compacted to over 98% Standard Proctor Density.
- Exterior surfaces of all foundation walls in contact with back filling, to be coated with (2) coatings of asphalt emulsion or equivalent.

Reinforcing:
 

- All reinforcing shall conform to CSA G.30.12 and shall be GR 400 (F<sub>y</sub>=400 Mpa) bars.
- All bars to be deformed in accordance with CSA G.30.14
- All reinforcing steel shall be clean and undamaged.
- All laps to be minimum 30 bar diameters.
- All reinforcing to have concrete cover of 3" to soil, 2" to working surfaces and 1-1/2" to other surfaces.

Radon gas:
 

- Radon gas mitigation system required - rough subfloor depressurization system.
- 100mm granular fill with 100mm continuous pipe with airtight cap.
- To be passively vented to exterior to be terminated outside.
- With connection for future depressurization equipment.
- Sump pit covers to be airtight.

Ridge insulation:
 

- To be placed against concrete walls where they are exposed to the ground. R12 min. to top of footing.

Drain tile:
 

- System for perimeter of dwelling to be included and connected to surface water sewer or rock pit as required.

Back fill:
 

- No backfilling to be done against exterior concrete walls until main floor joists and plywood floor are in place and secured.
- First 12" of backfill from the face of the concrete walls to be clean gravel or equivalent porous material.

Ventilation:
 

- Ventilation for main floor by A/C unit and for second floor provided by forced air furnace 96% efficiency.
- Ventilate all roof spaces above insulated ceilings. Vent directly to exterior.

Decking:
 

- All floor sheathing and decking to be glued and screwed to floor joists.

Framing:
 

- All framing to be with sawn lumber SPF #2 Grade or better.
- All exterior walls and load bearing walls to be of 2x8 studs @ 24" O/C
- All wall anchor plates to concrete to be treated lumber, with 1/2" anchor bolts @ 48" O/C minimum.
- All roof trusses, gable trusses to be engineered by the manufacturer in conjunction with prevailing codes and loadings. Trusses to have the required amount of ties and bracing. Trusses to be laid down to wall with metal hurricane clips. All gable trusses to have (4)-2x6 post under supported ends that carry loads down into concrete foundations.
- Lintel beams over doors and windows in load bearing walls, unless otherwise noted, to be:
  - up to 3'-0" span use (3)-2x6"
  - 3'-0" to 6'-0" span use (3)-2x10"
  - 6'-0" or larger span use engineered beam
- Flush mounted floor joists to be hung with metal joist hangers to sill floor loads.
- Framing ground fasteners to be according to code and manufacturers instructions.
- All lintel beams in load bearing walls with spans greater than 5'-0" to have minimum:
  - (2) strappers and (1) full length stud under each end.
- All fasteners to be compatible with wood treatment.

Engineered beams:
 

- Sizes given on respective plans are approximate only, with supplier providing shop drawings and engineering.

Posts:
 

- All exposed posts to be connected to overhead beams with galvanized post caps.
- and post bases to have galvanized saddles to prevent uplift.

Roof trusses:
 

- To be designed by truss manufacturer in accordance with live and dead loading of area as determined by building code and local by-laws. Supplier of trusses to provide shop drawings and engineering.
- (4)-2x6" built up post to be placed in exterior walls under each end of gable trusses.

Floor sheathing:
 

- All T&G decking, plywood or osb board, to be fixed to floor system using screws and glue preferred.

Handrails:
 

- All handrails to be wood or steel and to meet requirements of the BC Building code and be 42" high.

Attic and crawlspace access:
 

- Provide minimum 22"x30" access to all attics and crawlspace. Cover to be weather stripped and for attics insulated as well.

Roofing:
 

- Colour and style to be determined by owner and installed as per manufacturers instructions and code.

Finishes:
 

- All floor coverings and wall finishes to be selected by owner.

Windows:
 

- Types and styles to be determined by owner.
- All windows shall conform to ANNA/MNA/CSA 101/LS2/A440-NAFS (CSA A440S) Canadian Supplement
- All bedroom window egress to conform to BC Building code.
- All window sizes on drawings are outside to outside of window frame, add 3/4" around frame for rough opening.

Doors:
 

- Types and styles to be determined by owner.
- All doors to conform to BC Building code.
- All glass in doors and door sidelights to be safety glass.
- All doors from an attached garage to be weather stripped C/W self closing device.
- All door sizes on drawings are for actual door size. See door manufacturer for door frame width.
- Add 3/8" shimming to each side for rough opening size.

Heating:
 

- Furnace, pumps, zone breakers to be designed and installed by specialist according to relevant codes.
- Provide mechanical ventilation as per code. Make up air may be required.

Electrical:
 

- All electrical to conform to BC Electrical Code by specialist.
- Actual locations of electrical outlets to be verified by owner and include washer, dryer, (1) down draught fan, telephone and tv jacks and to be located and installed before drywall.

Smoke and carbon monoxide detectors:
 

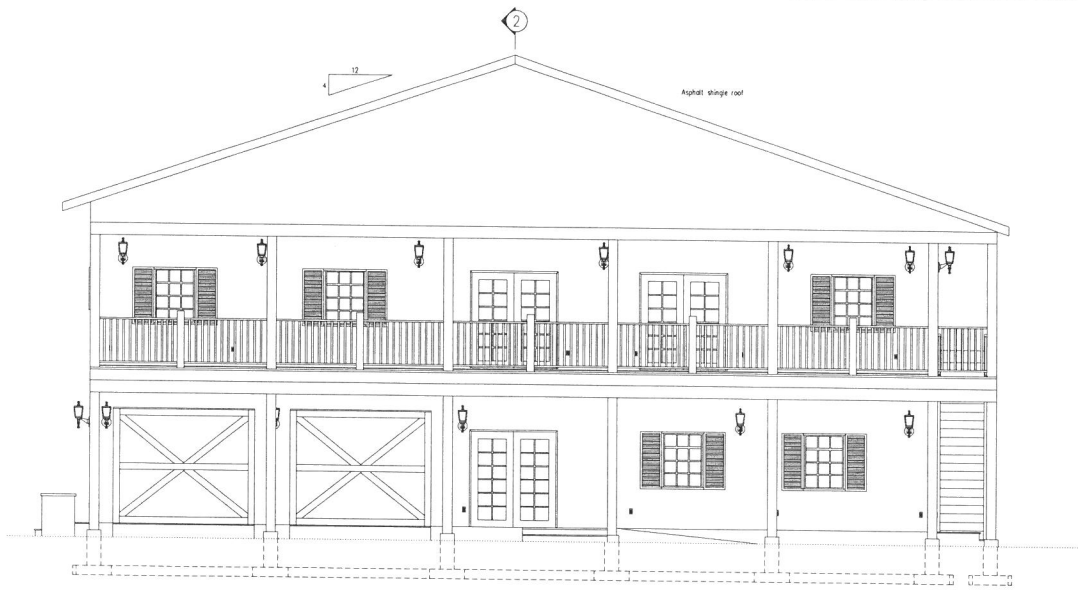
- To BC Building code 9.10.19 and 9.32.4.2
- In addition to those already required smoke alarms shall be installed in all bedrooms.
- Smoke alarm shall meet the temporal pattern or be a combined temporal pattern and voice relay
- In addition to permanent connection with power supply, battery backup is required for 7 days normal operation followed by 4 minutes of alarm. Alarms to be interconnected. Heat battery also required.

Plumbing:
 

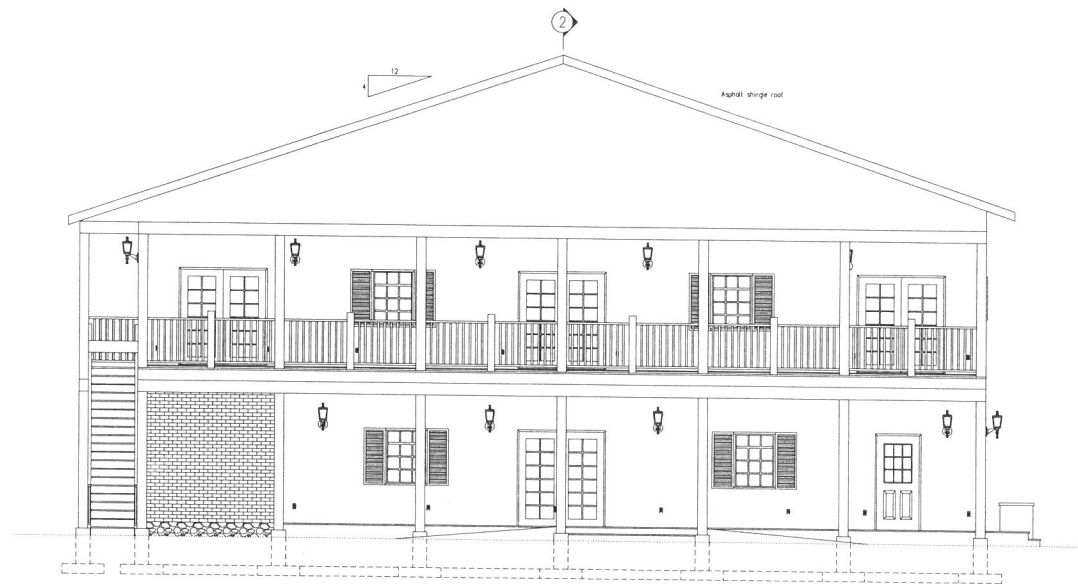
- All work to BC Plumbing code 2012 and performed by relevant specialist.
- Plumbing permit required 0.6L flow for all waterclosets.
- Waterproof walls around bathtubs and showers as per code.

Wood heaters:
 

- All wood heaters or stoves shall conform to UL/C-628 and installation to CAN/CSA B365 M. Refer to owners manual.
- Calculations for makeup air may be required.



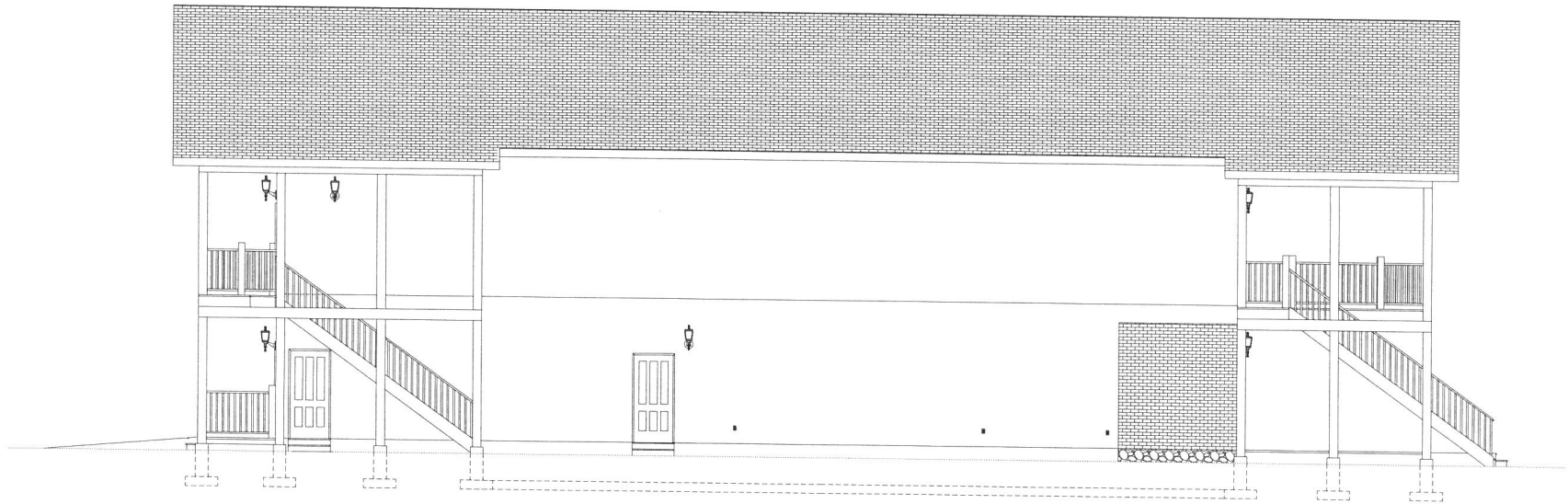
WEST ELEVATION (FACING OLD VERNON ROAD)



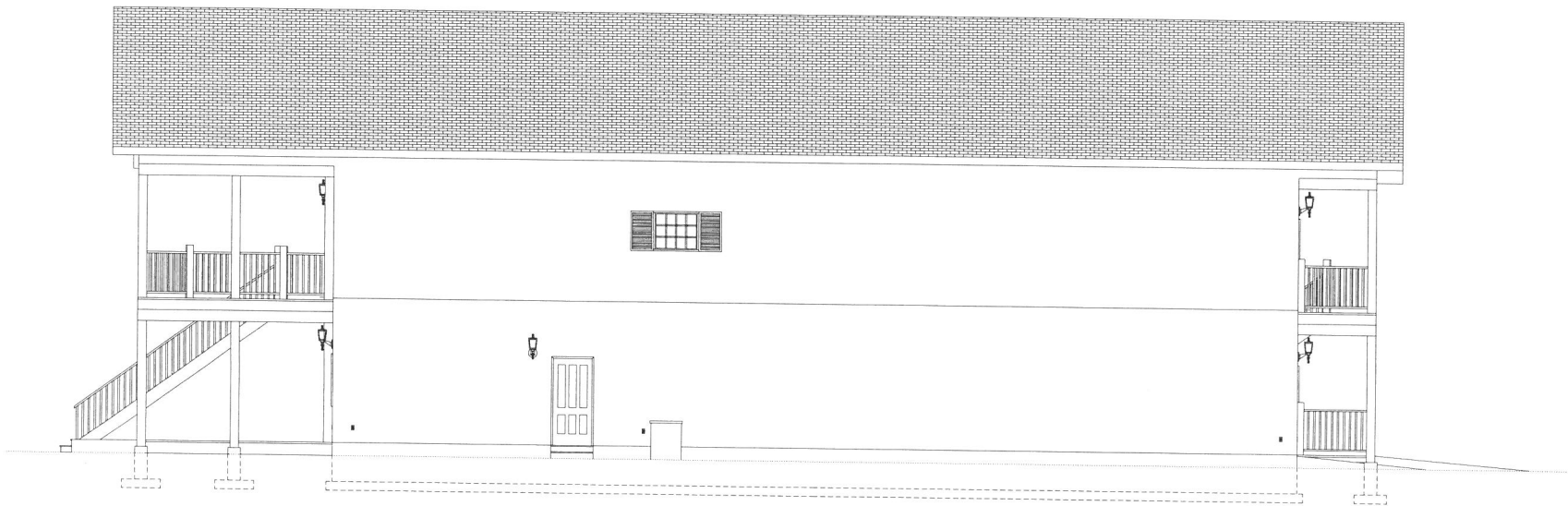
EAST ELEVATION (FACING RAIL TRAIL)

COPYRIGHT KAILA DRAFTING & DESIGN

REVISIONS:	
SCALE:	
CONSULTANT:	Mark McMahon 709 Vernon Rd, Enderby BC, V0E 1V0 Lot 5, Blk 11, Plan 271A, DL 150, RD10 North 15' of Lot 6 and remainder Lot 6
PROJECT: mcmahon	FILE: k4/2019
	SCALE: 1/4" = 1'
DRAWN BY: ACK	CHECKED: DATE: Feb. 3, 2020
	SHEET: 2 of 10
KAILA DRAFTING & DESIGN	411 Polson Ave Enderby, B.C. V0E 1V2 EMAIL: kaila@junction.net cell: (250) 804-3519



NORTH ELEVATION



SOUTH ELEVATION

REVISIONS:

SCALE:

CONSULTANT:

Mark McMahon  
709 Vernon Rd, Enderby BC, V0E 1V0  
Lot 5, Blk 11, Plan 211A, DL 150, KD1D  
North 15' of Lot 6 and remainder Lot 6

PROJECT : mcmahon  
FILE: 14/2019  
SCALE: 1/4" = 1'

DISCARD PLANS WITH OLDER DATE

DRAWN BY: AGK  
CHECKED:  
DATE: Feb. 3, 2020  
SHEET: 3 of 10

KAILA DRAFTING & DESIGN  
411 Poison Ave  
Enderby, B.C. V0E 1V2  
EMAIL: kaila@junction.net  
cell: (250) 804-3549



**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, CAO  
 From: Jennifer Bellamy, CFO  
 Date: February 14, 2020  
 Subject: Parks, Recreation and Culture Fees Bylaw

---

**Recommendation**

THAT Council give first, second, and third readings of the bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020".

**Background**

At the February 14, 2020 meeting, the Enderby & District Services Commission approved the attached Parks, Recreation and Culture Fees Bylaw, which incorporates the following changes:

- Pool Fees:
  - Youth Night and Dash & Splash items have been removed to allow Recreation Services the flexibility change the pricing based on what is offered. These programs would fall under section 5 of Schedule "A".
  - Family Public Swim and Aqua Fit rates have been increased slightly to keep the rates competitive with neighbouring communities. Current rates for these items are:

Item	Per Swim	10-Visit Pass	1-Month Pass
Public Swim – Family	\$ 10.00	\$ 90.00	\$ 105.00
Aqua Fit – Youth/Sr	\$ 6.00	\$ 54.00	\$ 63.00
Aqua Fit – Adult	\$ 6.50	\$ 58.50	\$ 68.25

- Rentals – rates have been increased slightly to keep up with increased wage costs. Below are the current rates for comparison:

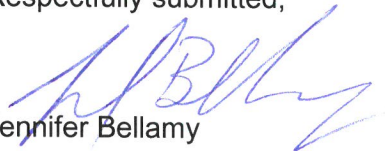
Rental Item	Hourly Rate
Up to 50 persons	\$ 67.00
51-85 persons	\$ 95.25
Swim Club	\$ 25.00
NFP preschool/youth organization	\$ 17.25

- Park Fees:
  - Ball Diamond fees have been increased by 2% to keep up with increased operating costs.

- An optional additional hourly fee has been added for user groups who wish to have additional staffing during tournaments. This was added as a request by the user groups and the rate charged would reflect incremental costs of providing this so there is no impact to taxpayers.

Once the bylaw is adopted by Council, the new rates will be included in the Summer Recreation Guide.

Respectfully submitted,



Jennifer Bellamy  
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY  
BYLAW No. 1693**

A bylaw to impose fees for providing recreation programs and facilities

---

**WHEREAS** The Council of the Corporation of the City of Enderby has the authority by bylaw pursuant to Section 194 of the Community Charter, RSBC, 2003 to impose fees payable in respect of all or part of a service in the municipality;

**NOW THEREFORE** the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

**CITATION**

This Bylaw may be cited as "*The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020*".

**DEFINITIONS**

"Preschool" means any person that is five years of age and under.

"Youth" means any person that is six to eighteen years of age.

"Adult" means any person that is nineteen years to sixty-four years of age (fifty-nine years for Pool).

"Senior" means and person that is sixty-five years of age and older (sixty years for Pool).

"Family" means members of an immediate family and includes parents, grandparents and guardians of dependent children who are under the age of 19 years.

**ESTABLISHMENT**

All Schedules attached hereto are hereby established and form part of this Bylaw.

The rates established by this bylaw shall continue and remain in effect beyond the years cited until amended or repealed.

**Repeal**

The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015, and all amendments thereto are hereby repealed as of the effective date specified in the respective Schedule.

READ a FIRST time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a THIRD time this \_\_\_\_ day of \_\_\_\_\_, 2020.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## **SCHEDULE "A" – GENERAL CONDITIONS FOR RENTAL OR USE OF FACILITIES**

1. All rental rates include the standard facility, with normal maintenance staff.
2. All rates include GST as applicable, unless stated otherwise. GST is not included in the prices for ball diamond rental, league ice rental, dry floor rental, and gazebo rental.
3. Facility rentals, unless exempted by Commission policy, are subject to the renter obtaining a General Liability Insurance Policy in accordance with the User Group Rating Schedule provided by the City of Enderby insurance provider as amended from time to time.
4. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the City of Enderby reserves the right to provide such services at the Renter's expense).
5. Fees for additional programs provided through the Enderby and District Recreation Services Association will be on a cost recovery basis.
6. Uses beyond the normal operating hours will require payment of additional labour costs.
7. The City of Enderby reserves the right to require a Performance Bond and/or Damage Deposit.
8. The Renter is responsible to ensure that the facility is vacated at the end of the event.
9. Entrance to or use of facilities will only be requested and approved on the Facility Rental Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Facility Manager and noted on the application form.
10. The Renter must not exceed the maximum capacity allowed for the facility.
11. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
12. For all rentals involving the serving of liquor, the renter must carry a liability insurance policy naming the City of Enderby and the Regional District of North Okanagan as additional insured.
13. Should the renter cancel all or part of the rental period, within 30 days of the rental date, they shall not be entitled to any refund of the rental fee. All cancellations resulting in a refund of the rental fee will be subject to a ten (10) percent administration fee. Should the time be re-rented the original renter will be entitled to a credit equal to the revenue generated by the re-rental to a maximum of the original renter's fees, less the administrative fee.
14. Interest in the amount of 2% per month shall apply on all account balances unpaid after 30 days.
15. **Facility Rental Agreement:**

Prior to use of any facilities, the Renter must complete a Facility Rental Agreement. This document includes a waiver or release, which must be read by the participant before signing. If the participant requests an explanation of the meaning of the waiver, the staff shall respond as follows:

*It means that you have carefully read, clearly understand and voluntarily sign this participation, release and indemnification agreement. You intend, by signing this agreement, to adhere to all policies and procedures stated in this rental agreement.*

***Under no circumstances is the document to be signed without drawing the participant's attention to the waiver, and confirming that the proper liability insurance coverage is in place.***

**SCHEDULE "B" – ARENA FEES**

Ice (per hour unless otherwise indicated)	
Adult	
- Prime	154.00
- Non-prime	60.00
- Statutory Holiday*	189.00
Youth and Preschool	
- Prime	85.00
- Non-prime	40.00
- Statutory Holiday*	120.00
Family	
- Prime	92.00
- Non-prime	40.00
- Statutory Holiday*	127.00
Senior – rental	
- Prime	111.00
- Non-prime	50.00
- Statutory Holiday*	146.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop-In	5.00
SD #83	JOINT USE AGREEMENT
ALF Hockey Academy	JOINT USE AGREEMENT
Public Skate	FREE
Summer Ice	\$9,975** / week
Dry Floor (per hour unless otherwise indicated)	
Adult	60.00
Youth	28.00
Senior	31.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop In	5.00
Non-Profit (per day)	624.00
Commercial (per day)	1,248.00
SD #83	JOINT USE AGREEMENT

\*Rental times subject to staffing availability.

\*\* The Summer Ice fee is based on continuous usage from/to the regular season. For rentals that are not continuous with the regular season, additional costs for installing and removing the ice will be added to the fee. If the arena is to be open for more than eight hours a day, or open for non-consecutive periods in a day, renter will be responsible for additional costs incurred. Summer Ice rentals are subject to availability and staffing resources. Two weeks advance notice must be provided.

**SCHEDULE "C" – POOL FEES**

Drop In (per visit)			
	Per Swim	10-Visit Pass	1-Month Pass
Public Swim – Adult	4.00	36.00	44.00
Public Swim – Youth or Senior	3.50	31.50	38.50
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50
Public Swim – 2yrs and under	Free	n/a	n/a
Public Swim – Family	11.00	99.00	125.00
Toonie Swim	2.00	n/a	n/a
Aqua Fit – Youth or Senior	6.00	54.00	66.00
Aqua Fit – Adult	7.00	63.00	77.00
Not-for-profit licensed preschool or youth organization:			
	# of Youth/Preschool	Rate per swim	
	8-12	20.00	
	13-20	32.50	
	21-30	52.50	
	30+	52.50 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)			
Up to 50 persons			69.75
51-85 persons			95.25
Swim club			26.00
SD #83			JOINT USE AGREEMENT
Not-for-profit licensed preschool or youth organization			18.00/lifeguard/hr

**SCHEDULE "D" – PARK FEES**

Park Rates	
Riverside Park – Youth (per day; includes ball diamond area)	250.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	500.00
Gazebo	
Daily Rental	120.00
Damage Deposit (per rental)	500.00
Kitchen Clean-up (per rental)	52.00
Ball Diamonds	
Adult League Play (per hour/per field)*	17.35
Youth League Play (per hour/per field)*	8.65
Adult League Tournament (per diamond/per day)	94.85
Youth League Tournament (per diamond/per day)	47.45
Non-League (per diamond per day)	94.85
Additional maintenance staff for tournament play (per hour)**	41.15
Funtastic	416.00

\*To be booked at half hour intervals

\*\*Subject to staffing availability. Any overtime costs incurred will be in addition to this rate.



## THE CORPORATON OF THE CITY OF ENDERBY BYLAW No. 1694

A bylaw to amend the City of Enderby Emergency Program Bylaw No. 1616, 2016

---

**WHEREAS** Council of the City of Enderby has adopted the City of Enderby Emergency Program Bylaw No. 1616, 2016;

**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 Emergency Program Bylaw No. 1616, 2016 Amendment Bylaw No. 1694, 2020.
2. SECTION 2 – INTERPRETATION is hereby amended by replacing the definition of “City of Enderby Emergency Management Organization” with: “means the Council, Emergency Program Management Committee, Emergency Program Coordinator and such other persons appointed and functional groups established, which collectively are charged with emergency mitigation, preparedness, response and recovery measures.”
3. SECTION 3 – EMERGENCY PROGRAM is hereby amended by deleting 3.1(b) and renumbering the balance of the list accordingly.
4. SECTION 4 – COUNCIL is hereby amended by replacing the list under Section 4.1 with:
  - a) declare, by bylaw or resolution, a State of Local Emergency;
  - b) provide strategic direction to the Emergency Program Management Committee;
  - c) adopt emergency plans respecting preparation for, response to, and recovery from an emergency or disaster;
  - d) delegate powers available under the Emergency Program Act and to monitor the use of such powers;
  - e) establish any emergency policies, resolutions, or bylaws necessary to facilitate the response to an emergency or disaster;
  - f) ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness; and
  - g) enter into agreements with other local authorities for the purpose of emergency assistance or the formulation of coordinated emergency mitigation, preparedness, response or recovery.
5. SECTION 5 – EMERGENCY PROGRAM EXECUTIVE COMMITTEE is hereby amended by deleting Section 5 in its entirety.
6. SECTION 6 – EMERGENCY PROGRAM COORDINATOR is hereby amended by replacing Section 6.2(b) with “coordinating and providing logistical support for the Emergency Program Management Committee”.
7. SECTION 7 – EMERGENCY PROGRAM MANAGEMENT COMMITTEE is hereby amended by replacing Section 7.1 with “The Emergency Program Management Committee (the Management Committee) is accountable to the Chief Administrative Officer, who is accountable to Council.”
8. SECTION 7 – EMERGENCY PROGRAM MANAGEMENT COMMITTEE is hereby amended by replacing the list under Section 7.2 as follows:
  - a) the Chief Administrative Officer, who shall serve as chair of the Management Committee;
  - b) the Coordinator;
  - c) the City staff who have roles as Emergency Operations Centre Section Chiefs;
  - d) as needed, City staff who have other Emergency Management roles;
  - e) as needed, the Emergency Social Services Director and Section Chiefs;
  - f) as needed, representatives of external agencies having direct operational responsibilities during a major emergency, including representatives of police, fire, search and rescue, and emergency health services.



9. SECTION 7 – EMERGENCY PROGRAM MANAGEMENT COMMITTEE is hereby amended by replacing the list under Section 7.3 as follows:

- a) developing and implementing the emergency program and plans;
- b) assessing hazards, risks and vulnerabilities;
- c) developing the annual strategic plan for consideration by Council;
- d) recommending to Council emergency program priorities, procedures for implementation, and budget and resource requirements;
- e) maintaining a staffing and support plan for the Emergency Operations Centre;
- f) maintaining an implementation plan for Emergency Social Services;
- g) maintaining a training and exercise program;
- h) making agreements for the provision of goods or services; and
- i) developing agreements, resolutions, policies, and bylaws for the consideration of Council.

10. SECTION 8 – EMERGENCY RESPONSE is hereby amended by replacing all references to “the Executive Committee” with “Council”.

11. SECTION 8 – EMERGENCY RESPONSE is hereby amended by deleting Section 8.5 in its entirety.

READ a FIRST time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ a THIRD time this \_\_\_\_ day of \_\_\_\_\_, 2020.

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: February 26, 2020  
Subject: Appointment of Jonathan Hutton as Bylaw Enforcement Officer and Animal Control Officer

---

**RECOMMENDATION**

THAT Council designates Jonathan Hutton as a Bylaw Enforcement Officer and Animal Control Officer for the City of Enderby.

**BACKGROUND**

The City of Enderby currently contracts with Salmon Arm Security to provide bylaw enforcement and dog control services. Jonathan Hutton has been appointed to serve as the primary Bylaw Enforcement Officer and Animal Control Officer for the City.

Council needs to designate Mr. Hutton as a Bylaw Enforcement Officer so that he has the powers of such an Officer, pursuant to Section 264 of the *Community Charter* which states:

(1) A Council may, by bylaw,

(b) designate as a bylaw enforcement officer a person who comes within a class of persons prescribed by regulation[...]

Furthermore, Council needs to designate Mr. Hutton as a Animal Control Officer so that he has the powers to enforce the *City of Enderby Dog Control Bylaw No. 1469, 2010* as well as the powers granted to Animal Control Officer under Section 49 [Special powers in relation to dangerous dogs] of the *Community Charter*.

Respectfully submitted,



---

Kurt Inglis  
Planner and Deputy 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: February 21, 2020  
Subject: Digital Billboard Sponsorship Value Increase – Cliff Notes Community Choir

---

**RECOMMENDATION**

THAT Council considers the Cliff Notes Community Choir's request to increase their annual digital billboard sponsorship value from \$700 to \$2,100.

**BACKGROUND**

The Cliff Notes Community Choir previously received a Digital Billboard Sponsorship from Council valued at \$700 in-kind. The Choir is requesting that their sponsorship value be increased to \$2,100 annually in order to maximize the messaging exposure for their one annual event.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

Agenda

**Tate Bengtson**

---

**From:** Greg McCune <gm9874@telus.net>  
**Sent:** Monday, February 24, 2020 10:47 AM  
**To:** Tate Bengtson  
**Subject:** Fwd: Provincial Funding for Emergency / Fire Equipment Small Communities  
**Attachments:** Resolution 2017-B61 Follow Up.pdf; Untitled attachment 00092.html; Insurance Premium Tax 2020.pdf; Untitled attachment 00095.html

Probably something for us to discuss. Thanks Greg  
Sent from my iPhone

*Note: SILGA advised on Feb 26 that Keremeos has advanced this for discussion.*

Begin forwarded message:

**From:** Dennis Dugas <ddugas@porthardy.ca>  
**Date:** February 24, 2020 at 9:55:02 AM PST  
**To:** "gregmccune@telus.net" <gregmccune@telus.net>  
**Subject:** Fwd: Provincial Funding for Emergency / Fire Equipment Small Communities

Hello Mayor McCune:

Greg I am sending you this email to get you and your councils support to form a coalition of Small Communities to get our voice heard at the Provincial Government level. It is time that Small Communities in our Province make our voices heard loud and clear that we can not sustain Fire Protection services without Provincial financial support.

The Insurance Premium Tax ( information attached ) is still being collected in BC for House Insurance and Vehicle Insurance at a rate of 4.4% which I would estimate as being in the billions?

Within BC there are 5 Area Associations and we need to get the Small Communities to set up coalitions in each UBCM Association area to address this issue so it can become a main topic at the UBCM convention in the Fall.

I hope with your support you can help spearhead this topic at your Southern Interior LGA Conference in Vernon in April. I am reaching out to as many Mayors as I can with in your SILGA area and to the other BC Associations to get the ball rolling.

With the upcoming Provincial election not far away it is a good time to put pressure on the government but we need numbers to do that.

Your comments and suggestions sent back to me will be greatly appreciated and please let me know if you received this email.

As we say " Together we are Stronger "

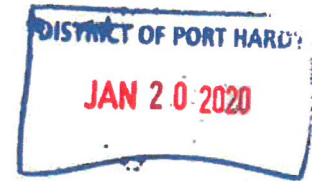
Regards  
Dennis Dugas ( D2 )  
District of Port Hardy Mayor





January 13, 2020

Mayor Dennis Dugas  
District of Port Hardy  
Box 68  
Port Hardy, BC V0N 2P0



**RE: Resolution 2017-B61 Follow Up**

Dear Mayor Dugas,

Thank you for your letter dated January 8 regarding resolution 2017-B61 – Funding for Fire Equipment.

As you noted, this resolution was endorsed by the UBCM membership in 2017 and conveyed to the Province. UBCM would have shared the provincial response with Port Hardy's council of the day.

The UBCM Executive assess the provincial responses received each year to determine where UBCM might best focus our resources regarding follow up and further work with the province on resolutions. The Executive determined that 2017-B61 best fit in the category of monitoring the Province's progress on the issues raised and to provide input if required.

For your reference, enclosed is a copy of 2017-B61, the resolutions committee comments and the provincial response. As noted in the resolutions committee comments the request in 2017-B61 is in keeping with previous member requests.

*"The Committee notes, however, that members have consistently endorsed resolutions seeking sources of funding for first responder supplies and equipment (2014-B15, 2012-B10, 2010-B6, 2000-B15, 1993-A5, 1993-B40). Based on this member feedback, during the negotiation of the renewed Gas Tax Agreement (2014) UBCM advocated, unsuccessfully, for the inclusion of emergency response infrastructure as an eligible expense within the Gas Tax Agreement."*

In 2014, UBCM attempted to have fire-fighting equipment included as an eligible expense under the Gas Tax Agreement. While unsuccessful, this is the type of advocacy work that UBCM does on behalf of our members to move forward the requests contained in endorsed resolutions.



DISTRICT OF PORT HARDY  
JAN 20 2020

-2-

Our members are also encouraged to advocate for their endorsed resolutions. Should Port Hardy wish to take further steps to see the request contained in resolution 2017-B61 adopted, we would recommend they reach out to, for example, their local MLA, the Minister of Finance and the Minister of Forests, Lands, Natural Resource Operations and Rural Development to let them know that this is still an issue they would like to see action on. You may also want to reference the other endorsed resolutions on this topic (2014-B15, 2012-B10, 2010-B6, 2000-B15, 1993-A5, 1993-B40), so the Province understands that this is a long-standing policy position of the members of UBCM.

For your information, all of the resolutions considered at each UBCM convention, and the responses we receive, are posted to our searchable resolutions database, available here: <https://www.ubcm.ca/resolutions/default.aspx>

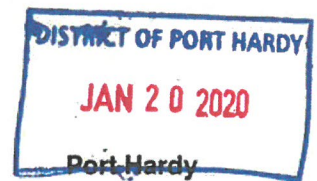
Should you have any questions, please contact myself or Jamee Justason, Resolutions and Policy Analyst, at 604-270-8226 Ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Yours truly,



Maja Tait  
UBCM President

Enclosure



## 2017 B61 Funding for Fire Equipment

Whereas communities are required to provide essential services including fire safety, and emergency vehicles and equipment for fire safety are costly;

And whereas grants for emergency equipment have all but disappeared since the early 2000's, with small communities required to fund 100 per cent of emergency equipment through taxation:

Therefore be it resolved that UBCM request the Province of British Columbia to create grants for emergency vehicles and equipment and make them available to **all local governments** at a cost share of no less than 50 per cent.

**Convention Decision: Endorsed as Amended**

### Provincial Response

#### **Ministry of Public Safety & Solicitor General**

*The Province of British Columbia is committed to advocate on behalf of UBCM and BC local governments that, in addition to disaster mitigation, emergency preparedness be an eligible category for local government projects under the Gas Tax Agreement.*

*Provincial officials will discuss with their federal counterparts the eligibility of this type of capital purchase in the development of the Rural and Northern Communities Infrastructure stream, part of the federal government's Investing in Canada Plan.*

*Although local governments are not eligible to receive Community Gaming Grants, not-for-profit organizations delivering emergency services to communities may be eligible to apply for funding through the Public Safety Sector or the Capital Projects Sector of the Community Gaming Grants Program.*

*UBCM has launched the \$32 million Community Emergency Preparedness Fund, funding for which was announced by the Province in March 2017. The fund is not intended to support local government's emergency management capital costs; however, it is intended to support enhanced preparedness and resilience as key elements of a local government's emergency program. As such, some emergency equipment purchases may qualify for funding consideration.*

### Other Response

#### **Resolutions Committee Comments**

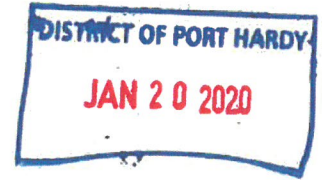
*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to establish a grant funding program for local governments with population under 100,000, that would provide at least 50% provincial funding towards emergency vehicles and equipment.*

*The Committee notes, however, that members have consistently endorsed resolutions seeking sources of funding for first responder supplies and equipment (2014-B15, 2012-B10, 2010-B6, 2000-B15, 1993-A5, 1993-B40). Based on this member feedback, during the negotiation of the renewed Gas Tax Agreement (2014) UBCM advocated, unsuccessfully, for the inclusion of emergency response infrastructure as an eligible expense within the Gas Tax Agreement.*

*The Resolutions Committee would observe that resolutions that set population limits have been divisive amongst the UBCM membership. Local governments of all sizes—not only smaller municipalities or regional districts—are faced with bearing the full costs of emergency equipment. The Committee would propose an amendment to acknowledge this reality.*

*The Committee would also note that, following a March 2017 provincial announcement, UBCM will be*

*administering the new \$32 million Community Emergency Preparedness Fund. This new funding program will include a funding stream that focusses on building capacity for Emergency Social Services teams through new equipment, training and volunteer recruitment/retention.*



## **B.C.'s Insurance Premium Tax: potential revenue source for local fire services**

### **PROBLEM**

Rising costs are making it increasingly difficult for B.C. communities to fund fire services. The provincial government provides limited support for community firefighting, and refuses to share revenue from the 4.4% Insurance Premium Tax, which was originally created to fund fire protection.

### **BACKGROUND**

A clear historic link exists between B.C.'s Insurance Premium Tax and the fire insurance premium tax the provincial government introduced in 1921 to offset the costs of the Office of the Fire Marshal, which at the time conducted fire investigations, training and code enforcement.

Over the years, the province has expanded the IPT's reach to include automobile insurance and the entire property insurance premium (not just fire insurance), and made legislative changes to sever the link between collection of the tax and payment for fire services. However, the province re-established that link in 2004, when it raised the IPT from 4% to 4.4% to pay for forest firefighting.

B.C.'s Insurance Premium Tax is the highest in Canada, yet it offers negligible support for community firefighting. The IPT is forecast to raise \$362 million in 2007/08 (more than double what it raised in 1999). Meanwhile, the only direct provincial contribution today towards community firefighting is through the Office of the Fire Commissioner, a governance-oriented body that received \$2.39 million in 2007/2008 (less than 1% of the IPT's revenue).

In Canada, responsibility for fire suppression falls to municipalities, which rely on property taxes for funding. B.C. municipalities collect more than \$397 million per year in property taxes to pay for firefighting, safety inspections and fire investigations.

As fire protection costs have continued to rise, provincial funding to municipalities has dwindled. After consistent reductions to unconditional provincial grants to municipalities over the years, the province stopped providing these grants altogether in 2006 to cities of more than 19,000 people (small communities still receive some support, but below 1998 levels). In addition, the province has gradually assigned to B.C. municipalities many former duties of the Office of the Fire Commissioner – such as safety inspections and fire investigations – without additional provincial funding.

While Insurance Premium Taxes are common across Canada, some provinces and territories provide higher levels of support for community fire services than seen in B.C. The United States also has examples of insurance premium taxes that help offset local fire service costs.

Lobbying by the Fire Chiefs' Association of B.C., the Union of B.C. Municipalities and individual municipalities and regional districts has so far failed to convince the provincial government to re-examine the issue or acknowledge the link between the IPT and funding for community fire services.

Interestingly, the province successfully used a similar argument – the moral link between tax collection and disbursement – in applying for federal funding (such as the gasoline tax).

Legal advice has also shown the merits of possible constitutional challenges related to either the argument that the IPT is discriminatory because it imposes a tax on property owners that other provincial taxpayers do not have to pay, or that the negative effect of diverting the revenue away from fire services outweighs the benefits of applying it as general revenue.

### **KEY CONCERNS**

- **Safety:** Rising costs are forcing communities to make cuts that could negatively impact fire services.
- **Fairness:** In essence, B.C. property owners are paying for the same service twice – once through their property taxes, and again through a tax that was originally intended to pay for fire services. When a tax is collected from a defined group of people for a defined purpose, there is a moral obligation to spend the revenue on that purpose.



---

<sup>1</sup> *Fire Marshal Act 1921*

Section 32

1. For the purpose of defraying the expenses of administration under this Act, including the salaries of the Fire Marshal and his staff, every company (as defined by the "British Columbia Fire Insurance Act") transacting the business of fire insurance in the Province shall contribute each year a sum to be fixed by the Lieutenant Governor in Council according to such rate as in his opinion will be sufficient to meet the actual expenses of administration under this Act, but not exceeding in any year one-third of one per cent of all premiums or assessments (less return premiums or assessments and reinsurance premiums) paid or payable to such company on risks within the Province, and calculated on the business of the preceding calendar year as reported to the Superintendent, and such contribution shall be in addition to any other fee or tax payable by the company under any other Act: Provided that where the company is not licensed under the "British Columbia Fire Insurance Act" the contribution prescribed by this section shall be made by each insured paying a sum fixed as aforesaid, calculated according to the premium or assessment paid by him to the company during the preceding calendar year.
2. Every company and insured shall, on or before the first day of March in each year, pay to the Superintendent the amount so due from it or him, and the provisions of the "Taxation Act," or, in the absence of appropriate provisions, such provisions as may be adopted by the regulations for the purpose of enforcing payment of any such amount, shall apply in each case.
3. The Superintendent shall pay into the Provincial Treasury all Money received by him under this Act, and shall keep a separate account showing the moneys so received and the moneys expended in administration under this Act, in such a manner as may be required.
4. The salaries of the Fire Marshal and his staff and all expenses of administration under this Act shall, in the absence of a special vote of the Legislature available therefore, be paid by the Minister of Finance out of the Consolidated Revenue Fund.

<sup>2</sup> *Fire Services Act 1979*

Section 48

1. To defray administration expenses under this Act, including the salaries of the fire commissioner and his staff, each insurance company transacting fire or automobile insurance business in the Province and each person whose property in the Province is insured for a fire hazard with an insurance company not licensed under the *Insurance Act*, shall contribute each year, in addition to all other fees or taxes payable under any other Act, a sum to be fixed by the Lieutenant Governor in Council according to a rate he believes will be sufficient with the money available under section 52 to meet actual administration expenses.
2. The sum fixed for an insurance company shall not exceed in any year 1% of the aggregate of the premiums or assessments, or their portions, paid or payable to the company for a fire hazard on property in the Province in premiums, assessments and reinsurance premiums, calculated on the business of the preceding calendar year reported to the superintendent.
3. The sum fixed for a person whose property is insured with an unlicensed company shall not exceed in any year 1% of each premium or assessment paid or payable by him, or premium note given or mutual or other liability assumed by him for a fire hazard under each insurance contract with an unlicensed company during the current calendar year, less return premiums, assessments and other similar rebates, as shown by his returns to the superintendent.

Section 49

Each insurance company shall pay to the Commissioner of Income Tax at Victoria the contribution due from it at the same time and manner as the tax under the *Insurance Premium Tax Act*. Each insured person shall pay to the superintendent his contribution in the same manner and time as the tax imposed on him by the *Insurance Act*.

Section 50

Salaries and expenses necessarily incurred in the administration of this Act shall, in the absence of a vote of the Legislature for that purpose, be paid out of the consolidated revenue fund. If the money collected under this Act is in any year less than the salaries and expenses, the Lieutenant Governor in Council may fix a further sum, subject to the limitation in section 48, to be contributed by the persons and in the manner set out in that section, to meet the deficiency.

Section 51



1. The fire commissioner shall keep an account of the money expended in the administration of this Act, and shall furnish the Lieutenant Governor in Council with the information he may require to fix the rate of contribution under section 48 or 50.
2. The superintendent shall keep an account of the amounts received by him under section 49 or 50, and on request shall furnish the fire commissioner with a statement of them.

Section 52

All license and other fees, money and fines collected or recovered under this Act or regulations shall be accounted for as part of the consolidated revenue fund.

<sup>3</sup> *Fire Services Amendment Act, 1982*

Chapter 49

Her MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

1. Sections 48 and 49 of the *Fire Services Act*, R.S.B.C. 1979 c.133, are repealed and the following substituted:

Imposition of tax

48. (1) In this section, 'commissioner' means commissioner as defined in the *Insurance Premium Tax Act*.
- (2) An insurance company transacting the business of fire insurance in the Province shall pay to the commissioner a tax equal to the portion prescribed by the Lieutenant Governor in Council of the aggregate of the premiums and assessments received or receivable by the company in 1983 or any subsequent calendar year for policies insuring property situated in the Province, other than automobiles, after deducting the following:
  - (a) premiums or assessments on property reinsurance ceded to the company by other insurance companies licensed or authorized by permit under the *Insurance Act* to transact business in the Province;
  - (b) property insurance premiums or assessments returned;
  - (c) the cash value of dividends paid or credited to property insurance policy holders.
- (3) A person whose property is insured against a fire hazard with an insurance company that is not licensed under the *Insurance Act* shall pay to the superintendent a tax equal to the portion prescribed by the Lieutenant Governor in Council of the
  - (a) premium or assessment paid or payable,
  - (b) premium note given, or
  - (c) mutual or other liability assumed
 by the person for property insurance under each insurance contract with an unlicensed insurance company in 1983 or any subsequent calendar year.

Application of *Insurance Premium Tax Act* and *Insurance Act*

49. (1) Subject to this section, the *Insurance Premium Tax Act* applies in respect of the tax payable under section 48
  - (2) Commencing on January 1, 1983, section 4.1 of the *Insurance Premium Tax Act* applies to an insurance company whose tax payable, under section 48 of this Act, in the preceding calendar year exceeded \$25,000
  - (3) Part 9 of the *Insurance Act* applies in respect of the tax payable under section 48 (3).
2. Section 50 is repealed.
  3. Section 51 is amended
    - (a) in subsection (1) by striking out "of contribution under section 48 or 50" and substituting "of tax under section 48", and
    - (b) in subsection (2) by striking out "section 49 or 50" and substituting "section 48"



# 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: PLANNING AND BUILDING DEPARTMENT

OUR FILE No.: 3045.01.02

February 26, 2020

Kevin Bertles, Chief Administrative Officer  
City of Armstrong  
3570 Bridge Street, Box 40  
Armstrong, BC V0E1B0  
[kbertles@cityoffarmstrong.bc.ca](mailto:kbertles@cityoffarmstrong.bc.ca)

Trevor Seibel, Chief Administrative Officer  
District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6  
[tseibel@coldstream.ca](mailto:tseibel@coldstream.ca)

Tate Bengtson, Chief Administrative Officer  
City of Enderby  
619 Cliff Avenue  
Enderby, BC V0E 1V0  
[tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

Tom Kadla, Chief Administrative Officer  
Village of Lumby  
1775 Glencaird Street, PO Box 430  
Lumby, BC V0E 2G0  
[tomk@lumby.ca](mailto:tomk@lumby.ca)

Doug Allin, Chief Administrative Officer  
Township of Spallumcheen  
4144 Spallumcheen Way  
Spallumcheen, BC V0E 1B6  
[doug.allin@spallumcheentwp.bc.ca](mailto:doug.allin@spallumcheentwp.bc.ca)

Will Pearce, Chief Administrative Officer  
City of Vernon  
3400- 30<sup>th</sup> Street  
Vernon, BC V1T 5E6  
[WPearce@vernon.ca](mailto:WPearce@vernon.ca)

Leah Mellott, General Manager, Electoral Area Administration  
Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9  
[leah.mellott@rdno.ca](mailto:leah.mellott@rdno.ca)

**Re: Regional Growth Strategy- Strategic Priorities Setting Workshop**

At the February 19, 2020 Regular Meeting of the Board the following resolution was passed.

*That option two as outlined in the staff report titled Regional Growth Strategy Implementation - Priority Setting Workshop dated February 3, 2020 be pursued:*

*Staff will refer a letter out to Member Municipalities and the Electoral Area Advisory Committee highlighting the work done to date along with actions that are currently underway. Staff will provide direction on what actions would be a good next step regionally, based on the previous priorities and results of the 2017 Monitoring and Evaluation Indicator results. The request is that each Council identify their top priorities for implementation which would then be brought back to the Regional Growth Management Advisory Committee for discussion and prioritization.*

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](http://www.rdno.ca)  
E-Mail: [info@rdno.ca](mailto:info@rdno.ca)

Attached is the staff report dated February 3, 2020 from the Planning Department highlighting the Strategic Priorities of the Board since 2013. As a reminder the nine policy areas of the RGS include:

- Urban Containment and Rural Protection
- Agriculture and Food Systems
- Water Stewardship
- Environment and Natural Lands
- Transportation and Infrastructure
- Housing
- Governance and Service Delivery
- Energy and Emissions & Climate Adaptation

Attached to that same report is a list of the action items that have been undertaken and completed since the adoption of the RGS. Staff have identified a number of actions that could be considered moving forward that directly correlate with the results of the State of the Region report and areas for improvement including:

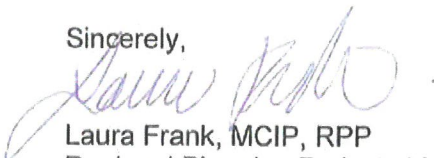
- ENV-3.3 Support public awareness and education around air quality management practices.
- ED-1.4 Support municipalities, First Nations and electoral areas in the implementation of the Regional Employment Lands Action Plan to generate employment opportunities and create a more economically resilient and diverse region
  - Specifically Action 5.1.4- Improve marketing and promotions of the region as a viable and attractive location.
- Upon completion of the Regional Housing Needs Assessment consider developing a Regional Housing Strategy (H-1.1).
- EE/CA-1.1 Explore partnership opportunities (specifically work with the City of Vernon) for the development, implementation and monitoring of a Climate Action Plan and consider becoming a FCM- Partner for Climate Protection. (The City of Vernon is currently developing a Climate Action Plan which could provide direction for regional actions i.e. if we can adopt the work that the city has done and start taking action it makes sense to do so).
- EE/CA-1.6 Support public awareness and education on climate change and its current and likely potential impacts in the region.

Feedback is being sought from each member municipality's council on what their Regional strategic priorities/actions are for the coming years (five year time frame) and identifying actions or which high-level policy areas should be implemented at a regional scale. The deadline for submissions is March 18, 2020.

For clarification the RDNO is committed to carrying out the RGS Boundary Review and this will commence once the Regional Housing Needs Assessment is complete.

If you have any questions feel free to contact myself, Laura Frank Regional Planning Projects Manager at (250) 550-3768 or [laura.frank@rdno.ca](mailto:laura.frank@rdno.ca).

Sincerely,



Laura Frank, MCIP, RPP  
Regional Planning Projects Manager



**TO:** Regional Growth Management  
Advisory Committee

**FROM:** Planning Department

**File No:** 3045.01.04

**Date:** February 3, 2020

**SUBJECT:** Regional Growth Strategy Implementation- Priority Setting Workshop

## RECOMMENDATION:

That the report dated February 3, 2020 from the Planning Department regarding Regional Growth Strategy Implementation be received; and further,

That direction be provided on the priority setting workshop for 2020.

## SUMMARY:

Since the adoption of the Regional Growth Strategy in September 2011 there have been priority setting workshops to guide the implementation of this plan. Based on past practice, the priority setting workshop was an avenue to re-evaluate the priorities of the board and focus efforts on determining grant funding. With the revised RGS currently in the adoption process staff are looking for direction on the best way to identify and set priorities for implementation over the next five years. There are a number of options to consider:

- 1) Hold a priority setting workshop with the Regional Growth Management Advisory Committee where staff can provide an update on the work carried out to date and initiatives underway. Staff could highlight actions that would be a natural progression for implementation based on the work already underway as well as address the results of the 2017 Monitoring and Evaluation Indicator results.
- 2) Staff can refer a letter out to Member Municipalities and the Electoral Area Advisory Committee highlighting the work done to date along with actions that are currently underway. Staff could provide some direction on what actions would be a good next step regionally, based on the previous priorities and results of the 2017 Monitoring and Evaluation Indicator results. The request would be that each Council identify their top priorities for implementation which would then be brought back to the Regional Growth Management Advisory Committee for discussion and prioritization.
- 3) Hold a strategic priority setting workshop with the Board of Directors including staff from all RDNO departments to identify corporate priorities of the Board for the next three years while also providing direction to the development of a revised five year action plan for the RGS.

## DISCUSSION:

The implementation of the Regional Growth Strategy over the past eight years has been productive. There are over thirty-three priority implementation actions and initiatives that are complete or currently underway as outlined in the attached Schedule A. One of the key implementation commitments within the RGS is the development of an Implementation Action Plan. The Regional Growth Management Advisory Committee Directors and Alternates participated in a RGS prioritization Workshop held on March 8, 2012. The workshop was designed to provide direction when developing annual Action Plans.

The five priority strategic directions identified at the workshop to be addressed within the first 5 years of RGS implementation were:

1. Encourage a strong regional economy;
2. Promote sustainable water management;
3. Support agriculture and a sustainable food system;
4. Support accessible, efficient, multi-modal regional transportation; and
5. Protect our natural systems and landscapes.

Each year priorities were reassessed and actions were identified based on capacity, funding and the completion of previous year's projects. The table below highlights the priorities from 2013 through to 2019.

**2013 Priorities**

- 1) Regional Agricultural Plan, with a focus on Economic Development and long-term industry resilience.
- 2) In-kind support for regional economic development initiatives
- 3) Regional Housing Needs Assessment
- 4) Regional Parks Legacy Fund Feasibility Study

**2014 Priorities**

- 1) Regional Economic Development
- 2) Regional Employment Lands Action Plan

**2015 Priorities**

- 1) Completion of the Regional Agricultural Area Plan
- 2) Completion of the Regional Employment Lands Action Plan
- 3) Completion of the Regional Context Statement Program
- 4) RGS Monitoring and Evaluation update

**2016-2017 Priorities**

- 1) Completion of the Monitoring and Evaluation Work (State of the Region and State of the Basin Report)
- 2) Implementation of both the Regional Employment Lands Action Plan & Regional Agricultural Plan

**2018 Priorities**

- 1) RGS 5 Year Review
- 2) Rural Economic Development Service Establishment
- 3) Conservation Fund Service Establishment

**2019 Priorities**

- 1) RGS 5 Year Review
- 2) Climate Adaptation Workshop
- 3) Climate Projections Report- Okanagan
- 4) Regional Housing Needs Assessment



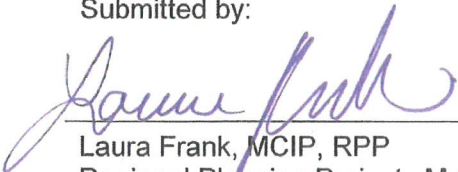
Once direction is provided on the preferred method for engagement the Regional Planning Projects Manager can tailor the workshop approach accordingly. For example, should the discussion start at a high level, what policy areas (nine policy areas of the RGS) are of priority? Or can we move to a priority setting workshop considering specific actions? Based on the work that has been carried out to date and recent discussions around economic development, housing and climate adaptation, staff have highlighted a number of actions that could be considered for implementation in the coming years:

- Boundary Review of the RGS Designation Maps based on the outcomes of the Regional Housing Needs Assessment.
- ENV-3.3 Support public awareness and education around air quality management practices.
- ED-1.4 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
  - Specifically Action 5.1.4- Improve marketing and promotions of the region as a viable and attractive location.
- Upon completion of the Regional Housing Needs Assessment consider developing a Regional Housing Strategy (H-1.1).
- EE/CA-1.1 Explore partnership opportunities (specifically work with the City of Vernon) for the development, implementation and monitoring of a Climate Action Plan and consider becoming a FCM- Partner for Climate Protection. (The City of Vernon is currently developing a Climate Action Plan which could provide direction for regional actions i.e. if we can adopt the work that the city has done and start taking action it makes sense to do so).
- EE/CA-1.6 Support public awareness and education on climate change and its current and likely potential impacts in the region.

The goal of the 2020 Regional Growth Strategy Priority setting Workshop is to identify the key policy areas and actions that are to be the focus for implementation over the next three to five years. These priorities would continue to be reassessed annually and would continue to inform components of the Regional Planning Work Plan.

---

Submitted by:



Laura Frank, MCIP, RPP  
Regional Planning Projects Manager

Reviewed and endorsed by:



Rob Smailes, MCIP, RPP  
General Manager, Planning and Building

Approved for Inclusion:



David Sewell  
Chief Administrative Officer

#	Projects/Initiatives	Description	Initiation Date	Status	Partnerships
<b>Completed/On-going RGS Implementation Projects (2011 - 2019)</b>					
N/A	<b>Regional Growth Strategy Bylaw</b>	Successful adoption of the Regional Growth Strategy Bylaw No. 2500, 2011 within the Board of Directors mandated timeline and under the established budget.	September 2007	Complete - September 2011	All member municipalities and Electoral Areas
1	<b>RGS Monitoring and Evaluation Program</b>	RGS monitoring program with emphasis on broad applicability and use outside of the RGS program, including municipal partners.	June 2012	Complete - September 2013	Regional District, EcoPlan International, University of BC
2	<b>RGS Quality of Life Survey</b>	As part of the M&E Program, the RGS Quality of Life Survey has provided an additional qualitative evaluation tool based upon public perception and preference. The results of the Quality of Life Survey have broader applicability, including identification of implementation priorities.	June 2012	Complete - September 2013	Regional District, EcoPlan International, University of BC
3	<b>Metered Agricultural Water Usage Pilot Project</b>	As one of the initial RGS implementation projects selected by the Board of Directors, contributed to the funding of the GVWU pilot project with the intent of agricultural water conservation.	April 2012	Complete - November 2013	Greater Vernon Water Utility
4	<b>Patchwork Farms Community Farm Pilot Project</b>	Partnership initiative that established a community farm on Okanagan College	June 2012	Complete - April 2013	Okanagan College, Kindale, RDNO Staff
5	<b>Regional Agricultural Producer Database</b>	FASNO initiative - maintain and expand on-line agricultural producer database; beginning of larger local food promotion initiative	June 2012	Complete - January 2013	Food Action Society of North Okanagan, RDNO staff
6	<b>Regional Food System Conversation Workshop</b>	Initial public engagement event for the Regional Agriculture Area Plan – addressed broader agriculture and food security issues.	September 2013	Complete - March 2014	RDNO Planning staff, consultant
7	<b>Biodiversity Conservation Strategy, Phase I: North Okanagan Sensitive Ecosystem Mapping</b>	Collaborative ecosystem mapping project that provided local and regional governments information that could be used in OCP development permit policy development and other initiatives.	September 2011	Complete - January 2013	Okanagan Conservation Collaborative Partnership, RDNO Planning staff
8	<b>Biodiversity Conservation Strategy: Phase II</b>	The Biodiversity Conservation Strategy was the first RGS implementation initiative supported by the Board of Directors. This broad partnership project will provide guidance to local and regional government on approaches to protect and/or conserve environmental values.	September 2011	Complete - Summer 2014	Okanagan Conservation Collaborative Partnership, RDNO Planning staff
9	<b>North Okanagan Employment Lands Inventory, including on-line search tools</b>	RDNO/City of Vernon joint project that established an on-line inventory of vacant industrial, commercial and institutional lands for use by planners and the development community.	July 2012	Complete - October 2013	City of Vernon, RDNO Planning staff
10	<b>North Okanagan Agricultural Advisory Committee</b>	The establishment of this committee was one of the first RGS implementation initiatives. The committee was established to provide the Board of Directors advice on agricultural issues and was to act as the Steering Committee for the Agricultural Plan.	January 2012	Complete - February 2013	Regional Growth Management Advisory Committee, RDNO staff
11	<b>Feasibility of regional approach to economic development</b>	Explored, in partnership with the City of Vernon, the feasibility of approaches to regional economic development. Status quo retained.	January 2012	Complete - January 2013	Regional Growth Management Advisory Committee, RDNO staff



#	Projects/Initiatives	Description	Initiation Date	Status	Partnerships
<b>Completed RGS Implementation Projects (2011 - 2019)</b>					
12	<b>Regional Transportation Study 2011-2031</b>	Completed the 2012 update of the North Okanagan Transportation Model and reporting results as a Regional Transportation Study.	2012	Complete -2012	RDNO, City of Vernon
13	<b>BC Transit 5-Year Plan</b>	BC Transit was a key stakeholder involved in draft policy development at the Transportation and Infrastructure Working Group, as well as serving in a broader advisory role at the Intergovernmental Advisory Committee during RGS development. The many transit policies included assisted in the initiation and development of the BC Transit 5-Year Plan.	2012	Completed -2013	All member municipalities and Electoral Areas, BC Transit
14	<b>BC Transit Futures Plan</b>	RGS transit policies, as well as participation of BC Transit as a RGS stakeholder, assisted in the development of the BC Transit Futures Plan.	2013	Completed 2014	All member municipalities and Electoral Areas, BC Transit
15	<b>North Okanagan Energy and Emissions Inventory and Projections 2007-2031</b>	Innovative regional energy and emissions inventory program, including the development of local actions and targets for use by member municipalities and EAs within OCPs.	2009	Complete 2010	All member municipalities and Electoral Areas
16	<b>Regional Context Statement Acceptance/ Adoption</b>	City of Armstrong, City of Enderby, City of Vernon, Electoral Area "B" & "C"	2013	Complete 2014	All member municipalities and Electoral Areas
17	<b>Official Community Plan Regional Context Statement Development Program</b>	Coordination of RGS development for several municipalities and all EA's, as well as providing support for all partners within the project	2013	Complete 2015	All member municipalities and Electoral Areas
18	<b>Regional Employment Lands Action Plan</b>	In partnership with the City of Vernon, member municipalities and Electoral Areas development of an Action Plan that will result in realistic and achievable actions for realizing the potential of employment lands.	2014	Complete 2016	All member municipalities and Electoral Areas
19	<b>Feasibility- North Okanagan Regional Parklands Legacy Fund</b>	Explore the establishment of funding options for a regionally significant parklands and trails.	2013	Complete 2016	All member municipalities and Electoral Areas
20	<b>North Okanagan Agricultural Land Inventory</b>	The Ministry of Agriculture, in partnership with the RDNO & OBWB updated and expanded the North Okanagan Agricultural Land Inventory.	2013	Complete 2016	Ministry of Agriculture, RAAC, all municipal and EA partners
21	<b>Regional Agricultural Area Plan</b>	The Regional Agricultural Area Plan was selected in late 2012 as a major RGS action, which will provide local and regional guidance on agricultural industry suitability.	2013	Complete 2015	Regional Agricultural Advisory Committee, RDNO staff, consultants.
22	<b>Rail Corridor Acquisition</b>	CN and CP rail corridor acquisitions intended to ensure public ownership of key linear corridors that could be used for recreational opportunities, including walking and cycling, while retaining them for future transportation and economic development needs.	2013	Complete 2016 and 2018	Inter-jurisdictional collaboration
23	<b>Regional Growth Strategy Amendment Procedures and Fees Bylaw</b>	Bylaw that contains a fee structure for an RGS Amendment application (\$6500).	2014	Complete 2015	All member municipalities and Electoral Areas

#	Projects/Initiatives	Description	Initiation Date	Status	Partnerships
<b>Completed RGS Implementation Projects (2011 - 2019)</b>					
24	<b>State of the Region Report</b>	Focuses on gauging progress towards achieving the goals of the RDNO Regional Growth Strategy.	2015	Complete 2016	RDNO staff, EcoPlan, member municipalities and Electoral Areas
25	<b>State of the Basin Report</b>	Considers the broader context of RGS implementation within the Okanagan Valley as a whole and involves RDNO together with the Regional District of Central Okanagan and the Regional District of Okanagan-Similkameen.	2015	Complete 2017	RDNO staff, EcoPlan, RDCO, RDOS
26	<b>Employment Lands Action Plan Implementation</b>	The BoD determined that Action 5.1.2- Concept of undertaking a Rural Economic Development Program for the small and rural communities within the North Okanagan was a priority for RELAP implementation. This discussion has involved two workshops and multiple meetings regarding service activities and establishment	2016/2017	Complete June 21, 2018 (RGMAC resolved that discussions on a Regional Rural Economic Development Service can conclude).	RDNO Staff, all member municipalities and Electoral Areas (note CoV not a participant but has been involved in the discussions)
27	<b>Regional Agricultural Plan Implementation</b>	Since 2016 the RAAC committee and RDNO staff have implemented seven of the RAP Actions: 4.1, 3.6, 1.3, 6.13, 5.9, 2.5 and 3.18, 1.2, 1.11, 1.12, 2.12, 2.14, 7.6, 6.20	2016	On-going	Regional Agricultural Advisory Committee, RDNO staff, North Okanagan Land to Table Network
28	<b>RGS 5-Year Review</b>	On February 4, 2015 the Board of Directors passed a resolution in support of a Regional Growth Strategy 5-Year Review, beginning in 2016. Over the course of 2016/2017 monitoring and evaluation work was completed resulting in the State of the Region and State of the Basin reports. The review was focused on the following Key Topic Areas: Housing- Affordability & Availability; Economic Development; Environment- Air Quality & Greenhouse Gas Emissions; and Climate Adaptation; Transportation and Infrastructure; and Growth Area Boundaries and RGS Amendment Process	2016	Adoption Process	All Five Electoral Areas, Six Member Municipalities
29	<b>Rural Economic Development Service Establishment</b>	In the process of establishing a service for the purpose of promoting rural economic development within the Regional District of North Okanagan to support initiatives including workforce development, business retention and expansion and information gathering and communication as they relate to rural economic development.	2018	Complete	Service includes all Five Electoral Areas, RDNO Staff
30	<b>Conservation Fund Service Establishment</b>	Electoral Areas "B", "C", "D", "E", "F", the City of Armstrong and Village of Lumby have adopted Service Establishment Bylaw 2794 for the North Okanagan Local Conservation Fund. The purpose of this fund is to support local conservation efforts. The Township of Spallumcheen passed a resolution in 2019 to join as a participant.	2018	Complete	All Five Electoral Areas, City of Armstrong, Village of Lumby, Township of Spallumcheen, RDNO Staff, and the OCCP



#	Projects/Initiatives	Description	Initiation Date	Status	Partnerships
<b>Completed RGS Implementation Projects (2011 - 2019)</b>					
31	<b>Climate Adaptation Workshop</b>	March 12, 2019 the RDNO partnered with the Fraser Basin Council to deliver a workshop titled "Getting Climate Ready: Future Climate in the North Okanagan". This full-day, free introductory workshop focused on Climate Adaptation topics relevant to the Regional District of North Okanagan and included four presentations by provincial and local experts along with an Adaptation World Café where participants could rotate through various topics with provincial and local experts facilitating the discussions.	2019	Complete	RDNO Staff, Fraser Basin Council
32	<b>Climate Projections Report-Okanagan</b>	This report is intended to support a local understanding on how the RDNO's Climate is projected to change and inform regional planning on how to prepare for future climate events. Projections are for both the 2050s and 2080s specific to temperature and precipitation.	2019	Complete	RDNO, RDCO, RDOS, OBWB, Fraser Basin Council
33	<b>Regional Housing Needs Assessment</b>	The purpose of the North Okanagan Regional Housing Needs Assessment is to identify housing needs and gaps (by community). This will include a section on the regional context; housing indicators; summary of regional housing needs and gaps; affordability analysis; key considerations.	2019	On-Going	Housing Needs Reports will be developed for the Five Electoral Areas, Six member Municipalities, Splatins; and OKIB-Funding is pending through UBCM