

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** August 16, 2021  
**TIME:** 4:30 p.m.  
**LOCATION:** Enderby City Hall

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Please contact Enderby City Hall at 250-838-7230 or [info@cityofenderby.com](mailto:info@cityofenderby.com) by **3:30 pm on the day of the meeting** to obtain access codes to attend the meeting electronically.

The City of Enderby uses Zoom for its electronic facilities and encourages members of the public unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

If you do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

When applicable, public hearing materials are available for inspection at [www.cityofenderby.com/hearings/](http://www.cityofenderby.com/hearings/)

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

2.1. Meeting Minutes of July 12, 2021 Page 1

**3. PUBLIC AND STATUTORY HEARINGS**

3.1. 0002-21-RZ-END (Backus) Verbal  
Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021

**4. PETITIONS AND DELEGATIONS**

4.1. Todd Peterson: Petition to Allow Residents of Enderby to Have Chickens in their Backyard Page 8

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

**6. DEVELOPMENT MATTERS**

6.1. 0002-21-RZ-END (Backus) Page 28  
Legal: PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226  
KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35  
TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT  
PLANS 6122, 6269 AND 16810  
Address: 349 Brickyard Road, Enderby BC  
Applicant: Brandon Backus  
Owner(s): Brandon Backus

## 7. REPORTS

- 7.1. Mayor and Council Reports Verbal
- 7.2. Area F Director Report Verbal
- 7.3. Chief Administrative Officer Report Verbal
- 7.4. June 2021 Financial Report Page 39  
Memo prepared by Chief Financial Officer dated July 30, 2021
- 7.5. Vernon North Okanagan Detachment Page 45  
2<sup>nd</sup> Quarter April – June 2021
- 7.6. RDNO Building Permit Summary – July 2021 Page 66

## 8. BYLAWS

- 8.1. Inter-Community Licence Bylaw No. 1430, 2008 Amendment Bylaw No. 1731, 2021 - adoption Page 67
- 8.2. Council Procedure Bylaw No. 1732, 2021 – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings Page 69

## 9. NEW BUSINESS

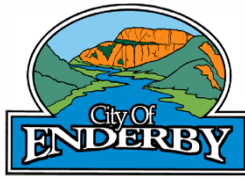
- 9.1. Consent for North Okanagan Fire Dispatch Establishment Amendment Bylaw No. 2900, 2021 Page 121  
Memo prepared by Chief Administrative Officer dated August 11, 2021
- 9.2. Disclosure of Contracts - Council Page 125  
Memo prepared by Chief Financial Officer dated July 27, 2021
- 9.3. Amendments to Shipping Container Health and Safety Policy Page 126  
Memo prepared by Planner and Deputy Corporate Officer dated August 3, 2021
- 9.4. Lot Frontage Waiver Request – 2009 McGowan Street, Enderby BC Page 131  
Memo prepared by Planner and Deputy Corporate Officer dated July 19, 2021
- 9.5. District of Sicamous: Protection of outdoor recreation opportunities and established snowmobile Recreation Sites or Trails in B.C. Page 133  
Correspondence dated July 15, 2021
- 9.6. Ministry of Health: Opioid Overdose Crisis in Canada Page 138  
Correspondence dated July 13, 2021

## 10. PUBLIC QUESTION PERIOD

## 11. CLOSED MEETING RESOLUTION

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

## 12. ADJOURNMENT



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held via video conference on Monday, July 12, 2021 at 4:30 p.m. in Council Chambers.

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

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

Other: Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Schreiner, seconded by Councillor Knust  
*“THAT the July 12, 2021 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Council Meeting Minutes of June 21, 2021

Moved by Councillor Baird, seconded by Councillor Knust  
*“THAT the June 21, 2021 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **DELEGATIONS**

Caravan Farm Theatre: Changes, Current Season and Opportunities

- Caravan Farm Theatre will be opening in the Fall of 2021.
- Petunia & The Vipers concert scheduled for July 30, 2021.
- Audio walks will continue throughout the summer.
- Caravan Farm Theatre Film Festival and Indigenous Short Film Showcase August 24-September 5.
- Walk of Terror September 30 – October 30.
- Joyride December 2 – January 2, 2021.

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

None

**DEVELOPMENT MATTERS****0006-21-TUP-END (Splatsin Development Corporation Ltd.)**

Legal: Lot 3, Block 11, District Lot 150, Kamloops (formerly Osoyoos)  
Division Yale District, Plan 211A  
Address: 803 Vernon Street, Enderby BC  
Applicant: Splatsin Development Corporation Ltd.  
Owner(s): Splatsin Development Corporation Ltd.

*The Mayor read the opening statement (4:35 p.m.)*

The Planner and Deputy Corporate Officer spoke to the report. There have been no written submissions and no comments from the applicant.

*The Mayor read the closing statement (4:42 p.m.)*

Moved by Councillor Shishido, seconded by Councillor Case  
*“THAT Council authorizes the issuance of a Temporary Use Permit for the property legally described as Lot 3, Block 11, District Lot 150, Kamloops (formerly Osoyoos) Division Yale District, Plan 211A and located at 803 Vernon Street to permit a retail sales/food service business to operate out of a temporary building, and to use a shipping container for storage purposes, for a three-year period, subject to the following conditions:*

- a) *Throughout the duration of the Temporary Use Permit, the applicant must provide adequate dust control measures for the subject property and adjacent parcels also owned by the applicant that are implicated in the proposed use;*
- b) *Throughout the duration of the Temporary Use Permit, the applicant must remove particulate matter tracked onto Vernon Street from the subject property or adjacent parcels also owned by the applicant that are implicated in the proposed use;*
- c) *Throughout the duration of the Temporary Use Permit, the applicant must provide sufficient on-site garbage and recycling receptacles which are well-maintained;*
- d) *The dimensions and siting of the temporary building and parking spaces shall be in general accordance with the attached Schedule ‘A’;*
- e) *With regards to the use of a shipping container for storage purposes:*
  - i. *Only one shipping container is permitted on the subject property;*
  - ii. *The use, siting and sizing of the shipping container must adhere to all relevant City of Enderby health and safety specifications;*
  - iii. *The use, siting and sizing of the shipping container must adhere to the regulations expressed in the Zoning Bylaw, as if it were a permitted use, unless otherwise varied (except for the provision of screening);*
  - iv. *The siting and sizing of the shipping container shall be in general accordance with the attached Schedule ‘A’, except that to the extent of a conflict between*

*Schedule ‘A’ and the Zoning regulations or health and safety specifications for shipping containers, the Zoning regulations and health and safety specifications shall prevail;*

- v. The exterior of the shipping container shall be complimentary to the aesthetics of the site and surrounding neighbourhood.*
- f) The applicant shall provide security in the form of an irrevocable letter of credit, or a cash deposit, in the amount equal to 120% of the estimated costs of removing, transporting and disposing of the temporary building and shipping container from the subject property; and*
- g) The Temporary Use Permit shall expire three years from the date the Permit is issued.”*

CARRIED

0036-21-DVP-END (Gopal)

Legal: LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS B5872 AND B6868 (327 Brickyard Road, Enderby)

PARCEL A (DD 121824F AND PLAN B5872) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 (321 Brickyard Road, Enderby)

Address: 327 and 321 Brickyard Road, Enderby BC

Applicant: Ram Gopal

Owner(s): 1203167 B.C. LTD.

*The Mayor read the opening statement (4:42 p.m.)*

The Planner and Deputy Corporate Officer spoke to the report. There have been no written submissions and no comments from the applicant.

*The Mayor read the closing statement (4:42 p.m.)*

Moved by Councillor Case, seconded by Councillor Baird

*“THAT Council authorizes the issuance of a Development Variance Permit for the properties legally described as, i) LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS B5872 AND B6868 and located at 327 Brickyard Road, Enderby, and ii) PARCEL A (DD 121824F AND PLAN B5872) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 and located at 321 Brickyard Road, Enderby, to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:*

- *Section 309.1.a.i by waiving the requirement to provide screening for the outdoor storage of completed manufactured homes, as shown on the attached Schedule ‘A’;*

- Section 309.1.f.iii by permitting a fence greater than 1.2 m (3.937 feet) in height within the required front yard setback area, as shown on the attached Schedule 'A';
- Section 309.2.a.iii by reducing the minimum width of a landscaped buffer area adjacent to a highway from 6 m (19.68 feet) to 3.04 m (10 feet), as shown on the attached Schedule 'A';
- Section 309.2.b by permitting alternative landscaping standards, as shown on the attached Schedule 'B';
- Section 901.2.e.iii by waiving the requirement for maneuvering aisles and off-street parking areas to be surfaced with asphaltic concrete or cement pavement, as shown on the attached Schedule 'A';
- Section 901.2.f by waiving the requirement for a parking area to be provided with curbing, as shown on the attached Schedule 'A';
- Section 1001.6.c by waiving the requirement for a loading area to be provided with curbing, as shown on the attached Schedule 'A'; and
- Section 1001.6.d by waiving the requirement for an off-street loading space to be surfaced with asphalt, concrete, or similar pavement, as shown on the attached Schedule 'A'.

subject to the following conditions:

- i. The property owner shall pave and curb the off-street parking areas, maneuvering aisles, and loading zones to the specifications of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time, within 24 months of the portion of Brickyard Road adjacent to the subject property being paved; and
- ii. The property owner shall register a covenant on the title of the property which shall confirm that the property owner is required to pave and curb the off-street parking areas, maneuvering aisles, and loading zones to the specifications of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time, within 24 months of the portion of Brickyard Road adjacent to the subject property being paved.”

CARRIED

0002-21-RZ-END (Backus)

Legal: PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810

Address: 349 Brickyard Road, Enderby BC

Applicant: Brandon Backus

Owner(s): Brandon Backus

Moved by Councillor Schreiner, seconded by Councillor Case  
 “THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021 which proposes to rezone the property legally described as PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810, and located at 349 Brickyard Road, Enderby BC, from the

*Country Residential (C.R.) zone to the General Industrial (I.2) zone be given First and Second Reading and forwarded to a Public Hearing.”*

CARRIED

## **REPORTS**

### **Mayor and Council Reports**

#### **Councillor Knust**

Discussed the City’s education on rat control within the community. The CAO discussed the challenge of managing a regional infestation and what other communities are doing, which involves education in the vast majority of communities. He discussed the challenges of regulating land uses to address the matter and that simply spending money to set traps and remove rats – if this could even be done on private property without the consent of the owner - would not address the underlying issues of available habitat, food, and water.

#### **Councillor Shishido**

Requested bylaw clarification on the use of pellet and air guns in the city limits. The CAO invited Councillor Shishido to contact him after the meeting to discuss the issue further. Noted that the waterpark at Barnes Park has been exceptionally busy with limited shade for users. The chief Administrative Officer informed Council that a sail shade is scheduled to be added to the playground this year for additional shade coverage. The city has been hesitant to add additional trees as the proposal for the new pool may impact any new trees that are planted. Further landscaping will be conducted once the pool grant is approved or it is known that an initiative for a new pool is not going to proceed.

#### **Mayor McCune**

Thank you to Councillor Baird for making the Welcome Packages for the U12 Baseball Tournament.

#### **Councillor Case**

Discussion on Rail-Trail landscaping plan. A brine pump has been ordered for the Curling Rink and is scheduled to arrive in 8 weeks.

#### **Chief Administrative Officer**

Supplier quotes have been received regarding the proposed batting cages, unfortunately there is a chain link shortage and the supply will not be available until late this year. Knight Avenue construction is moving along. The RFP for the Arena Condition Assessment has been posted. Peak hourly water usage is high and this is posing significant operational challenges and concerns, as water production is struggling to keep up. Average daily water use is acceptable, but the demand at the peak time of day – which is during the evening irrigation period from 6-pm – is posing problems. Council should expect a proposal in the near future with a new demand-side management program to help manage this in future years. Staff are working with the supplier of the original water filter on a Water Treatment Plant upgrade proposal, which would expand capacity.

#### **Drinking Water Annual Report 2020**

Moved by Councillor Baird, seconded by Councillor Knust

*“THAT Council receives and files the City of Enderby Drinking Water Annual Report 2020.”*

CARRIED

RDNO Building Permit Report – June 2021

Moved by Councillor Shishido, seconded by Councillor Baird

*“THAT Council receives and files the RDNO Building Permit Report for June 2021.”*

CARRIED

**BYLAWS**

Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1728, 2021

Moved by Councillor Knust, seconded by Councillor Shishido

*“THAT Council gives 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 Amendment Bylaw No. 1728, 2021.”*

CARRIED

Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021

Moved by Councillor Shishido, seconded by Councillor Baird

*“THAT Council gives first, second, and third readings of the bylaw cited as the Corporation of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021.”*

*AND THAT Council gives notice of its intention to adopt Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021 by posting notice at the public notice board at City Hall and provides an opportunity for persons who consider themselves affected by the proposed bylaw to make representations before Council at its Regular Meeting of July 12, 2021.”*

CARRIED

Inter-Community License Bylaw No. 1430, 2008 Amendment Bylaw No. 1731, 2021 – 1st, 2nd, and 3rd readings

Moved by Councillor Baird, seconded by Councillor Knust

*“THAT Council gives 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 Amendment Bylaw No. 1728, 2021.”*

CARRIED

**NEW BUSINESS**

Terms of Reference – Enforcement of Shipping Container Regulations and Health and Safety Specifications

Moved by Councillor Knust, seconded by Councillor Shishido

*“THAT Council for the City of Enderby adopts the Shipping Container Health and Safety Policy.”*

CARRIED

UBCM: 2021 CRI FireSmart Economic Recovery Fund

Moved by Councillor Shishido, seconded by Councillor Baird

*“THAT Council receives and files the correspondence from UBCM: 2021 CRI FireSmart Economic Recovery Fund.”*

CARRIED



City of North Vancouver: REVISED UBCM Resolution on Safe Passing Distance for All Road Users

Moved by Councillor Baird, seconded by Councillor Case

*“THAT Council receives and files the correspondence from the City of North Vancouver: Revised UBCM Resolution on Safe Passing Distance for All Road Users.”*

CARRIED

FLNRO: Lack of Funding for Invasive Plant Management

Moved by Councillor Baird, seconded by Councillor Shishido

*“THAT Council receives and files the correspondence from FLNRO: Lack of Funding for Invasive Plant Management.”*

CARRIED

*Councillor Schreiner left the meeting (5:06 p.m.)*

Ministry of Public Safety and Solicitor General: Human Sex Trafficking, Sexual Exploitation and Child Sex Trafficking in B.C.

Moved by Councillor Knust, seconded by Councillor Shishido

*“THAT Council receives and files the correspondence from the Ministry of Public Safety and Solicitor General: Human Sex Trafficking, Sexual Exploitation and Child Sex Trafficking in B.C.”*

CARRIED

**PUBLIC QUESTION PERIOD**

None

**ADJOURNMENT**

Moved by Councillor Case, seconded by Councillor Davyduke

*“That the regular meeting of July 12, 2021 adjourn at 5:14 p.m.”*

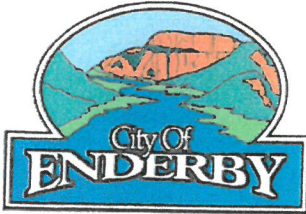
CARRIED

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**MAYOR**

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**CORPORATE OFFICER**



REQUEST TO APPEAR AS A DELEGATION

On 16 August 2021  
Day Month Year

Date of Request August 10<sup>th</sup> / 2021

Name of Person Making Request Todd Petersen

Name and Title of Presenter(s) Mr. Todd Petersen

Contact Information 250-804-9375-vikingson007@yahoo.ca

Details of Presentation To convey the reasons why the no chicken bylaw should be changed to allow chickens within Enderby City limits for anyone.

Desired Action from Council (check all that apply)

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

Please describe desired action in detail To change the

no chickens within Enderby City limits  
bylaw to, Allow chickens (but no roosters) within  
Enderby City limits on any size property  
Please attach any supporting documentation or presentation materials related to your delegation request.

# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

NAME	ADDRESS	PHONE #	SIGNATURE
Levi Petersen	311 Baird Ave	[REDACTED]	Levi Petersen
TOBO Petersen	311 Baird Ave	[REDACTED]	Tobo Petersen
PATRIKIA JOHANSON	306 BAIRD AVE	[REDACTED]	Patricia Johanson
ANDREW JOHANSON	306 BAIRD AVE	[REDACTED]	Andrew Johanson
Adeline Drabnick	428 Howard Ave	[REDACTED]	Adeline Drabnick
Paul Trenholm	728 Clifft	[REDACTED]	Paul Trenholm
Jeremy Matheson	30 Baird Ave	[REDACTED]	Jeremy Matheson
Lynne Collins	159 Riverdale Dr Enderby	[REDACTED]	Lynne Collins
Bryan Hovan	303 Regent Ave	[REDACTED]	Bryan Hovan
Melanie Pelletier	112 Riverdale Dr.	[REDACTED]	Melanie Pelletier
Ronald Mann	250 [REDACTED]	[REDACTED]	Ronald Mann
Kurt Ram	Kurt Ram ENDERBY B.C	[REDACTED]	Kurt Ram

# PETITION TO

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NAME ADDRESS PHONE # SIGNATURE

Marilyn Essington 107-401 Baird Ave Enderby [REDACTED] Marilyn Essington

BEARD CRILULE Enderby [REDACTED]

Jhannon Thomas Enderby [REDACTED] Jhannon Thomas

Rose Maxime Enderby [REDACTED] Rose Maxime

JORDAN NELSON 400 BAIRD AVE Enderby [REDACTED] Jordan Nelson

Joe Dewey Enderby [REDACTED] Joe Dewey

Allyson Robinson [REDACTED] Allyson Robinson

Drew [REDACTED] Drew

Wilson 408 Baird Ave [REDACTED] Wilson

# PETITION TO

(3)

## ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

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NAME	ADDRESS	PHONE #	SIGNATURE
Bonita Lundquist	151 Rivada Dr Enderby		B. Lundquist
Amanda Leeson	410 Park ave Enderby		A. Leeson
Allison Laurie	Stepney Rd Remax		A. Laurie
Brent Stevenson	RE/MAX		B. Stevenson
Kate Kessler	ReMax		K. Kessler
Bess Woods			Bess Woods
Jessica Wallis	609 Knight		J. Wallis
Shawn Bird	707 Stanley Ave		S. Bird

# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

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Full NAME	ADDRESS	PHONE #	SIGNATURE
D. Lundquist	ENDERBY		D. Lundquist
C. Marklundale	Enderby		C. Marklundale
Dana Brown	Enderby		Dana Brown
Matt Vetter	Enderby		Matt Vetter
Kelsie Mendez	Enderby		Kelsie Mendez
Chris BEIRD	ENDERBY		Chris BEIRD
James	Enderby		James
WAGS	ENDERBY		WAGS
DOUG J			DOUG J
LORIS DAVIDSON	"		Loris Davidson
Mike Honeyman	Enderby		Mike Honeyman
Shane Noble	ENDERBY		Shane Noble
Muffy	ENDERBY		Muffy
Paul Holmes	Enderby		Paul Holmes
Keith Wilson	Enderby		Keith Wilson
Brandon Gaudin	Enderby		Brandon Gaudin
Alan	Salmon Arm		Alan
Alan	FRANK		Alan

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# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

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NAME ADDRESS PHONE # SIGNATURE

Crow anywhere's anytime

Jake yep

Bequm Woods

Dallas Lawlor

Lisa Almasas Lasen Ave

Jill Marshall Robson

Wayne MARY HARRISSO

Alan

SARAF SEWAL

? Sarah Theriault

? Sarah Thornhill Mill St

Dorothy Lee

Charris LOEWE

112 Kildonan Dr

813 Stanley Ave

112 Kildonan Dr

668 Mabel LK Rd

1209 Northern Ave

NADINE Bowles 1545 Winkler Ave

Noomi hevasseul 1106 George St Ender

Solene Hannah kate st.







# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

NAME	ADDRESS	PHONE #	SIGNATURE
Colin Mateyka	97 Bass Ave		Colin Mateyka
C. Taguchi	402 Park Ave	[REDACTED]	[REDACTED]
ROSS BAIRD	2018 Georges		[REDACTED]
Brock Mateyka	2207 Waterwheel st		[REDACTED]
Heather Lindelow	6030 Kanagan Landing		Heather Lindelow
JOHN T. HURST	150 RIVERDALE DR.		[REDACTED]





# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

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NAME	ADDRESS	PHONE #	SIGNATURE
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Melina Youngs	720 DAWFORTH	[REDACTED]	[REDACTED]
Lana Oudman	PO Box 416 Enderby	[REDACTED]	[REDACTED]
Dandra Hodgson	PO Box 416 Enderby	[REDACTED]	[REDACTED]
Brian Oudman	PO Box 416 Enderby BC	[REDACTED]	[REDACTED]
[REDACTED]	826 Mabelik Rd Enderby BC	[REDACTED]	[REDACTED]
Justin Cole	PO Box 484, Patch Cove	[REDACTED]	[REDACTED]
Max TRING	285 Inch Logan R	[REDACTED]	[REDACTED]
Tory Morden	161 Salmon arm Dr	[REDACTED]	[REDACTED]
Crystal Desimone	161 Salmon arm Dr	[REDACTED]	[REDACTED]
Alexi Parkinson	Falkland bc	[REDACTED]	[REDACTED]
Igaya Timoffee	1307 Belvedere St. Enderby	[REDACTED]	[REDACTED]
Jude Lawrence	#12 130 Cliffview lane Enderby	[REDACTED]	[REDACTED]
Daniel Gault	112 Baird Ave Enderby	[REDACTED]	[REDACTED]





# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

NAME	ADDRESS	PHONE #	SIGNATURE
Lauren Blakey	123 Mabel Lake (North Side of Lake)		<i>[Signature]</i>
Alicia Hudson	714 Upper Road		<i>[Signature]</i>
Kellor Steinfeld	1391 LOANE NE SA		<i>[Signature]</i>
Shanya Campbell	804 Knight		<i>[Signature]</i>
Deyle Stenson	804 Knight		<i>[Signature]</i>
Leah White	Enderbury		<i>[Signature]</i>
Tina William	85 Lassettie		<i>[Signature]</i>
SHANNON HADDEN	358 ENDERBY GILWIND RD		<i>[Signature]</i>
Teresa Fuller	694 Mollary Rd Enderby		<i>[Signature]</i>
Lyn-Marie Fouquet	Quilakwa Park		<i>[Signature]</i>
KARAS LICHTHE			<i>[Signature]</i>
Jillany McLellan	420 Neave ct		<i>[Signature]</i>
Cassandra Thomas	120 Selman Arm Dr		<i>[Signature]</i>
Lillian Thomas			<i>[Signature]</i>
Brenda Christian	3270 Spruce Rd		<i>[Signature]</i>
James King	117 Birchcrest		<i>[Signature]</i>



# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

NAME	ADDRESS	PHONE #	SIGNATURE
S Criswell	211 Keldionau Ave	[REDACTED]	<i>S. Criswell</i>
H Jensen	729 Hubert Ave	[REDACTED]	<i>H Jensen</i>
<i>A. Diana</i>	[REDACTED]	[REDACTED]	<i>A. Diana</i>
Cindy Mori	728 Stanley Ave	[REDACTED]	<i>C Mori</i>
B Mills	167 Riverdale	[REDACTED]	<i>B Mills</i>
A Whittaker	137 Nicholas Rd.	[REDACTED]	<i>A Whittaker</i>
Kevin R Paul	974 114 George street	[REDACTED]	<i>Kevin R Paul</i>
<i>J Papil</i>	73 Anderson Rd	[REDACTED]	<i>J Papil</i>

# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

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NAME	ADDRESS	PHONE #	SIGNATURE
Sulh Bajwa.	707 cliff ave.		SB
Neetu Bajwa	707 cliff ave.		Hajwa
Amber Bramble	1407 North...		[Signature]

# PETITION TO ALLOW RESIDENTS OF ENDERBY TO HAVE CHICKENS IN THEIR BACKYARD

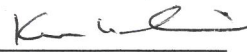
WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

NAME	ADDRESS	PHONE #	SIGNATURE
Donna Wilson	31 Twin Lks Rd		<i>[Signature]</i>
Shenie Baird	129 watershed Rd		<i>[Signature]</i>
Caitlin Chadwick	1001 Ridgewood Dr		<i>[Signature]</i>
Amber Lazar	27 Preston Dr W		<i>[Signature]</i>
Anne Casey	1304 Belvedere		<i>[Signature]</i>
Yolanda Gore			<i>[Signature]</i>
Susan Wall	#6-109 George St		<i>[Signature]</i>
Lisa Posynick	114 Riverside Rd Enderby		<i>[Signature]</i>
Melody Leveque			<i>[Signature]</i>
JOY JUBENVILLE	1109 BELVEDERE		<i>[Signature]</i>
Lynn Anderson	409 Baird Ave		<i>[Signature]</i>
April Gagné	10 Valecain Rd.		<i>[Signature]</i>
Dylan Wilson	25 Mabel Lake Rd		<i>[Signature]</i>
J. Wessley	60 Century Rd		<i>[Signature]</i>

**PETITION TO  
ALLOW RESIDENTS OF ENDERBY TO HAVE  
CHICKENS IN THEIR BACKYARD**

WE WOULD LIKE THE NO CHICKEN BYLAW TO BE CHANGED TO ALLOW RESIDENTS OF THE CITY OF ENDERBY TO HAVE A LIMITED AMOUNT OF CHICKENS IN THEIR BACKYARD ( NO ROOSTERS).

**NAME                      ADDRESS                      PHONE #                      SIGNATURE**

Karri Williams          Enderby                      250 838-7912                      

Gordona April Grimm          Enderby                      250 309 4737                      

Linda Petersen          Enderby                      250-463-1430                      

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**NOTE FROM STAFF**

As per the City of Enderby Zoning Bylaw No. 1550, 2014, the keeping of chickens is considered a 'restricted agricultural use' and is permitted on residentially zoned properties that are at least 1 hectare (2.24 acres) in size.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 19, 2021
Subject: 0002-21-RZ-END (Backus) - Third Reading and Adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021

RECOMMENDATION

THAT Council receives and files the attached Staff Report dated July 7, 2021;

AND THAT upon consideration of input at the Public Hearing, Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021 which proposes to change the zoning designation of the property legally described as PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810, and located at 349 Brickyard Road, Enderby BC, from the Country Residential (C.R) zone to the General Industrial (I.2) zone, be given Third Reading and Adoption;

AND FURTHER THAT should Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.

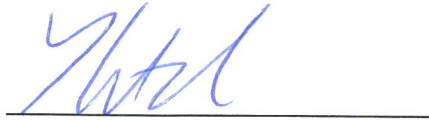
BACKGROUND

A Rezoning Application has been submitted for the property located at 349 Brickyard Road, Enderby BC. The applicant is proposing to rezone the property from the Country Residential (C.R.) zone to the General Industrial (I.2) zone, in order to use the parcel for an industrial business involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets.

A site plan has not been provided by the applicant at this time but would be required at the building permit stage, should this application be supported; if the site plan is not able to demonstrate that the development meets all City of Enderby Zoning Bylaw standards (i.e. required setbacks, minimum off-street parking, etc.) they would be required to seek variances through the Development Variance Permit process. It should also be noted that if this Rezoning Application were to be approved, the applicant would not be tied to their proposal involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets. Although the applicant may intend to develop the property in accordance with this proposal, it is important to note that if the application is approved then the property could develop in any manner that is consistent with the Zoning Bylaw and any charges registered against the title of the property (covenants, statutory building scheme, etc.).

At the Regular Meeting of July 12, 2021, Council gave First and Second Readings to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021 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 Bylaw to make public representation. Following the conclusion of the Public Hearing, Council will consider the Bylaw for Third Reading and Adoption.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer

**CITY OF ENDERBY  
REZONING APPLICATION**



**File No:** 0002-21-RZ-END

**July 7, 2021**

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**APPLICANT:** Brandon Backus

**OWNER(S):** Brandon Backus

**LEGAL DESCRIPTION:** PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810

**PID #:** 011-519-797

**LOCATION:** 349 Brickyard Road, Enderby BC

**PROPERTY SIZE:** 1.25 hectares (3.09 acres)

**PRESENT ZONING:** Country Residential (C.R.)

**PROPOSED ZONING:** General Industrial (I.2)

**PRESENT O.C.P DESIGNATION:** General Industrial

**PROPOSAL:** Industrial business involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets.

**RECOMMENDATION:**

THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021 which proposes to rezone the property legally described as PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810, and located at 349 Brickyard Road, Enderby BC, from the Country Residential (C.R.) zone to the General Industrial (I.2) zone be given First and Second Reading and forwarded to a Public Hearing.



## **BACKGROUND:**

This report relates to a Rezoning Application for the property located at 349 Brickyard Road, Enderby BC. The applicant is proposing to rezone the property from the Country Residential (C.R.) zone to the General Industrial (I.2) zone, in order to use the parcel for an industrial business involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets.

### Site Context

The 1.25 hectare (3.09 acre) subject property is relatively flat and is located along the east side of Brickyard Road, along the northern stretch of the corridor which is constructed to a gravel standard. To the east of the property is the Shuswap River.

A single-family home and detached shop are located in the western portion of the lot, while the eastern portion, which was previously used for agricultural purposes, is now lawn. The central portion of the property remains largely treed. Access to the property is gained via a gravel driveway off of Brickyard Road.

The subject property and one of the properties to the south are zoned Country Residential (C.R.) and are designated in the OCP as *General Industrial*; the other property to the south is zoned General Industrial and is designated in the OCP as *General Industrial*. The property to the east is zoned Transportation Corridor (S.2) and is designated in the OCP as *Transportation Corridor*, while the properties to the north are located in Area 'F' of the Regional District of North Okanagan.

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

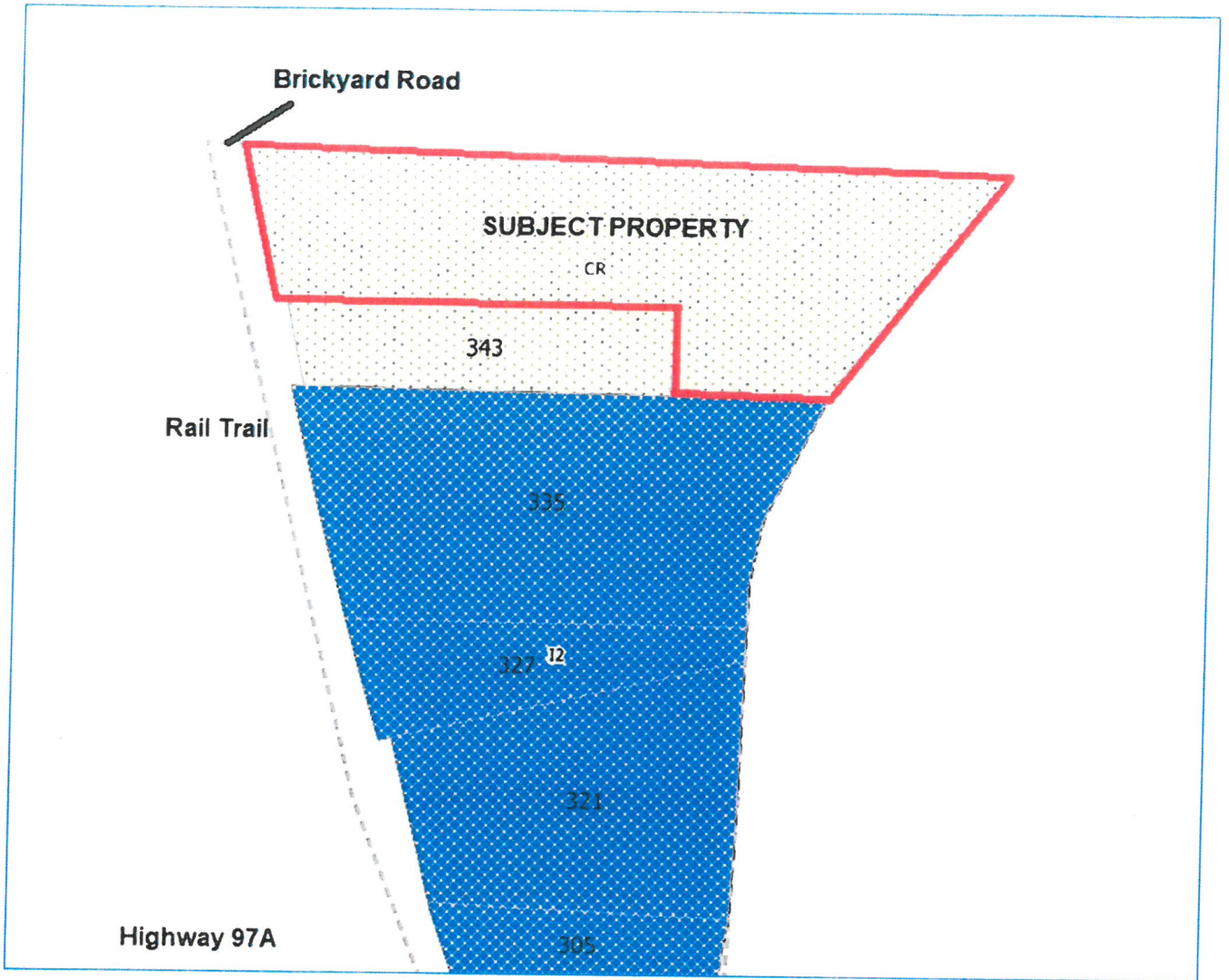


Figure 1. Zoning Map

Dotted – Country Residential (C.R.)

Blue Crosshatch – General Industrial (I.2)

The following orthophoto of the subject and surrounding properties was taken in 2020:

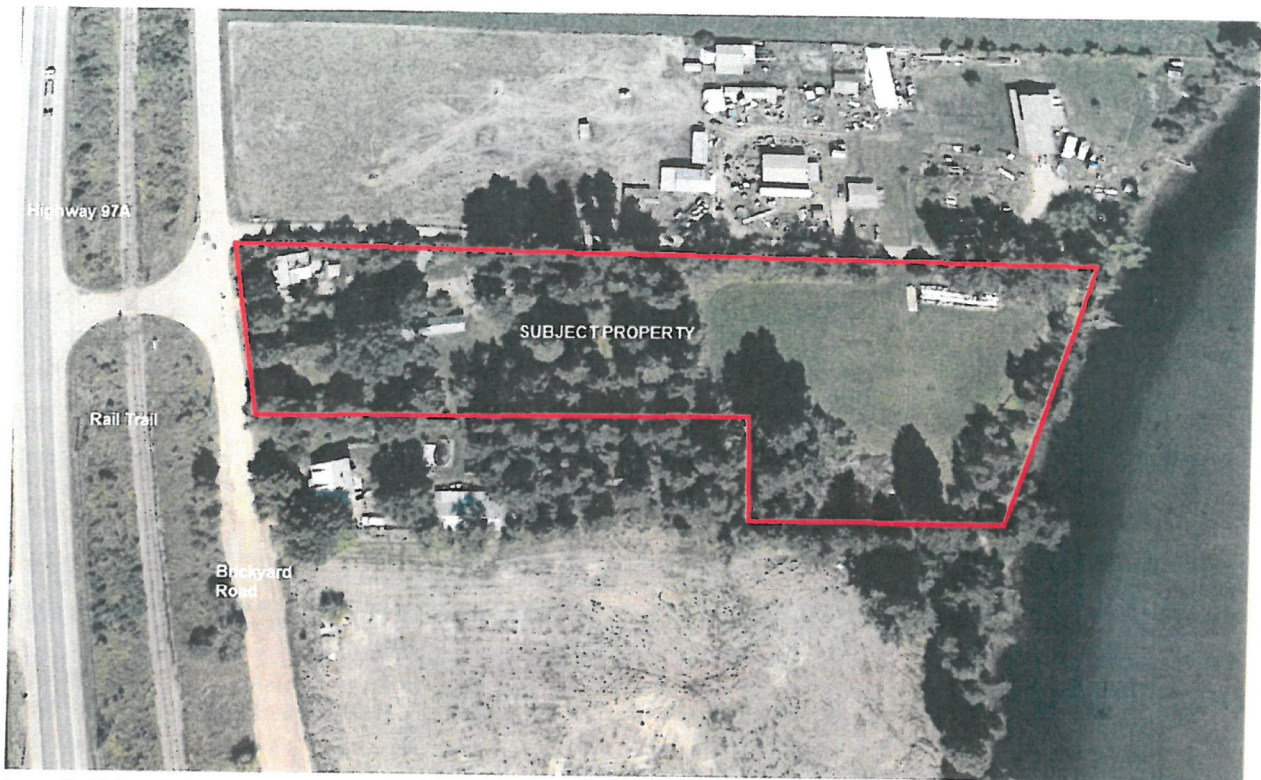


Figure 3: Orthophoto

**\*\*NOTE:** The property lines shown above are not an accurate representation of their true locations and are intended for display purposes only.

### The Proposal

The applicant is proposing to use the parcel for an industrial business involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets. In order to facilitate this proposal, the applicant is proposing to rezone the property from the Country Residential (C.R.) zone to the General Industrial (I.2) zone.

A site plan has not been provided by the applicant at this time but would be required at the building permit stage, should this application be supported; if the site plan is not able to demonstrate that the development meets all City of Enderby Zoning Bylaw standards (i.e. required setbacks, minimum off-street parking, etc.) they would be required to seek variances through the Development Variance Permit process. It should also be noted that if this Rezoning Application were to be approved, the applicant would not be tied to their proposal involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets. Although the applicant may intend to develop the property in accordance with this proposal, it is important to note that if the application is approved then the property could develop in any manner that is consistent with the Zoning Bylaw and any charges registered against the title of the property (covenants, statutory building scheme, etc.).

## ZONING BYLAW:

The subject property is zoned Country Residential (C.R.) and uses permitted within this zone include:

- Accessory buildings and structures;
- Accessory employee residential use;
- Accessory produce and fruit sales;
- Civic and public service use;
- Boarding, lodging, or rooming houses;
- Convalescent, nursing, and personal care homes;
- Intensive agricultural use;
- Limited agricultural use;
- Mobile homes;
- Single family dwellings;
- Two family dwellings;
- Attached Secondary Suites;
- Bed and breakfasts;
- Kennels.

Uses permitted within the proposed General Industrial (I.2) zone include:

- Accessory buildings and structures;
- Accommodation including one (1) dwelling unit for the owner, operator, or employee of the principal and permitted use;
- Civic use;
- Food service including bakeries and coffee shops;
- Limited agricultural use subject to the regulations of Section 501.10.e. of the Zoning Bylaw;
- Public service use;
- Retail sales (including parts and accessories) of automobiles, building supplies, chemicals, farm equipment (including service), gasoline and motor oil, heavy equipment and machinery, irrigation equipment (including service), lumber, mobile homes (including service), tools and small equipment, trucks, and other products manufactured or processed on site;
- Service and repair including automobile body and paint shops, automobile service and repair, battery shops, boat service and repair, bottling plants, car wash, crematoriums, cold storage plants, frozen food lockers, greenhouses, heavy equipment and machinery, laboratories, machine shops, mini storage facilities, nurseries, petroleum distribution installations, printing shops, recreation vehicle servicing and rental, service stations, sign shops, taxidermists, tire shops, tools and small equipment servicing and rental, trade contractors offices including storage, truck service and repair, truck wash, trucking yards and terminals including cartage and freighting, upholstery shops, warehousing (wholesale and distribution), weigh scales, and welding shops;
- Transportation facilities including passenger transportation depots and taxi dispatch offices;
- Retail sales (including parts and accessories) of heavy equipment and machinery;

- Service and repair including automobile wrecking and junk yards, bulk storage plants, contractors for general and heavy construction, machinery and heavy equipment repair;
- Manufacturing, processing, and storage.

The subject property as compared to the minimum lot requirements of the General Industrial (I.2) zone are as follows:

CRITERIA	PROPOSAL	I.2 ZONE REQUIREMENTS
Minimum Lot Area	12,500 m <sup>2</sup> (134,549 square feet)	650 m <sup>2</sup> (6,997 square feet)
Minimum Lot Frontage	~55 m (180.4 feet)	20 m (65.62 feet)

**OFFICIAL COMMUNITY PLAN:**

Policies contained within the OCP 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.

**REFERRAL COMMENTS:**

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

The Public Works Manager provided the following comments:

*The applicant should be aware that water supply in this area is limited and any change in use will require a review of potential demand, presumably at the building permit stage.*

*If the proposed change in land use creates a demand that exceeds the current use, the owner may not be permitted to connect to the community system for potable water, non-potable (fire protection) water, or both, or may be allowed to connect only on condition of controlling the demand.*

*In any case, industrial fireflows cannot be met in this area, so additional fire protection measures may be required as part of any building permit.*

*I think that it is prudent to ensure that the property is developed in such a way that it will be cost effective for the property owner to connect to community water and sewer services, if and when they are extended.*

The Building Inspector provided the following comments:

*"I have no concerns from a building perspective. All proposals to conform to the BC Building Code and City of Enderby Building bylaw."*

No other comments were received in response to the referral.

#### **PLANNING ANALYSIS:**

The City of Enderby Planner raises no objections to the applicant's request to rezone the subject property from the Country Residential (C.R.) zone to the General Industrial (I.2) zone, and upon consideration of input received at a Public Hearing, recommends that Council approve the subject application for the following reasons:

- The proposal is consistent with other land uses occurring within the vicinity, as the subject property is located within an industrial area;
- The Official Community Plan envisions this property developing to an intensive industrial land use over time;
- Given the size of the property and its location within an industrial area, the property is underutilized and developing it to an industrial standard would be the highest and best use of the land;
- The proposal would stimulate additional economic development and job creation within the community;
- Although there is a single-family property directly to the south of the subject property, which may be impacted by the subject property developing to an industrial land use, this neighbouring property is located within an industrial area with existing industrial land uses already occurring within close proximity; furthermore, this neighbouring property is designated as *General Industrial* in the Official Community Plan.


#### **SUMMARY**

This report relates to a Rezoning Application for the property located at 349 Brickyard Road, Enderby BC. The applicant is proposing to rezone the property from the Country Residential (C.R.) zone to the General Industrial (I.2) zone, in order to use the parcel for an industrial business involving the storage and dispatch of gravel trucks, septic trucks, heavy equipment and portable toilets.

The City of Enderby Planner is supportive of the application.

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**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  
REZONING APPLICATION  
SUBJECT PROPERTY MAP**

**File:** 0002-21-RZ-END (Backus)  
**Applicant:** Brandon Backus  
**Owner:** Brandon Backus  
**Location:** 349 Brickyard Road, Enderby BC

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THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1730

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

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

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

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

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1730, 2021".
2. The zoning designation of the property legally described as PARCEL B (PLAN B6868) OF LOT 2 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT AND OF SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLANS 6122, 6269 AND 16810, and located at 349 Brickyard Road, Enderby BC, is hereby changed from the Country Residential (C.R) zone to the General Industrial (I.2) zone.

READ a FIRST time this day of , 2021.

READ a SECOND time this day of , 2021.

Advertised on the day of , 2021 and the day of , 2021, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2021.

READ a THIRD time this day of , 2021.

ADOPTED this day of , 2021.

\_\_\_\_\_  
MAYOR

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



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** July 30, 2021  
**Subject:** June 2021 Financial Report

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**Recommendation:**

THAT the Financial Report from the Chief Financial Officer, dated July 30, 2021 be received for information.

**Purpose:**

To provide Council with a summary of the City's fiscal performance up to June 30, 2021.

**Background/Discussion:**

Attached are summaries on the activities for each fund up to June 30, 2021. Overall revenues and expenditures are where they are expected to be at this time of year. Below are explanations as to why actual amounts differ from prior year and budget.

General Fund

*Revenues*

Property tax levies - The remaining budget amount for property tax levies represent the 1% utility tax payments that are received in July.

Fire Protection - The remaining budget amount represents estimated operating costs for the remainder of the year to be paid by the Shuswap River Fire Protection District (SRFPD). The remaining amount from SRFPD will be paid after year end once actual costs incurred for the year are known.

Cemetery, Fortune Parks, and Animal Control – These revenues primarily consist of the annual RDNO requisition which has been invoiced. The remaining budget amounts reflect user fees:

- Cemetery fees have increased compared to this time last year by \$4,205. This is due to the increase in the number of lot sales. The columbarium was installed in August of 2020, so 2021 has increased sales from this new option.
- Animal Control fees were lower than typical in 2019. This was likely due to the fact that City Hall was closed most of the spring due to COVID-19. 2021 fees appear to be typical compared to pre-COVID years.
- Excluding the requisition amount, Fortune Parks user fees are consistent with previous year, which is lower than typical. Arena and ball diamond rentals were limited due to the pandemic restrictions in place. Pool

revenues continue to do well. Any actual revenues that do not meet budgeted revenues at the end of the year will be looked at to be potentially supplemented by Safe Restart funding.

Other – This item includes business licenses, building permits, interest earned, administration fees, community works funding and equipment usage from other funds. The increase from 2020 is largely due to timing of the payment of the community works fund. Typically these funds are received in July; however, for 2021, the \$188,331 payment was received in June. Building permit fees have also increase by \$44,921 compared to 2020. Any surplus realized at the end of the year from this function will be set aside to fund future years with decreased building activity to fund fixed costs. Interest revenue has decreased by \$20,214 compared to the same period in 2020.

Tourism / Community Engagement – This revenue is primarily comprised of camp fees from Riverside RV Park. As the RV Park had a late start in 2020 and also had pandemic restrictions on use, revenues were lower in 2020 than expected. 2021 revenues have increased by \$41,789 in 2021 compared to prior year and related expenses have also increased.

Unconditional Grants – This represents the City's Small Community Grant and the Terasen Gas franchise fees. The franchise fees are collected in November. For 2021, the small community grant was not received until July.

Conditional Grants – The remaining budget amount represents grant funding for projects that are in progress with funding to be received once the projects are complete.

Transfer from Reserves/Borrowing – This amount represents the use of surplus/reserve funds, which are recorded once projects are complete and actual costs are known.

#### *Expenditures*

Transportation Services – The decrease from 2020 is primarily due to the decreased snow removal costs of \$73,900. Snow removal costs fluctuate year to year depending on snowfall and the budget amount reflects an average cost estimate. In years where costs come in under budget, these funds will be used for future years where the snowfall has caused costs to come in over budget.

Protective Services – The protective services budget not only includes Fire Department costs, but it also includes Emergency Management costs. The increase from 2020 is due to the increased activity in emergency management grant projects, such as the Flood Mapping and Risk Assessment and the EOC Equipment projects.

Capital Expenditures – The primary projects budgeted for in 2021 are the reconstruction of Hubert Avenue and Knight Avenue. The budgeted amount also includes \$1.2 million in capital projects for Fortune Parks of which \$908,500 of this amount is reliant on grant funding.

Transfer to Reserves – The 2021 actual amount represents interest earned on reserve funds. Actual transfers to reserves occur at the end of the year.

Sewer Fund

*Revenues*

Sewer Revenues - Actual amount includes the 2021 frontage tax and the first period user fees. Sewer revenues are slightly higher than 2020 due to the increase of fees to keep up with the increased operating costs and reserve contributions.

Transfer from Reserves - These transfers happen at the end of the year.

*Expenditures*

Maintenance – Expenses have increased from 2020. Although operating costs have increased slightly, the increase is largely due to lift station projects that were deferred in 2020 that have now been completed.

Debenture Charges – Interest and loan payments will be completed in October.

Capital Expenditures – The primary projects budgeted are for Hubert Avenue and Knight Avenue.

Transfer to Reserves – These transfers happen at the end of the year.

Water Fund

*Revenues*

Water Revenues - Actual amount includes the 2021 frontage tax and the first period user fees. The amount remaining in the budget represents user fees to be collected in the next two billing periods. Revenues have increased from 2020 due to the increase in frontage fees required to fund capital reserves, along with the increase in water user fees collected. Connection fees have also increased by \$6,450. As water usage typically fluctuates based on weather conditions, any additional revenues realized at the end of the year will be used to offset years with lower usage.

Transfer from Reserves – Transfers from reserves occur at the end of the year.

*Expenditures*

Maintenance - Actual costs incurred to date have increased over prior year. Although regular operating costs have increased, operating costs are all within budget. As with other functions, projects in 2020 were deferred to either later in the year, or to 2021 and are now being completed resulting in higher 2021 costs.

Capital Expenditures – The primary projects budgeted are Hubert Avenue and Knight Avenue along with the completion of the Shuswap River Crossing.

Transfer to Reserves – These transfers happen at the end of the year.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

**The Corporation of the City of Enderby**

**General Fund**

**June 30, 2021**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Remaining Budget</b>	<b>%</b>
<b>Revenue</b>					
Property tax levies (net)	1,623,819	1,680,539	1,704,116	23,577	1.38%
Fire protection	63,543	68,283	139,073	70,790	50.90%
Revenue from other sources					
Cemetery	34,766	42,125	48,790	6,665	13.66%
Fortune parks	753,355	796,675	925,095	128,420	13.88%
Animal control	12,373	16,009	16,892	883	5.23%
Refuse	34,884	36,031	107,589	71,558	66.51%
Other	336,771	578,229	628,237	50,008	7.96%
Tourism / Community Engagement	42,356	84,145	234,000	149,855	64.04%
Unconditional grants	483,160	-	512,990	512,990	100.00%
Conditional grants	26,084	78,455	1,388,560	1,310,105	94.35%
Transfer from reserves/borrowing	-	32,925	1,869,715	1,836,790	98.24%
<b>Total Revenue</b>	<b>3,411,111</b>	<b>3,413,415</b>	<b>7,575,057</b>	<b>4,161,642</b>	<b>54.94%</b>
<b>Expenditures</b>					
Executive	51,356	56,839	187,500	130,661	69.69%
Administrative	327,898	343,005	1,044,107	701,102	67.15%
Transportation services	352,857	289,494	661,915	372,421	56.26%
Protective services	66,641	105,480	584,770	479,290	81.96%
Refuse	55,022	52,977	110,100	57,123	51.88%
Animal control	14,934	16,423	29,375	12,952	44.09%
Cemetery	26,988	20,174	62,030	41,856	67.48%
Recreation & cultural services	42,309	93,024	233,760	140,736	60.21%
Fortune Parks	289,738	307,556	867,940	560,384	64.56%
Tourism / Community Engagement	39,244	58,557	223,750	165,193	73.83%
Fiscal services	116,033	114,801	176,769	61,968	35.06%
Capital expenditures	112,419	939,797	2,419,885	1,480,088	61.16%
Transfer to reserves	44,502	222,144	973,156	751,012	77.17%
<b>Total Expenditures</b>	<b>1,539,942</b>	<b>2,620,270</b>	<b>7,575,057</b>	<b>4,954,787</b>	<b>65.41%</b>
<b>Surplus(Deficit)</b>	<b>1,871,169</b>	<b>793,145</b>	<b>-</b>		

**The Corporation of the City of Enderby**

**Sewer Fund**

**June 30, 2021**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Remaining Budget</b>	<b>%</b>
<b>Revenue</b>					
Sewer revenues	413,142	421,443	784,507	363,064	46.28%
Grants	-	-	-	-	0.00%
Transfer from reserves	-	-	934,088	934,088	100.00%
<b>Total Revenue</b>	<b>413,142</b>	<b>421,443</b>	<b>1,718,595</b>	<b>1,297,152</b>	<b>75.48%</b>
<b>Expenditures</b>					
Maintenance	200,351	298,139	766,631	468,492	61.11%
Debenture charges	9,750	9,750	397,737	387,987	97.55%
Capital expenditures	1,535	188,978	378,000	189,022	50.01%
Transfer to reserves	-	-	176,227	176,227	100.00%
<b>Total Expenditures</b>	<b>211,636</b>	<b>496,867</b>	<b>1,718,595</b>	<b>1,221,728</b>	<b>71.09%</b>
<b>Surplus(Deficit)</b>	<b>201,506</b>	<b>(75,424)</b>	<b>-</b>		

**The Corporation of the City of Enderby**

**Water Fund**

**June 30, 2021**

	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>Remaining Budget</b>	<b>%</b>
<b>Revenue</b>					
Water revenues	426,249	446,766	774,776	328,010	42.34%
Grants	-	1,616	-	(1,616)	0.00%
Transfer from reserves	-	-	585,035	585,035	100.00%
<b>Total Revenue</b>	<b>426,249</b>	<b>448,382</b>	<b>1,359,811</b>	<b>911,429</b>	<b>67.03%</b>
<b>Expenditures</b>					
Maintenance	214,149	303,732	755,135	451,403	59.78%
Debenture charges	-	-	-	-	0.00%
Capital expenditures	38,112	196,476	366,000	169,524	46.32%
Transfer to reserves	-	-	238,676	238,676	100.00%
<b>Total Expenditures</b>	<b>252,261</b>	<b>500,208</b>	<b>1,359,811</b>	<b>859,603</b>	<b>63.21%</b>
<b>Surplus(Deficit)</b>	<b>173,988</b>	<b>(51,826)</b>	<b>-</b>		



# VERNON NORTH OKANAGAN DETACHMENT

2nd Quarter (April to June) 2021

## QUARTERLY POLICING REPORT

Committed to preserve the peace, uphold the law and provide quality service in partnership with our communities.

**Superintendent Shawna BAHER**

Officer in Charge

## POLICING ACTIVITY REPORT ~ 2<sup>nd</sup> Quarter 2021

The Vernon North Okanagan Detachment (VNOD) continue to focus on the priorities of Enhanced Public Safety, Community Connections and Road Safety. To support our plan, we have implemented various initiatives including prolific and priority offender management, increased police visibility, and traffic enforcement. One method used to track our performance is to compare crime statistics with the same quarter from the previous year. Featured at the end of the report, a statistical sampling of the 15 most commonly reported Crime Codes that have the greatest impact on communities for each specific area. The statistics reflect monthly totals for April to June 2021 with comparisons from the same quarter of the previous year. This report is a synopsis of some of the recent investigations conducted by the Vernon North Okanagan Detachment and does not reflect all the tasks our police officers are working on nor does it include information that could impact the integrity of on going police investigations.

### COMMUNITY EVENTS



In British Columbia, overdose deaths from illicit drug use continue to rise and the Vernon North Okanagan is not immune to this tragedy. With highly toxic substances, including fentanyl, in street level opioids, the risk of an overdose to drug dependant persons is high. As a way, to help protect the public and our officers, every frontline officer in VNOD carries nasal Naloxone to reduce the risk of an overdose and help save lives. Our frontline officers are able to administer nasal Naloxone to persons in an overdose situation. The Southeast District Officer has created an award to recognize 22 of our police officers who have saved a life in an overdose situation. From October 2016 to March 2021, frontline officers from the VNOD administered nasal Naloxone to 33 people in an overdose state.

*(Photo: Constable Miranda, Constable Boudreau, Sergeant Jackson)*

### VERNON/COLDSTREAM

#### OPERATIONS

The table below highlights the total number of calls for service with Criminal Code offences and property crime extracted for the 2<sup>nd</sup> quarter as well as the cumulative number for year to date.

Category	Vernon		Coldstream		Vernon Rural	
	Q2	YTD	Q2	YTD	Q2	YTD
<b>Calls for Service</b>	5,319	9,789	428	765	452	850
<b>Criminal Code</b>	1,451	2,735	90	161	71	158
<b>Property Offences</b>	819	1,637	47	88	42	97

The below table is a compilation of the total charges forwarded to Vernon Crown Counsel, the total prisoners held in the Vernon cell block, and the total interventions by the Vernon North Okanagan Police Dog Service. The Vernon North Okanagan continues to track files associated to the street entrenched population; “SEPTA” is an acronym for ‘Street Entrenched Policing Target Analysis’ type files.

Category	Vernon/Coldstream	
	Q2	YTD
<b>Charges Forwarded</b>	436	871
<b>Prisoners</b>	324	612
<b>PDS Interventions</b>	27	35
<b>SEPTA Files</b>	294	566



Recognizing that Calls for Service encompass both calls from the public, which frontline officers are dispatched to, as well as the self-generated work completed by the officers in support of enhanced public safety initiatives, Superintendent Baher has extracted the two categories from the total calls for service. The below graph outlines the total dispatch calls and the total self-generated calls for the 2<sup>nd</sup> quarter of 2021 with a comparison for the previous year for the area of Vernon/Coldstream.

2 <sup>nd</sup> Quarter (April to June)			Cumulative Total (Q1, Q2)	
2020	Dispatched Calls	5,384	2020 Dispatched Calls	9,933
2021	Dispatched Calls	5,481	2021 Dispatched Calls	9,947
2020	Self Generated Calls	760	2020 Self Generated Calls	1,530
2021	Self Generated Calls	718	2021 Self Generated Calls	1,457

## FRONT LINE POLICING

### Vernon

On April 14<sup>th</sup>, frontline officers responded to a robbery at a business in the 2900 block of 30<sup>th</sup> Street where a male suspect threatened staff with a weapon and stole numerous items. The Police Dog Section attended immediately, but was unable to track the suspect. The incident is still under investigation.

On April 16<sup>th</sup>, police located a stolen vehicle in the downtown core. When police attempted to conduct a traffic stop with the vehicle, the driver refused to stop and fled northbound on Hwy 97. Later in the night, police located the vehicle and deployed a tire deflation device to successful stop the vehicle. Police arrested a 39-year old Alberta woman. The matter is before the courts.

On May 11<sup>th</sup>, police responded to an attempted robbery in the 2800 block of 35<sup>th</sup> Street where the suspect produced a firearm. Police located the suspects and, when one fled on foot, the suspect dropped a replica BB gun. A 34-year old Vernon woman and a 23- year old Quesnel man face numerous criminal charges.

On May 16<sup>th</sup>, police investigated the circumstances surrounding a critical fall injury of a 2-year old child from a residential window. Police determined no criminality was involved and liaised with the BC Coroner Service.

On May 16<sup>th</sup>, police responded to a theft from a vehicle in progress at Polson Park. A witness observed a male enter a vehicle and take a purse. Police arrested a 34-year old Vernon man for theft and the matter is before the court.

On May 21<sup>st</sup>, frontline officers responded to a report of break, enter and mischief in progress on Bench Row Road. Witnesses observed three suspects fleeing the area and advised police of one of the suspect's location. Police arrested a 32-year old Vernon man who faces a number of criminal charges.

May 23<sup>rd</sup>, a 16-year old youth assaulted a police officer while being placed under arrest for breach of court conditions. The officer sustained minor injuries and the matter is before the courts.

June 3<sup>rd</sup>, police investigated an arson at the bus exchange washroom on 31<sup>st</sup> Avenue causing approximately \$25,000 in damage. Police obtained video surveillance of the scene; however, were unable to identify a suspect. The incident is under investigation.

On June 7<sup>th</sup>, police responded to a hold-up alarm at a business in the 4300 block of 32<sup>nd</sup> Street where the suspect demanded money then fled in a vehicle. A short time later, a suspect entered a business on Kalamalka Road, demanded money then left the scene in a vehicle prior to police arrival. Responding officers established a roadblock and successfully deployed a tire deflation device on Hwy 97 north of College Way. When the vehicle became disabled, the male driver and female passenger fled on foot. Police Dog Section attended the scene, but was unable to establish a track. The police investigation continues.

On June 8<sup>th</sup>, police investigated a report of an attempted robbery at a business in the 4200 block of 25<sup>th</sup> Avenue. The male suspect demanded money prior to fleeing the scene. The police have not identified a suspect and the investigation continues.

On June 11<sup>th</sup>, frontline officers responded to a report of a man threatened staff at a business in the 4900 block of 27<sup>th</sup> Street who fled with unpurchased merchandise. While conducting patrols, police located a man matching the description given by witnesses and determined he was in possession of the stolen property. Police arrested a 31-year old Armstrong man and held him for court. 2021-10164

On June 11<sup>th</sup>, police responded to an abandoned 911 call in the 2400 block of 36<sup>th</sup> Street. Police located a green jeep attempting to flee from the area. When police attempted to conduct a traffic stop with the vehicle, the suspect drove into the police car then provided a false name to the officer. Police arrested a 37-year old Kelowna man and held him for court.

#### Coldstream

On April 17<sup>th</sup>, frontline officers responded to a person in a mental health crisis standing on the edge of the cliff overlooking Kalamalka Lake. On arrival, the officer successfully intervened to prevent death or serious injury to the person and apprehended the person under the Mental Health Act. 2021-6232

On May 21<sup>st</sup>, police investigated a report of an assault on a person in the 9800 block of Kalamalka Road. The victim sustained serious injuries and witnesses report a stolen vehicle fled the scene prior to police arrival. The investigation continues. 2021-8661

On May 22<sup>nd</sup>, frontline officers responded to a weapons complaint at Kalamalka Beach where the suspect allegedly produced a firearm during an argument with another individual. Police located the individuals involved and a search incidental to arrest did not locate a firearm; however, police located and seized a set of brass knuckles.

On May 23<sup>rd</sup>, frontline officers responded to a report of an individual causing a disturbance in the 9800 block on Kalamalka Road. Police arrested a 26-year old man who had several outstanding warrants and held him for court.

### GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the General Investigation Section and does not reflect all the tasks the officers are working on, nor does it include information which could impact on going police investigations.

#### Serious Crime Unit (SCU)

On May 18<sup>th</sup>, Vernon SCU took conduct of the investigation into the disappearance of a Vernon resident last seen earlier in the month. SCU suspects criminality in the disappearance and the investigation continues.

On May 21<sup>st</sup>, Vernon SCU took conduct of an aggravated assault and robbery investigation in Coldstream where the victim sustained serious injuries. The investigation continues.

#### Special Victim Unit (SVU)

The Special Victim Unit investigates crimes relating to vulnerable victims. SVU is comprised of a Corporal and two Constables who are responsible for high-risk investigations relating to domestic violence, sex crimes and missing persons.

#### *Domestic Violence Unit (DVU)*

For high-risk intimate partner violence investigations, the Domestic Violence Unit provides assistance to frontline investigators, conduct file reviews as well as facilitates Integrated Case Assessment Team (ICAT) meetings to support the victim through the process. During this quarter, the DVU investigator completed seven new ICAT referrals and monitored one historical file.

DVU conducted a file review of a harassment investigation from 2019. DVU prepared the Report to Crown Counsel as well as the electronic disclosure. Crown Counsel approved numerous criminal charges including criminal harassment and extortion.

DVU assisted frontline investigators with a high-risk domestic violence file involving extortion and threats. As the victim was reluctant to proceed, DVU followed up with the victim to ensure her cooperation to support the investigation.

### *Sex Crimes*

During this quarter, the Sex Crimes unit received information from the BC Integrated Child Exploitation Unit (BC ICE) of eight separate reports of possession of child pornography. Each investigation requires a significant amount of time to complete production orders, execute search warrants and, where the evidence supports, prepare charge packages for Crown Counsel.

In addition, Sex Crimes assisted frontline officer with writing a production order to obtain a search warrant of the residence in relation to a possession of child pornography investigation from 2020. Sex Crimes attended to the suspect's residence with investigators to execute the warrant and obtain crucial evidence.

During this reporting period, Sex Crime conducted twelve child/youth interviews and liaised with the Oak Child & Youth Advocacy Centre.

### *Missing Persons*

The Missing Person coordinator provides support and guidance to front line officers on high risk missing person investigations. The Corporal supervisor is responsible to monitor all missing person investigations daily for quality assurance and provide follow up action as necessary.

On May 18<sup>th</sup>, SVU investigated a report of a high-risk missing person. The investigation transitioned to the Serious Crimes Unit as criminality is suspected in the disappearance.

On May 31<sup>st</sup>, SVU investigated a report of a high-risk missing person. Sadly, the individual was located deceased in a wooded area and no criminality is suspected.

On June 29<sup>th</sup>, SVU investigated a report of a high-risk missing person and through various contacts in the Okanagan, the individual was located safe in the Vernon area.

## TARGETED POLICING

In an effort to continue to work closely with partner agencies and stakeholders, the Targeted Policing Unit met regularly with numerous partner agencies and stakeholders. During this quarter, and in response to the COVID-19 pandemic, face-to-face meetings are temporarily on hold with most meeting proceeding via Zoom or other platforms.

- Interagency - monthly meeting of RCMP, Parole, Adult and Youth Probation to discuss the activities, monitoring and enforcement of persons deemed a high-risk to re-offend.
- Outreach- weekly meeting of RCMP, Probation, Ministry of Housing and Social Development, Interior Health, VJH, ACSS Team, Mental Health and Addictions, and Mental Health Forensic Services to discuss status and risk factors related to persons in community who suffer a mental illness and in the Justice System or have a likelihood to be in the Justice System in the future.
- Mentally Disordered Offenders – quarterly meeting of RCMP, Crown Counsel, Forensic Psychiatric Services, Adult and Youth Probation, Vernon Jubilee Hospital and Interior Health to discuss status and risk factors related to high risk offenders with a mental disorder.

Targeted Policing continue to participate in the policing priority of identifying, profiling, selecting and targeting individuals and/or groups that are involved in criminal activity and, because of their association to gangs / organized crime, pose a safety risk to the community. There are currently four individuals / groups identified in the Vernon area. Outcome reports were completed capturing enforcement efforts on the two targets selected for the reporting period.

### Drug Section

In May, Drug Section assisted another jurisdiction with an investigation involving a local resident involved in drug trafficking activity for individuals in Lower Mainland. Drug Section executed a search warrant at

residence resulting in seizure of quantities of fentanyl, cocaine and cash. Police arrested a 33-year old Vernon woman and seized a vehicle for civil forfeiture.

In June, Drug Section completed an investigation of drug trafficking and executed two search warrants at two separate residences. The search of the residences resulted in the seizure of fentanyl, cocaine, cash as well as a restricted firearm with prohibited device commonly known as a silencer. Police arrested two individuals believed to be supplying street level dealers.

#### Crime Reduction Unit (CRU)

The Crime Reduction Unit (CRU) encompasses the plainclothes investigators in Prolific Offender Unit and the uniformed officers in Downtown Enforcement Unit. CRU performs a significant role in the bi-weekly comparative statistics meeting where emerging crime trends, hot spots of criminal activity, problem premises, priority prolific offenders and social chronic offenders are identified and tasks are assigned to various units to help reduce crime.

In April, CRU investigated a report of stolen property at a residence and obtained judicial authorization to conduct a search. Police seized three stolen e-bikes and an assault style rifle. Police arrested a 41-year old man who is facing numerous property and firearm charges.

During this reporting period, the Crime Reduction Unit had a leadership role in two enhanced downtown enforcement initiatives where five police officers were dedicated each shift to target offences that compromise community safety and enjoyment in the area. During the week of April 26<sup>th</sup>- 30<sup>th</sup>, police created 99 files, addressed 20 instances of open drug use, managed 16 individuals trespassing, issued four violation tickets, and executed 18 warrants of arrest. During the week of May 25<sup>th</sup>-29<sup>th</sup>, police created 63 files, addressed 14 instances of open drug use, managed eight individuals trespassing, issued one violation ticket and executed 15 warrants of arrest.

#### Prolific Offender

A Prolific Offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offenders; identified by current intelligence to be criminally active; and assessed by police and partner agencies as medium to high risk to re-offend. These offenders reside within our detachment area and are capable of causing a disproportionate amount of crime in the community. At the conclusion of this reporting period, there are 16 Prolific Offenders identified for monitoring in the Vernon North Okanagan. Of those, five are currently in custody and 11 are not in custody. Of the 11 not in custody, seven reside within the City of Vernon, one within the outlying rural area and three relocated outside of our jurisdiction.

#### Downtown Enforcement

During this reporting period, the Downtown Enforcement Unit liaised with the street entrenched population, provided referral information and conducted enforcement action. During the course of their duties, DEU executed 59 warrant of arrests and recommended 14 investigations for charge approval. Of the 14 investigations, six involved persons charged with failure to comply with police or court imposed conditions.

#### Opioid Pilot Project

The Opioid Pilot Project commenced on December 8<sup>th</sup>, 2018 to improve service for people suffering from addiction issues which often lead to their involvement in criminal behaviour. Partnered with Interior Health Mental Health and Substance Service and the BC Centre for Disease Control, the Vernon North Okanagan RCMP offer Naloxone kits to those at risk of overdose. In addition, frontline officers provide referral to and information regarding local harm reduction services. The goal of the project is to save lives and reduce crime associated to addiction. During this quarter, Mental Health and Substance Service's public health nurse and the Opioid Agonist Treatment nurse attended to the Vernon detachment to provide training to

frontline officers regarding the challenges for individuals suffering from an addiction and the available services.

Month	Card given	Referral made	Video shown	Kit provided
April	14	9	1	12
May	28	14	1	15
June	15	8	1	5
<b>Total</b>	<b>57</b>	<b>31</b>	<b>3</b>	<b>32</b>
<b>YTD Total (Q1, Q2)</b>	<b>76</b>	<b>39</b>	<b>3</b>	<b>37</b>

## NORTH OKANAGAN RURAL

### OPERATIONS

The below tables are the total number of calls for service with Criminal Code offences and property crime extracted for the 2<sup>nd</sup> quarter of 2021.

Category	Armstrong		Spallumcheen		Enderby	
	Q2	YTD	Q2	YTD	Q2	YTD
<b>Calls for Service</b>	282	<b>546</b>	387	<b>662</b>	570	<b>981</b>
<b>Criminal Code</b>	107	<b>195</b>	95	<b>159</b>	182	<b>302</b>
<b>Property Offences</b>	35	<b>64</b>	35	<b>60</b>	59	<b>107</b>

Category	Falkland		Lumby		Westside	
	Q2	YTD	Q2	YTD	Q2	YTD
<b>Calls for Service</b>	97	<b>172</b>	294	<b>525</b>	213	<b>392</b>
<b>Criminal Code</b>	22	<b>38</b>	86	<b>140</b>	55	<b>121</b>
<b>Property Offences</b>	7	<b>13</b>	34	<b>51</b>	10	<b>30</b>

Below is a table of the total charges forwarded to Vernon and Salmon Arm Crown Counsel, the total prisoners held in the North Okanagan cellblock and the Police Dog Service intervention.

Category	North Okanagan	
	Q2	YTD
<b>Charges Forwarded</b>	61	<b>137</b>
<b>Prisoners</b>	37	<b>72</b>
<b>PDS Interventions</b>	14	<b>23</b>

### FRONT LINE POLICING

#### Armstrong

On April 1<sup>st</sup>, frontline officers conducted a traffic stop of a vehicle operating erratically on Highway 97A near Rosedale Avenue. The driver did not possess a valid driver's licence and police issued a charge under the Motor Vehicle Act.

On April 16<sup>th</sup>, frontline officers responded to an intoxicated man uttering threats during an altercation with a homeowner in the 3800 block of Pleasant Valley Road. The suspect was located at the gazebo by the train tracks in possession of open liquor. Police arrested a 28-year old Armstrong man for causing a disturbance and the matter is before the courts.

On June 6<sup>th</sup>, police responded to a man shooting rocks from a slingshot at vehicles travelling on Highway 97A near Smith Drive. Police arrested a 46-year old Kelowna man for mischief and the case is before the courts.

On June 14<sup>th</sup>, police conducted a traffic stop of a vehicle leaving the Macleod Subdivision and arrested the driver on outstanding warrants. A search incidental to arrest located a large quantity of controlled drugs, drug trafficking paraphernalia and a substantial quantity of cash. The matter is before the courts and the Province of British Columbia's Civil Forfeiture Unit is involved.

On June 16<sup>th</sup>, frontline officers assisted the Armstrong Spallumcheen Fire Department with a residential structure fire in the 3600 block of Sage Avenue. Police assisted with evacuating nearby residences and conducted traffic control.

#### Enderby

On April 10<sup>th</sup>, frontline officers investigated an assault with a weapon complaint in the 3200 block of Spruce Road. The victim sustained serious injuries and police arrested a 29-year old Enderby man for numerous criminal offences. The file is before the courts.

On May 23<sup>rd</sup>, police were advised of a break, enter and assault with a weapon on Robson Road in Mara. The victim homeowner sustained minor injuries and the suspect fled with numerous items from the property. The investigation continues as police follow up on several leads.

On May 26<sup>th</sup>, a frontline officer on patrol attempted to conduct a traffic stop of an unlicensed motorhome on Canyon Road. The motorhome was obeying the speed limit and traffic control devices, but failed to stop for police and continued driving. The police vehicle followed with the emergency equipment activated and after several kilometers the motorhome pulled off the road and came to a stop. Police learned the driver had a driving prohibition and an outstanding warrant of arrest.

On June 17<sup>th</sup>, frontline officer attended to a report of a boat sinking in the Enderby River near Hupple. When police arrived, all the occupants were located safely on shore. The boat owner advised the boat engine had failed while negotiating a set of rapids. Police notified the Ministry of Environment and the BC Conservation Service.

On June 21<sup>st</sup>, frontline officers activated Search and Rescue when an elderly couple, hiking on the Enderby Cliffs, slipped and fell down the side of a hill off the trail. Within an hour, SAR located the couple and escorted them to the parking lot.

On June 22<sup>nd</sup>, frontline officers responded to a fatal motor vehicle collision between a motorcycle and a large farm vehicle on Highway 97A at Springbend Road. The northbound motorcyclist lost control on a curve and crossed into southbound lane. The motorcycle operator, a 58-year old woman from Salmon Arm, died of injuries sustained in the collision.

#### Falkland

On May 24<sup>th</sup>, frontline officers responded to a collision on Pinaus Lake Forest Service Road where an individual on an ATV stuck a moving vehicle. The ATV operator was not wearing a helmet and sustained serious non-life threatening injuries.

#### Lumby

On June 12<sup>th</sup>, frontline officers engaged with the Police Dog Service and Vernon Search and Rescue for a search of a missing camper on the Aberdeen Plateau. Police located the missing camper's vehicle on a forest service road and discovered the missing man walked to a nearby highway and driven to town.

On June 18<sup>th</sup>, frontline officers attended a 2-vehicle collision in the 300 block of Highway 6 in Cherryville. A westbound vehicle crossed the centre line and collided with a vehicle travelling in the opposite direction. Police investigated the driver of the westbound vehicle for impaired driving and issued the driver a 7-day driving prohibition. The occupants of both vehicles sustained non-life threatening injuries.

On June 27<sup>th</sup>, frontline officers attended to Aberdeen Forest Service Road for a report of an ATV roll over resulting in serious injury to the driver and passenger. BC Ambulance Service transported both individuals to hospital by air ambulance and the cause remains under investigation.

#### Spallumcheen

On April 5<sup>th</sup>, a police officer on patrol observed a suspicious vehicle on South Hutley Road and conducted a traffic stop. The driver was issued a violation ticket for open liquor and police learned the passenger was to be served a four month driving prohibition.

On May 29<sup>th</sup>, frontline officers were conducting traffic enforcement at the Otter Lake Cross Road on ramp to Highway 97A when they observed a vehicle exceeding the speed limit. As police activated the police vehicle emergency lights, the vehicle accelerated away from police at a high rate of speed passing other vehicles. Police located the vehicle in a neighbouring jurisdiction and issued the driver numerous fines under the Motor Vehicle Act.

On June 3<sup>rd</sup>, police assisted the Armstrong Spallumcheen Fire Department with a structure fire on Highway 97 south of Round Lake. The fire quickly spread to other structures, nearby woodpiles and hydro poles as well as threatened nearby wooded areas. Police blocked the highway for numerous hours while fire crews and water bombers brought fire under control.

#### Westside

On April 28<sup>th</sup>, a police officer patrolling Westside Road observed a vehicle accelerate at a high rate of speed and determined the vehicle was travelling at 125 km/hr in a 60km/hr zone. The police officer conducted a traffic stop of the vehicle and learned the new driver was operating a parent's vehicle. Police charged the driver with excessive speed, fail to keep right, drive without due care and attention as well as impounded the vehicle for seven days.

On May 18<sup>th</sup>, frontline officers responded to an assault with a weapon at a residence on Brewer Trail where the victim had fled the residence. Once on scene, police established containment of the area and evacuated nearby residences while the SED Emergency Response Team attended. The suspect, who had fled the residence prior to police arrival, turned himself into police. A 37-year old Vernon man faces charges of firearms related offences.

May 29<sup>th</sup>, the Public Health Agency Canada (PHAC) contact police on behalf of the Canadian Border Service Agency to attend an address on Westside Road in order to serve a violation ticket to two individuals for "Failure to comply with an order prohibiting or subjecting to any condition upon entry into Canada ". The individuals returned from a trip abroad through the United States; however, declined to present a valid negative Covid-19 test prior to entering Canada at the border crossing.

On June 1<sup>st</sup>, police investigated a report of an assault where the victim sustained serious injuries in an unprovoked attack in the 6800 block of Westside Road. Police arrested a 34-year old man following a lengthy negotiation at the suspect's residence. The matter is before the courts.

On June 4<sup>th</sup>, frontline officers assisted the Okanagan Indian Band Fire Department with the evacuation of Smith Crescent and Westside Road due to a fire quickly spreading which resulted in the loss of four residences.

On June 18<sup>th</sup>, police responded to a motor vehicle collision involving a motorcycle and two other vehicles on Westside Road near Ki Low Na Road. A northbound motorcyclist lost control and swerved into on-coming traffic. BC Ambulance Service airlifted a 58-year old Vernon man to hospital where he succumbed to serious life threatening injuries.

On June 24<sup>th</sup>, the Province of British Columbia Community Safety Unit (CSU), who is responsible for compliance and enforcement of the Cannabis Control and Licensing Act (CCLA), requested police assist with the inspection of a marijuana facility on Westside Road.

## GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the Provincial General Investigation Section and does not reflect all the tasks the two officers are working on, nor does it include information that could affect on-going police investigations.

On May 18<sup>th</sup>, Rural GIS assisted frontline officers with an assault with a weapon investigation at a residence on Brewer Trail where the victim had fled the residence. Once police took the suspect into custody, Rural GIS obtained judicial authorization to search the residence and seized evidence to support criminal charges. Rural GIS continue to investigate the incident.

On May 18<sup>th</sup>, Rural GIS took conduct of a sudden death investigation that occurred on Westside Road. The investigation is ongoing.

On May 28<sup>th</sup>, Rural GIS assisted another jurisdiction with an ongoing investigation with connections to the North Okanagan.

On June 9<sup>th</sup>, Rural GIS assisted the Province of British Columbia Community Safety Unit (CSU), with the inspection of a marijuana facility on Westside Road.

## TRAFFIC ENFORCEMENT

### North Okanagan Rural

- Road Check Stops: 4
- Impaired Drivers taken off the road by way of suspension or charge: 23
- Distracted Driver Charge: 1

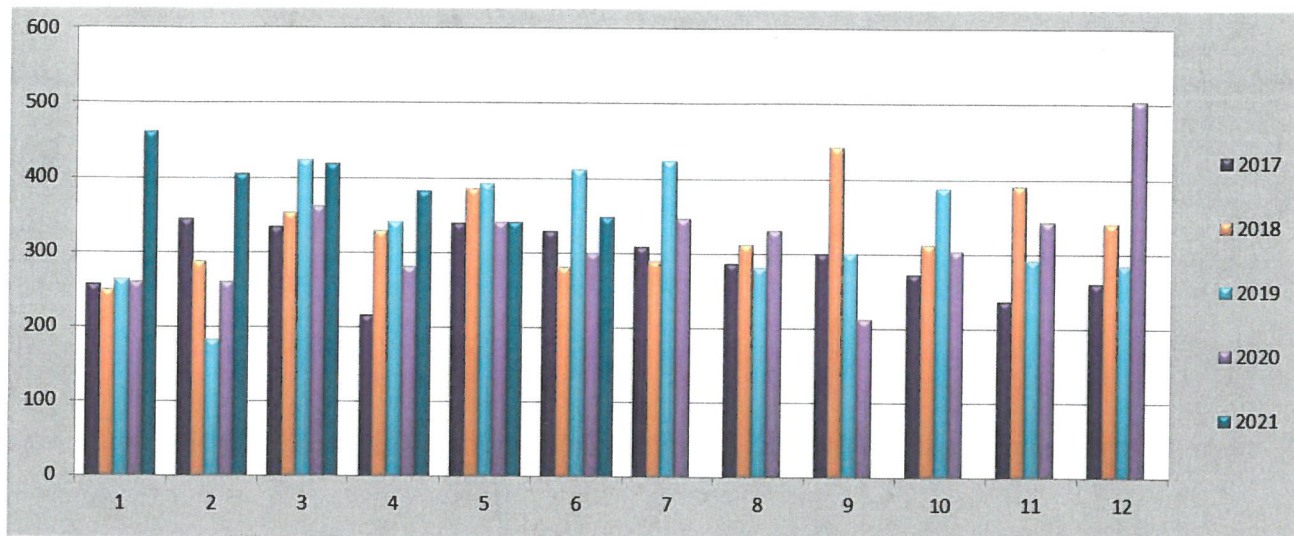
Area	Violation Ticket	Warning
Armstrong	53	72
Enderby	17	24
Falkland	15	13
Lumby	20	43
Spallumcheen	46	28
Westside	60	46

### Vernon/Coldstream

- Road Check Stops: 1
- Impaired Drivers taken off the road by way of suspension or charge: 36
- Distracted Driver Charge: 3

Area	Violation Ticket	Warning
Vernon	475	258
Coldstream	86	263
Vernon Rural	2	0





This graph depicts the total traffic enforcement (Tickets and Warnings) results for the Vernon, Coldstream & Vernon Rural area.

## FORENSIC IDENTIFICATION SECTION

The Vernon North Okanagan Integrated Forensic Identification Section (IFIS) is operating with two of the three members in rotation; however, a third member is identified and pending transfer. During the second quarter, IFIS provided investigative assistance for 52 files, identified 12 fingerprints and supplied seven preliminary associations. As well, IFIS collected 30 friction ridge impressions, 15 footwear impressions, 54 DNA swabs, and gathered 10 other types of physical evidence.

Call for Service	Vernon/Coldstream	North Rural
Break and Enter	8	1
Home Invasion	0	1
Theft over \$5000	0	1
Theft under \$5000	1	0
Theft from Vehicle	1	0
Theft of Vehicle	14	6
Possession of Stolen Property	2	0
Homicide	2	0
Attempt Murder	0	1
Aggravated Assault	1	0
Robbery	7	0
Coroner's Act	1	0
Firearms Offences	3	0
Drug Offences	2	0
<b>Total</b>	<b>42</b>	<b>10</b>

*Vernon FIS Calls for Service encompass Vernon, Vernon Rural and Coldstream.*

*The North Rural calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.*

## POLICE DOG SERVICE (PDS)

The Vernon Police Dog Service consists of two handlers and their police dogs, Hawkes and Jagger. Over the past quarter, these valuable teams provided assistance to the frontline conducting tracks for suspects and acting as the liaison for Search and Rescue.

On April 1<sup>st</sup>, PDS tracked and located an intoxicated youth who had fled from police and fallen down embankment in Armstrong. Police found the youth tangled in a barbwire fence, cold, but uninjured. Police transported the youth to a parent.

On April 5<sup>th</sup>, PDS tracked and located a suspect who fled from police east of Lumby. While being taken into custody, the suspect bear sprayed the police dog and handler. A veterinarian treated the police dog for

minor injuries and he has since recovered. A 32-year old Coldstream man faces numerous criminal charges and the matter is before the courts.



On April 13<sup>th</sup>, PDS assisted frontline officers with the apprehension of an individual in mental health crisis and in possession of a firearm in a rural area of Enderby.

On April 16<sup>th</sup>, PDS assisted the Southeast District Emergency Response Team with a high-risk track of two individuals in Enderby wanted on outstanding warrants. PDS apprehended both subjects without incident.

On May 22<sup>nd</sup>, PDS assisted frontline officers with the apprehension of three subjects threatening people at Kalamalka Beach in Coldstream.

On May 24<sup>th</sup>, PDS successfully tracked a subject in Vernon wanted on an outstanding warrant.

On June 3<sup>rd</sup>, PDS assisted frontline officers as well as Vernon Search and Rescue with locating an individual in a wooded area in Coldstream. The person was missing for a number of days and was found deceased.

On June 14<sup>th</sup>, PDS assisted frontline officers with the arrest of a subject causing a disturbance at a business in Vernon.

On June 29<sup>th</sup>, PDS called out to assist with the search of Polson Park after the assault on an individual. PSD located two rifles stashed in a suitcase inside of a garbage bag and buried under a pile of leaves in the bushes.

## RESERVE CONSTABLE PROGRAM

Currently, the Reserve Constables program at the Vernon North Okanagan detachment has seven participants who provide a variety of functions. These experienced police officers provide assistance with traffic enforcement, coverage for personnel shortages in front line policing and FIS, beach patrols and crime scene security, as required.

AREA	PATROLS	VIOLATION TICKET	WARNING
Vernon	25	165	81
Coldstream	25	57	78
<b>Total</b>	<b>50</b>	<b>222</b>	<b>159</b>

## SCHOOL RESOURCE OFFICER

With the School Resource Officer position vacant, numerous local police officers stepped in to assist with school visits and classroom presentations on digital citizenship, healthy relationships and sexting. As COVID-19 pandemic protocols were in place, school official and the RCMP made the difficult decision to postpone the Constable Jean Minguy Memorial RCMP Youth Academy for another year. In June, the Vernon North Okanagan's Senior Management Team held an internal competition to identify a new School Resource Officer for September 2021.

## COMMUNITY POLICING

### Community Safety Office

During the past quarter, the Community Safety Office was busy with the training and implementation of Folks on Spokes (FOS) program with 20-peer outreach worker who have disposed of 111 needles and collected 154 bags of garbage from the downtown core. The Anti-tag Team (ATT) are in place to identify graffiti vandalism. Since the end of May, the ATT was cataloged 1140 different tags with 173 tags contributed to a group of 10 prolific vandals. Over the next weeks, the ATT will work with businesses to remove the graffiti. At the Community Safety Office, volunteers fielded 189 phone calls, assisted 1046 walk in clients, completed 1442 entries to Operation Cat Paw and provided 225 people with Police Information Check (PIC) results.

### Vernon RCMP Volunteers

The Vernon RCMP Volunteer program has 53 active members. Speed Watch volunteers spent 363 hours conducting 61 operations throughout the community. As well, Cell Watch had 25 operations to observe 47,810 vehicles resulting in 55 drivers identified as talking or texting on an electronic device. With the warmer weather, volunteer launched Vessel Watch and conducted eight operations with 99 pre-trip inspections at Paddlewheel Park.

## HUMAN RESOURCES

### Established Levels

Vernon North Okanagan Detachment is currently at 103 Regular Members: 56 City of Vernon; 30 Provincial; 4 City of Armstrong; 7 District of Coldstream; 4 Township of Spallumcheen, 1 Splots'in First Nation & 1 Okanagan Indian Band (OKIB).

### Funded Levels

As of June 30<sup>th</sup>, 2021, the Vernon North Okanagan Detachment billed 53.18 City of Vernon; 27.58 Provincially; 3.98 City of Armstrong; 6 District of Coldstream; 3 Township of Spallumcheen, 1.0 Splots'in First Nation & 1.0 Okanagan Indian Band (OKIB).

## QUARTERLY STATISTICS

The following pages contain the police statistics for the 2<sup>nd</sup> quarter of 2021, April to June, with a comparison for the same month of the previous year. The activity types selected are a sampling of the 15 most commonly reported Crime Codes that have the greatest impact on communities, and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.

2 <sup>nd</sup> Quarter Statistics – City of Vernon						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	1506	1740	1684	1759	1703	1603
Robbery	1	1	3	3	4	5
Assault (Includes DV)	40	50	41	37	45	41
Domestic Violence	9	9	8	11	8	12
Sex Offence	7	9	6	7	14	11
B&E Residence	7	7	9	6	7	4
B&E Commercial	10	7	13	16	6	6
Theft of Vehicle	14	23	7	6	16	9
Theft From Vehicle	52	64	43	60	46	34
Theft Over \$5000	-	4	1	3	5	-
Theft Under \$5000	66	85	72	89	73	78
Drug Offence	34	52	61	46	45	17
Liquor Offences	21	21	24	29	14	12
Impaired Driving	13	15	14	12	10	13
24 Hour Driving Suspension	4	11	3	15	3	8
Motor Vehicle Accidents	22	44	24	37	33	51

2 <sup>nd</sup> Quarter Statistics – Vernon Rural						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	142	150	159	135	143	141
Robbery	-	-	-	-	-	1
Assault (Includes DV)	3	2	1	3	1	2
Domestic Violence	3	2	1	1	1	-
Sex Offence	-	-	1	-	2	1
B&E Residence	-	1	1	-	3	1
B&E Commercial	1	-	2	-	-	-
Theft of Vehicle	1	-	3	2	2	4
Theft From Vehicle	2	4	4	3	3	3
Theft Over \$5000	-	-	-	-	3	-
Theft Under \$5000	1	2	2	3	1	4
Drug Offence	1	-	2	1	3	-
Liquor Offences	2	1	2	-	1	1
Impaired Driving	3	-	1	1	3	2
24 Hour Driving Suspension	2	2	1	1	-	2
Motor Vehicle Accidents	6	6	4	10	3	1

2 <sup>nd</sup> Quarter Statistics – District of Coldstream						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	102	119	158	134	148	143
Robbery	-	-	-	-	-	2
Assault (Includes DV)	3	2	-	5	4	3
Domestic Violence	3	-	-	-	-	1
Sex Offence	-	2	-	1	1	2
B&E Residence	1	-	1	-	1	-
B&E Commercial	-	-	-	-	2	1
Theft of Vehicle	1	3	3	1	2	-
Theft From Vehicle	1	1	4	2	7	1
Theft Over \$5000	1	-	-	-	-	-
Theft Under \$5000	2	2	4	3	4	2
Drug Offence	3	-	2	1	1	4
Liquor Offences	-	1	2	-	2	4
Impaired Driving	4	1	-	-	3	1
24 Hour Driving Suspension	2	3	-	-	-	1
Motor Vehicle Accidents	4	1	2	-	5	3

2 <sup>nd</sup> Quarter Statistics – City of Armstrong NR4100 and NR4101						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	59	87	58	100	98	86
Robbery	-	1	-	-	-	-
Assault (includes DV)	2	5	2	1	4	4
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	2	1	1	-	1
B&E Commercial	1	-	-	-	-	-
Theft of Vehicle	-	1	-	-	2	1
Theft From Vehicle	1	3	1	3	8	2
Theft Over \$5000	-	-	-	-	3	-
Theft Under \$5000	-	2	3	4	2	7
Drug Offence	-	-	-	3	1	-
Liquor Offences	-	3	-	4	3	1
Impaired Driving	-	1	-	-	-	1
24 Hour Driving Suspension	1	2	-	-	-	-
Motor Vehicle Accidents	-	3	1	1	-	1

2 <sup>nd</sup> Quarter Statistics – Spallumcheen NR4200						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	86	108	121	151	122	117
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	3	3	1	5	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	1	2	1	1
B&E Commercial	1	-	-	-	-	-
Theft of Vehicle	-	1	2	1	1	2
Theft From Vehicle	-	1	1	7	3	-
Theft Over \$5000	8	-	2	-	-	5
Theft Under \$5000	1	3	3	2	1	1
Drug Offence	-	-	2	-	1	1
Liquor Offences	2	3	-	-	-	1
Impaired Driving	-	6	4	4	1	2
24 Hour Driving Suspension	-	1	1	2	2	-
Motor Vehicle Accidents	2	5	4	4	4	6

2 <sup>st</sup> Quarter Statistics – Spallumcheen Hwy 97/97A						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	11	19	29	30	32	24
Impaired Driving	-	1	-	-	-	-
24 Hour Suspension	-	-	-	1	2	-
Drug Offences	-	-	-	-	1	-
Motor Vehicle Accidents	-	-	3	-	1	-
Collision over \$10000	-	1	-	-	-	-
Collision non-fatal injury	-	-	-	1	1	2
Collision Fatal	-	-	-	-	-	-
Traffic moving offences	4	9	16	20	16	13
Driving Complaints	5	7	14	17	3	11
Liquor Offences	-	2	-	-	-	-

**2<sup>nd</sup> Quarter Statistics – City of Enderby NR1200 and NR1201**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	97	83	108	121	94	100
Robbery	1	-	-	-	-	-
Assault (Includes DV)	1	6	3	9	3	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	2	-	2	-	-
B&E Commercial	-	-	3	-	1	-
Theft of Vehicle	3	1	-	1	2	1
Theft From Vehicle	2	1	6	1	5	3
Theft Over \$5000	2	-	-	-	1	-
Theft Under \$5000	4	1	-	5	-	3
Drug Offence	1	-	4	-	2	-
Liquor Offences	1	5	4	4	3	1
Impaired Driving	1	-	-	1	-	2
24 Hour Driving Suspension	-	1	1	-	-	-
Motor Vehicle Accidents	1	3	1	-	2	-

**2<sup>nd</sup> Quarter Statistics – Enderby Rural NR1202 to NR1204**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	64	102	76	99	99	75
Robbery	-	1	-	1	-	-
Assault (Includes DV)	1	-	2	-	2	-
Domestic Violence	-	1	-	-	-	2
Sex Offence	-	-	-	-	-	-
B&E Residence	1	1	2	2	-	1
B&E Commercial	-	2	-	1	-	2
Theft of Vehicle	1	1	1	2	3	1
Theft From Vehicle	1	2	-	1	-	2
Theft Over \$5000	4	1	-	1	-	4
Theft Under \$5000	-	3	4	1	2	-
Drug Offence	-	-	1	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	1	2	-	-	-	-
24 Hour Driving Suspension	-	-	1	-	2	1
Motor Vehicle Accidents	3	6	4	2	4	3

2 <sup>nd</sup> Quarter Statistics – Village of Falkland NR1300 and NR1301						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	9	15	11	15	7	23
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	1	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	1	1	-
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	1
Motor Vehicle Accidents	1	-	-	1	-	-

2 <sup>nd</sup> Quarter Statistics – Falkland Rural NR1302 and NR1303						
ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	36	29	63	51	59	45
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	1	-	2	-
B&E Commercial	-	-	-	-	-	1
Theft of Vehicle	-	-	2	1	1	-
Theft From Vehicle	-	1	-	1	-	1
Theft Over \$5000	-	-	1	-	-	-
Theft Under \$5000	-	-	-	4	3	1
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	1
Impaired Driving	-	-	3	1	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	3	6	5	-	1



**2<sup>nd</sup> Quarter Statistics – Village of Lumby NR1400 and NR1401**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	37	57	30	50	30	42
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	1	1	2	1	4
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	2	-	-
Theft of Vehicle	-	-	1	-	1	-
Theft From Vehicle	-	-	-	3	3	1
Theft Over \$5000	-	2	-	-	-	-
Theft Under \$5000	1	-	-	1	-	-
Drug Offence	1	-	-	-	-	-
Liquor Offences	1	2	-	-	-	-
Impaired Driving	-	-	-	-	1	2
24 Hour Driving Suspension	-	-	1	1	-	-
Motor Vehicle Accidents	-	-	2	-	1	-

**2<sup>nd</sup> Quarter Statistics – Lumby Rural NR1402 and NR1403**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	38	67	70	61	62	71
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	1	3	2	-	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	1	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	3	-	1	1	2
Theft From Vehicle	-	2	-	1	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	2	5	-	2
Drug Offence	-	-	1	-	1	-
Liquor Offences	2	-	-	-	-	1
Impaired Driving	-	1	2	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	1
Motor Vehicle Accidents	-	1	3	5	3	4

**2<sup>nd</sup> Quarter Statistics – OKIB NR8000, NR8001, NR8101, NR8102**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	39	74	40	53	75	85
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	3	1	3	1	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	2	-	-	1	-
Theft From Vehicle	-	-	-	-	5	-
Theft Over \$5000	-	-	-	-	1	-
Theft Under \$5000	1	1	-	1	-	1
Drug Offence	-	-	-	-	-	1
Liquor Offences	1	1	-	1	-	2
Impaired Driving	2	1	-	-	-	2
24 Hour Driving Suspension	1	1	-	-	2	-
Motor Vehicle Accidents	2	2	4	-	1	2

**2<sup>nd</sup> Quarter Statistics – Vernon Rural (Westside Rd) NR1000**

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	46	40	37	48	58	49
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	2	-	2	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	3
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	2	-	1	-
Theft From Vehicle	1	-	1	1	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	1	-	-	-
Drug Offence	-	-	-	-	1	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	2	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	2	1	2	1	1	1

2<sup>nd</sup> Quarter Statistics – Splatsin NR8100 and NR8200

ACTIVITY TYPE	Apr 2020	Apr 2021	May 2020	May 2021	June 2020	June 2021
<b>Total Files</b>	25	35	34	43	38	34
Robbery	1	-	-	-	-	-
Assault (Includes DV)	2	2	2	5	2	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	-	-	1	-
B&E Commercial	-	1	-	-	1	2
Theft of Vehicle	1	1	-	-	1	-
Theft From Vehicle	-	-	-	1	-	1
Theft Over \$5000	1	-	-	1	-	-
Theft Under \$5000	-	-	-	-	2	-
Drug Offence	-	-	2	1	-	-
Liquor Offences	-	-	1	-	1	1
Impaired Driving	1	-	1	-	-	-
24 Hour Driving Suspension	-	-	-	-	1	-
Motor Vehicle Accidents	-	1	1	2	1	2

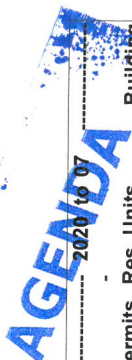
**RDNO Building Permits Issued Comparison for Year/Month - Summary**

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: 2021 Month: 07

Year: 2021 Month: 07



Folder Type	2021 / 07		2020 / 07		2021 to 07		2021 to 07		2021 to 07					
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created				
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0	0				
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0				
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	0				
DEMOLITION	0	0	0	0	0	0	0	0	0	0				
END - ACCESSORY BUILDING	0	0	0	0	0	3	0	40,000	1	0				
END - COMMERCIAL BUILDING	0	0	0	0	0	2	0	2,780,000	3	1				
END - DEMOLITION	0	0	0	0	0	1	0	20,000	1	0				
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	0				
END - MANUFACTURED HOME	0	0	0	0	0	1	1	5,000	0	0				
END - MODULAR HOME	0	0	0	0	0	1	1	300,000	1	1				
END - MULTI FAMILY DWELLING	0	0	0	0	210,000	0	0	0	1	4				
END - PLUMBING	0	0	0	0	0	0	0	0	0	0				
END - SIGN	0	0	0	0	0	0	0	0	0	0				
END - SINGLE FAMILY DWELLING	2	1	0	0	475,000	3	0	31,500	1	0				
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	0				
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	0				
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0				
MODULAR HOME	0	0	0	0	0	0	0	0	0	0				
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0				
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0	0				
PLUMBING	0	0	0	0	0	0	0	0	0	0				
POOL	0	0	0	0	0	0	0	0	0	0				
RETAINING WALL	0	0	0	0	0	0	0	0	0	0				
SIGN	0	0	0	0	0	0	0	0	0	0				
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0				
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0				
<b>Report Totals</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>475,000</b>	<b>4</b>	<b>4</b>	<b>241,500</b>	<b>21</b>	<b>13</b>	<b>7,690,944</b>	<b>16</b>	<b>14</b>	<b>2,588,500</b>

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1731

A BYLAW TO AMEND THE CITY OF ENDERBY INTER-COMMUNITY LICENCE BYLAW NO.  
1430, 2008

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WHEREAS Council of the City of Enderby has adopted “The City of Enderby Inter-Community Licence Bylaw No. 1430, 2008”;

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 Inter-Community Licence Bylaw No. 1430, 2008 Amendment Bylaw No. 1731, 2021”.
2. Schedule “A” of “The Corporation of the City of Enderby Inter-Community Licence Bylaw No. 1430, 2008” is deleted and Schedule “A” attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a SECOND time this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ a THIRD time this \_\_\_\_ day of \_\_\_\_\_, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

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

## **Schedule A**

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business License under the Intermunicipal Business Licensing scheme set out in this Bylaw:

- Social escort services
- Vehicles for hire (for example, taxis, limousines or buses)
- Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person's body or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a Person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique.)
- Boat rental services

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: August 10, 2021  
Subject: City of Enderby Council Procedure Bylaw No. 1732, 2021

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**RECOMMENDATION**

THAT Council gives three readings to City of Enderby Council Procedure Bylaw No. 1732, 2021;

AND THAT Council directs staff to give notice of City of Enderby Council Procedure Bylaw No. 1732, 2021 in accordance with section 94 of the *Community Charter*;

AND FURTHER THAT Council repeals its “Decisions on Delegation Requests” policy upon City of Enderby Council Procedure Bylaw No. 1732, 2021 coming into force and effect.

**BACKGROUND**

Legislative amendments associated with the Province’s *Bill 10 – 2021 [Municipal Affairs Statutes Amendment Act, 2021]* will come into force and effect on September 29, 2021. At the end of the preceding day, which is 90 days following the end of the Provincial state of emergency associated with the COVID-19 pandemic, *Ministerial Order 192/20 [Local Government Meetings and Bylaw Process (COVID-19) Order No. 3]* will expire.

Among other things, the legislative amendments associated with *Bill 10* are designed to continue, on a permanent basis, the flexibility for electronic participation and meetings that were necessitated by the pandemic.

To authorize use of these practices, local governments must update their procedure bylaws. A procedure bylaw is a requirement under section 124 of the *Community Charter*. It is intended to establish “the general procedures to be followed by council and council committees in conducting their business.”

While the existing Council Procedure Bylaw follows a format that is commonly replicated, a thorough review indicated that it was not aligned with contemporary practices and legislative changes, above and beyond the *Bill 10* opportunities around electronic participation and meetings. As a result, a more extensive update was completed.

Attached to this bylaw is a redline version showing mark-up to Council Procedure Bylaw No. 1506, 2012 (consolidated with amendments), for comparison. A clean version of the proposed new bylaw is also attached.

Key changes are summarized below, with those changes most likely to be felt by Council in bold:

1. Updates Robert's Rules reference to newest edition, which has itself added complimentary provisions for electronic meetings;
2. **Eliminates the "lame duck" second Council meeting in the October of an election year;**
3. Adds a procedure to ensure fairness and transparency for the selection of previous Council members who may need to continue in office in the absence of a quorum of new Councillors, in the event that section 119(4) of the *Community Charter* applies.
4. **Incorporates authority for electronic participation and meetings, including hearings;**
5. Updates meeting notification practices for members to reflect the proliferation of digital technology;
6. **Updates Acting Mayor provisions to incorporate the "line of succession" practice developed during COVID-19, and introduces procedures for a non-rotating Acting Mayor should the office become vacant or there is a foreseeable long-term absence, so that continuity can be re-established;**
7. Incorporates the "Decisions on Delegation Requests" policy;
8. Cleans up language around reconsideration of prior decisions to address an incorrect treatment of "rescind" and clarify the procedural consequence of rejecting a prior decision on reconsideration;
9. Aligns Council's procedural right to reconsideration with the Mayor's statutory right under the *Community Charter*;
10. Adjusts deadlines for receiving agenda items to make the deadline relative to when the meeting is scheduled, rather than a fixed day of the week;
11. **Updates Order of Business for agendas, which includes a provision that, with unanimous consent of the members, any or all information and correspondence items may be received and filed with a single resolution;**
12. Clarifies that no vote shall be taken by ballot or any other method of secret voting, except for that of electing a permanent acting Mayor in the event of a prolonged absence or vacancy;
13. Corrects the right of the members to appeal a presiding member's decision on a point of order, so as to align it with the *Community Charter's* authority;
14. Aligns subsidiary and privileged motions with Robert's Rules, and merges the subsidiary and privileged motions into the same section for ease of reference;
15. Clarifies procedures for adjourning lengthy meetings so that there is a fair process;
16. Updates Part 6 - Resolutions to use clearer, more contemporary, language (Notice of Motion) and clarify the basis on which debating a Notice of Motion may proceed;
17. Removes Committee of the Whole procedural sections that are in common with regular meeting procedures;



18. Merges Part 9 (Commissions) with Part 8 (Committees) due to broad similarity in procedural rules;
19. Aligns language for standing committees, select committees, and commissions with the *Community Charter*;
20. Adds *Community Charter* language on rescinding committee and commission appointments;
21. Adds language confirming that the authority to appoint may be limited by, and must be consistent with, an establishment or delegation bylaw (in order to protect a commission or committee composition that is balanced by design); and
- 22. Clarifies “rise and report” (and “without reporting”) for Committee of the Whole meetings, which has the effect of returning to the business of the committee in the regular Council meeting, for the purposes of making a resolution; this properly concentrates the formal decision-making into the regular meeting, where the normal rules of procedure are restored.**

Council’s Procedure Bylaw is an important tool to guide itself through meetings. It embodies legislative requirements, guidance on Council’s internal organization and conduct, and rules of order for meetings. Legislative requirements must be met. Guidance on internal organization and conduct should be followed or changed through an amendment, although evolving practices and finite resources will inevitably collide, creating a need for a comprehensive bylaw review and update.

Rules of order are a bit different, or can be depending upon the functionality, dynamics, and context of the particular deliberative body and the particular question then being considered. Rules of order are designed to help ensure that the decisions of a deliberative body are efficient, fair, and transparent; however, a strict application of rules of order is not always necessary to achieve those outcomes. In fact, rules of order can be counter-productive if used improperly. Noted registered parliamentarian, Eli Mina, described the purposes of rules of order as:

- Facilitate progress;
- Create the necessary structure for dealing with complex and controversial issues;
- Enable members to participate in decision making on an equal basis; and
- Protect the rights of the majority, minority, individual, absentee, and the organization.

As Mr. Mina explained separately, in his *The Complete Handbook of Business Meetings*, “The purpose of the rules of order is to facilitate progress, not to impede it (as they often do). Their purpose is also to protect majority rights (‘the majority rules’) and minority rights (‘the minority must be heard’)...Rules of order should not have the effect of frustrating, confusing or intimidating people or impeding progress.”

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**THE CORPORATION OF THE CITY OF ENDERBY**

**BYLAW NO. 1732**

A BYLAW TO ESTABLISH COUNCIL PROCEDURES

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WHEREAS under Section 124 of the *Community Charter*, Council must establish general procedures to be followed by council and council committees in conducting their business;

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

**PART 1 – INTRODUCTION**

**Title**

1. This Bylaw may be cited as the “City of Enderby Council Procedure Bylaw No. 1732, 2021”.

**Interpretation**

2. (1) In this Bylaw,

“**City**” means the Corporation of the City of Enderby;

“**City Hall**” means Enderby City Hall located at 619 Cliff Avenue, Enderby, British Columbia;

“**Committee**” means a standing, select, or other committee of Council, but does not include COTW;

“**COTW**” means the Committee of the Whole of Council;

“**Commission**” means a municipal commission established by Council under Section 143 of the *Community Charter*;

“**Corporate Officer**” means the person duly appointed by Council pursuant to section 148 of the *Community Charter*;

“**Council**” means the council of the City of Enderby;

“**Mayor**” means the mayor of the City;

“**Public Notice Posting Place**” means the public notice board at City Hall.

- (2) Unless otherwise provided in this Bylaw, words and phrases used herein have the same meaning as in the *Community Charter*, *Local Government Act* and the *Interpretation Act* as the context and circumstances may require.
- (3) A reference to an Act in this Bylaw refers to a statute of British Columbia unless expressly indicated otherwise, and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Words in their singular include the plural and words in the plural include the singular.
- (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

### **Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, and Council's committees and commissions.
- (2) In cases not provided for under this Bylaw, *Robert's Rules of Order Newly Revised* apply to meeting proceedings to the extent that those Rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw, another enactment of the City, the *Community Charter*, or the *Local Government Act*.

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural meeting**

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the local government election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
- (3) In the event that section 119(4) of the *Community Charter* applies, the method for selecting the previous Councillors who will continue in office

for a transitional period, until a quorum of incoming Councillors have taken office, will be determined by a drawing of lots administered by the Corporate Officer.

### **Time and location of meetings**

5. (1) Notwithstanding subsection (4), all Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
  - (a) be held on the first and third Monday of each month during February, March, April, May, June, September, October, November and December;
  - (b) be held on the third Monday of January, July and August;
  - (c) begin at 4:30 p.m.;
  - (d) be adjourned at 7:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with this Bylaw;
  - (e) when such meeting falls on a statutory holiday, be held on the next day City Hall is open which is not a statutory holiday; and
  - (f) only be held on the first Monday of the month in October of a general election year.
- (3) Regular Council meetings may be cancelled by Council, provided that two consecutive meetings are not cancelled.
- (4) Subject to the provisions of Section 128 of the *Community Charter*, a regular or special meeting may be conducted by means of electronic or other communication facilities.
- (5) Subject to the provisions of Section 128 of the *Community Charter*, a member who is unable to attend a meeting may participate in the meeting by means of electronic or other communication facilities and is deemed to be present at the meeting.
- (6) In accordance with Section 128(b) of the *Community Charter*, a meeting that is conducted by means of electronic or other communication facilities must:
  - (a) indicate on the agenda and at the Public Notice Posting Place that the meeting will be conducted using electronic or other communication facilities;

- (b) provide general instructions by which the public may access the meeting using electronic or other communication facilities, such that they may hear, or watch and hear, the meeting except for any part of the meeting that is closed to the public; and
  - (c) be attended by the Corporate Officer or designate who shall attend at the specified place.
- (7) In accordance with Section 465 and 494 of the *Local Government Act*, a public hearing may be conducted by means of electronic or other communication facilities, provided:
- (a) the notice posted to the Public Notice Posting Place indicates that the meeting will be held using electronic or other communication facilities;
  - (b) in accordance with section 466 of the *Local Government Act*, notice is given describing the way in which the hearing is to be conducted using electronic or other communication facilities;
  - (c) general instructions are given by which the public may access the meeting using electronic or other communication facilities, such that they may hear, or watch and hear, each other; and
  - (d) be attended by the Corporate Officer or designate who shall attend at the specified place; and
  - (e) a public hearing may be adjourned and no further notice of the hearing is necessary if the following are stated to those in attendance at the time the hearing is adjourned:
    - (i) The time and date of the resumption of the hearing;
    - (ii) The place of the resumed hearing, if applicable; and
    - (iii) The way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable.

### **Notice of regular council meetings**

6. In accordance with section 127 of the *Community Charter*, Council must make available to the public, on or before January 1 of each year, a schedule of the date, time and, if applicable, place of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.

7. In accordance with section 127 of the *Community Charter*, Council must give notice of the availability of the schedule of regular Council meetings on or before January 1 of each year.
8. Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place indicating the date, time and place or cancellation of a regular Council meeting.

### **Notice of special meetings**

9. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special meeting must be given at least 24 hours before the time of meeting, by:
  - (a) posting a copy of the notice at the Public Notice Posting Place; and
  - (b) either leaving one copy of the notice for each member in the member's mailbox at City Hall or notifying each member by telephone or electronic communication.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

### **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

10. (1) Annually, Council must, from amongst its members, designate Councillors to serve on a rotating basis, with a line of succession, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act for periods of less than 90 days.
- (2) In the event of a foreseeable absence by the Mayor that is likely to be greater than 90 days, or if the office of Mayor becomes vacant, Council shall elect, by ballot from amongst its members, a non-rotating Acting Mayor until such time as the Mayor returns to office or a newly elected Mayor makes an oath or solemn affirmation of office in accordance with section 120 of the *Community Charter*.
- (3) If the Mayor is absent from the Council meeting, the Acting Mayor must preside at the Council meeting.
- (4) Each Councillor designated as Acting Mayor under this section must fulfill the responsibilities of the Mayor in the latter's absence.

- (5) The Acting Mayor has the same powers and duties as the Mayor in relation to the applicable matter.

## **PART 4 – COUNCIL PROCEEDINGS**

### **Attendance of public at meetings**

11. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - (a) COTW;
  - (b) committees;
  - (c) parcel tax roll review panel;
  - (d) board of variance;
  - (e) commissions; and
  - (f) an advisory body established by Council.
- (4) Despite subsection (1), the Mayor or, when applicable, Acting Mayor, may expel or exclude from a Council meeting a person in accordance with section 133 of the *Community Charter*.

### **Minutes of meetings to be maintained and available to public**

12. (1) Minutes of the proceedings of Council must be:
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor, Acting Mayor, or presiding member at the meeting when the minutes are adopted.
- (2) In accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.

- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

### **Calling meeting to order**

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, or otherwise the Acting Mayor, must take the chair and call the Council meeting to order.
- (2) If a meeting quorum is present but the presiding member does not attend within 15 minutes of the scheduled time for the meeting, and section 10(3) of this Bylaw does not apply:
  - (a) the Corporate Officer must call to order the members present; and
  - (b) the members present must choose a member to preside at the meeting.

### **Adjourning meeting where no quorum**

14. If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, or if a member of Council either physically leaves or is disconnected from an electronic meeting, and does not return within 15 minutes, the Corporate Officer must:
  - (1) record the names of the members present, and those absent; and
  - (2) adjourn the meeting.

### **Agenda**

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.
- (2) All items or reports for the agenda of a meeting of Council, other than a special Council meeting, must be delivered to the Corporate Officer no later than 3 business days prior to the meeting. Any item not delivered in a complete format by that deadline shall be held to the next agenda, unless approved as a late item by the Chief Administrative Officer prior to the distribution of the agenda to Council members, or otherwise added to the agenda by resolution of Council as a late item.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public at least 48 hours prior to the meeting.
- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item.



## **Order of proceedings and business**

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
  - (a) Approval of Agenda;
  - (b) Adoption of the Minutes;
  - (c) Delegations;
  - (d) Public Hearings;
  - (e) Development Matters and Related Bylaws;
  - (f) Continuing Business and Business Arising from Committees and Delegations;
  - (g) Bylaws;
  - (h) Reports;
  - (i) New Business;
  - (j) Notices of Motion;
  - (k) Correspondence and Information Items;
  - (l) Public Question Period;
  - (m) Adjournment.
- (2) When preparing the agenda, the Corporate Officer may vary the order set out in subsection (1) and may delete agenda sections if there is no business under those items.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.
- (4) With unanimous consent of the members, including the presiding member, any or all of the items under subsection (1)(k) may be received and filed with a single resolution.

## **Late Items**

17. (1) An item of business not included on the agenda must not be considered at a Council meeting unless the late item is introduced by Council and approved by majority vote during Approval of Agenda.
- (2) Late items shall be restricted to essential items, which would include matters arising after the presentation of the Agenda and which, if not acted upon in a timely manner, would adversely affect the City's position or the position of a constituent or group of constituents.

## **Voting at meetings**

18. (1) The following procedures apply to voting at Council meetings:
  - (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
  - (b) when the Council is ready to vote, the presiding member must put the matter to a vote;
  - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
    - (i) leave the room;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
  - (d) after the presiding member finally puts the question to a vote under subsection (b), a member must not speak to the question or make a motion concerning it;
  - (e) the presiding member's decision about whether a question has been finally put is conclusive;
  - (f) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
  - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- (2) The way in which the members vote on a motion shall be recorded in the minutes.
- (3) No vote shall be taken in a Council meeting by ballot or by any other method of secret voting unless expressly authorized in this Bylaw.

## **Delegations**

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting provided written application on a prescribed form has been received by the Corporate Officer in accordance with section 15(2) of this Bylaw.
- (2) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may

address the meeting if approved by a majority vote of the members present.

- (3) No one delegation to Council on any one or more matters shall exceed a total speaking time of ten (10) minutes. The maximum time allotted for delegations per meeting shall be twenty (20) minutes, unless a resolution is passed to authorize additional time for delegations and/or speaking time.
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Where a delegation has addressed Council on a particular issue, if a subsequent request is received from a delegation to address Council on the same issue, and no significant new information is provided, the Corporate Officer will be granted the authority not to place the item on the Agenda but will circulate the request under separate cover as an item of general information.
- (8) Council shall not act on a request from a delegation until the next regular meeting, unless a two-thirds affirmative vote of the members present is given to consider the matter at the same meeting as the delegation presentation.

#### **Points of order**

20. (1) The presiding member must preserve order and decide points of order that may arise, subject to an appeal in accordance with section 132 of the *Community Charter*.

#### **Conduct and debate**

21. (1) A member may speak to a question or motion at a meeting only if that member first addresses the presiding member.

- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, Councillor, or Chairperson.
- (3) Members must address other non-presiding members by their respective title.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member:
  - (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member, subject to an appeal under section 132 of the *Community Charter*, in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and:
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the Council Chamber; and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a member may speak more than three times in connection with the same question only;
    - (i) with the permission of Council; or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
  - (b) a member who has made a substantive motion to the Council may reply to the debate;
  - (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

### **Motions generally**

- 22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) When a question (main motion) is under consideration, a motion shall be received if it is in order and one of the following:
  - (a) **Subsidiary Motion**
    - (i) To reconsider;
    - (ii) To postpone indefinitely;
    - (iii) To divide the question;
    - (iv) To amend;
    - (v) To refer to a committee;
    - (vi) To postpone to a future meeting;
    - (vii) To close debate and take the vote immediately; and

- (viii) To lay on the table (set aside temporarily for consideration later in the meeting).
- (b) Privileged Motions (related to matters of procedure)
  - (i) To raise a question of privilege;
  - (ii) To raise a point of order;
  - (iii) To appeal the presiding member's decision on a point of order;
  - (iv) To recess;
  - (v) To suspend the rules;
  - (vi) To adjourn; and
  - (vii) To fix the time to adjourn.

#### **Motion to refer to a committee**

23. Until it is decided, a motion made at a Council meeting to refer to committee or staff takes precedence over an amendment of the main question.

#### **Amendments generally**

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been decided in the negative by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.

- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is carried;
  - (c) the main question.

### **Reconsideration by Council member**

25. (1) Subject to subsection (4), and notwithstanding the power of reconsideration by the Mayor under section 131 of the *Community Charter*, a Council member who voted affirmatively for a resolution adopted by Council may, at the next meeting:
  - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (3) A vote to reconsider must not be reconsidered.
- (4) Council may only reconsider a matter that has not:
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*;
  - (c) been acted on by an officer, employee, or agent of the City.
- (5) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (6) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.
- (7) If the original decision was the adoption of a bylaw, resolution or proceeding, and that decision is rejected on reconsideration, the bylaw, resolution, or proceeding is of no effect and is deemed to be repealed.

### **Reports from committees**

26. Council may take any of the following actions in connection with a report it receives from a committee or COTW:
- (a) agree or disagree with the resolution or recommendation;
  - (b) amend the resolution or recommendation;
  - (c) refer the resolution or recommendation back to the committee or COTW;
  - (d) postpone consideration of the resolution or recommendation.

### **Adjournment**

27. (1) Council may continue a meeting after 8:00 p.m. only by an affirmative vote of a majority of the Council members present, and past 10:00 p.m. only by a unanimous affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to a motion to fix the time to adjourn.

## **PART 5 – BYLAWS**

### **Copies of proposed bylaws to Council members**

28. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of bylaws**

29. A bylaw introduced at a Council meeting must:
- (1) be printed;
  - (2) have a distinguishing name;
  - (3) have a distinguishing number;
  - (4) be divided into sections.



### **Bylaws to be considered separately or jointly**

30. Council must consider a proposed bylaw at a Council meeting either:
- (1) separately when directed by the presiding member or requested by another Council member, or
  - (2) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading and adopting bylaws**

31. (1) The presiding member of a Council meeting may read, or:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its name and number.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present, subject to any specific, additional Provincial requirements, including but not limited to official community plan bylaws, which must meet the requirements of section 477(2) of the *Local Government Act*.
- (5) In accordance with section 135 of the *Community Charter*, Council may give up to three readings of a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477 and 480 of the *Local Government Act*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw passed third reading.

### **Bylaws must be signed**

32. After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
- (1) the City's corporate seal;

- (2) the dates of its readings and adoption; and
- (3) the date of Ministerial approval or approval of the electors if applicable.

## **PART 6 – NOTICE OF MOTION**

### **Copies of notice of motion to Council members**

33. A notice of motion may be introduced at a Council meeting only if a copy of it has been delivered to the Corporate Officer and each member of Council at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### **Form of notice of motion**

34. A notice of motion introduced at a Council meeting must be printed and have a distinguishing title or number assigned by the Corporate Officer.

### **Introducing notice of motion**

35. The presiding member of a Council meeting may:
  - (1) have the Corporate Officer read the resolution contained in the notice of motion; and
  - (2) request a motion that the resolution contained in the notice of motion be introduced.

### **Debating notice of motion**

36.
  - (1) A notice of motion must be seconded by another member in order to be debated.
  - (2) Debate of a notice of motion is postponed until the next regular meeting if the member who introduced it is not present at the meeting and it is on the agenda, unless the introducing member has provided written consent to the presiding member or Corporate Officer.

## **PART 7 - COMMITTEE OF THE WHOLE**

### **COTW procedures and conduct**

37.
  - (1) At any time during a council meeting, Council may by resolution go into COTW.
  - (2) In addition to subsection (1), a meeting, other than a committee or commission meeting, to which all members of Council are invited to

consider but not to decide on matters of the City's business, is a meeting of COTW.

- (3) COTW meetings are to be conducted in the same manner of rules and procedures as regular Council meetings, except that:
  - (i) Any member may serve as presiding member for COTW except that, in the absence of an affirmative resolution to this effect, the presiding member shall be the Mayor;
  - (ii) A motion to adjourn is not allowed;
  - (iii) A member may speak any number of times on the same question; and
  - (iv) A member must not speak longer than a total of 10 minutes on any one question.

#### **Notice for COTW meetings**

38. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting in the same manner as notice is given of a regular Council meeting.
- (2) Subsection (1) does not apply to a COTW meeting that is called during a meeting for which public notice has been already been given.

#### **Reporting**

39. (1) A motion for COTW to rise and report to Council must be decided without debate.
- (2) The COTW's report to Council may be presented by the Corporate Officer, the COTW presiding member, or the Mayor.
- (3) A motion for COTW to rise without reporting:
  - (i) Is always in order and takes precedence over all other motions;
  - (ii) May be debated; and
  - (iii) May not be addressed more than once by any one member.
- (4) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36(1), the regular meeting must resume and proceed to the next order of business.

## **PART 8 – COMMITTEES AND COMMISSIONS**

### **Duties of standing committees**

40. The Mayor must establish standing committees for matters that the Mayor considers would be better dealt with by committee and must appoint persons, at least half of which being Council members, to those standing committees who will consider, inquire into, report, and make recommendations to Council.

### **Duties of select committees**

41. Council may establish select committees and appoint persons, at least one of which being a Council member, to consider or inquire into any matter and report its findings and opinion to Council.

### **Duties of commissions**

42. Council may establish and appoint a commission to do one or more of the following:
- (1) Operate services;
  - (2) Undertake operation and enforcement in relation to Council's exercise of its authority to regulate, prohibit, and impose requirements; and
  - (3) Manage property and licenses held by the City.

### **Appointments and the authority to rescind appointments**

43. (1) The authority to appoint to a committee or commission includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.
- (2) The authority to appoint to a commission may be limited by, and must be consistent with, any establishment or delegation bylaw in force and effect at the time of the appointment.

### **Schedule of meetings**

44. Meetings held under this Part shall be held at the call of the presiding member.

### **Notice of meetings**

45. Notice of meetings held under this Part must be given at least 24 hours before the time of the meeting in the same manner as notice is given of a regular Council meeting.

### **Attendance at meetings**

46. Council members who are not members of a committee or commission may attend the meetings of the committee or commission.

### **Minutes to be maintained and available to public**

47. Minutes of the proceedings of a committee or commission must be:
- (1) legibly recorded;
  - (2) certified by the Corporate Officer;
  - (3) signed by the Chair or presiding member at the meeting when the minutes are adopted; and
  - (4) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

### **Quorum and presiding member**

48. The quorum for a committee or commission is a majority of all of its members.
49. At the first committee or commission meeting of the year, the members must elect a presiding member from amongst its members. In the absence of the presiding member, the members who are in attendance will elect an acting presiding member from amongst the present members.

### **Conduct and debate**

50. (1) The rules of Council procedure must be observed during committee and commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee or commission, of which they are not a member, may participate in the discussion with the permission of the Chair.
- (3) Council members attending a meeting of a committee or commission of which they are not a member must not vote on a question.

## **PART 9 – GENERAL**

51. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
52. Notwithstanding the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*, this bylaw may not be amended or repealed

and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

53. Council authorizes the revision of this Bylaw in accordance with the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*.
54. This Bylaw, as revised under a Revision Bylaw, shall be brought before Council for consideration of first, second and third readings and adoption in accordance with Part 5 of this Bylaw, as amended from time to time, except that before third reading, the Corporate Officer must certify that the proposed revision bylaw has been revised in accordance with Section 3 of *Bylaw Revision Regulation 367/2003*.
55. Council Procedure Bylaw No. 1506, 2012 is hereby repealed at 11:59 p.m. on September 28, 2021.
56. This Bylaw shall be effective at 12:00 a.m. on September 29, 2021.

READ a FIRST time this \_\_ day of \_\_\_\_\_, 2021.

READ a SECOND time this \_\_ day of \_\_\_\_\_, 2021.

READ a THIRD time this \_\_ day of \_\_\_\_\_, 2021.

ADOPTED this \_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

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

## THE CORPORATION OF THE CITY OF ENDERBY

### BYLAW NO. 17321506

#### A BYLAW TO ESTABLISH COUNCIL PROCEDURES

~~The Council of the City of Enderby, in open meeting assembled, enacts as follows:~~  
WHEREAS under Section 124 of the *Community Charter*, Council must establish general procedures to be followed by council and council committees in conducting their business;

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

#### PART 1 – INTRODUCTION

##### Title

1. This Bylaw may be cited as the "City of Enderby Council Procedure Bylaw No. ~~15061732~~, 20122021".

##### Interpretation

2. (1) In this Bylaw,

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

"**City Hall**" means Enderby City Hall located at ~~614~~619 Cliff Avenue, Enderby, British Columbia;

"**Committee**" means a standing, select, or other committee of Council, but does not include COTW;

~~-"COTW"~~ means the Committee of the Whole of Council;

"**Commission**" means a municipal commission established by Council under Section 143 of the ~~Community Charter~~Community Charter;

"**Corporate Officer**" means the ~~Administrator for the City~~person duly appointed by Council pursuant to section 148 of the *Community Charter*;

"**Council**" means the ~~C~~council of the City of Enderby;

"**Mayor**" means the mayor of the City;

“**Public Notice Posting Place**” means the public notice board at ~~the~~ City Hall.

- (2) Unless otherwise provided in ~~this Bylaw~~this Bylaw, words and phrases used herein have the same meaning as in the *Community Charter*, *Local Government Act* and the *Interpretation Act* as the context and circumstances may require.
- (3) A reference to an Act in ~~the Bylaw~~this Bylaw refers to a statute of British Columbia unless expressly indicated otherwise, and a reference to any ~~statute, regulation, bylaw or other~~ enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Words in their singular include the plural and words in the plural include the singular.
- (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

### **Application of rules of procedure**

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, ~~Commission, and all standing and select committees of Council and~~ Council's committees and commissions, as applicable.
- (2) In cases not provided for under this Bylaw, ~~The New Robert's Rules of Order, 2nd edition, 1998~~Robert's Rules of Order Newly Revised, apply to ~~the meeting~~ proceedings of Council, COTW, and Council committees to the extent that those Rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw ~~or, another~~ enactment of the City, the Community Charter, or the Local Government Act.

## **PART 2 – COUNCIL MEETINGS**

### **Inaugural ~~M~~meeting**

4. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the local government election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer



and held as soon as reasonably possible after a quorum has taken office.

(3) In the event that section 119(4) of the *Community Charter* applies, the method for selecting the previous Councillors who will continue in office for a transitional period, until a quorum of incoming Councillors have taken office, will be determined by a drawing of lots administered by the Corporate Officer.

### Time and location of meetings

5. (1) Notwithstanding subsection (4), Aall Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
- (a) be held on the first and third Monday of each month during February, March, April, May, June, September, October, November and December;
  - (b) be held on the third Monday of January, July and August;
  - (c) begin at 4:30 p.m.;
  - (d) be adjourned at 7:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with ~~s. 27~~this Bylaw; and
  - (e) when such meeting falls on a statutory holiday, be held on the next day ~~Municipal-City~~ Hall is open which is not a statutory holiday; and
  - (e)(f) only be held on the first Monday of the month in October of a general election year.
- (3) Regular Council meetings may be cancelled by Council, provided that two consecutive meetings are not cancelled.
- (4) Subject to the provisions of Section 128 of the *Community Charter*, a regular or special meeting may be conducted by means of electronic or other communication facilities.
- (5) Subject to the provisions of Section 128 of the *Community Charter*, a member who is unable to attend a meeting may participate in the meeting by means of electronic or other communication facilities and is deemed to be present at the meeting.

- (6) In accordance with Section 128(b) of the *Community Charter*, a meeting that is conducted by means of electronic or other communication facilities must:
- (a) indicate on the agenda and at the Public Notice Posting Place that the meeting will be conducted using electronic or other communication facilities;
  - (b) provide general instructions by which the public may access the meeting using electronic or other communication facilities, such that they may hear, or watch and hear, the meeting except for any part of the meeting that is closed to the public; and
  - (c) be attended by the Corporate Officer or designate who shall attend at the specified place.
- (7) In accordance with Section 465 and 494 of the *Local Government Act*, a public hearing may be conducted by means of electronic or other communication facilities, provided:
- (a) the notice posted to the Public Notice Posting Place indicates that the meeting will be held using electronic or other communication facilities;
  - (b) in accordance with section 466 of the *Local Government Act*, notice is given describing the way in which the hearing is to be conducted using electronic or other communication facilities;
  - (c) general instructions are given by which the public may access the meeting using electronic or other communication facilities, such that they may hear, or watch and hear, each other; and
  - (d) be attended by the Corporate Officer or designate who shall attend at the specified place; and
  - (e) a public hearing may be adjourned and no further notice of the hearing is necessary if the following are stated to those in attendance at the time the hearing is adjourned:
    - (i) The time and date of the resumption of the hearing;
    - (ii) The place of the resumed hearing, if applicable; and
    - ~~(+)(iii)~~ The way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable.

## Notice of ~~regular Council M~~meetings

- ~~6. (1) Subject to the provisions of Section 128 of the Community Charter, a special meeting may be conducted by means of electronic or other communication facilities.~~
- ~~(2) Subject to the provisions of Section 128 of the Community Charter, a member of Council or a Council committee who is unable to attend at a Council meeting or a Council committee meeting may participate in the meeting by means of electronic or other communication facilities, if:~~
- ~~7. i. the reason for the absence is due to a medical leave; or~~
- ~~8. ii. their participation is necessary to preserve quorum.~~
- ~~9. (3) The member presiding at a Regular Council or a Council Committee meeting must not participate by means of electronic or other communication facilities. If the normally presiding member is participating by means of electronic or other communication facilities, Council must elect a member present at the meeting to preside.~~
- ~~10.6. (4) In accordance with section 127 of the *Community Charter*, Council must prepare annually make available to the public, on or before January 1 of each year, a schedule of the dates, times and, if applicable, places of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.~~
- ~~11.7. In accordance with section 127 of the *Community Charter*, Council must give notice of the availability of the schedule of regular Council meetings annually on or before January 1 of each year of the time and duration that the schedule of regular Council meetings will be available.~~
- ~~12.8. Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place indicating the date, time and place or cancellation of a regular Council meeting.~~

## Notice of special meetings

- ~~13.9. (1) Except where notice of a special meeting is waived by unanimous vote of all ~~e~~Council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special ~~Council~~ meeting must be given at least 24 hours before the time of meeting, by:~~
- ~~(a) posting a copy of the notice at the Public Notice Posting Place; and~~

- (b) either leaving one copy of the notice for each ~~Council~~ member in the ~~Council~~ member's mailbox at City Hall or notifying each member by telephone or electronic communication.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

### **PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

- 10.-(1) Annually, Council must, from amongst its members, designate Councillors to serve on a rotating basis, with a line of succession, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act ~~or when the office of the Mayor is vacant for periods of less than 90 days.~~
- (2) In the event of a foreseeable absence by the Mayor that is likely to be greater than 90 days, or if the office of Mayor becomes vacant, Council shall elect, by ballot from amongst its members, a non-rotating Acting Mayor until such time as the Mayor returns to office or a newly elected Mayor makes an oath or solemn affirmation of office in accordance with section 120 of the *Community Charter*.
- (23) If the Mayor is absent from the Council meeting, the Acting Mayor must preside at the Council meeting. Each Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (34) Each Councillor designated as Acting Mayor under this section must fulfill the responsibilities of the Mayor in the latter's absence. If both the Mayor and the member designated under section 8(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (45) The member designated under section 8(1) Acting Mayor or chosen under section 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

### **PART 4 – COUNCIL PROCEEDINGS**

#### **Attendance of ~~P~~ublic at ~~M~~meetings**

- 44.11.(1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.

- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
- (a) COTW;<sup>17</sup>
  - (b) ~~standing and select~~ committees;<sup>17</sup>
  - (c) parcel tax roll review panel;<sup>17</sup>
  - (d) board of variance;<sup>i</sup>
  - (e) ~~C~~commissions; and
  - (f) an advisory body established by Council.
- ~~(4)~~ Despite subsection (9(1)), the Mayor or, when applicable, Acting Mayor, the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 may expel or exclude from a Council meeting a person in accordance with section 19(8) section 133 of the *Community Charter*.

### Minutes of meetings to be maintained and available to public

- ~~15.12.~~ (1) Minutes of the proceedings of Council must be:
- (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor ~~or other member presiding at the meeting or at the next meeting at which the minutes are adopted, Acting Mayor, or presiding member at the meeting when the minutes are adopted.~~
- (2) ~~Subject to subsection 10(3), and if~~ In accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (3) Subsection ~~(10(2))~~ does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

### Calling meeting to order

- ~~16.13.~~ (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, or otherwise the Acting Mayor, must take the ~~C~~chair and call the Council meeting to order, ~~however,~~

~~where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 8 must take the Chair and call such meeting to order.~~

- (2) ~~If a meeting quorum of Council is present but the Mayor or the presiding member Councillor designated as the member responsible for acting in the place of the Mayor under section 8 does not attend within 15 minutes of the scheduled time for a Council meeting, and section 10(3) of this Bylaw does not apply:~~
  - (a) the Corporate Officer must call to order the members present; and
  - (b) the members present must choose a member to preside at the meeting.

### Adjourning meeting where no quorum

~~17-14.~~ If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, or if a member of Council either physically leaves or is disconnected from an electronic meeting, and does not return within 15 minutes, the Corporate Officer must:

- (1) record the names of the members present, and those absent; and
- (2) adjourn the meeting ~~until the next scheduled meeting.~~

### Agenda

~~18-15.~~ (1) Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting, ~~noting in short form a summary for each item on the agenda.~~

~~(2) (2) — The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting Agenda will be 10:00 a.m. on the Thursday prior to the meeting. All items or reports for the agenda of a meeting of Council, other than a special Council meeting, must be delivered to the Corporate Officer no later than 3 business days prior to the meeting. Any item not delivered in a complete format by that deadline shall be held to the next agenda, unless approved as a late item by the Chief Administrative Officer prior to the distribution of the agenda to Council members, or otherwise added to the agenda by resolution of Council as a late item.~~

- (3) The Corporate Officer must make the agenda available to the members of Council and the public ~~on the Friday afternoon at least 48 hours~~ prior to the meeting.

- (4) Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item ~~pursuant to section 15.~~

### Order of proceedings and business

- ~~19.16.~~ (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of ~~a~~A~~genda~~;
  - (b) Adoption of the ~~m~~M~~inutes~~;
  - ~~(c)~~ Delegations;
  - ~~(d)~~ Public and statutory ~~h~~Hearings;
  - ~~(e)~~(e) Development Matters and Related Bylaws;
  - ~~(d)~~ Petitions and Delegations;
  - ~~(e)~~(f) Business Continuing Business and Business ~~a~~Arising from the minutes and/or unfinished businessCommittees and Delegations;
  - ~~(f)~~(g) Bylaws;
  - ~~(g)~~(h) Reports of Committees, Staff, Council, and Mayor;
  - ~~(i)~~ New Business;
  - ~~(j)~~ Notices of Motion;
  - ~~(h)~~(k) Correspondence and Information Items;
  - ~~(i)~~(l) Public Question Period;
  - ~~(j)~~(m) Adjournment.
- ~~(2)~~ When preparing the agenda, the Corporate Officer may vary the order set out in subsection (1) and may delete agenda sections if there is no business under those items.
- ~~(3)~~ Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.
- ~~(2)~~(4) With unanimous consent of the members, including the presiding member, any or all of the items under subsection (1)(k) may be received and filed with a single resolution.

### Late Items

- ~~20.17.~~ (1) An item of business not included on the ~~A~~a~~genda~~ must not be considered at a Council meeting unless ~~introduction of~~ the late item is ~~approved introduced by by~~ Council ~~and approved by majority vote at the time allocated on the Agenda for such matters during Approval of Agenda.~~

- (2) Late items shall be restricted to essential items, which would include matters arising after the presentation of the Agenda and which, if not acted upon in a timely manner, would adversely affect the City's position or the position of a constituent or group of constituents. ~~A late item introduced at the appropriate time which Council deems non-essential may, by majority vote, be postponed to a subsequent meeting.~~

### Voting at meetings

~~21.18.~~(1) The following procedures apply to voting at Council meetings:

- (a) when debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
- ~~(b)~~—when the Council is ready to vote, the presiding member must put the matter to a vote ~~by stating:~~
- ~~(e)(b)~~ ~~"Those in favour raise your hands." and then "Those opposed raise your hands.";~~
- ~~(d)(c)~~ when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
- (i) leave the room;
- (ii) make a noise or other disturbance; or
- (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
- ~~(e)(d)~~ after the presiding member finally puts the question to a vote under ~~paragraph (subsection (b))~~, a member must not speak to the question or make a motion concerning it;
- ~~(f)(e)~~ the presiding member's decision about whether a question has been finally put is conclusive;
- ~~(g)(f)~~ whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
- ~~(h)(g)~~ the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

~~(2)~~ ~~At the request of any member of Council, t~~The way in which the members' votes on ~~any particular~~ motion shall be recorded in the minutes.



~~(2)~~(3) No vote shall be taken in a Council meeting by ballot or by any other method of secret voting unless expressly authorized in this Bylaw.

## Delegations

- ~~22-19.~~(1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting provided written application on a prescribed form has been received by the Corporate Officer ~~by 10:00 a.m. on the Thursday prior to the meeting in accordance with section 15(2) of this Bylaw.~~
- (2) Where written application has not been received by the Corporate Officer as prescribed in subsection 17(1), an individual or delegation may address the meeting if approved by a majority vote of the members present.
- (3) No one delegation to Council on any one or more matters shall exceed a total speaking time of ten (10) minutes. The maximum time allotted for delegations per meeting shall be twenty (20) minutes, unless a resolution is passed to authorize additional time for delegations and/or speaking time. ~~The provisions of this sub-section do not apply to delegations at Public Hearings.~~
- (4) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- (5) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (6) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (7) Where a delegation has addressed Council on a particular issue, if a subsequent request is received from ~~the same a~~ delegation to address Council on the same issue, and no significant new information is provided, the Corporate Officer will be granted the authority not to place the item on the Agenda but will circulate the request under separate cover as an item of general information.
- (8) Council shall not act on a request from a delegation until the next regular meeting, unless a two-thirds affirmative vote of the members

present is given to consider the matter at the same meeting as the delegation presentation.

### Points of order

- ~~23.20.~~ (1) ~~Without limiting the presiding member's duty under section 132(1) of the *Community Charter*, t~~The presiding member must ~~apply the correct procedure to a motion if the motion is contrary to the rules of procedure in this bylaw~~preserve order and decide points of order that may arise, subject to an appeal in accordance with section 132 of the *Community Charter*, whether or not another Council member has raised a point of order in connection with the motion.
- ~~(2) —~~When the presiding member is required to decide a point of order:
- ~~(a) the presiding member must cite the applicable rule or authority if requested by another Council member;~~
  - ~~(a) another member must not question or comment on the rule or authority cited by the presiding member under subsection (2)(a);~~  
and
  - ~~(b) the presiding member may reserve the decision until the next Council meeting.~~

### Conduct and debate

- ~~24.21.~~ (1) A ~~Council~~ member may speak to a question or motion at a ~~Council~~ meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Acting Mayor, ~~or~~ Councillor, or Chairperson.
  - (3) Members must address other non-presiding members by their respective title ~~Councillor~~.
  - (4) No member must interrupt a member who is speaking except to raise a point of order.
  - (5) If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
  - (6) Members who are called to order by the presiding member:
    - (a) must immediately stop speaking;
    - (b) may explain their position on the point of order; and

- (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- (7) Members speaking at a Council meeting:
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member ~~and Council~~, subject to an appeal under section 132 of the *Community Charter*, in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and:
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the Council Chamber; and
  - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than three times in connection with the same question only;
    - (i) with the permission of Council; ~~i~~ or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter.
  - (b) a member who has made a substantive motion to the Council may reply to the debate;

- (c) a member who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
- (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.

### Motions generally

~~25-22.~~ (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

~~(2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.~~

~~(3)~~ (2) A Council member may make only the following motions, when the Council is considering a question When a question (main motion) is under consideration, a motion shall be received if it is in order and one of the following:

~~to refer to committee or staff;~~

~~(a) to amend;~~

~~(a) to lay on the table;~~

~~(b) to postpone indefinitely;~~

~~(c) to postpone to a certain time;~~

~~(d) to adjourn.~~

(a) Subsidiary Motion

(i) To reconsider;

(ii) To postpone indefinitely;

(iii) To divide the question;

(iv) To amend;

(v) To refer to a committee;

(vi) To postpone to a future meeting;

(vii) To close debate and take the vote immediately; and

(viii) To lay on the table (set aside temporarily for consideration later in the meeting).

(b) Privileged Motions (related to matters of procedure)

- ~~(i) To raise a question of privilege;~~
  - ~~(ii) To raise a point of order;~~
  - ~~(iii) To appeal the presiding member's decision on a point of order;~~
  - ~~(iv) To recess;~~
    - ~~(a) To suspend the rules; A motion made under subsections (3)(c) to (f) is not amendable or debatable.~~
  - ~~(v) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.~~
  - ~~(vi) To adjourn; and~~
  - ~~(vii) To fix the time to adjourn.~~
- ~~(i) —~~

### **Motion to ~~commit~~refer to a committee**

~~26.23.~~ Until it is decided, a motion made at a Council meeting to refer to committee or staff ~~precludes an~~ takes precedence over an amendment of the main question.

### **Motion for the main question**

- ~~27. (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.~~
- ~~(2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:~~
- ~~(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question;~~
  - ~~(a) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question or proceed to other business.~~

### **Amendments generally**

~~28.24.~~ (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been decided in the negative by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is ~~positive~~carried;
  - (c) the main question.

#### Reconsideration by Council ~~M~~member

- ~~29-25.~~(1) Subject to subsection (~~54~~), and notwithstanding the power of reconsideration by the Mayor under section 131 of the *Community Charter*, a Council member who voted affirmatively for a resolution adopted by Council may, at the next meeting:
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- ~~(2)—A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.~~
- ~~(3)~~(2) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- ~~(4)~~(3) A vote to reconsider must not be reconsidered.

~~(5)~~(4) Council may only reconsider a matter that has not:

- (a) had the approval or assent of the electors and been adopted;
- (b) been reconsidered under subsection (1) or section 131 of the *Community Charter*;
- (c) been acted on by an officer, employee, or agent of the ~~Municipality~~City.

~~(6)~~(5) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

(6) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* is as valid and has the same effect as it had before reconsideration.

(7) If the original decision was the adoption of a bylaw, resolution or proceeding, and that decision is rejected on reconsideration, the bylaw, resolution, or proceeding is of no effect and is deemed to be repealed.

### Privilege

~~30. (1) In this section, a matter of privilege refers to any of the following motions:~~

~~(a) fix the time to adjourn;~~

~~(a) adjourn;~~

~~(b) recess;~~

~~(c) raise a question of privilege of the Council;~~

~~(d) raise a question of privilege of a member of Council.~~

~~(2) A matter of privilege must be immediately considered when it arises at a Council meeting.~~

### Reports from committees

~~31.26.~~ Council may take any of the following actions in connection with a ~~resolution report~~ it receives from ~~COTW~~a committee or COTW:

- (a) agree or disagree with the resolution or recommendation;
- (b) amend the resolution or recommendation;

- (c) refer the resolution or recommendation back to the committee or COTW;
- (d) postpone ~~its~~ consideration of the resolution or recommendation.

### Adjournment

- ~~32.27.~~ (1) Council may continue a meeting after ~~78~~:00 p.m. only by an affirmative vote of a majority of the Council members present, and past 10:00 p.m. only by a unanimous affirmative vote of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to a motion to fix the time to adjourn to a specific day.

## PART 5 – BYLAWS

### Copies of proposed bylaws to Council members

~~33.28.~~ A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### Form of bylaws

~~34.29.~~ A bylaw introduced at a Council meeting must:

- (1) be printed;
- (2) have a distinguishing name;
- (3) have a distinguishing number;
- (4) ~~contain an introductory statement of purpose~~ be divided into sections.

### Bylaws to be considered separately or jointly

~~35.30.~~ Council must consider a proposed bylaw at a Council meeting either:

- (1) separately when directed by the presiding member or requested by another Council member, or
- (2) jointly with other proposed ~~-~~bylaws in the sequence determined by the presiding member.



## Reading and adopting bylaws

- ~~36-31.~~ (1) The presiding member of a Council meeting may read, or:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
  - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its name and numbertitle and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) ~~Subject to section 477 of the Local Government Act, e~~ Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present, subject to any specific, additional Provincial requirements, including but not limited to official community plan bylaws, which must meet the requirements of section 477(2) of the Local Government Act.
- (5) In accordance with section 135 of the *Community Charter*, Council may give ~~two or up to~~ three readings ~~to of~~ a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477 and 480 of the *Local Government Act*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the ~~plan or~~ bylaw passed third reading.

## Bylaws must be signed

- ~~37-32.~~ After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Municipality's City's records for safekeeping and endorse upon it:
- (1) -the City's corporate seal;
  - (2) -the dates of its readings and adoption; and
  - (3) -the date of Ministerial approval or approval of the electorate electors if applicable.

## PART 6 — RESOLUTIONSNOTICE OF MOTION

### Copies of resolutionsnotice of motion to Council members

~~38-33.~~ A resolutionnotice of motion may be introduced at a Council meeting only if a copy of it has been delivered to the Corporate Officer and each member of Council at least 48 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

### Form of resolutionnotice of motion

~~39-34.~~ A resolutionnotice of motion introduced at a Council meeting must be printed and have a distinguishing title or number assigned by the Corporate Officer.

### Introducing resolutionsnotice of motion

~~40-35. (1)~~—The presiding member of a Council meeting may:

- (1) have the ~~e~~Corporate ~~e~~Officer read the resolution contained in the notice of motion; and
- (2) request a motion that the resolution contained in the notice of motion be introduced.

### Debating notice of motion

36. (1) A notice of motion must be seconded by another member in order to be debated.
- (2) Debate of a notice of motion is postponed until the next regular meeting if the member who introduced it is not present at the meeting and it is on the agenda, unless the introducing member has provided written consent to the presiding member or Corporate Officer.

## PART 7 - COMMITTEE OF THE WHOLE

### Committee of the WholeCOTW Pprocedures and conduct

- 41-37. (1) At any time during a council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a standing or select committee or commission meeting, to which all members of Council are invited to consider but not to decide on matters of the City's business, is a meeting of COTW.
- (3) COTW meetings are to be conducted in the same manner of rules and procedures as regular Council meetings, except that:

- ~~(i) Any member may serve as presiding member for COTW except that, in the absence of an affirmative resolution to this effect, the presiding member shall be the Mayor;~~
- ~~(ii) A motion to adjourn is not allowed;~~
- ~~(iii) A member may speak any number of times on the same question; and~~
- ~~(iv) A member must not speak longer than a total of 10 minutes on any one question.~~

~~(2) —~~

### **Notice for COTW meetings**

- ~~42. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by: in the same manner as notice is given of a regular Council meeting.~~
- ~~43. — posting a copy of the notice at the Public Notice Posting Places; and~~
- ~~44. 38. leaving a copy of the notice for each Council member in the Council member's mailbox at City Hall.~~
- ~~(2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 36, during a Council meeting for which public notice has been already been given under section 6 or 7.~~

### **~~Minutes of COTW meetings to be maintained and available to public~~**

- ~~45. (1) — Minutes of the proceedings of COTW must be:~~
- ~~46. — legibly recorded;~~
- ~~47. — certified by the Corporate Officer;~~
- ~~48. — signed by the member presiding at the meeting; and~~
- ~~49. — open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.~~

### **~~Presiding members at COTW meetings and Quorum~~**

- ~~50. (1) — Any Council member may preside in COTW.~~
- ~~— (2) — The members of Council attending a meeting of COTW must appoint a presiding member for the COTW meeting.~~

~~—(3)—The quorum of COTW is the majority of Council members.~~

### **Points of order at meetings**

~~51.—The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.~~

### **Conduct and debate**

~~52.—The following rules apply to COTW meetings:~~

- ~~(1)—a motion for adjournment is not allowed;~~
- ~~(2)—a member may speak any number of times on the same question;~~
- ~~(3)—a member must not speak longer than a total of 10 minutes on any one question.~~

### **Voting at meetings**

~~53.—(1)—Votes at a COTW meeting must be taken by a show of hands if requested by a member.~~

~~(2)—The presiding member must declare the results of voting.~~

### **Reportings**

~~54.—(1) COTW may consider reports and bylaws only if:~~

~~55.—they are printed and the members each have a copy; or~~

~~56.—a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.~~

~~57-39. A-A~~ motion for COTW to rise and report to Council must be decided without debate.

~~(2) The COTW's report to Council may be presented by the Corporate Officer, the COTW presiding member, or the Committee ChairMayor.~~

~~(3) A motion for COTW to rise without reporting:~~

~~(i) Is always in order and takes precedence over all other motions;~~

~~(ii) May be debated; and~~

~~(iii) May not be addressed more than once by any one member.~~

~~(4) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36(1), the regular meeting must resume and proceed to the next order of business.~~

~~(i) —~~

### **Rising without reporting**

~~(3) (1) A motion made at a COTW meeting to rise without reporting:~~

~~(a) is always in order and takes precedence over all other motions;~~

~~(a) may be debated; and~~

~~(b) may not be addressed more than once by any one member.~~

~~(2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 36(2), the Council meeting must resume and proceed to the next order of business.~~

## **PART 8 – COMMITTEES AND COMMISSIONS**

### **Duties of standing committees**

~~58. —~~

~~59. (1) Standing committees may The Mayor must establish standing committees for matters that the Mayor considers would be better dealt with by committee and must appoint persons, at least half of which being Council members, to those standing committees who will consider, inquire into, report, and make recommendations to Council ~~about all of the following matters:~~~~

~~60. matters that are related to the general subject indicated by the name of the committee;~~

~~61. matters that are assigned by Council;~~

~~62.40. matters that are assigned by the Mayor.~~

~~— (2) Standing committees may report and make recommendations to Council as required by Mayor and Council or the Chair of the committee.~~

### **Duties of select committees**

~~63.41. (1) Council may establish Sselect committees and appoint persons, at least one of which being a Council member, must to consider, or inquire into, report, and make recommendations to Council about the matters referred to the~~

~~committee by the Council any matter and report its findings and opinion to Council.~~

### **Duties of commissions**

~~42. Council may establish and appoint a commission to do one or more of the following:~~

- ~~(1) Operate services;~~
- ~~(2) Undertake operation and enforcement in relation to Council's exercise of its authority to regulate, prohibit, and impose requirements; and~~
- ~~(3) Manage property and licenses held by the City.~~

### **Appointments and the authority to rescind appointments**

- ~~43. (1) The authority to appoint to a committee or commission includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.~~
- ~~(2) The authority to appoint to a commission may be limited by, and must be consistent with, any establishment or delegation bylaw in force and effect at the time of the appointment.~~

### **Schedule of ~~committee~~ meetings**

~~1.44. Committee meetings held under this Part shall be held at the call of the Chairpresiding member.~~

### **Notice of ~~committee~~ meetings**

~~2. Notice of meetings held under this Part called under section 47 must be given at least 48-24 hours before the time of the meeting by:~~

~~3. Posting a copy of the agenda at the Public Notice Posting Places;~~

~~4.45. Providing a copy of the agenda to each member of the committee in the committee member's mailbox at City Hall in the same manner as notice is given of a regular Council meeting.~~

### **Attendance at ~~Committee~~ meetings**

~~5.46. Council members who are not members of a-a committee or commission may attend the meetings of the committee or commission.~~

### **Minutes of ~~committee meetings~~ to be maintained and available to public**

~~6.47. Minutes of the proceedings of a committee or commission must be:~~

- (1) legibly recorded;
- (2) certified by the Corporate Officer;
- (3) signed by the ~~e~~Chair or ~~member presiding presiding member~~ at the meeting ~~after when~~ the ~~minutesy~~ are adopted; and
- (4) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

### **Quorum and presiding member**

~~48.~~ The quorum for a committee or commission is a majority of all of its members.

~~49.~~ At the first committee or commission meeting of the year, the members must elect a presiding member from amongst its members. In the absence of the presiding member, the members who are in attendance will elect an acting presiding member from amongst the present members.

~~7.~~

### **Conduct and debate**

~~8:50.~~ (1) The rules of Council procedure must be observed during committee and commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

~~(1)~~ (2) Council members attending a meeting of a committee or commission, of which they are not a member, may participate in the discussion with the permission of the Chair.

~~(3)~~ Voting at meetings

Council members attending a meeting of a committee or commission of which they are not a member must not vote on a question.

## **PART 9—COMMISSIONS**

### **~~Schedule of Commission meetings~~**

~~9.~~ (1) ~~Commission meetings will be established by the Commission and at the call of the Chair.~~

### **Notice of Commission Meetings**

- ~~10. (1) Notice of the day, hour and place of a Commission meeting must be given at least 24 hours before the time of the meeting by:~~
- ~~(a) posting a copy of the notice at the Public Notice Posting Places; and~~
  - ~~(b) leaving a copy of the notice for each Commission member in the Commission member's mailbox at City Hall.~~

### **Agenda**

- ~~11. (1) Prior to each Commission meeting, the Corporate Officer must prepare an Agenda setting out all items for consideration at the meeting.~~
- ~~(2) An item of business not included on the Agenda must not be considered at the Commission meeting unless introduction of the late item is approved by the Commission at the time allocated on the Agenda for such items.~~

### **Minutes**

- ~~12. (1) Minutes of the proceeding of the Commission must be:~~
- ~~(a) legibly recorded;~~
  - ~~(b) certified by the Corporate Officer;~~
  - ~~(c) signed by the member presiding at the meeting; and~~
  - ~~(d) open for public inspection in accordance with Section 97(1)(c) of the Community Charter.~~

### **Presiding Member at Commission Meetings and Quorum**

- ~~13. (1) At the first Commission meeting each year, the Commission from amongst its members must vote a member to serve as Chair.~~
- ~~(2) The Chair will preside at Commission meetings.~~
- ~~(3) In the absence of the Chair, the Commission members present will appoint a Commission member to preside at the meeting.~~
- ~~(4) The quorum of the Commission will be the majority of the Commission members.~~

### **Points of Order at Meetings**



~~14. The presiding member must preserve order at a Commission meeting and, subject to an appeal to other members present, decide points of order that may arise.~~

### ~~Voting at Meeting~~

~~15. (1) Votes at a Commission meeting must be taken by a show of hands.~~

~~(2) The presiding member must declare the results of voting.~~

## **PART 109 – GENERAL**

~~16.51.~~ If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

~~17.52.~~ Notwithstanding the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*, this bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

~~18.53.~~ Council authorizes the revision of ~~Council Procedure Bylaw No. 1506, 2012~~ this Bylaw in accordance with the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*.

~~19.54.~~ ~~This Bylaw~~ Council Procedure Bylaw, as revised under a Revision Bylaw, shall be brought before Council for consideration of first, second and third readings and adoption in accordance with Part 5 of this Bylaw, as amended from time to time, except that before third reading, the Corporate Officer must certify that the proposed revision bylaw has been revised in accordance with Section 3 of *Bylaw Revision Regulation 367/2003*.

~~55.~~ Council Procedure Bylaw No. ~~44501506, 2009-2012~~ is hereby repealed at 11:59 p.m. on September 28, 2021 in its entirety.

~~20.56.~~ This Bylaw shall be effective at 12:00 a.m. on September 29, 2021.

READ a FIRST time this ~~4<sup>th</sup>~~ \_\_\_ day of ~~September~~ \_\_\_\_\_, ~~2012~~2021.

READ a SECOND time this \_\_\_ day of \_\_\_\_\_, ~~2021.~~4<sup>th</sup> day of September, 2012.

READ a THIRD time this \_\_\_ day of \_\_\_\_\_, ~~2021.~~4<sup>th</sup> day of September, 2012.

~~RECONSIDERED and ADOPTED~~ this \_\_\_ day of \_\_\_\_\_, ~~2021.~~17<sup>th</sup> day of September, 2012.

~~MAYOR~~

~~CORPORATE OFFICER~~

~~-~~

~~MAYOR~~

~~CHIEF ADMINISTRATIVE OFFICER~~

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: August 11, 2021  
Subject: Consent for North Okanagan Fire Dispatch Establishment Amendment Bylaw No. 2900, 2021

---

**RECOMMENDATION**

THAT Council provides consent for North Okanagan Fire Dispatch Establishment Amendment Bylaw No. 2900, 2021;

AND THAT Council directs staff to notify the Regional District of North Okanagan of its consent for North Okanagan Fire Dispatch Establishment Amendment Bylaw No. 2900, 2021.

**BACKGROUND**

Attached to this memorandum is the Regional District of North Okanagan's bylaw to amend the fire dispatch service area to align with relatively recent changes to fire protection areas. An amendment to this establishment bylaw requires the consent of two-thirds of the participants, pursuant to section 346 of the *Local Government Act*.

As there have been changes to the protection areas for both the Shuswap River Fire Protection District and BX/Swan Lake Fire Protection Service Area since 2011, this amendment is intended to ensure that all protected properties are formally participating in the fire dispatch service. Due to the size of the assessable service area (all properties except those within the City of Vernon, which provides its fire dispatch services separately), the addition of these properties has a negligible impact upon how service costs are apportioned.

For clarity, protected properties added since 2011 have been receiving dispatch services by virtue of the respective fire protection service area maps that the dispatcher references; this amending bylaw simply aligns the dispatch service areas with the fire protection service areas.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**REGIONAL DISTRICT OF NORTH OKANAGAN**

**BYLAW No. 2900**

A bylaw to amend the boundary of the North Okanagan Fire Dispatch Service Area

**WHEREAS** the Board of the Regional District of North Okanagan has, by Bylaw No. 1663, 2000, established the *North Okanagan Fire Dispatch Service*;

**AND WHEREAS** the Board wishes to amend Bylaw No. 1663, 2000 by amending the service area;

**AND WHEREAS** the Board has obtained the required consent of the majority of the participants of the service, in accordance with Section 349 of the *Local Government Act*;

**NOW THEREFORE** the Board of the Regional District of North Okanagan in an open meeting assembled, hereby **ENACTS AS FOLLOWS**:

**CITATION**

- 1. This Bylaw may be cited as ***“North Okanagan Fire Dispatch Service Establishment Amendment Bylaw No. 2900, 2021”***.

**AMENDMENTS**

- 2. North Okanagan Fire Dispatch Service Establishment Bylaw No. 1663, 2000 is amended by replacing Schedules “A” and “D” with Schedules “A” and “D” attached to and forming part of this Bylaw.

<b>Read a First, Second and THIRD Time</b>	this	21st	day of	July, 2021
<b>Consent provided by the participants</b>	this		day of	, 2021
<b>Approved by the Inspector of Municipalities</b>	this		day of	, 2021
<b>ADOPTED</b>	this		day of	, 2021

\_\_\_\_\_  
Chair  
Kevin Acton

\_\_\_\_\_  
Deputy Corporate Officer  
Ashley Bevan



Schedule "A"  
to Fire Dispatch Bylaw



Schedule "A" to North Okanagan Fire  
Dispatch Establishment Amendment  
Bylaw No. 2900, 2021

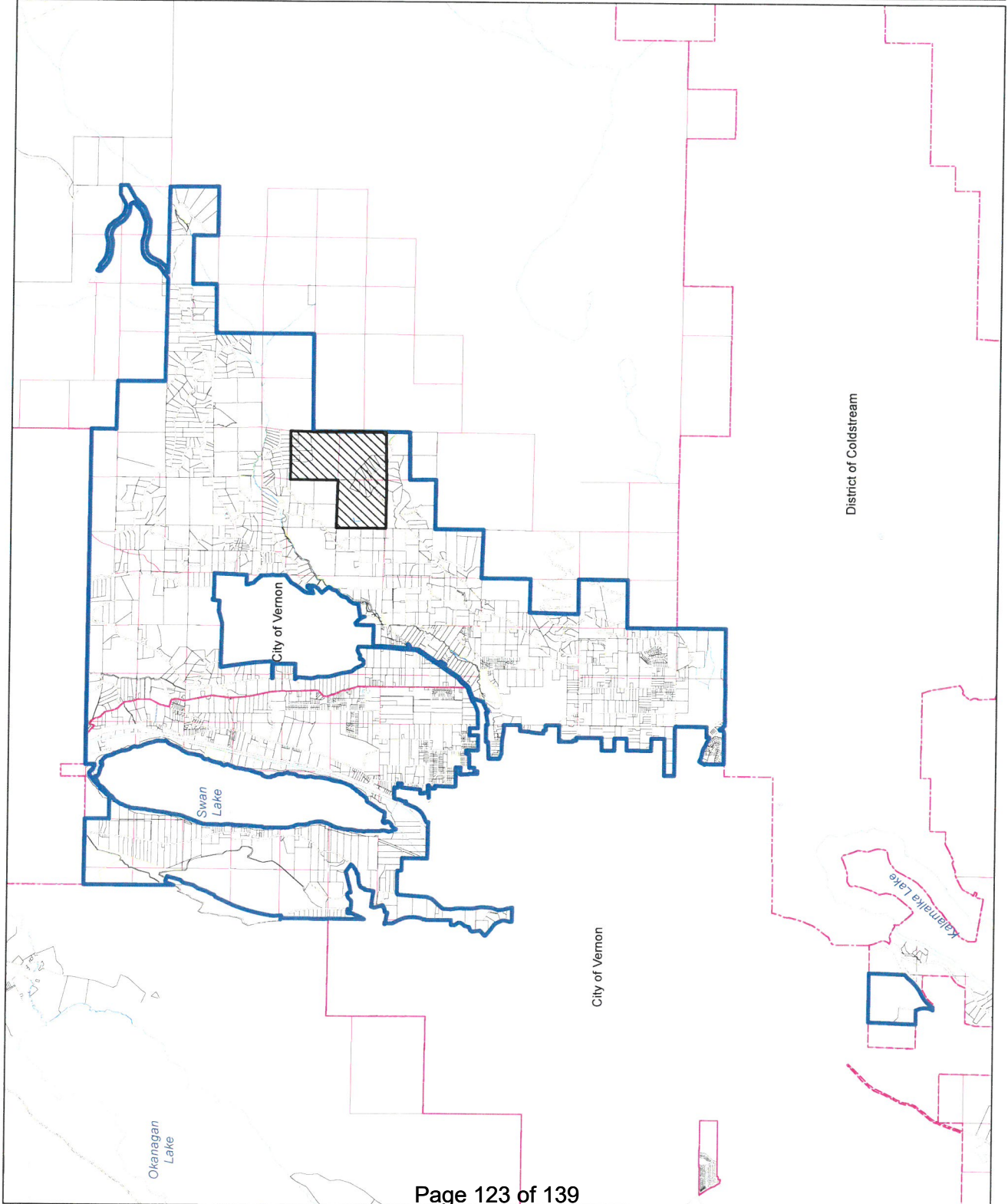
**Legend**



I hereby certify this to be a true and correct  
copy of Schedule "A" attached to and forming part of  
"North Okanagan Fire Dispatch Establishment  
Amendment Bylaw No. 2900, 2021"

Dated at Coldstream, B.C. this \_\_\_\_\_ day  
of \_\_\_\_\_, 2021.

Corporate Officer





REGIONAL  
DISTRICT  
NORTH  
OKANAGAN

Schedule "D"  
to Fire Dispatch Bylaw



Schedule "D" to North Okanagan Fire  
Dispatch Establishment Amendment  
Bylaw No. 2900, 2021

### Legend



Boundary of Area

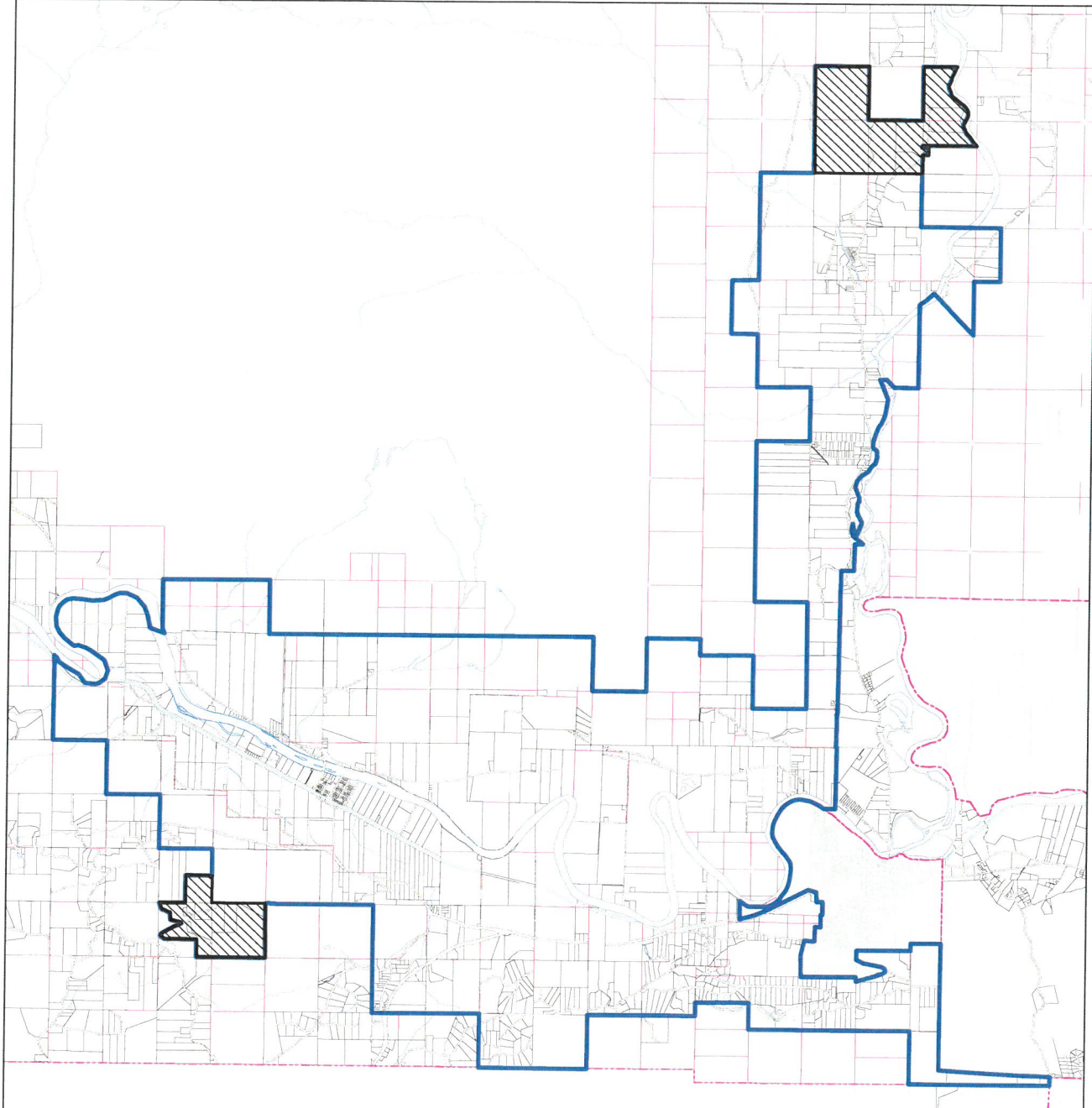


Boundary Extension

I hereby certify this to be a true and correct  
copy of Schedule "D" attached to and forming part of  
"North Okanagan Fire Dispatch Establishment  
Amendment Bylaw No. 2900, 2021"

Dated at Coldstream, B.C. this \_\_\_\_\_ day  
of \_\_\_\_\_, 2021.

Corporate Officer



THE CORPORATION OF THE CITY OF ENDERBY

MEMO



**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** July 27, 2021  
**Subject:** Disclosure of Contracts - Council

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**RECOMMENDATION**

THAT Council receives and files this memorandum.

**BACKGROUND**

Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

During the said period, the City of Enderby entered into the following contracts:

April 1, 2021 to June 30, 2021

<b>Council Member</b>	<b>Supplier</b>	<b>Amount</b>
Councillor Baird	Baird Bros. Ltd.	\$ 41,383.97
Mayor McCune	GTI Petroleum	\$ 7,696.48

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: August 3, 2021  
Subject: Amendment to Shipping Container Health and Safety Policy

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**RECOMMENDATION**

THAT Council adopts the amended *Shipping Container Health and Safety Policy*.

**BACKGROUND**

At the Regular Meeting of July 12, 2021, Council adopted the *Shipping Container Health and Safety Policy* which was intended to provide more prescriptive health and safety specifications on the use and siting of shipping containers. This policy is intended to be read together with the Zoning Bylaw regulations, to form a comprehensive approach.

The *Shipping Container Health and Safety Policy* currently sets forth the following:

- Hazardous materials (except for flammable or combustible liquids or gases) can be stored in both temporary or permanent shipping containers, but only if there is an accepted Fire Safety Plan and Pre-Incident Plan in place, and placards describing the hazardous materials are posted to the container; and
- Both temporary and permanent shipping containers must have ventilation openings constructed to minimum standards.

After further analysis during the implementation stage, Staff are recommending that the *Shipping Container Health and Safety Policy* be amended to:

- Not allow hazardous materials (including flammable or combustible liquids or gases) to be stored in temporary shipping containers, under any circumstance; and
- Not require temporary shipping containers to have the additional ventilation measures in place.

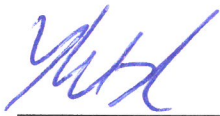
The rationale for this revised approach is that most shipping containers that are commercially available for rent (and most likely to be used by residents for temporary purposes) do not have venting in place that would meet the minimum standards set forth in the *Shipping Container Health and Safety Policy* (0.3-0.5 m openings, openings covered by wire mesh, wind vent device in place for upper vent opening); given this, it would make it extremely difficult for residents to rent shipping containers for temporary purposes which are compliant with the City's policy. However, the additional ventilation measures do



serve an important safety function with respect to hazardous materials that may be stored inside a shipping container. To address this issue, Staff are recommending that hazardous materials *not* be permitted to be stored within temporary shipping containers under any circumstance, which removes the need for a temporary shipping container to have the additional ventilation measures in place.

Attached is an amended version of the *Shipping Container Health and Safety Policy* for Council's consideration.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer

Policy Title	Shipping Container Health and Safety Policy
Policy Number	

Effective Date	Adopted by	Replaces
	Council	N/A

**PURPOSE:** To adopt a policy that will provide more prescriptive health and safety requirements for the siting and use of shipping containers in the City of Enderby.

**POLICY:** Interpretation

Shipping container uses and siting must conform to this policy and all land use regulations, as well as the BC Building Code, BC Fire Code, and any other relevant health and safety enactment.

This policy is intended to be read in conjunction with section 314 of the City of Enderby Zoning Bylaw No. 1550, 2014.

A shipping container is a “building” as defined by both the BC Building Code and the BC Fire Code: “**Building** means any structure used or intended for supporting or sheltering any use or occupancy.”

Requirements

Institutional, Commercial, and Industrial properties must submit a revised pre-incident plan prior to adding a permanent shipping container to their property, except in emergency circumstances when it must be submitted as soon as reasonably practicable thereafter.

Any material that meets the definition of a hazardous substance, other than a flammable or combustible liquid or gas, must only be stored in a permanent shipping container after:

1. The acceptance of a Fire Safety Plan and Pre-Incident Plan by the Enderby & District Fire Department;
2. Placards describing the hazardous substances are posted on the two container sides most visible to emergency responders and indicating the name of the company/person responsible for the storage and an

emergency telephone contact number marked in lettering visible from 10 metres.

No material that meets the definition of a hazardous substance, including a flammable or combustible liquid or gas, may be stored in a shipping container used for temporary purposes.

Shipping containers shall not be sited within 3 metres of power lines.

Shipping containers must be sited such that no combustible materials are placed near the container.

Permanent sShipping containers must have the following safety features in place ~~prior to any use for storage, whether temporary or permanent:~~

- One (1) ventilation opening must be added within 150mm of the floor in the container door primarily used for opening.
- One (1) ventilation opening must be added within 150mm from the top of the container on the opposite end from the doors for cross ventilation.
- The high ventilation opening cannot be directly venting toward a structure.
- Neither ventilation opening can be obstructed by stored materials at any time and must be kept clean of internal and external debris.
- The additional ventilation openings must be constructed based upon the following minimums:
  - Two (2) 0.3 x 0.3 m openings for containers six metres or less.
  - Two (2) 0.5 x 0.5 m openings for containers over six metres.
  - Both openings must be covered by open grate wire mesh with greater than 50% free area.
  - Higher opening will also have a wind vent device, such as a wind turbine.

Standard existing environmental vents normally built into shipping containers are not acceptable as ventilation openings for land-based storage applications. These were designed for air movement based upon atmospheric weather changes only and do not provide adequate air flow.

### Implementation

An authorized person, subject to conditions, may enter on property for the purposes of inspection, in accordance with section 16 of the *Community Charter*, section 3.4(a) of the City of Enderby Fire Protection Bylaw No. 1529,

2014, section 101(1) of the City of Enderby Zoning Bylaw No. 1550, 2014, and section 402(5-6) of the City of Enderby Building Bylaw No. 1582, 2015.

The Fire Chief or a person acting under the authority of the Fire Chief may require an owner or occupier of real property to undertake any actions directed by the Fire Chief or Officer for the purpose of removing or reducing anything or condition that the Fire Chief or Officer considers is a fire hazard or increases the danger of fire, in accordance with section 3.4(c) of the City of Enderby Fire Protection Bylaw No. 1529, 2014.

A Local Assistant to the Fire Commissioner may enter and inspect a premises at all reasonable hours for conditions that may endanger life or property or otherwise be a fire hazard and, with the Fire Commissioner's authority, may make an order remedying the dangerous condition or fire hazard, in accordance with sections 21-22 of the Fire Services Act.

A Building Official may administer the City of Enderby Building Bylaw No. 1582, 2015, which includes the ability to post "No Not Occupy" notices, recommend that a Notice on Title be registered against the property, and order the correction of work done in contravention of the Building Bylaw, the Building Code, or any other applicable enactment of local government or the Province of BC.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: July 19, 2021  
Subject: Lot Frontage Waiver Request – 2009 McGowan Street, Enderby BC

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**RECOMMENDATION**

THAT Council authorizes an exemption to Section 603.8.a of the City of Enderby Zoning Bylaw No. 1550, 2014 to reduce the minimum lot frontage for single-family dwellings from 15 m (49.21 feet) to 12 m (39.37 feet) for the proposed subdivision of the property legally described as LOT 7 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN KAP50468 and located at 2009 McGowan Street, Enderby BC, as shown on the attached Schedule 'A'.

**BACKGROUND**

The owner of 2009 McGowan Street is proposing a 34-lot subdivision of the property which would involve a mixture of single-family and two-family lots, consistent with the property's Residential Two-Family (R.2) zoning designation. The applicant was previously successful in amending the Zoning Bylaw to reduce the minimum lot area for single-family dwellings from 450 m<sup>2</sup> (4,844 square feet) to 350 m<sup>2</sup> (3,767 square feet), in order to facilitate the subdivision of smaller single-family lots.

To accommodate the smaller single-family lots, the applicant is requesting an exemption to Section 603.8.a of the City of Enderby Zoning Bylaw to reduce the minimum lot frontage for single-family dwellings from 15 m (49.21 feet) to 12 m (39.37 feet), as shown on the attached Schedule 'A'.

Staff are supportive of the lot frontage exemption request for the following reasons:

- It would be difficult for the property owner to subdivide the property into smaller single-family lots, while maintaining a suitable building footprint, with a minimum 15 m (49.21 feet) frontage;
- In the City's Residential Multi-Family Medium Intensity (R.3) zone, the minimum frontage for single-family dwellings is 12 m (39.37 feet); given this, there is already a precedent within the City's land use framework for a 12 m frontage for single-family dwellings; and
- Reducing the minimum lot frontage will facilitate a more efficient subdivision of the parcel, which will support more intensive residential development and result in additional housing within the community.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer



District of Sicamous  
446 Main Street  
PO Box 219  
Sicamous, BC  
VOE 2V0  
T: 250 836 2477  
F: 250 836 4314  
E: info@sicamous.ca  
www.sicamous.ca



July 15, 2021

Member Municipalities

Sent via email.

**Re: Protection of outdoor recreation opportunities and established snowmobile Recreational Sites or Trails in B.C.**

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To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Rysz".

Mayor Terry Rysz,  
DISTRICT OF SICAMOUS

Encl. Protection for Outdoor Recreation Opportunities in BC  
Protection for Established Snowmobile Recreational Sites or Trails



## **British Columbia Snowmobile Federation**

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

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## **FRPA Recreation Resource Value Objective (all recreation in BC)**

### **Background**

The BC Government brought the Forest Range & Practice Act (FRPA) into force in 2004. This legislation outlines parameters for how public lands and resources are managed within the province. Specifically, FRPA serves to align government, private, and public interests by defining values such as biodiversity, cultural heritage, and timber. These land 'values' are then assigned 'objectives' detailing how land users must work together and apply meaningful strategies to protect and retain these resources. Of the eleven FRPA values, recreation remains the only one for which the Ministry of Forests has never assigned 'objectives'. Without declared objectives, industrial licensees currently have no requirement to consider, consult, or coordinate their activities on registered public trails or around public recreational resources in the province.

We believe that FRPA land use objectives should encompass the values which are important to BC residents, our communities, and to the outdoor recreation sector with at least equal consideration.

Therefore, the BC Snowmobile Federation would like to propose the following regulatory change:

### **Proposed Objective**

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.

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### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."





## **British Columbia Snowmobile Federation**

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# **Section 56 Individual Sites & Trails Objectives (snowmobile specific)**

## **Background:**

Section 56 of the Forest Ranges and Practices Act (FRPA) allows the government to establish or disestablish recreation sites, trails and interpretive forest sites. It also allows the government to establish Site Level objectives for these sites or trails at the time they are established or by amendment at anytime. This can easily be done by the authorized designated decision maker which is often the Recreation Sites and Trails BC District Manager.

Snowmobile Clubs across BC enter into Partnership Agreements with the Government to ensure the provision of safe, sanitary, socially acceptable and environmentally sound recreation sites and trails for public use. This is done through the investment of many volunteer hours, user fees and fundraising by BC Snowmobile Federation (BCSF) Member Clubs to support trail maintenance efforts. However, under the current FRPA Framework, snowmobile clubs are not even assured that the services and recreation sites they are responsible for managing will not be disrupted by industrial forest activity. Licensees are not currently obligated to consider, communicate, or mitigate any snowmobile trail disruption in their Forest Stewardship Planning. The BCSF has been told that Industry must only plan for and consider sites where a government registered objective is set and where their operations might impact that established objective.

For the snowmobile sector many snowmobile trails have been established under FRPA Section 56 but in a recent study completed by the BC

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### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

*recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*

- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail at least six months in advance.*

### Section 56 - Recreation Site Level Objective (snowmobile specific) - “High Value” Snowmobile Trails

Furthermore, in British Columbia we have areas that have a high recreation value for the snowmobile community that represent significant tourism and community benefit. These trails are designated as high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director. The BC Snowmobile Federation would additionally like the following objectives to be established to these sites or trails.

- 1. Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*

1. *The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
2. *Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*
3. *This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail (site) at least six months in advance.*

FURTHERMORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing snowmobile sites that are established under Section 56 of FRPA and that are considered to be high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director.

*Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*

## Laurel Grimm

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**From:** Laponsee, Tanya (HC/SC) <tanya.laponsee@canada.ca> on behalf of Novak, Jennifer (HC/SC) <jennifer.novak@canada.ca>  
**Sent:** July 13, 2021 12:58 PM  
**To:** lgrimm@cityofenderby.com  
**Subject:** Opioid Overdose Crisis in Canada

Corporation of The  
City of Enderby

**AGENDA** JUL 13 2021

Dear Laurel Grimm,

Thank you for your correspondence dated January 20, 2021, addressed to the Honourable Patty Hajdu, Minister of Health, concerning the opioid overdose crisis in Canada. We appreciate you forwarding the resolution that the City of Enderby Council passed on January 18, 2021. I have been asked to respond to you directly. While I cannot determine why there has been such a long delay in receiving your letter, it is unacceptable. Please accept my sincere apologies for the delay in responding.

I am grateful for the time that you took to share your concerns with us. Hearing from concerned communities like yours is important to us. The Government of Canada has made it a priority to listen to Canadians most impacted by problematic substance use and the opioid overdose crisis to inform a comprehensive, collaborative, and compassionate response. We recognize the complexity and the devastating impacts that the crisis is having on individuals, our friends, families, and communities across the country.

The Government of Canada's approach to substance use issues has been guided by our federal drug strategy – the Canadian Drugs and Substances Strategy (CDSS). The CDSS takes a public health-focused approach, and lays out our framework for evidence-based actions to reduce the harms associated with substance use in Canada. It includes four key pillars – prevention, treatment, harm reduction, and enforcement.

Since the introduction of the CDSS in 2016, the Government of Canada has taken evidence-based action to address the opioid overdose crisis through investments of over \$700 million as well as legislative and regulatory action. As part of this investment, Budget 2021 proposes to provide \$116 million over two years, starting in 2021-22, building on \$66 million invested in the 2020 Fall Economic Statement, for the Substance Use and Addictions Program (SUAP) to support a range of innovative approaches to harm reduction, treatment, and prevention at the community level.

We understand and share your concerns regarding the challenges in connecting people to appropriate services in a fragmented treatment landscape. While provinces and territories are generally responsible for funding and delivery of treatment services, the federal government has a role to play in making sure appropriate and evidence-based treatment options are available. We continue to support efforts to increase access to harm reduction services, such as supervised consumption sites; strengthen enforcement to help reduce the toxic illegal drug supply; increase awareness and prevention efforts, including addressing substance use stigma; and, build the evidence base through investments in research and surveillance.

We have taken actions to reduce barriers to providing people who use drugs with a safer, pharmaceutical-grade alternative to the toxic illegal drug supply. For example, Health Canada has eased restrictions on pharmacists and the transportation of controlled substances, to make it easier

for people to access the medications they need during the COVID-19 pandemic while following public health advice, such as physical distancing. Health Canada's SUAP is currently funding 18 safer supply projects that are offering services across 30 sites in five provinces. This represents total investments of \$59.9 million across British Columbia, Ontario, Quebec, New Brunswick and Nova Scotia. These investments will help provide pathways to care and treatment. The evaluation of these innovative projects will continue to build the evidence base to support the scaling up of effective models.

The provision of health care services is, with a few exceptions, a provincial and territorial responsibility, not a federal one. While recent regulatory flexibilities at the federal level have helped reduce barriers, expansion of safer supply services requires the buy-in of provincial and territorial Ministers of Health, relevant professional and regulatory bodies, and health care providers who can prescribe the relevant medications and provide care to people with substance use disorders. We continue to engage with these stakeholders to inform them about safer supply and encourage them to look within their sphere of influence and work to remove barriers to this promising practice.

Further, the Government of Canada continues to support the use of programs that create pathways away from the criminal justice system toward appropriate health services and social supports. For example, in August 2020, the Public Prosecution Service of Canada issued guidance to prosecutors stating that alternatives to prosecution should be considered for simple possession offences, except when there are serious aggravating circumstances. On February 18, 2021, the Department of Justice Canada introduced Bill-C-22, which would repeal mandatory minimum penalties for drug-related offences and require police and prosecutors to consider other responses to some drug-related offences, such as diversion to addiction treatment programs.

Concerning the declaration of a national public health emergency, the federal government has publicly recognized and committed to responding to the opioid overdose crisis and is already using the broad range of powers at its disposal. Declaring a public health emergency and invoking the federal Emergencies Act, to manage critical situations of a temporary nature, would not provide any additional measures that would support our immediate or longer-term response efforts. The comprehensive federal response has included reducing legislative and regulatory barriers, awareness campaigns, improving the knowledge base and providing emergency funding to provinces and territories, which were put in place without a formal declaration of a public health emergency.

The opioid overdose crisis is a complex public health issue and we recognize that no single organization or level of government can solve this situation alone. The Government remains committed to working with a wide range of partners – including the provinces and territories, people who use drugs and with lived and living experience, Indigenous peoples and racialized communities, civil society organizations, public health and law enforcement leaders – to determine the best ways to support people who use substances, advance solutions to save lives and help reverse this national public health crisis while recognizing that problematic substance use must be treated as a health condition. Thank you again for taking the time to share your views.

Yours sincerely,

Jennifer Novak  
Executive Director  
Opioid Response Team  
Controlled Substances and Cannabis Branch  
Health Canada  
[Canada.ca/opioids](https://Canada.ca/opioids) // [Canada.ca/opioides](https://Canada.ca/opioides)