

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: October 18, 2021
TIME: 4:30 p.m.
LOCATION: Enderby City Hall

Please contact Enderby City Hall at 250-838-7230 or 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/

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

2.1. Meeting Minutes of October 4, 2021 Page 1

3. DELEGATIONS

3.1. S/Sgt. Steve Mancini, North Okanagan Rural Unit Commander, Enderby Detachment, RCMP Verbal

4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

4.1. Committee-of-the-Whole

5. REPORTS

5.1. Mayor and Council Reports Verbal

5.2. Area F Director Report Verbal

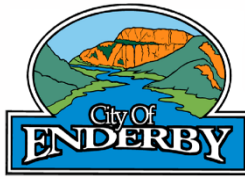
5.3. Chief Administrative Officer Report Verbal

5.4. RDNO Building Permit Report – September 2021 Page 4

6. NEW BUSINESS

6.1. RDNO Building Inspection Extension Agreement for 2022-2023 Page 5
Memo prepared by Chief Administrative Officer dated October 11, 2021

- 6.2. RDNO Grant Service Establishment – Historic O’Keefe Ranch Page 8
Memo prepared by Chief Financial Officer dated October 6, 2021
- 6.3. Enderby Farmers Market – Request to Close Cliff Avenue for Weekly Winter Market Page 19
Memo prepared by Planner and Deputy Corporate Officer dated October 14, 2021
- 6.4. City of Enderby Housing Strategy – Terms of Reference Page 32
Memo prepared by Planner and Deputy Corporate Officer dated October 14, 2021
7. **PUBLIC QUESTION PERIOD**
8. **ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

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

Present: Councillor Brad Case
Councillor Roxanne Davyduke
Councillor Raquel Knust
Councillor Shawn Shishido
Councillor Brian Schreiner (Acting Mayor)

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

APPROVAL OF AGENDA

Moved by Councillor Case, seconded by Councillor Knust
“THAT the October 4, 2021 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of September 20, 2021

Moved by Councillor Knust, seconded by Councillor Davyduke
“THAT the September 20, 2021 Council Meeting minutes be approved as circulated.”

CARRIED

DEVELOPMENT MATTERS AND RELATED BYLAWS

0038-21-DVP-END (Borhaven)

Legal: LOT 6 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP92074

Address: 17 Preston Drive West, Enderby BC

Applicant: Eric Borhaven (Tonka Construction Ltd.)

Owner(s): Deborah and Joseph Deveau

Moved by Councillor Shishido, seconded by Councillor Case
THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 6 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP92074 and located at 17 Preston Drive West, Enderby B.C. to permit a variance to Section 602.10.d of the City of Enderby Zoning Bylaw No. 1550, 2014 by

reducing the minimum rear yard setback from 6 m (19.68 feet) to 5.58 m (18.31 feet), as shown on Schedule 'A'.

CARRIED

CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

Committee-of-the-Whole

Moved by Councillor Knust, seconded by Councillor Davyduke

“THAT Staff send a letter to the Interior Health Authority inquiring as to reductions in laboratory services at the Enderby Health Centre, including whether there are plans to resume a five-day per week service level and a timeline for restoring service to the previous level.”

CARRIED

REPORTS

Chief Administrative Officer

- Arena Condition Assessment kick-off meeting and site visit.
- Arena and Curling Club repairs moving forward after water leak damage. Working with two different insurance companies.
- Finalizing draft scope of work for the planned expansion of the drinking water treatment plant and sections of the distribution system. At this time, the potential components include a second filter plant and backwash pump, another UV bank, potential changes to the transfer well and pumps, adding a new chamber on the lower reservoir as well as dedicated supply and distribution lines from the lower reservoir to Francis Drive.
- Targeting a draft water conservation plan for Council at either the next meeting or the first meeting in November.
- Granville Getaway project completed last week and was well-received by staff.
- Call answering service was discontinued without notice, so a temporary after-hours system has been put in place in order to buy time until either a better interim solution is implemented or the City’s new telephone service is installed, which will likely be within the next few months due to the fact that its existing telephone system is antiquated and its components have been discontinued, which limits the ability to repair it efficiently in the future.

NEW BUSINESS

Fire Department Engine 12 Replacement Purchase

Moved by Councillor Case, seconded by Councillor Knust

“THAT Council approves the purchase of the replacement Engine 12 from HUB Fire Engines and Equipment Ltd., valued at \$709,774.00 plus taxes.”

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

Bylaw Enforcement Statistics for Second Period of 2021 (May-Aug)

Moved by Councillor Case, seconded by Councillor Knust

“THAT Council receives and files the Bylaw Enforcement Statistics for Second Period of 2021 (May-Aug).”

CARRIED

City of Langley: Appointment of Directors to Regional District Board

Moved by Councillor Case, seconded by Councillor Knust

“THAT Council issue a letter of support to the Minister of Municipal Affairs for the City of Langley’s resolution regarding the Appointment of Directors to Regional District Board;

AND THAT the City of Enderby endorse the City of Langley’s proposal that the Ministry of Municipal Affairs conduct a broad consultative process in partnership with the Union of British Columbia Municipalities and all local governments and local government associations in BC to solicit feedback on any proposed amendment to section 198 of the Local Government Act.”

CARRIED

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Case, seconded by Councillor Davyduke (4:47 p.m.)

“That, pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (k) of the Community Charter.”

CARRIED

ADJOURNMENT

Moved by Councillor Davyduke, seconded by Councillor Knust

“That the regular meeting of October 4, 2021 adjourn at 5:06 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2021 **Month:** 09

Folder Type	2021 / 09		2020 / 09		2021 to 09		2020 to 09		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	
DEMOLITION	0	0	0	0	0	0	0	0	
END - ACCESSORY BUILDING	0	0	0	0	4	53,440	1	0	
END - COMMERCIAL BUILDING	0	0	0	2	2	2,780,000	4	1	
END - DEMOLITION	0	0	0	1	1	20,000	1	0	
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	
END - MANUFACTURED HOME	0	0	0	2	2	165,000	0	0	
END - MODULAR HOME	0	0	0	1	1	300,000	1	1	
END - MULTI FAMILY DWELLING	3	12	300,000	0	12	300,000	1	4	
END - PLUMBING	0	0	0	0	0	0	0	0	
END - SIGN	0	0	0	0	0	0	1	0	
END - SINGLE FAMILY DWELLING	1	1	563,957	15	14	5,814,898	11	9	
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	
INSTITUTIONAL	0	0	0	0	0	0	0	0	
MANUFACTURED HOME	0	0	0	0	0	0	0	0	
MODULAR HOME	0	0	0	0	0	0	0	0	
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	
PLUMBING	0	0	0	0	0	0	0	0	
POOL	0	0	0	0	0	0	0	0	
RETAINING WALL	0	0	0	0	0	0	0	0	
SIGN	0	0	0	0	0	0	0	0	
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	
Report Totals	4	13	863,957	3	1	400,000	28	29	9,433,338
									15
									2,989,400

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: October 11, 2021
Subject: RDNO Building Inspection Extension Agreement for 2022-23

RECOMMENDATION

THAT Council authorizes the Mayor and Chief Administrative Officer to execute the RDNO Building Inspection Services Extension Agreement for 2022-23 substantially as presented.

BACKGROUND

Attached to this memorandum is a two-year extension to the City's agreement with the Regional District of North Okanagan for Building Inspection Services. The City of Enderby has historically participated in the RDNO's Building Inspection Service; in 2018, the service was restructured into a contract model for municipalities, and the City entered into an agreement with RDNO on that basis for the 2019-21 period. Pursuant to that agreement, the parties may mutually agree to extend the term for a further two years.

In addition to extending the term for two years, the attached Building Inspection Extension Agreement also clarifies the annual inflation escalator for both parties (the City provides services to the RDNO under the existing agreement, including the provision of office space for building inspectors and the handling of Area F permits at the front counter of City Hall).

Staff are satisfied with the quality of service provided by the RDNO and support the extension.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

REGIONAL DISTRICT OF NORTH OKANAGAN
BUILDING INSPECTION EXTENSION AGREEMENT

THIS AGREEMENT made the _____ day of _____, 2021

BETWEEN:

CITY OF ENDERBY
PO Box 400
Enderby, BC V0E 1V0

(the "Municipality")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN, a duly incorporated regional district by letters patent under the provisions of the *Local Government Act* of British Columbia having an office at 9848 Aberdeen Road, Coldstream, BC V1B 2K9

(the "Regional District")

OF THE SECOND PART

WHEREAS the Regional District is empowered by the *Local Government Act* to provide building inspection services, by contract, to any municipality;

AND WHEREAS the Municipality has requested to contract with the Regional District to issue building permits and conduct building inspections in accordance with the Municipality's Bylaws and Policies as amended from time to time;

AND WHEREAS the Parties, having obtained the consent of the Electoral Area Directors, have agreed that the Regional District will provide such services on a contract basis as part of its local government building inspection service, on the terms and conditions set out herein as detailed below;

AND WHEREAS the Parties upon mutually acceptable terms agreed to an extension of the term for Building Inspection Services as outlined in provision 2.01 and 2.02 of the Building Inspection Agreement dated November 28, 2018;

AND WHEREAS the Parties have agreed to enter into an agreement extension for two years under the acceptable terms in the Building Inspection Agreement dated November 28, 2018;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises, the services performed by the Regional District for the Municipality and the payments by the Municipality, the Parties agree as follows:

1. TERM

- 1.01** This Agreement extension shall be in force for the period of time commencing on January 1, 2022, and terminating two years from that date, on December 31, 2023 (the "Term"), subject to the Building Inspection Agreement dated November 28, 2018.

2. PAYMENT

2.01 The Municipality agrees to pay the Regional District the annual fee and hourly rates as outlined in provision 5.02 of the Building Inspection Agreement dated November 28, 2018 subject to a 2% annual increase for inflation reflected annually on January 1 as follows:

	2021	2022	2023
Annual Fee	\$11,906.57	\$12,145	\$12,388
Plan Checker Rate	\$42.00	\$42.84	\$43.70
Building Inspection Rate	\$63.00	\$64.26	\$65.55

2.02 The Regional District agrees to pay the Municipality an annual flat rate for office rent and a per permit handling fee as outlined in provision 5.03 of the Building Inspection Agreement dated November 28, 2018 subject to a 2% annual increase for inflation as follows:

	2021	2022	2023
Annual Office Rent	\$2,312	\$2,358	\$2,405
Per Permit Handling Fee	\$52.50	\$53.55	\$54.62

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their duly authorized signatories the day and year first above written.

CITY OF ENDERBY
 Authorized Signatory:

 Signature

 Date

 Print Name

 Title

REGIONAL DISTRICT OF NORTH OKANAGAN
 Authorized Signatory:

 Signature

 Date

 Print Name

 Title

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: October 6, 2021
Subject: RDNO Grant Service Establishment – Historic O’Keefe Ranch

RESOLUTION A

THAT Council informs the Regional District of North Okanagan that it will participate in the proposed service for the draft bylaw cited as “O’Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021”;

AND THAT Council consents to the withdrawal provisions included in the draft bylaw.

RESOLUTION B

THAT Council does not participate in the proposed O’Keefe Ranch Grant Service.

RESOLUTION C

THAT Council does not participate in the proposed O’Keefe Ranch Grant Service;

AND THAT Council suggests that the Regional District of North Okanagan explores the creation of a grant service that supports cultural and heritage projects throughout the region.

BACKGROUND

Attached is a referral from the Regional District of North Okanagan to each member municipality for its consideration in joining a grant service to provide financial support to the Historic O’Keefe Ranch.

The City has not contributed to the O’Keefe Ranch in the past; however, a request from the O’Keefe Ranch was brought forward to Council in February of 2011. Below is an extract of the minutes:

O'Keefe Ranch – Correspondence dated February 7, 2011

Re: Request for Funding

Moved by Councillor Shipmaker, seconded by Councillor Ludwig that Council is not prepared to support the O'Keefe Ranch financially until such time as a regional function is created which would support various cultural and heritage projects throughout the region.

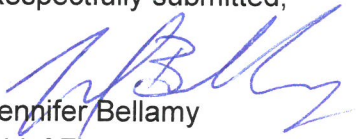
Carried Unanimously

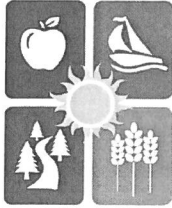
Discussion:

- Local support is provided to Enderby Museum. There is no regional support from other jurisdictions.
- Not willing to support one facility in another jurisdiction when there are others that could benefit from a regional function.

If Council wishes to participate in the proposed service, the City's annual contribution would be between \$3,080 to \$3,672 depending on the value of the requisition and provided that all regional partners participate. Lumby has already indicated that it will not participate, which would presumably increase the taxation burden across the remaining participants unless the requisition value is decreased accordingly. Council would also be required to consent to the withdrawal provisions of the draft bylaw, which is that a participant may withdraw from the service at the end of the calendar year by giving notice in writing at least six months prior to the end of the calendar year.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
CITY OF ENDERBY
DISTRICT OF COLDSTREAM
VILLAGE OF LUMBY
CITY OF VERNON
TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE
"C" – BX DISTRICT
"D" – LUMBY (RURAL)
"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

OFFICE OF: CORPORATE SERVICES

OUR FILE No.: 3900.2911

September 29, 2021

Nicole Cressman, Corporate Officer
City of Armstrong
3570 Bridge Street, Box 40
Armstrong, BC V0E1B0
ncressman@cityofarmstrong.bc.ca

Jennifer Graham, Director of Corporate Admin.
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6
jgraham@coldstream.ca

Tate Bengtson, Chief Administrative Officer
City of Enderby
619 Cliff Avenue
Enderby, BC V0E 1V0
tbengtson@cityofenderby.com

Melanie Wenzoski, Manager of Corporate Services
Village of Lumby
1775 Glencaird Street, PO Box 430
Lumby, BC V0E 2G0
melaniew@lumby.ca

Cindy Graves, Corporate Officer
Township of Spallumcheen
4144 Spallumcheen Way
Spallumcheen, BC V0E 1B6
cindy.graves@spallumcheentwp.bc.ca

Keri-Ann Austin, Corporate Officer
City of Vernon
3400 30th Street
Vernon, BC V1T 5E6
kaustin@vernon.ca

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

Re: Draft O'Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021

The Board of Directors at their September 22, 2021 regular meeting passed the following resolution:

That the draft O'Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021 be referred to member municipalities and electoral areas for consideration of joining the proposed service; and further,

That each participant be requested to consent to the withdrawal provisions within the draft bylaw in accordance with Section 340(3) of the Local Government Act.

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

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

Enclosed with this letter is the staff report that accompanied Draft *O'Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021* on the Board of Directors agenda. The RDNO is requesting that each member municipality and electoral area review the draft service establishment bylaw, including the withdrawal provisions, and confirm if they wish to participate in this proposed service and if so, provide consent with respect to the withdrawal provisions in accordance with Section 340(3) of the *Local Government Act*.

The attached report and draft bylaw refer to a total tax requisition maximum of \$130,000; however, at the September 22, 2021 meeting, the Board of Directors discussed a range of \$130,000 to \$155,000 in order to provide a grant to the society of either \$125,000 or \$150,000, plus an allowance for administrative overhead.

The table below shows the tax impact for each jurisdiction (if all jurisdictions participate) with the two potential tax requisition limits, for comparative purposes, discussed at the Board of Directors meeting. The percentage split among jurisdictions is based on the 2021 Revised Roll (converted land and improvements) as provided by the BC Assessment Authority.

Jurisdiction	Tax Impact	Tax Impact	% Split
Armstrong	5,953	7,097	4.6%
Enderby	3,080	3,672	2.4%
Vernon	68,509	81,684	52.7%
Coldstream	16,744	19,964	12.9%
Spallumcheen	7,412	8,837	5.7%
Lumby	2,329	2,777	1.8%
Electoral Area B	7,852	9,361	6.0%
Electoral Area C	7,619	9,085	5.8%
Electoral Area D	3,352	3,997	2.6%
Electoral Area E	1,062	1,267	0.8%
Electoral Area F	6,088	7,259	4.7%
Total	\$130,000	\$155,000	100.0%

The \$130,000 tax requisition limit equates to a tax rate of \$0.0055 per \$1000 of taxable land and improvements, or \$2.57 for the average residential property assessed at approximately \$470,000.

A tax requisition limit of \$155,000 equates to a tax rate of \$0.0065 per \$1000 of taxable land and improvements, or \$3.06 for the average residential property.

The Board also discussed that a Historic O'Keefe Ranch Society representative could be available for Councils and the Electoral Area Advisory Committee, if desired, to answer questions regarding the funding request that is associated with the proposed service and draft bylaw.

Letter to: Member Municipalities and Electoral Areas
From: Corporate Services
Subject: Bylaw No. 2911

File No.: 3900.2911
Dated: September 29, 2021
Page 3 of 3

Following consideration by all of the partner jurisdictions, the RDNO will prepare a final draft of the establishment bylaw for three readings by the Board of Directors. After three readings of the bylaw, it will once again be forwarded to all participating jurisdictions for participant approval.

Yours truly,



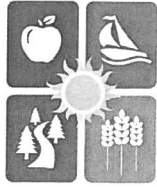
Ashley Bevan
Deputy Corporate Officer



Stephen Banmen, MBA
General Manager, Finance

/ab

Enc. Draft Bylaw 2911
Staff report dated September 22, 2021



TO: Board of Directors
FROM: Finance Department
SUBJECT: Proposed O'Keefe Ranch Grant Service

File No: 3900.2911
Date: September 22, 2021

RECOMMENDATION:

That the draft O'Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021 be referred to member municipalities and electoral areas for consideration of joining the proposed service; and further,

That each participant be requested to consent to the withdrawal provisions within the draft bylaw in accordance with Section 340(3) of the *Local Government Act*.

SUMMARY:

At the October 21, 2020 Board of Directors meeting, the Board adopted the following resolution:

"That staff be directed to undertake a feasibility review for establishing a grant-in-aid service for the Historic O'Keefe Ranch Society."

Staff have drafted an establishment bylaw for consideration by all member municipalities and electoral areas to solicit interest in participating in the proposed service.

The service would provide an annual grant to the Historic O'Keefe Ranch Society to support with the operations of the Ranch. The actual grant would be set by the Board during budget deliberations, subject to the maximum tax requisition set in the bylaw.

The draft bylaw includes service withdrawal provisions, and as such and in accordance with Section 340(3) of the *Local Government Act* (LGA), each participant must also consent to the withdrawal provisions prior to the bylaw being forwarded to each participant for approval.

Following referral to the member municipalities and electoral areas, the bylaw will be brought back to the Board for three readings and then forwarded to the participating jurisdictions for approval by each of the participants. After participating area approval, the bylaw will be forwarded to the Province for Inspector approval and then to the Board for adoption.

BACKGROUND:

O'Keefe Ranch Service Establishment Bylaw No. 1996, 2004 was adopted in March 2005 with the City of Armstrong, City of Vernon, District of Coldstream and all five Electoral Areas as participants in the

service. The purpose of the service was planning, implementation, operation and maintenance of facilities and programs at the O'Keefe Ranch. Cost Recovery for the service was through requisition, fees and charges and revenues received by way of agreement, enterprise, gift, grant or otherwise. The maximum amount was not more than \$109,230 or \$0.0222 per \$1,000 on the net taxable value of land and improvements within the service area.

The bylaw was amended in 2007 by removing Electoral Areas "B" and "D" as participants; shortly after, the bylaw was repealed by Bylaw No. 2266, 2007 in March 2008 and the service dissolved.

DISCUSSION:

There are numerous provisions within the LGA with respect to establishing new services and the approval of the associated establishment bylaws. Depending upon the circumstances, different processes may be undertaken. In this particular case, the approval process is somewhat simplified in that assent of the electors by referendum or approval of the electors by alternative approval process is not required.

In accordance with Section 346 of the LGA, each municipal council may give municipal participating area approval by consenting on behalf of its electors to the adoption of the proposed bylaw. In addition in accordance with Section 347 of the LGA, since the proposed service provides a grant to support heritage conservation, it is among a small group of services that can be approved by consent of the electoral area director, as long as the service is established without borrowing and includes the whole electoral area.

For services related to heritage conservation, a maximum tax requisition is not required within the establishment bylaw. However, the proposed bylaw includes a maximum tax requisition to alleviate any concerns by smaller jurisdictions that the annual budget will increase dramatically over time despite their opposition.

Furthermore, to alleviate any concerns by all potential participants regarding their inability to leave the service in the future, the proposed bylaw includes withdrawal provisions to allow any participant to leave the service at the end of a calendar year by providing at least six months' written notice.

Currently, the Historic O'Keefe Ranch Society receives grant funding from the City of Vernon. The table below presents the funding level provided by the City over the past five years.

Year	Amount
2021	\$125,000
2020	\$100,000
2019	\$100,000
2018	\$100,000
2017	\$150,000

In addition, the City provided \$40,000 for a consultant to prepare a business plan during 2017 and 2018.

TAX REQUISITION OPTIONS:

Based on historical funding levels, the City of Vernon's stated desire to be part of the proposed grant service and a provision for administrative overhead, the maximum tax requisition amount included within

the proposed bylaw is \$130,000. It should be noted that the maximum tax requisition will grow over time with new growth and development in the service area's tax base, as well as the general increase in property assessments.

As an alternative, the Board may wish to set a higher or a lower amount in the proposed bylaw. If a higher amount is set, this does not necessarily tie the actual grant amount to that level – the actual grant amount to the Society would be set during budget deliberations. If a lower amount is set, presumably the City of Vernon would need to decide whether it will top up the RDNO's grant to a level to match its historical funding levels.

FINANCIAL/BUDGETARY CONSIDERATIONS:

If the participating areas provide their approval and the process does not incur any setbacks, it is anticipated that the bylaw would be in effect for the 2022 fiscal year and included within the 2022 Financial Plan. Based on the 2021 assessment roll and if all of the member municipalities and electoral areas approved their participation within the service, the proportional split would be as follows.

Jurisdiction	Tax Impact	% Split
Armstrong	5,953	4.6%
Enderby	3,080	2.4%
Vernon	68,509	52.7%
Coldstream	16,744	12.9%
Spallumcheen	7,412	5.7%
Lumby	2,329	1.8%
Electoral Area B	7,852	6.0%
Electoral Area C	7,619	5.8%
Electoral Area D	3,352	2.6%
Electoral Area E	1,062	0.8%
Electoral Area F	6,088	4.7%
Total	\$130,000	100.0%

To raise \$130,000, the tax rate equates to \$0.00547 per \$1,000 of taxable land and improvements. This equates to \$2.57 per year for the average residential property assessed at approximately \$470,000.

LEGAL/STATUTORY AUTHORITY:

The LGA gives regional districts authority to establish services, including a grant-in-aid service to apply to:

- The entire region (all electoral areas and municipalities), or
- All electoral areas (no municipalities), or
- Some electoral areas and some municipalities (e.g., a sub-regional service), or
- Portions of one or more electoral areas, or
- Any combination of electoral areas (or portions thereof) and/or municipalities.

LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:

Except for a few limited cases, an establishing bylaw must be adopted to create a new service. Some of the exceptions include general administration, electoral area administration and feasibility studies for proposed services. Depending upon the type of service and the scope of the service there can be different options to approve the establishing bylaw.

The three options to obtain approval by the participating areas include:

1. Assent of the electors (i.e. referendum)
2. Approval by alternative approval process
3. Consent on behalf of the municipal/electoral participating area
 - a. Municipal consent provided by a Council resolution
 - b. Electoral area consent provided by the Electoral Area Director

Each of the options includes various legislative requirements, restrictions and alternatives.

The procedural process for the proposed bylaw is as follows:

1. Draft the framework of a proposed establishing bylaw
2. Determine the participating areas
3. Receive consent regarding the withdrawal provisions
4. Prepare the service establishment bylaw
5. Three readings by the Board of Directors
6. Participating area approval
7. Inspector of Municipalities approval
8. Adoption by the Board of Directors

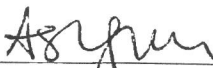
Attachment 'A' – Draft O'Keefe Ranch Grant Service Establishment Bylaw 2911

Submitted by:



Stephen Banmen
General Manager, Finance

Reviewed and endorsed by:



Ashley Bevan
Deputy Corporate Officer

Approved for Inclusion:



David Sewell
Chief Administrative Officer

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 2911

A bylaw to establish a grant-in-aid service for the purpose of supporting the operations of the Historic O'Keefe Ranch Society

WHEREAS the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board wishes to establish a grant-in-aid service for the purposes of supporting the Historic O'Keefe Ranch Society;

AND WHEREAS participating area approval has been received in accordance with section 346 [consent on behalf of municipal participating area] and section 347 [consent on behalf of electoral participating area] of the *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 "***O'Keefe Ranch Grant Service Establishment Bylaw No. 2911, 2021***".

ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to establish a service for the purpose of the provision of a grant-in-aid to support the operations of the Historic O'Keefe Ranch Society.

SERVICE AREA BOUNDARIES

3. The boundaries of the service area include the entire boundaries of:
 - XXX

PARTICIPANTS

4. The participants of this service are:
 - XXX

COST RECOVERY

5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:
 - a. requisition of money under sections 385 [Requisition of funds from municipalities] and 387 [Requisition of funds for electoral areas] of the *Act* to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under sections 386 [Collection in municipalities] and 388 [Collection in electoral areas] of the *Act*.

- b. revenue received by way of agreement, enterprise, gift, grant or otherwise.
- 6. The maximum amount that may be requisitioned annually for the service shall not exceed the greater of \$130,000 or \$0.0055 per \$1,000 of net taxable value of land and improvements included in the service area.

COST APPORTIONMENT

- 7. The annual cost of this service shall be apportioned amongst the participants on the basis of the converted value of land and improvements for regional hospital district purposes of the service area.

VOTING

- 8. In relation to resolutions and bylaws respecting the administration and operation of the service, including bylaws regulating the service, each director who represents a participant shall be entitled to one vote.

SERVICE WITHDRAWAL

- 9. In addition to the withdrawal procedure under the *Local Government Act*, a participant may withdraw from the service at the end of the calendar year by giving notice in writing at least six (6) months prior to the end of the calendar year.

Read a First, Second and THIRD Time	this	day of	, 2021
Received participating area approval	this	day of	, 2021
Approved by the Inspector of Municipalities	this	day of	, 2021
ADOPTED	this	day of	, 2021

Chair
Kevin Acton

Deputy Corporate Officer
Ashley Bevan

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: October 14, 2021
Subject: Enderby Farmers Market - Request to Close Cliff Avenue for Weekly Winter Market

RESOLUTION A

THAT Council approves the attached Road Closure Application from the Enderby Farmers Market for the closure of Cliff Avenue, between Highway 97A and Belvedere Street, every Friday from 8:00 am – 2:00 pm between November 5, 2021 and April 22, 2022, with the approval being subject to the following conditions:

- i. The road closure approval shall be limited to the 2021/2022 winter season, with the Market needing to obtain further permission from the City of Enderby should it wish to continue operating at this location during the same time period in future years;
- ii. The Market shall operate in accordance with public health orders/guidelines and a Communicable Disease Plan, with the Communicable Disease Plan to be posted at the market and accepted by the City in advance;
- iii. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;
- iv. If porta-potties are to be used, the Market shall ensure that the porta-potties are properly maintained and are removed at the end of each weekly market;
- v. The Market shall ensure that the road closure area is closed to traffic no sooner, and re-opened to traffic no later, than the start and end times noted in the application;
- vi. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer; and
- vii. The Market Board shall pass a resolution to:
 - a. confirm that the City of Enderby is indemnified, saved harmless, and released in all respects arising from the proposed road closure and use of the adjacent sidewalks and walkways, including legal fees; and
 - b. expressly acknowledge the risks associated with the proposed road closure and that they have sought independent advice on this matter, prior to considering this resolution; and

- c. acknowledge that they are responsible for any additional snow and ice clearing that exceeds the City's bylaw requirements and its Snow and Ice Clearing Policy.

RESOLUTION B

THAT Council does not approve the attached Road Closure Application from the Enderby Farmers Market.

BACKGROUND

In the Spring of 2021, Council approved a Road Closure Application for the Enderby Farmers Market which permitted the closing of portions of Cliff Avenue and Belvedere Street from 6:00 am – 2:00 pm, every Friday between May 7 and October 22, 2021, for the purposes of a weekly farmers market.

The Enderby Farmers Market has now submitted a Road Closure Application for a weekly winter farmers market. The Market is proposing to close Cliff Avenue between Highway 97A and Belvedere Street every Friday from 8:00 am – 2:00 pm between November 5, 2021 and April 22, 2022. The Market has prepared a site plan showing the proposed layout of the market, which is attached to this memorandum as Schedule 'A'; the key elements of this site plan are as follows:

- A total of 32 vendor booths are proposed;
- One-way pedestrian aisles are provided on each side of Cliff Avenue;
- There will be spaces between vendors where the Cliff Avenue sidewalk bulb-outs are located, in order to preserve vehicle access to the road closure area which will facilitate emergency responder access and a more expedient break down of the market;
- Ambulance parking refuges are provided at both road closure points to minimize any required emergency access on foot/stretchers;
- Hand wash stations are located at the east and west ends of Cliff Avenue; and
- The Market is not proposing to place a porta-potty for the winter market and will be relying on other public washrooms in the downtown for use by their vendors and customers.

As per the Temporary Road Closures for Community Events Policy, the Market was required to notify and petition all business owners within a one-block radius of the proposed road closure. Through the petition process, the Market circulated the site plan and an accompanying letter (attached to this memorandum as Schedule 'B') which provided a detailed description of the proposed event and road closure (location of closure, dates/times of closure, types and number of vendors, COVID-19 precautions, etc.). A copy of the completed petition is attached as to this memorandum as Schedule 'C', with 23 businesses stating they are in support of the proposed road closure, 2 businesses stating that they are opposed, 1 business stating that they were not supportive of the road closure in February, March and April, and 2 businesses not having provided a response.

Upon review of the proposed road closure, Staff note the following comments/concerns:

- Generally, snow clearing of Cliff Avenue is completed by 8:00 am, so no set up could occur prior to that time;
- There may be windrows (long piles of snow) along the street edge that attendees would need to step over/around; these windrows would also have the effect of narrowing the street, which may affect the use and layout of the market including emergency vehicle access;
- The closing of Cliff Avenue will result in the loss of parking in the downtown, which will likely require the patrons of Cliff Avenue businesses to walk a greater distance from their parking spot to their destination; this issue is likely to be of greater concern in the winter months when walking conditions may be more challenging;
- As per the City of Enderby Good Neighbour Bylaw, adjacent businesses are responsible for shoveling snow from their sidewalks within 24 hours of the cessation of snowfall; this might not always meet the expectations of the Market or its invitees (i.e. sidewalks may not necessarily be cleared of snow during the market, depending upon the timing of cessation of a snowfall event);
- Compact snow and ice cannot always be cleared to bare concrete or asphalt, so there is likely to be icy conditions on the sidewalk and roadway at times;
- If weather conditions are severe, there may be a need to cancel the weekly market on short notice given snow clearing priorities;
- As this is inviting use of a street in a way that is atypical for this time of year, there is a higher degree of risk for which the City will need to protect itself.

Should Council wish to approve the Market's Temporary Road Closure Application, Staff are recommending that a potential approval be subject to the following conditions:

1. The road closure approval shall be limited to the 2021/2022 winter season, with the Market needing to obtain further permission from the City of Enderby should it wish to continue operating at this location during the same time period in future years

This condition will allow Staff to monitor any potential impacts or conflicts throughout the season and then report back to Council as part of future road closure requests.

2. The Market shall operate in accordance with public health orders/guidelines and a Communicable Disease Plan, with the Communicable Disease Plan to be accepted by the City in advance

Although there does not appear to be any Provincial public health orders/guidelines related to episodic markets at this time, this may change in the future as pandemic conditions shift; should that occur, the Market would be required to operate in accordance with any future Provincial orders or guidelines.

The Provincial Health Officer issued a statement on June 17, 2021 advising employers to start shifting from COVID-19 safety plans to communicable disease prevention. Communicable

disease prevention focuses on basic risk-reduction principles to lower the risk of workplace transmission of COVID-19 and other communicable diseases based on several fundamental components. To ensure the safety of vendors and patrons, it is recommended that the Market be required to operate in accordance with a Communicable Disease Plan, which shall be accepted by the City in advance. It should be noted that as part of the Market's original road closure for 2021 season, they were required to develop and maintain a COVID-19 Safety Plan and it is anticipated that this Safety Plan can easily be modified to a Communicable Disease Plan.

3. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area

This condition is directly from the City's *Temporary Road Closure for Community Events Policy* and is intended to ensure that the impacts associated with these types of events are not drawing down the City's labour capacity.

4. If porta-potties are to be used, the Market shall ensure that the porta-potties are properly maintained and are removed at the end of each weekly market

Although the Market is not proposing to place a porta-potty for the weekly winter market, Staff feel that it is prudent to include this condition in case the Market wishes to use one in the future; this condition would ensure that any future porta-potties do not become a nuisance by way of sight or smell, while reducing the potential for vandalism or unintended uses of a facility to occur.

It should be noted that the letter circulated to affected businesses did not advise that the Market would not be placing a porta-potty for this proposed event; in correspondence to Staff, the Market advised that it is intending to rely on public washrooms from other businesses in the downtown for use by their vendors and customers.

5. The Market shall ensure that the road closure area is closed to traffic no sooner, and re-opened to traffic no later, than the start and end times noted in the application

One of the key concerns expressed by downtown businesses when the Market operated in the downtown in 2012 was ensuring that the event ended at the specified time; furthermore, one of the key Staff concerns is that it can only commit to clearing snow from Cliff Avenue by 8:00 am. Requiring that the road closure area is closed to traffic no sooner, and re-opened to traffic no later, than the start and end times noted in the application will ensure that businesses interruptions are minimized and municipal snow clearing priorities are not compromised.

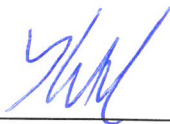
6. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer

The requirement for Comprehensive Public Liability and Property Damage Insurance in the amount of \$2,000,000 with the City as a named insured is directly from the *City's Temporary Road Closure for Community Events Policy* and is intended to ensure that the City is not accepting liability exposure associated with the event. The requirement to include a cross liability clause, a waiver of subrogation clause, and a 30 day notice requirement is intended to further protect the City from liability, given the additional level of risk associated with this type of event in the winter months.

7. The Market Board shall pass a resolution to, i) confirm that the City of Enderby is indemnified, saved harmless, and released in all respects arising from the proposed road closure and use of the adjacent sidewalks and walkways, including legal fees, ii) expressly acknowledge the risks associated with the proposed road closure and that they have sought independent advice on this matter, prior to considering this resolution, and iii) acknowledge that they are responsible for any additional snow and ice clearing that exceeds the City's bylaw requirements and its Snow and Ice Clearing Policy.

This requirement is intended to further protect the City given the additional level of risk associated with this type of event, while ensuring that the Market's Board is expressly aware of these additional risks and their responsibilities.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

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

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

Name of Sponsoring Organization Enderby Farmers Market

Name of Contact Person Mika Puchinger + Gabriele Wesle

Telephone or Email enderbyfarmersmarket@gmail.com

Name of Event Enderby Farmers Market - Outdoor Winter Market

2021: November 5, 19, December 3, 17

Date(s) of Closure 2022: January 7, 21, February 4, 18, March 4, 18, April 1, 15

Start time for Closure 8:00am End time for Closure 2:00pm

Location of Closure Cliff Avenue from Highway 97 to the crosswalk by Hungry Jacks

Required Attachments

- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable) Certificate available upon market approval

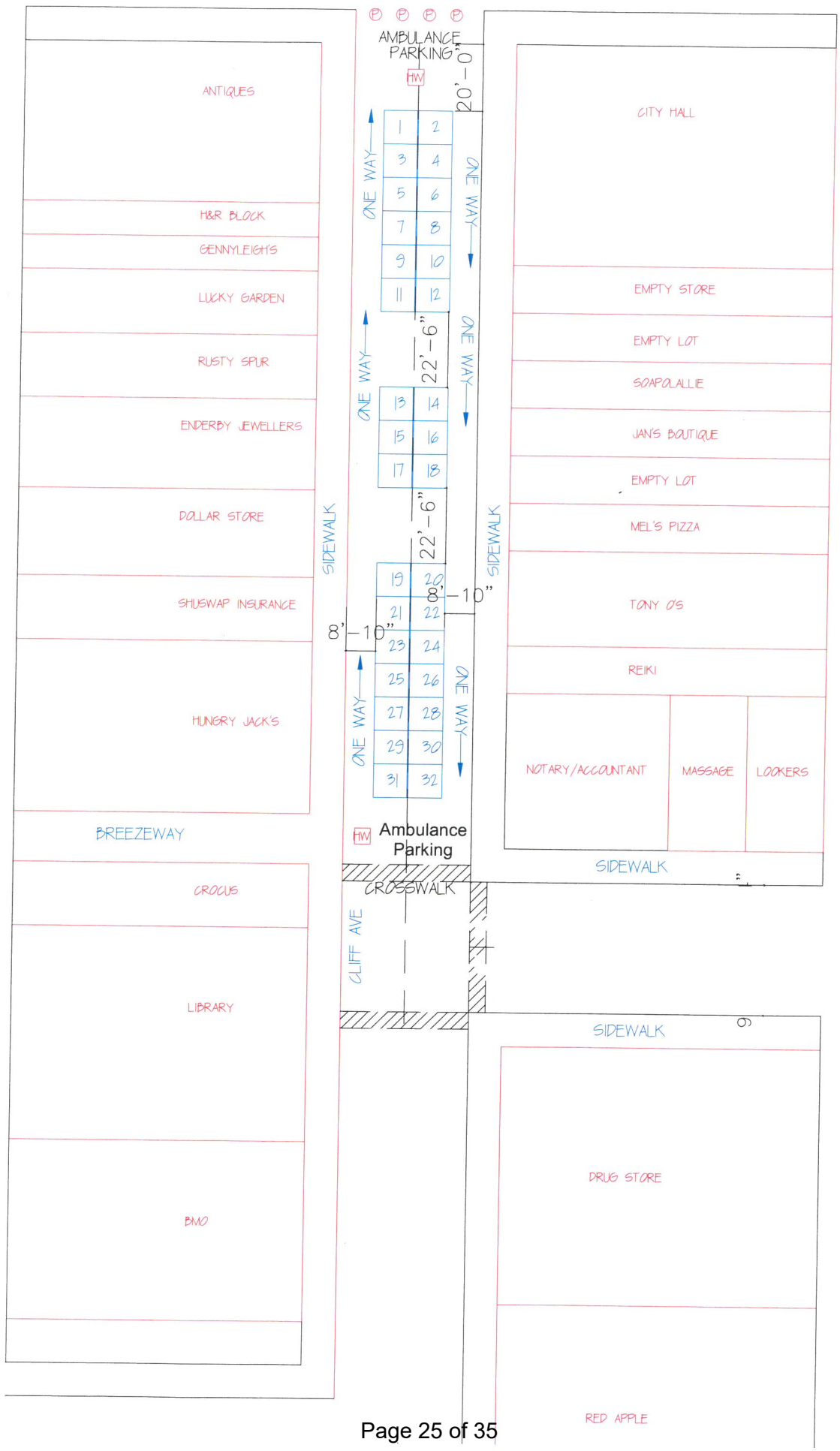
Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

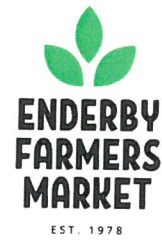
Authorized Signatory  Date October 13, 2021

Do Not Complete – For Administrative Purposes			
Approved by _____	Date _____		
Certificate of Insurance	Yes	No	N/A
Map	Yes	No	N/A
Petition of Affected Business Owners	Yes	No	N/A

Schedule 'A'

HWY 97





Hello,

Thank you for allowing us the privilege to host our Enderby Farmers Market in the downtown location this past season. After much positive feedback from vendors, customers, merchants and the people of Enderby we are looking to continue our market in this downtown location during the winter months (November – April).

We are writing to ask for you to sign our petition to host The Enderby Farmer's Market in the proposed downtown Enderby location for our outdoor winter market.

Here is a detailed explanation of our proposal to have the Enderby Farmer's Market downtown Enderby for our outdoor winter market.

Market Location

See attached site plan map for visual of market layout and location.

Cliff Avenue: The Enderby Farmer's Market will be on Cliff Avenue (from the highway to the crosswalk outside of Hungry Jacks).

Note: The area we are wanting to occupy for our outdoor winter market is smaller than our summer market road closure, and as such would have less impact on traffic detours through downtown Enderby.

Vendor's booths will be set up directly in the middle of the road. This means the road will have to be closed to allow for the market to operate. We will have barricades on the highway, and on Cliff Avenue by the crosswalk by Hungry Jacks.

Road Closure and Market Time

Road Closed: 8am – 2pm

Market Time: 10am – 12pm

To ensure that no vehicles are left on the road where the market will be, we will have to barricade Cliff Avenue during the times posted above. The market is proposed to close at 12pm, so to ensure that all market goods will be gone by 2pm, and downtown Enderby can return to Friday 'business as usual'.

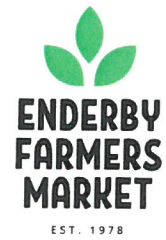
The market will be responsible for setting up and removing traffic controlling devices, barricades, emptying municipal garbage receptacles and immediately cleaning up any litter from the road closure area. We will ensure the road closure area is re-opened to traffic no later than 2pm.

enderbyfarmersmarket@gmail.com

<https://enderbyfarmersmarket.com>



@enderbyfarmersmarket



Winter Market Dates

We are wanting to host the market on the first and third Friday in each month. The dates would be the following:

November 5th 2021
November 19th 2021
December 3rd 2021 (coincides with Christmas light up)
December 17th 2021
January 7th 2022
January 21st 2022
February 4th 2022
February 18th 2022
March 4th 2022
March 18th 2022
April 1st 2022
April 15th 2022 (Good Friday)

After this time, our summer market would start up again.

Types of Vendors attending the Market

Vendor products may include the following items.

Food and beverage products: fruits, vegetables, garlic, eggs, cheese, dairy products, meat products, mushrooms, wild mushrooms, mushroom products, baked goods, bread, soups, sushi, preserved goods such as jams/pickles, chocolate, truffles, popcorn, other snacks, honey, coffee, tea, iced drinks, wine, spirits, beer.

Crafts: fresh flowers, dried flowers, fake flowers, floral arrangements, potted plants, seeds for planting, soaps, aromatherapy, lotions, body oils, essential oils, candles, clothing, doll's clothing, jewellery, beeswax, beeswax candles, beeswax food wraps, horseshoes, coins, dog treats, animal treats, pet food, stained glass, handmade quilts, handmade blankets, tydie, photography prints, photography canvas, pottery, ceramic, aprons, bibs, bird houses, gourds, crocheted items, wooden signs, wooden toys, wooden shelving, wooden spoons, windchimes, suncatchers, stickers, home décor.

Number of Vendors

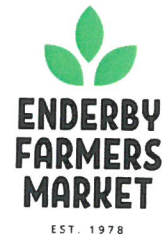
We will have a cap of 32 vendors allowed to vendor in our downtown location, and a minimum of 16 vendors.

enderbyfarmersmarket@gmail.com

<https://enderbyfarmersmarket.com>



@enderbyfarmersmarket



Unexpected Winter Conditions

In the event of having too much snow, ice, blizzards or other unforeseen circumstances, the market may not operate on the projected dates. If we come across intense winter conditions, we may cancel the market with limited notice. We realize that the nature of an outdoor winter market may have possible restrictions due to the weather.

Downtown Market Benefits

We strongly believe that having the Enderby Farmer's Market located downtown Enderby through the winter months will be mutually beneficial to both the merchants and our vendors.

-
- Bring added foot traffic to Enderby's downtown area with people doing their weekly shopping and errands from both the vendors and downtown merchants.
- Advertise specials. The Enderby Farmer's Market will coordinate when merchants have specials or sales offered and may possibly advertise on our social media channels.
- Social Media coverage. Friday market social media stories and campaigns will include live video and will include downtown merchants.
- Potential new customers. The Enderby Farmer's Market has been called a 'draw' for the city of Enderby. People come specifically for the market. Having the market downtown encourages potential new business to merchants.
- Working together, we can make downtown Enderby the 'go-to' and 'happening' place on Friday mornings for both locals and tourists.
- Afternoon customers. The Enderby Farmers Market will be gone by 2pm. This means business will go on as per usual after this time.
- Support. The Enderby Farmer's Market will encourage our customers to support the merchants in downtown Enderby, as well as our vendors.

Social Media

The Enderby Farmer's Market has an active social media presence on Facebook and Instagram. We update our feeds on a regular basis and post upcoming events and specials. Given our wide audience, we will leverage this and potentially bring new customers to shop downtown Enderby.

COVID-19 and Safety Precautions

The Enderby Farmer's Market will operate in accordance with COVID-19 public health orders/guidelines. We will continue to update our COVID protocols as per government regulations.

enderbyfarmersmarket@gmail.com

<https://enderbyfarmersmarket.com>

  @enderbyfarmersmarket



Collaboration

We strongly believe that hosting the Enderby Farmer's Market downtown Enderby will be mutually beneficial to city merchants and to our vendors. We would like to collaborate on our efforts, where possible.

- We will ensure that we do not put a vendor in front of your store who sells similar products. For example, if you sell coffee and cake, we will not put a baker or a coffee vendor in front of your store.
- Cross marketing on social media platforms.

Parking

We have mapped out several parking spots for customers to park and come to shop downtown Enderby. See attached map layout.

Vendor parking will be located at a different location, so not to take away prime parking spots for customers.

Emergencies

In the case of an emergency, we have planned sufficient room for emergency vehicles and emergency responders to attend an emergency. We have reserved an area at the west end of Cliff Avenue for an ambulance to safely pull in off the highway in case they need to access the road closure area by foot.

If you have any questions or concerns, please contact us at enderbyfarmersmarket@gmail.com.

Thank you and we look forward to working together.

enderbyfarmersmarket@gmail.com

<https://enderbyfarmersmarket.com>

  @enderbyfarmersmarket

Schedule 'C'

Business	Yes	No	Comments	Initials
BMO	✓		BMO Parking → for customers.	OK
Shuswap Insurance 10am.	✓			SH
Dollar Store		✓	would rather the market be elsewhere.	MP
Enderby Jewellery Come back.	✓		Yes!	ES
Rusty Spur	✓			MP
H&R			yes except Feb/March/April lack of mobility access/parking per months	
Jan's Boutique	✓		Yes!	JW
× Tony O's Outfitters	✓		Yes!	BO
Law Firm	✓		Yes!	LF
Accountants	✓		parking in spots - not okay.	JA
Drug Store	✓		loves the market downtown!	MP
Recycling Depot		✓		MP
Hungry Jacks	✓		YES PLEASE	EM
Library	✓		Yes!	CL
Country Coffee House	✓		YES	MP
Lockers				
Dennis Derocher				
Antique Store	✓			D.P.
Genny Leighs	✓			MP
Soapolallie	✓		NO BRAINER ☺	u

Courtyard Gallery	✓			MR.
Investment Planning	✓.	MR		
Red Apple	✓			MR
Stewart Andrew Rusty Spur.	✓			MR.
Johnston Meier	✓			MR.
ART COUNCIL. ART CENTRE.	Yes			MR. MA
Cheeky Tones.	✓.			MR
Sage Massage				
Museum.	✓.			MR

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: October 14, 2021
Subject: City of Enderby Housing Strategy – Terms of Reference

RECOMMENDATION

THAT Council considers the proposed Terms of Reference for the City of Enderby Housing Strategy planning process.

BACKGROUND

In November of 2020, Council received the City of Enderby Housing Needs Assessment Report which described the community’s local housing profile, identified challenges and gaps in the housing stock, and identified the strengths and opportunities available to the City. Upon receipt of the Housing Needs Assessment Report, Council directed Staff to use the Report as a foundation for developing a City of Enderby Housing Strategy.

In December of 2020, the Regional District of North Okanagan (RDNO) Board directed RDNO Staff to initiate a Regional Housing Strategy planning process. It was anticipated that the Regional Housing Strategy would identify a range of solutions and tools that member municipalities could consider for implementation, in order to address the backlog and future anticipated housing needs at the regional and local scale. Given that the City’s local Housing Strategy would be informed by the outcomes of the Regional Housing Strategy, the City’s local planning process would start after the regional planning process was complete, in order to ensure that the two planning processes are harmonized and provide the best opportunity for the City to implement successful solutions to address local and regional housing needs.

The RDNO has completed the draft North Okanagan Regional Housing Strategy and advanced it to the City of Enderby for review. At its Regular Meeting of September 20, 2021, Council resolved to send correspondence to the Regional District of North Okanagan stating that City of Enderby supports the draft North Okanagan Regional Housing Strategy, but requests that the Strategy emphasize that a regional approach to housing must consider the context of each community when determining the types of housing that are appropriate, in order to ensure that the types of housing within each community are matched to the social supports that occupants may need in order to maintain their quality of life.

Now that the Regional Housing Strategy is nearing completion, a City of Enderby Housing Strategy can be developed, consistent with previous policy direction. A proposed Terms of Reference for the City of Enderby Housing Strategy planning process is attached to this memorandum as Schedule 'A'. Should Council be in support of the proposed Terms of Reference, Staff will proceed with initiating the planning process; alternatively, Council can provide feedback to Staff on how the Terms of Reference can be modified to better suit Council's objectives.

Within the *City of Enderby Strategic Plan 2020-2022*, Strategic Priority #4 is 'Affordable and Attainable Housing'; under this Strategic Priority, Council has identified the following commitments:

1. Undertake a council workshop to review available social supports to determine the types of housing best suited to the community and capable of providing the best outcomes for occupants; and
2. Develop a program to market and promote the City's inclusive zoning initiatives supporting a broad range of housing opportunities.

It is anticipated that City of Enderby Housing Strategy planning process would directly address both of these commitments.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Schedule 'A' – Terms of Reference for City of Enderby Housing Strategy

Purpose

The purpose of the Strategy is to establish the City of Enderby's role and priorities for addressing challenges related to the diversity, affordability and supply of housing in the community; the Strategy will focus on actionable items that the City can pursue to address these challenges.

Objectives

As outlined in the City of Enderby Official Community Plan Bylaw No. 1549, 2014, Council has the following objectives related to housing within the community:

- a. All residents of Enderby will have access to quality affordable, attainable, and special needs housing.
- b. There is a spectrum of housing choices throughout the community which meet the diverse housing needs of residents.

Deliverables

The City of Enderby Housing Strategy will draw upon the City's Housing Needs Assessment Report and the North Okanagan Regional Housing Strategy in order to identify and prioritize actionable items that the City of Enderby can pursue in order to address the local challenges related to housing diversity, affordability and supply. The Strategy will identify actionable items that are within the City's control and scope, are reflective of the community context, and provide the best opportunity for achieving the identified objectives; there will be a strong focus on identifying action items that are based on S.M.A.R.T. criteria, which include:

- Specific;
- Measurable;
- Attainable;
- Relevant; and
- Time-based.

Process and Timeline

Task	Details	Timeline
Planning Process Initiation and Strategy Development	<ul style="list-style-type: none">• Background research, including review of regional and local housing plans• Review of current policy and regulatory framework	November 2021 – February 2022

	<ul style="list-style-type: none"> • Market analysis • North Okanagan Regional Housing Strategy screening review of applicable objectives and gap analysis • Develop a draft City of Enderby Housing Strategy 	
Milestone Meeting	<ul style="list-style-type: none"> • Council pre-referral review of draft City of Enderby Housing Strategy 	March 2022
Stakeholder Engagement	<ul style="list-style-type: none"> • Identify key stakeholders (i.e. realtors, developers, government agencies, NGOs) • Action items from draft Housing Strategy will be referred to key stakeholders for review and comment 	April 2022
Adoption of Strategy	<ul style="list-style-type: none"> • Draft Housing Strategy will be revised based on feedback received through stakeholder engagement • Finalized Housing Strategy will be presented to Council for adoption 	May – June 2022