

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** July 18, 2022  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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*The public may attend this meeting by means of electronic facilities.*

*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 those attending the meeting who are 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 June 20, 2022 Page 3
- 3. DEVELOPMENT MATTERS AND RELATED BYLAWS**
  - 3.1 Development Variance Permit Application #0041-22-DVP-END Page 9

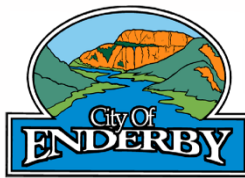
Legal: LOT 14 AND AMENDED LOT B (DD24621f) BLOCK 6 DISTRICT  
LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE  
DISTRICT PLAN 1445

Address: 412 and 410 Kildonan Avenue, Enderby BC

Applicant: John Pavelich

Owner: John Pavelich and Marjorie Abbott
- 4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**
  - 4.1. Committee-of-the-Whole
- 5. BYLAWS**
  - 5.1 City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1756, 2022 and City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1757, 2022 (Three Readings) Page 18
- 6. REPORTS**

6.1	<u>Mayor and Council Reports</u>	
6.2	<u>Area F Director Report</u>	
6.3	<u>Chief Administrative Officer Report</u>	
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<b>8.</b>	<b>PUBLIC QUESTION PERIOD</b>	
<b>9.</b>	<b>ADJOURNMENT</b>	



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 20, 2022 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

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Planner – Kurt Inglis  
Clerk-Secretary – Andraya Holmes

Other: Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Davyduke, seconded by Councillor Baird  
*“THAT the June 20, 2022 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Meeting Minutes of June 6, 2022

Moved by Councillor Case, seconded by Councillor Shishido  
*“THAT the June 6, 2022 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**

UBCM 2022 Provincial Meeting Requests and Attendance

Council reviewed its attendance at UBCM. Councillors Baird, Shishido, Case, Davyduke, and Schreiner were indicated as attending. No topic briefings were requested of staff at this time in preparation for the meetings.

Moved by Councillor Baird, seconded by Councillor Case  
*“THAT Council directs staff to request meetings at the 2022 Union of British Columbia Municipalities (UBCM) Convention with the following ministries:*

- *Ministry of Forests – Community Forest*
- *Minister of Education – School Capacity Planning*
- *Interior Health – Physician and Laboratory Staff Recruitment*
- *Attorney General – Court system, opioid crisis, and approach to mental health*
- *Ministry of Transportation and Infrastructure – Ridesharing*
- *Ministry of Transportation and Infrastructure – Highway 97A Alignment through City of Enderby and adjacent areas*

CARRIED

Chris Ashton and Betty Lucianovich, Enderby & District Garden Club

Explained that the Year of the Garden is a continuation of the “Communities in Bloom” program that was very successful in Enderby.

Asked that Council proclaim 2022 as Year of the Garden, identify Joan Glanfield and Lenora Cudmore as Garden Heroes, and to permit the planting of perennial bulbs such as daffodils and tulips along the Riverwalk, which would be supplied by the Garden Club.

Chief Administrative Officer responded that there are currently some technical issues ongoing with the electronic billboard that staff are working to resolve with the supplier’s technical support team. Will contact the Garden Club regarding planting bulbs along the Riverwalk after consulting with the City’s gardener.

Council thanked the Enderby & District Garden Club for their hard work in the community.

Moved by Councillor Baird, seconded by Councillor Knust  
*“THAT Council for the City of Enderby hereby declares the year of 2022 as the Year of the Garden”*

CARRIED

**BYLAWS**

City of Enderby Wildlife Attractant Bylaw No. 1754, 2022 and City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 Amendment Bylaw 1755, 2022 (Adoption)

Councillor Shishido suggested that not allowing garbage to be placed out before 4:00 am may cause problems for some residents and asked if it is possible to remove this provision from the bylaw.

Chief Administrative Officer responded that in consulting with Conservation Officers during the drafting of the bylaw, they stressed that the 4:00 a.m. provision is crucial as wildlife is most active in the community from dusk until dawn. Explained that this may be an inconvenience to some, but other communities have implemented similar bylaws and residents have found ways to adjust.

Moved by Councillor Case, seconded by Councillor Davyduke  
*“THAT Council adopts the bylaw cited as the City of Enderby Wildlife Attractant Bylaw No. 1754, 2022.”*

*AND THAT Council adopts the bylaw cited as the City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 Amendment Bylaw No. 1755, 2022.”*

CARRIED

## **REPORTS**

### Mayor and Council Reports

#### Councillor Knust

Attended naloxone training. There will be an inter-agency meeting next Wednesday.

#### Councillor Shishido

Attended a baseball tournament. Reported that he is impressed with the new concession operator and that there is an excellent variety of food options.

Also reported that the contractor on Mill Avenue is great and has been very accommodating, especially to pedestrian traffic.

#### Chief Administrative Officer

Fortis BC will be conducting some work at the lower reservoir and may have some heavy equipment moving in the area.

The Mill Avenue construction is on schedule. The closure of the intersection at Mill Avenue and Sicamous Street was longer than expected but the detour was effective.

Staff has activated an Emergency Operations Centre at a level one to monitor and respond to the risk of flooding.

Splatsin has hired a new Emergency Management Coordinator who the Chief Administrative Officer expects to be working with closely in the future.

#### 2022 Annual Report

Mayor McCune asked if there was any member of the public who would like to comment on the Annual Report.

The Chief Administrative Officer indicated that one written submission was received, which was read out to Council.

#### **George Brodie, 417 Baird Avenue**

Expressed a concerns regarding a major flood event and asked Council what their plans are for flood mitigation.

Chief Administrative Officer replied that the approach of the City to flooding is consistent with provincial best management practices. Explained that work on structural and non-structural mitigation is ongoing and that one of the recommendations from the Flood Risk Report is to complete and implement an integrated flood management plan. There also continues to be a

focus on improving stormwater management within the City, which is impacted by high river levels as well.

Moved by Councillor Baird, seconded by Councillor Case  
*“THAT Council considers the public input received;*

*AND THAT Council approves the 2021 Annual Report.”*

CARRIED

RDNO Building Permit Report – May 2022

Moved by Councillor Baird, seconded by Councillor Knust

*“THAT the RDNO Building Permit Report – May 2022 be received and filed.”*

CARRIED

**NEW BUSINESS**

2308 McGowan (Public Works Yard) and Telus Tower Lease – Public Notification of Intent to Dispose of an Interest in Land

Mayor McCune requested that any written submissions from the public be read.

There were no written submissions.

Councillor Knust noted that she had spoken with a business owner in the area who is in favor of the Telus Tower being installed.

Moved by Councillor Knust, seconded by Councillor Case

*“THAT Council disposes of an interest in land at 2308 McGowan Street, Enderby, BC pursuant to section 27 of the Community Charter and authorizes the Mayor and Chief Administrative Officer to execute the necessary documents to that effect;*

*AND THAT Council deems Telus’ consultation with the City of Enderby and the public satisfactory, such that no further consultation is required;*

*AND FURTHER THAT Council concurs with Telus’ proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to it and described as 2308 McGowan Street, Enderby, BC.”*

CARRIED

OPPOSED Councillor Shishido

Mill Avenue – Sicamous Street Intersection Changes

Mayor McCune expressed support for the installation of a four-way stop at the intersection of Mill Avenue and Sicamous Street. Explained that having traffic come to a complete stop before turning will make the intersection safer and that although this will create three four-way stops on Sicamous Street, the most common routes taken by drivers will only move through two of them.

Councillor Baird asked if the proposed curb extensions will create an intersection that is too narrow for large vehicles to turn.

Chief Administrative Officer responded that with very large trailers there may be cases where a driver will have to wait for the intersection to clear and make a wider turn, which is not unusual.

Councillor Case asked if there is a timeline from the Ministry of Transportation for installing a light at the intersection of Knight Avenue and George Street.

Chief Administrative Officer responded that the Ministry has not yet provided a clear timeline for this.

Councillor Shishido asked if intersections with bulbed curb extensions cause drivers to drive up onto the curb.

Chief Administrative Officer responded that the bulbed curb extensions, counter-intuitively, appear to reduce the amount of “corner cutting” that drivers engage in, and referenced the experiences with the Mill-Belvedere intersection.

Councillor Shishido asked if it is effective to use a four-way stop to help control speed.

Chief Administrative Officer responded that four-way stops are not advisable for reducing speed when sight lines around the intersection are clear, as it can create worse hazards; however, the characteristics of this intersection indicate that the four-way stop will resolve a variety of problems. Noted that the intersection of Cliff Avenue and Belvedere Street is an example of this technique working successfully.

Moved by Councillor Baird, seconded by Councillor Case

*“THAT Council directs staff, as part of the Mill Avenue road renewal project, to proceed with a design of the Mill Avenue and Sicamous Street intersection that incorporates a four-way stop and curb extensions.”*

CARRIED

#### Notice on Title – 709 Old Vernon Street

Mayor McCune invited the Chief Building Inspector, Dwayne Skublen, to speak to this matter.

Mr. Skublen gave an overview of the recommendation from the building department to register a notice on title for 709 Old Vernon Street. He stated concerns such as the building not being constructed to the plans submitted during the building permit process, and that the owner failed to call for inspections during construction. Explained that a Notice on Title is a way for potential buyers to be informed of the issues with the building before purchasing.

Mayor McCune invited an agent of the owner to make representation. None were present.

Moved by Councillor Shishido, seconded by Councillor Knust

*“THAT Council confirms the recommendations of the Building Inspector with respect to Notice on Title File No. 22-0544-END-NT;*

*AND THAT Council directs the Corporate Officer to file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the Community Charter and that further information about the matter may be inspected at Enderby City Hall, pertaining to the property legally described as Lot 1, Blk 11, DL 150, K (Formerly O) DYD, Plan EPP98498 and located at 709 Vernon Street.”*

CARRIED

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**ADJOURNMENT**

Moved by Councillor Davyduke, seconded by Councillor Case  
*“THAT the regular meeting of June 20, 2022 adjourn at 5:28 p.m.”*

CARRIED

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**MAYOR**

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**CORPORATE OFFICER**



**CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION**



**File No: 0047-22-DVP-END**

**July 12, 2022**

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**APPLICANT:** John Pavelich

**OWNER(S):** John Pavelich and Marjorie Abbott

**LEGAL DESCRIPTION:** LOT 14 AND AMENDED LOT B (DD24621f) BLOCK 6 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 1445

**PID #:** 011-597-445  
011-597-488

**LOCATION:** 412 and 410 Kildonan Avenue, Enderby BC

**PROPERTY SIZE:** 0.5 acres (2,024 square meters)

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

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

**PROPOSAL:** Boundary lot adjustment

**PROPOSED  
VARIANCES:** Vary Subdivision Servicing and Development Bylaw by i) not requiring the dedication and construction to centreline for Kildonan Avenue and Crescent Drive adjacent to proposed lots, ii) not requiring provision of street lighting, and iii) not requiring the provision of underground wiring for power, telephone and cablevision.

**RECOMMENDATION:**

THAT Council authorizes the issuance of a Development Variance Permit for the properties legally described as LOT 14 AND AMENDED LOT B (DD24621f) BLOCK 6 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 1445 and located at 412 and 410 Kildonan Avenue, Enderby B.C. to permit variances to the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Section 2.0 of Schedule "A" by not requiring the construction of Kildonan Avenue to the centreline of the road in accordance with the Local Road Standards;

- Section 2.0 of Schedule “A” by not requiring Kildonan Avenue adjacent to the proposed lots to be dedicated a minimum of 9.0 m from the existing mean centreline of the road in accordance with the Local Road Standards;
- Section 2.0 of Schedule “A” by not requiring the construction of Crescent Drive to the centreline of the road in accordance with the Local Road Standards;
- Section 2.0 of Schedule “A” by not requiring Crescent Drive adjacent to the proposed lots to be dedicated a minimum of 9.0 m from the existing mean centreline of the road in accordance with the Local Road Standards;
- Section 6.0 of Schedule “A” by not requiring the provision of street lighting; and
- Section 7.0 by not requiring the provision of underground wiring for power, telephone and cablevision.

#### **BACKGROUND:**

This report relates to a Development Variance Permit application for the properties located at 412 and 410 Kildonan Avenue, Enderby BC. The applicant is proposing a boundary lot adjustment which would see the common property boundary between 412 and 410 Kildonan Avenue shifted to the east, as shown on the attached Schedule ‘A’. As part of the boundary lot adjustment process, the applicant is seeking variances to the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 in order to, i) not require the dedication and construction to centreline for Kildonan Avenue and Crescent Drive adjacent to the proposed lots, ii) not require the provision of street lighting, and iii) not require the provision of underground wiring for power, telephone and cablevision.

#### Site Context

The 0.5 acre (2,024 square meter) property is located on the southeast corner of the intersection of Kildonan Avenue and Crescent Drive; to the south of the property is an unnamed alley that runs east/west. The property is relatively flat and access is gained off of Kildonan Avenue via a paved driveway. A single-family dwelling, built in 1963, is located directly on the common property boundary between 412 and 410 Kildonan Avenue.

The subject property and properties to the northeast, east, south, and west are zoned Residential Single-Family (R.1-A) and are designated in the Official Community Plan (OCP) as Residential Low Density. The property to the north is zoned Residential Multi-Family Medium Intensity (R.3) and is designated in the OCP as Residential Medium Density.

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

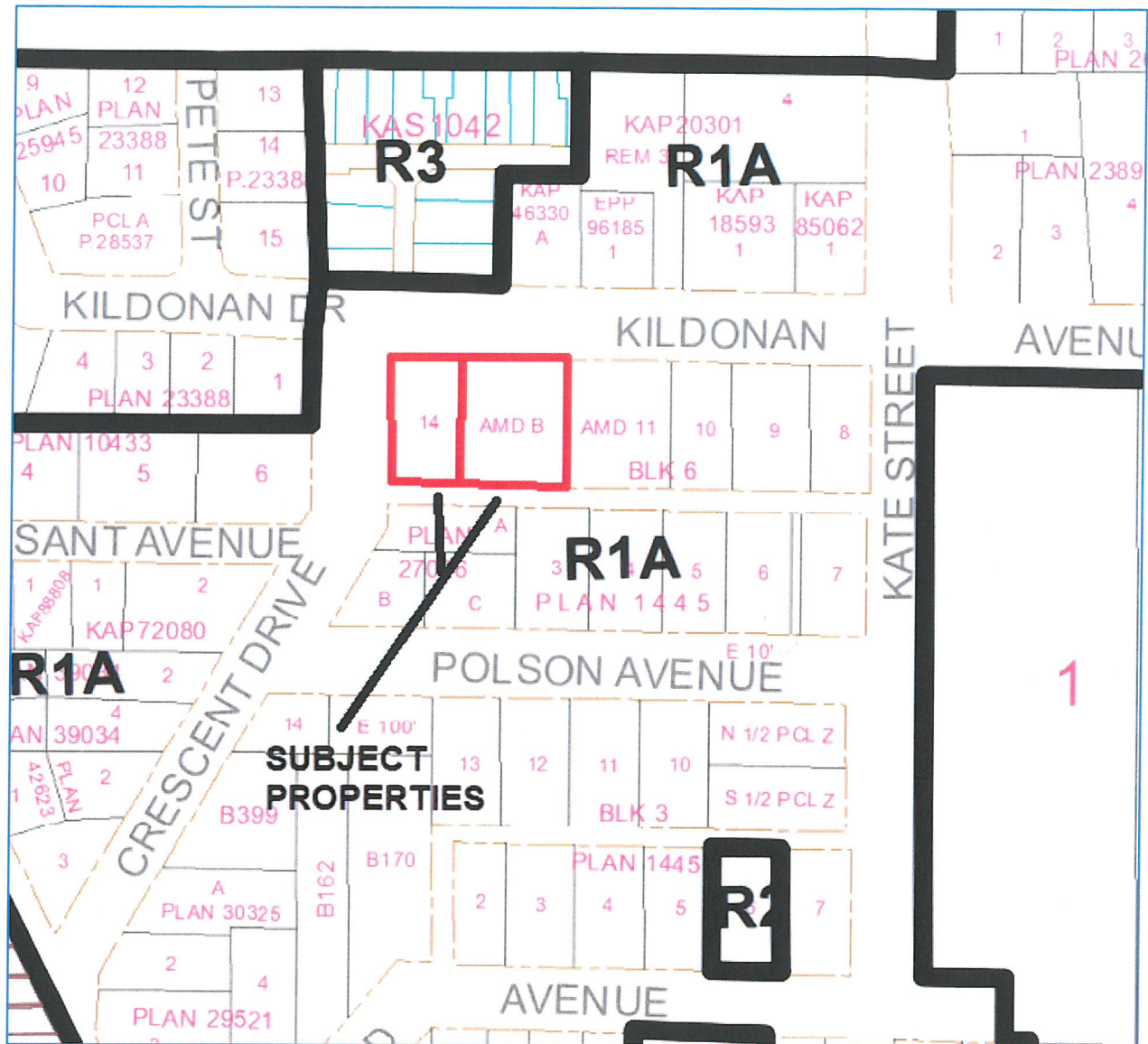


Figure 1: Zoning Map

- R.1-A - Residential Single-Family
- R.1 - Residential Single-Family
- R.2 - Residential Two-Family
- R.3 - Residential Multi-Family Medium Intensity

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



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 a boundary lot adjustment which would see the common property boundary between the 412 and 410 Kildonan Avenue shift to the east, as shown on the attached Schedule 'A'. Currently, a single-family dwelling is located directly on the common property boundary between the properties; given that the dwelling straddles the property line, and in effect encroaches upon each lot, this means that there can only be a total of 1 single-family dwelling between the two lots. Under the proposed boundary lot adjustment, 412 Kildonan Avenue (proposed Lot 1) would be expanded to 1,284.0 m<sup>2</sup> in area and the single-family dwelling would be entirely located on the lot, while 410 Kildonan Avenue (proposed Lot 2) would be reduced to 738.7 m<sup>2</sup> in area but would be free of any improvements and could be further developed in the future (i.e. construction of a single-family dwelling).

## ZONING BYLAW:

The property is zoned Residential Single Family (R.1-A) and the permitted uses within this zone include accessory residential buildings, single-family dwellings, secondary suites, bed and breakfasts, civic and public service use, and restricted agricultural use. After the boundary lot adjustment subdivision, both proposed lots would meet all Zoning Bylaw requirements. The proposal as compared to the Zoning Bylaw requirements for the R.1-A zone is as follows:

CRITERIA	R.1-A ZONE REQUIREMENTS	PROPOSAL
Lot Area (min.)	450 m <sup>2</sup> (4,844 square feet)	Proposed Lot 1 = 1,284.0 m <sup>2</sup> (13,821 square feet)  Proposed Lot 2 = 738.7 m <sup>2</sup> (7,951 square feet)
Lot Coverage (max.)	50%	< 50%
Lot Frontage (min.)	15.0 m (49.21 feet)	Proposed Lot 1 = 72.03 m (236.3 feet) Proposed Lot 2 = 19.40 m (63.6 feet)
Setbacks (min.)		
Front Yard	6.0 m (19.68 feet)	6.4 m (21.00 feet)
Rear Yard	6.0 m (19.68 feet)	13.0 m (42.65 feet)
Side Yard	1.2 m (3.94 feet)	3.0 m (9.84 feet)
Exterior Side Yard	5.0 m (16.40 feet)	9.94 m (32.61 feet)
Other buildings	3.0 m (9.84 feet)	9.24 m (30.31 feet)

## SUBDIVISION SERVICING AND DEVELOPMENT BYLAW:

Section 2.0 of Schedule "A" of the Subdivision Servicing and Development Bylaw requires the dedication and construction of local roads and collector roads adjacent to properties zoned Residential Single Family (R.1-A) in accordance with Design, Materials, and Installation standards outlined in Section 2.0 of Schedule "A" of the Bylaw; Sections 6.0 and 7.3 of Schedules "A" and "B" of the Bylaw require the provision of street lighting and underground wiring for power, telephone and cablevision.

As the applicant is seeking to maintain the existing road standards for Kildonan Avenue and Crescent Drive, while not providing additional street lighting or underground wiring, the applicant is requesting variances to the following Sections of the Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Section 2.0 of Schedule "A" by not requiring the construction of Kildonan Avenue to the centreline of the road in accordance with the Local Road Standards;
- Section 2.0 of Schedule "A" by not requiring Kildonan Avenue adjacent to the proposed lots to be dedicated a minimum of 9.0 m from the existing mean centreline of the road in accordance with the Local Road Standards;
- Section 2.0 of Schedule "A" by not requiring the construction of Crescent Drive to the centreline of the road in accordance with the Local Road Standards;

- Section 2.0 of Schedule “A” by not requiring Crescent Drive adjacent to the proposed lots to be dedicated a minimum of 9.0 m from the existing mean centreline of the road in accordance with the Local Road Standards;
- Section 6.0 of Schedule “A” by not requiring the provision of street lighting; and
- Section 7.0 by not requiring the provision of underground wiring for power, telephone and cablevision.

**OFFICIAL COMMUNITY PLAN:**

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

- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 20.3.g - Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.

**REFERRAL COMMENTS:**

The application was referred to the following individuals/agencies:

- City of Enderby Public Works Manager;
- Fire Chief; and
- Building Inspector.

No comments were received in response to the referral.

**PLANNING ANALYSIS:**

Road Dedication

The City of Enderby Planner raises no objections to the applicant's request to vary Section 2.0 of Schedule “A” of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring Kildonan Avenue and Crescent Drive to be dedicated a minimum of 9.0 m from the existing mean centreline of the road given that these roads have already been dedicated to meet the ‘local road’ standard of 18.0 m (59.1 feet).

Construction to Centreline

The City of Enderby Planner raises no objections to the applicant’s request to vary Section 2.0 of Schedule “A” of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring construction to centreline for Kildonan Avenue and Crescent Drive. Although the proposed boundary lot adjustment will enable the construction of a single-family dwelling on proposed Lot 2, the proposed boundary lot adjustment is not creating any additional lots nor facilitating an increase in density, thus the

proposal will not result in any additional wear and tear on Kildonan Avenue or Crescent Drive such that the collection of funds for off-site improvements would be warranted.

Provision of Ornamental Street Lighting and Underground Wiring

The City of Enderby Planner raises no objections to the applicant’s request to vary Section 6.0 and 7.0 of Schedule “A” of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring the provision of ornamental street lighting or underground wiring for power, telephone and cablevision, given that:

- There is no ornamental street lighting along the Kildonan Avenue or Crescent Drive corridors and the existing street lights affixed to hydro poles along these roads provide sufficient light to accommodate the needs of traffic in that area;
- Overhead wiring is the existing standard along the entirety of the Kildonan Avenue and Crescent Drive corridors and requiring the installation of underground wiring for the subject property’s frontage is unnecessary and would have no impact on improving the broader service standard of the neighbourhood.

**SUMMARY**

This report relates to a Development Variance Permit application for the properties located at 412 and 410 Kildonan Avenue, Enderby BC. The applicant is proposing a boundary lot adjustment which would see the common property boundary between 412 and 410 Kildonan Avenue shifted to the east, as shown on the attached Schedule ‘A’. The applicant is seeking variances to the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 in order to, i) not require the dedication and construction to centreline for Kildonan Avenue and Crescent Drive adjacent to the proposed lots, ii) not require the provision of street lighting, and iii) not require the provision of underground wiring for power, telephone and cablevision.

The City of Enderby Planner is supportive of the variance requests.

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**Prepared By:**



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Kurt Inglis, MCIP, RPP  
Planner

**Reviewed By:**

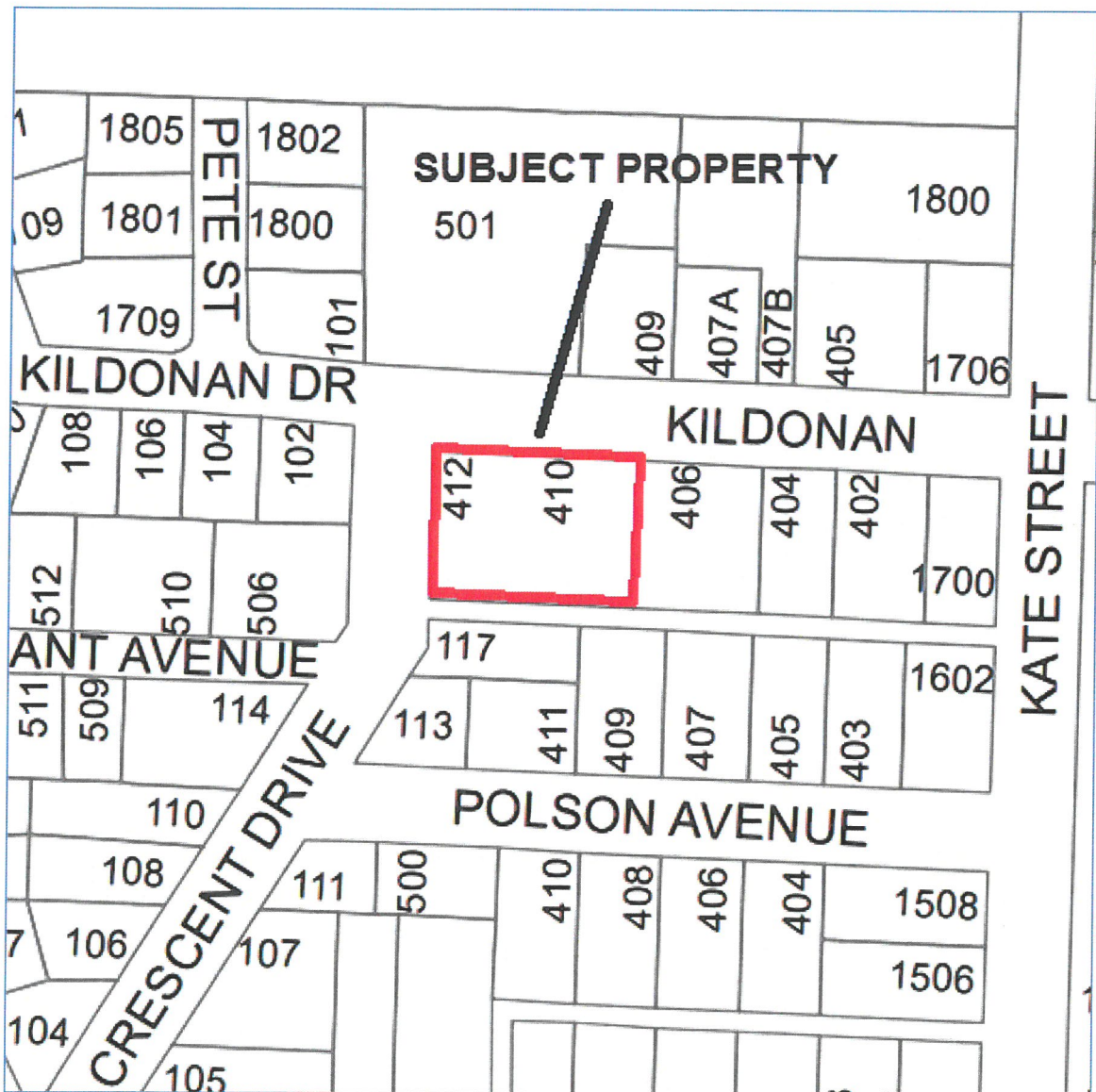


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Tate Bengtson  
Chief Administrative Officer

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

File: 0047-22-DVP-END  
Applicant: John Pavelich  
Owner: John Pavelich and Marjorie Abbott  
Location: 412 and 410 Kildonan Avenue, Enderby BC

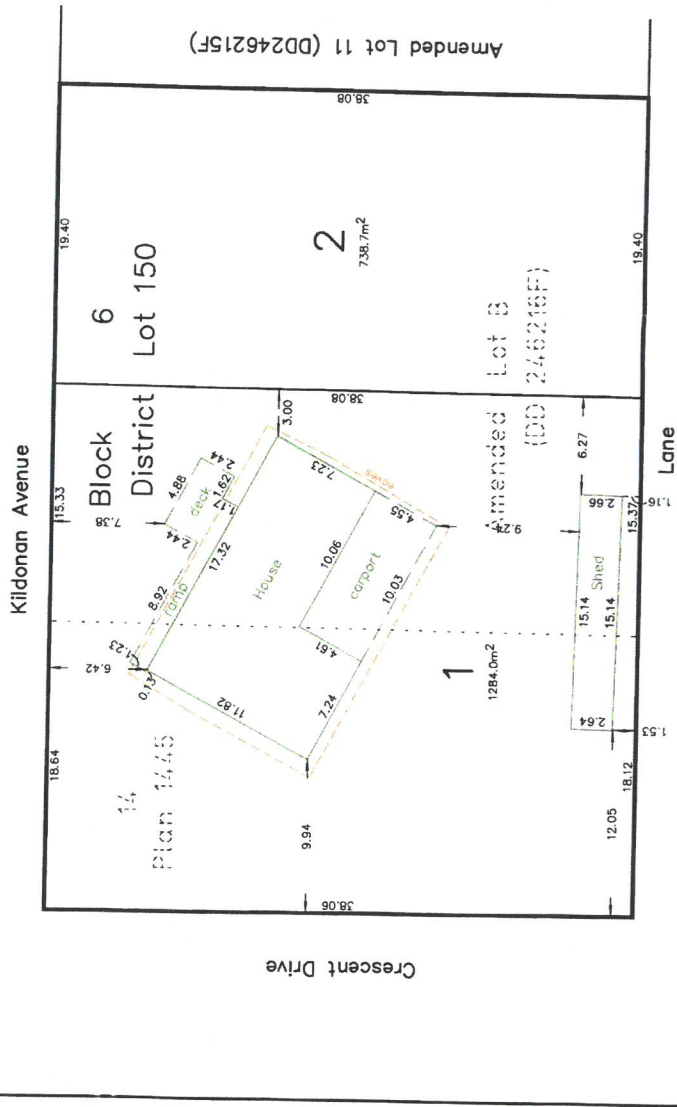




**SCHEDULE 'A'**

Sketch Plan of Proposed Subdivision of  
 Lot 14 and Amended Lot B (DD246216F),  
 Block 6, District Lot 150 K(Formerly O)DYD, Plan 1445

Scale 1:250  
 BCGS 82L.055  
 All distances are in metres.  
 The intended plot size of this plan is 4.32mm in width by  
 280mm in height (B size) when plotted at a scale of 1:250



February 7, 2022

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 741-21,raw

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1756, 2022

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 1581, 2015

WHEREAS Council of the City of Enderby has adopted “City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015”;

AND WHEREAS Council wishes to amend Schedule "A" in accordance with the City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 and the City of Enderby Wildlife Attractant Bylaw No. 1754, 2022.

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 Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1756, 2022”.
2. Schedule “A” of City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 is hereby amended to include the following:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>GARBAGE COLLECTION REGULATION BYLAW</b>						
1566	4.1	Place garbage container at curbside prior to 4:00 am on the day of collection	\$100	\$50	\$110	YES
1566	4.4	Failure to contain all garbage within a prescribed garbage container covered with a watertight lid or fastened in a manner that is watertight	\$100	\$50	\$110	YES

<b>1566</b>	4.5	Failure to remove or replace a container condemned by the City	\$100	\$50	\$110	YES
<b>1566</b>	5.1	Place or mix, with any material for removal as garbage, any explosive, volatile or corrosive materials, dangerous chemicals or any other material dangerous to the health and or safety of the garbage collection personnel	\$200	\$100	\$225	YES
<b>1566</b>	5.2	Place or mix with any material for removal as garbage, material listed in the Regional District of North Okanagan's Municipal Solid Waste Management Bylaw such as recycle or regulated materials, hot ashes, any liquid wastes, bulk chemical waste, animal cuttings or wastes, dead animals or oil, fuel, or other equipment lubricant filters	\$200	\$100	\$225	YES

<b>1566</b>	5.3	Place or mix with any material for removal as garbage, any material described as hazardous in the provincial Environment Management Act or any regulations thereto	\$200	\$100	\$225	YES
<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>WILDLIFE ATTRACTANT BYLAW</b>						
<b>1754</b>	4.1.a	Leave or place wildlife attractants in a manner that could attract or be accessible to wildlife	\$100	\$50	\$110	YES
<b>1754</b>	4.1.b	Feed, or attempt to feed, wildlife	\$200	\$100	\$225	YES
<b>1754</b>	4.2.a	Failure to remove, store or dispose of fruit that has fallen from tree so as not to attract or be accessible to wildlife	\$100	\$50	\$110	YES

<b>1754</b>	4.2.b	Failure to keep birdfeeders containing bird feed, suet or nectar suspended on a cable or other device in such a manner that it is inaccessible to wildlife, or failure to keep area below birdfeeder free of accumulations of wildlife attractants	\$100	\$50	\$110	YES
<b>1754</b>	4.2.c	Failure to keep barbecue equipment and tools clean and free of residual food or grease when remaining outdoors after use	\$100	\$50	\$110	YES
<b>1754</b>	4.2.d	Failure to locate and equip refrigerators, freezers, storage containers or similar units containing wildlife attractants in a manner that is inaccessible to wildlife	\$100	\$50	\$110	YES
<b>1754</b>	4.2.e	Failure to store grease, antifreeze, paint and petroleum products in a manner that is inaccessible to wildlife	\$100	\$50	\$110	YES

<b>1754</b>	4.2.f	Failure to keep and maintain compost in an enclosed and secure rigid container that is inaccessible to wildlife	\$100	\$50	\$110	YES
<b>1754</b>	4.2.g	Failure to keep other animals and their food in a manner that is reasonably inaccessible to wildlife	\$100	\$50	\$110	YES
<b>1754</b>	4.2.h	Failure to store garbage indoors or otherwise in durable, rigid receptacles fitted with covers that are inaccessible to wildlife, or place garbage at curbside prior to 4:00 am on the day of collection	\$100	\$50	\$110	YES
<b>1754</b>	4.2.i	Failure to keep and dispose of garbage in accordance with bylaw requirements	\$100	\$50	\$110	YES

Read a FIRST TIME this day of , 2022.

Read a SECOND TIME this day of , 2022.

Read a THIRD TIME this day of , 2022.

ADOPTED this day of , 2022.

\_\_\_\_\_  
MAYOR

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

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

BYLAW NO. 1757, 2022

A BYLAW TO AMEND THE MUNICIPAL TICKETING INFORMATION (MTI) SYSTEM BYLAW  
NO. 1518, 2013

---

WHEREAS Council of the City of Enderby has adopted "City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013";

AND WHEREAS Council wishes to introduce Schedule "13" in accordance with the City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 and Schedule "14" in accordance with the City of Enderby Wildlife Attractant Bylaw No. 1754, 2022;

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 Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1757, 2022".
2. Schedule "A" of City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "13" attached hereto is hereby established and forms part of City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013.
4. Schedule "14" attached hereto is hereby established and forms part of City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013.

Read a FIRST TIME this day of , 2022.

Read a SECOND TIME this day of , 2022.

Read a THIRD TIME this day of , 2022.

ADOPTED this day of , 2022.

---

MAYOR

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CORPORATE OFFICER

## Schedule "A"

### MUNICIPAL TICKETING INFORMATION SYSTEM BYLAW NO. 1518

DESIGNATED BYLAW ENFORCEMENT OFFICERS	DESIGNATED BYLAWS
<ul style="list-style-type: none"> <li>• Chief Administrative Officer</li> <li>• Chief Financial Officer</li> <li>• Corporate Officer</li> <li>• Planner</li> <li>• Bylaw Enforcement Officers</li> <li>• Operations Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Dog Control Bylaw No. 1469, 2010</li> <li>• Water and Sprinkling Regulations Bylaw No. 1468, 2010</li> <li>• Business License and Regulation Bylaw No. 1558, 2014</li> <li>• Good Neighbour Bylaw No. 1517, 2013, excluding Section VI</li> <li>• Sanitary Sewer Regulation Bylaw No. 1470, 2010</li> <li>• Streets and Traffic Bylaw No. 1471, 2010</li> <li>• Fire Protection Bylaw No. 1529, 2013</li> <li>• Cemetery Regulation Bylaw No. 1515, 2013</li> <li>• Zoning Bylaw No. 1550, 2014</li> <li>• Garbage Collection Regulation Bylaw No. 1566, 2015</li> <li>• Building Bylaw No. 1582, 2015</li> <li>• Public Spaces Bylaw No. 1604, 2016</li> <li>• Stormwater Protection and Drainage Regulation Bylaw No. 1640, 2017</li> <li>• Animal Control Bylaw No. 1735, 2022</li> <li>• Wildlife Attractant Bylaw No. 1754, 2022</li> </ul>
<ul style="list-style-type: none"> <li>• Dog Control Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Dog Control Bylaw No. 1469, 2010</li> </ul>
<ul style="list-style-type: none"> <li>• Business License Inspector</li> </ul>	<ul style="list-style-type: none"> <li>• Business License and Regulation Bylaw No. 1558, 2014</li> </ul>
<ul style="list-style-type: none"> <li>• Royal Canadian Mounted Police</li> </ul>	<ul style="list-style-type: none"> <li>• Dog Control Bylaw No. 1469, 2010</li> <li>• Good Neighbour Bylaw No. 1517, 2013, including Section VI</li> <li>• Streets and Traffic Bylaw No. 1471, 2010</li> <li>• Fire Protection Bylaw No. 1529, 2013</li> <li>• Cemetery Regulation Bylaw No. 1515, 2013</li> <li>• Zoning Bylaw No. 1550, 2014</li> <li>• Building Bylaw No. 1582, 2015</li> <li>• Public Spaces Bylaw No. 1604, 2016</li> <li>• Animal Control Bylaw No. 1735, 2022</li> <li>• Wildlife Attractant Bylaw No. 1754, 2022</li> </ul>
<ul style="list-style-type: none"> <li>• Building Inspector</li> </ul>	<ul style="list-style-type: none"> <li>• Streets and Traffic Bylaw No. 1471, 2010</li> <li>• Zoning Bylaw No. 1550, 2014</li> <li>• Building Bylaw No. 1582, 2015</li> </ul>
<ul style="list-style-type: none"> <li>• Fire Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Good Neighbour Bylaw No. 1517, 2013, excluding Section VI</li> <li>• Fire Protection Bylaw No. 1529, 2013</li> <li>• Public Spaces Bylaw No. 1604, 2016</li> </ul>



## SCHEDULE "13"

<b>Garbage Collection Regulation Bylaw No. 1566, 2015</b>	<b>Section</b>	<b>Fine \$</b>	<b>Fine if Pd within 30 days \$</b>
Place garbage container at curbside prior to 4:00 am on the day of collection	4.1	100.	50.
Failure to contain all garbage within a prescribed garbage container covered with a watertight lid or fastened in a manner that is watertight	4.4	100.	50.
Failure to remove or replace a container condemned by the City	4.5	100.	50.
Place or mix, with any material for removal as garbage, any explosive, volatile or corrosive materials, dangerous chemicals or any other material dangerous to the health and or safety of the garbage collection personnel	5.1	200.	100.
Place or mix with any material for removal as garbage, material listed in the Regional District of North Okanagan's Municipal Solid Waste Management Bylaw such as recycle or regulated materials, hot ashes, any liquid wastes, bulk chemical waste, animal cuttings or wastes, dead animals or oil, fuel, or other equipment lubricant filters	5.2	200.	100.
Place or mix with any material for removal as garbage, any material described as hazardous in the provincial Environment Management Act or any regulations thereto	5.3	200.	100.

**SCHEDULE "14"**

<b>Wildlife Attractant Bylaw No. 1754, 2022</b>	<b>Section</b>	<b>Fine \$</b>	<b>Fine if Pd within 30 days \$</b>
Leave or place wildlife attractants in a manner that could attract or be accessible to wildlife	4.1.a	100.	50.
Feed, or attempt to feed, wildlife	4.1.b	200.	100.
Failure to remove, store or dispose of fruit that has fallen from tree so as not to attract or be accessible to wildlife	4.2.a	100.	50.
Failure to keep birdfeeders containing bird feed, suet or nectar suspended on a cable or other device in such a manner that it is inaccessible to wildlife, or failure to keep area below birdfeeder free of accumulations of wildlife attractants	4.2.b	100.	50.
Failure to keep barbecue equipment and tools clean and free of residual food or grease when remaining outdoors after use	4.2.c	100.	50.
Failure to locate and equip refrigerators, freezers, storage containers or similar units containing wildlife attractants in a manner that is inaccessible to wildlife	4.2.d	100.	50.
Failure to store grease, antifreeze, paint and petroleum products in a manner that is inaccessible to wildlife	4.2.e	100.	50.
Failure to keep and maintain compost in an enclosed and secure rigid container that is inaccessible to wildlife	4.2.f	100.	50.
Failure to keep other animals and their food in a manner that is reasonably inaccessible to wildlife	4.2.g	100.	50.
Failure to store garbage indoors or otherwise in durable, rigid receptacles fitted with covers that are inaccessible to wildlife, or place garbage at curbside prior to 4:00 am on the day of collection	4.2.h	100.	50.
Failure to keep and dispose of garbage in accordance with bylaw requirements	4.2.i	100.	50.

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

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2022 Month: 06

Folder Type	2022 / 06		2021 / 06		2022 to 06		2021 to 06	
	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	1	0	30,000	0	1	34,500	0	0
END - COMMERCIAL BUILDING	0	0	0	0	2	90,000	0	0
END - DEMOLITION	0	0	0	0	0	0	2	0
END - INDUSTRIAL BUILDING	0	0	0	0	1	20,000	1	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	1	0	0	1	1
END - MULTI FAMILY DWELLING	0	0	0	0	1	754,432	0	0
END - PLUMBING	0	0	0	0	1	500	0	0
END - SIGN	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	3	0	221,708	3	9	1,488,828	11	11
INDUSTRIAL BUILDING	0	0	0	0	4	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
<b>Report Totals</b>	<b>4</b>	<b>0</b>	<b>251,708</b>	<b>5</b>	<b>15</b>	<b>2,368,260</b>	<b>19</b>	<b>13</b>
								<b>7,215,944</b>

**AGENDA**

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: July 12, 2022  
Subject: Community Event Budget

---

**RECOMMENDATION**

THAT Council approves a \$900.00 increase to the community events budget to be funded through the Community Enhancement Fund.

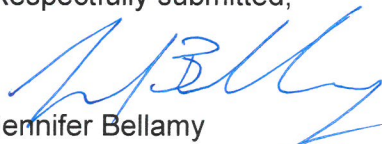
**BACKGROUND**

With 2022 being the first year in which the City directly delivers community events, the 2022 community events budget includes an additional 100 hours for the additional work associated with learning the current community events and documenting the practices for these events. After discussions with the events coordinator, the original 100 hours estimated is not sufficient to complete these one-time tasks and an additional 30 hours is required.

As the event documentation is critical to the future continuity of current events, staff recommend that Council approves the additional 30 hours, which has a contract value of \$900.00, to be funded through the Community Enhancement Fund.

The Community Enhancement Fund is funded through the net revenues allocated from the Riverside RV Park. Based on sales to date, RV Park revenues are projected to meet or exceed budgeted revenues. If this projection is realized, the additional \$900 can be replenished through future allocations to the Community Enhancement Fund.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 13, 2022  
Subject: Support for Increase to Funding Contribution for Diamond 4 Infield Extension

---

**RECOMMENDATION**

THAT Council increases its Community Enhancement Fund contribution to the Riverside Park Diamond 4 infield expansion from \$3,500 to \$4,000, subject to a matching contribution from the Area F Director.

**BACKGROUND**

At its February 22, 2022 regular meeting, Council supported a matching funding contribution with the Area F Director (\$3,500 each) to extend the infield at Riverside Park's Diamond 4 and bring it into alignment with 15U baseball dimensions. The works involve excavation of part of the outfield, new sport shale, landscape fabric, and a realignment of the irrigation system where it is affected by the infield extension.

Enderby Minor Baseball requested that the project be deferred in the Spring of 2022 as they needed to source a portable pitching mound before proceeding, and were able to play in Armstrong for the season.

Recently, Enderby Minor Baseball confirmed that they have obtained a portable pitching mound and requested that the works proceed this fall, in preparation for the 2023 season.

In the meantime, the City's most recent supplier of sport shale, which is used to construct the infield, has informed Parks staff that they are no longer able to supply this product. The nearest sport shale supplier is in Cache Creek – between the added distance and fuel increases since the spring, transportation costs have risen significantly and impacted a budget that had a very small contingency in the first place. The original budget of \$7,000 is now expected to be \$8,000.

Council's original contribution was from the Community Enhancement Fund, which is drawn from Riverside RV Park revenues and reinvested in community improvement projects.

Staff have had a preliminary conversation with the Area F Director, who indicated that he is supportive of increasing his matching contribution to \$4,000.

Respectfully submitted,

A handwritten signature in blue ink, consisting of a stylized, cursive-like mark that starts with a small loop and ends with a long, sweeping tail.

Tate Bengtson  
Chief Administrative Officer

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 12, 2022  
Subject: Support for Joint Community Preparedness Grant Application

---

**RECOMMENDATION**

THAT the City of Enderby supports a joint application to the 2023 Community Emergency Preparedness Fund – Emergency Operations Centres & Training funding stream in conjunction with other local governments in the Regional District of North Okanagan for an analysis of the options and feasibility of inter-jurisdictional Emergency Management models;

AND THAT the City of Enderby supports the Township of Spallumcheen as the lead funding applicant and recipient of funding for the project;

AND FURTHER THAT Council direct staff to work with the Township of Spallumcheen and other participating jurisdictions on the initiative.

**BACKGROUND**

Prior to the establishment of the City of Enderby Emergency Program in 2016, emergency management services were delivered through an intermunicipal agreement operating as the North Okanagan Emergency Management Service. When the service ended in 2016, the City of Enderby and other participating local governments began directly delivering their own emergency programs in fulfillment of the provincial legislative requirements.

A topic of recurring discussion has been how best to ensure, in light of the current “decentralized” approach to emergency management, that there is strong coordination, communication, and resource-sharing among local governments. While this is occurring already with respect to specific Emergency Management functions, such as Emergency Social Services, the involved parties recognize that there are opportunities to enhance and broaden this approach, to the general benefit of all emergency management service providers (and, by extension, service recipients).

The above resolution is intended to bring some external expertise to bear on a more comprehensive analysis of inter-jurisdictional opportunities for Emergency Management cooperation and collaboration. A variety of options are likely to be explored, from enhanced resource sharing, through to coordinated approaches to response and recovery, through to an integrated regional or semi-regional service.

It is anticipated that the various jurisdictions in the region are likely to have differing needs and philosophies respecting the future of Emergency Management service delivery in the region. The proposed grant intends to secure funding for the identification and evaluation of the range of options for emergency management so that there is a basis for focused dialogue and decision-making; it is certain that service demands will continue to increase in light of climate change, evolving public expectations, and the forthcoming emergency management “modernization” legislation that the Province is expected to enact.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: July 13, 2022  
Subject: Funding for Pergola Restoration in Breezeway

---

**RECOMMENDATION**

THAT Council authorizes an expenditure of up to \$1,200 from the Community Enhancement Fund for replacement of the beams and joists of both pergolas in the Breezeway connecting Cliff Avenue to the Russell Avenue parking lot.

**BACKGROUND**

Council has previously given direction to repaint both pergolas in the Breezeway connecting Cliff Avenue to the Russell Avenue parking lot. Upon inspection of the pergolas, it was determined that the beams and joists of both were rotting and should be replaced prior to painting. Public Works has provided a material estimate of \$1,200 to complete the replacement of the beams and joists on both pergolas, as well as paint. Internal labour will be used.

As this value is outside of the City's greenspace budget, staff are requesting that Council authorize an expenditure of up to \$1,200 from its Community Enhancement Fund to provide for the cost of materials.

The posts remain in good condition. The decorative slats running horizontally between the posts at each end have been weathered and will likely need to be sanded and stained, after the structural replacement and painting has been completed.

The Community Enhancement Fund is drawn from Riverside RV Park revenues and reinvested in community improvement projects.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner  
Date: July 13, 2022  
Subject: Regional District of North Okanagan – Housing Action Implementation Table

---

**RECOMMENDATION**

THAT Council considers the Staff comments in response to the Housing Action Implementation Table referred to the City by the Regional District of North Okanagan, as outlined in Schedule 'A' of this memorandum;

AND THAT Council affirms or revises the Staff comments as outlined in Schedule 'A' of this memorandum;

AND THAT Council directs Staff to send correspondence to the Regional District of North Okanagan indicating the City of Enderby's position with respect to the Housing Action Implementation Table.

**BACKGROUND**

Given the housing challenges being faced within the region, the Board of Directors of the Regional District of North Okanagan (RDNO) passed the following resolution

*"That staff be directed to send a letter to member municipalities, electoral areas and First Nations requesting feedback on the level of involvement and actions that each jurisdiction would support in the delivery of housing and whether specific actions should be pursued regionally, sub-regionally or locally."*

RDNO Staff have identified potential actions that have been incorporated into a Housing Action Implementation Table, which is attached to this memorandum as Schedule 'B'; the RDNO is requesting that Council considers each of these actions and provide feedback relative to its support for the delivery of the actions at the regional, sub-regional, local or private sector/non-profit level. Furthermore, the Housing Action Implementation Table includes a series of specific questions on the delivery of housing solutions at the local level.

Staff have reviewed the actions and questions outlined within the Housing Action Implementation Table and have provided draft comments, which are outlined in the attached Schedule 'A'; these comments are intended to provide a starting point for Council's consideration and will be modified based on Council feedback. Following Council consideration, correspondence will be sent to the

Regional District of North Okanagan indicating the City's position with respect to the Housing Action Implementation Table.

Respectfully Submitted,



---

Kurt Inglis  
Planner

## Schedule 'A'

**Question 1:** Is your community committed to taking action on the delivery of affordable housing (this is not specific to just Non-Market Housing - this is for housing across the continuum)?

**Draft Answer:** Yes, the City of Enderby is committed to continuing to take action on the delivery of affordable housing across the entire housing spectrum, within the resource, capacity and jurisdictional constraints of local government, while also ensuring that local housing types are matched to the availability of needed social supports, so as to maintain quality of life for occupants.

**Question 2:** If yes, what role do you see your local government taking in the provision of housing?

**Draft Answer:**

- Offer development incentives to encourage additional and affordable residential density throughout the community (i.e. no Development Cost Charges or licensing fees for secondary suites, no Development Permit Areas for multi-family residential development, density bonusing for affordable or special needs housing, free Secondary Suite Building Inspection Program);
- Provide inclusive zoning to foster a range of housing types and encourage infill development (i.e. mixed use zoning, permitting secondary suites in all single-family zones, permitting carriage houses within a specified zone, enabling small-lot single family subdivisions);
- Prohibit short-term vacation rentals to protect local rental housing inventory;
- Offer case-managed development services and a streamlined development process in order to foster new residential development; and
- Advocate to upper levels of government to address housing challenges.

**Question 3:** What forms of housing and actions identified below does your Council see providing within your community?

**Draft Answer:** See Staff comments in table below.

Housing Actions Identified by RDNO	Recommended Delivery Agent	Staff Comments
Compliment the work of the Social Planning Council and Housing Action Team at the City of Vernon and expand that work into the rest of the region. The Housing Action Team meets quarterly to review the housing inventory, identify gaps and explore opportunities. This provides the non-profit housing sector a chance to network, brainstorm and be strategic with plans for future affordable units.	Regional	The City supports the Regional District working alongside the Social Planning Council and Housing Action Team in order to provide a regional lens and gather data and statistics relative to housing that could then be shared with member municipalities and indigenous governments.

Housing Actions Identified by RDNO	Recommended Delivery Agent	Staff Comments
Land Inventory (2.3 Regional Housing Strategy) - Identify land that may be made available for affordable housing projects. A regional inventory of municipal, regional, and non-profit land could be used as the basis to explore the opportunity to develop a long-term funding strategy with BC Housing through a Memorandum of Understanding.	Regional	The City only supports the Regional District developing a regional inventory of land suitable for housing developments if there is an on-going commitment for the inventory to be maintained over the long-term, in terms of both municipal and regional capacity.
Planning Processes: OCP Review - Identify areas for infill or higher density development.	Local	The City will explore this in the context of its forthcoming local housing strategy.
Regulations: Zoning Bylaw Updates - Inclusionary Zoning, Small Lot Subdivisions, Infill Housing, Secondary Suites, Suite Ready-new builds, Lock Off Units, Rental Tenure Zoning.	Local	The City has already implemented many of these items and will evaluate the remainder in the context of its forthcoming local housing strategy.
Expedited Approval Process - Fast Track Rental Housing or Affordable Housing Projects.	Local	The City already provides a streamlined development process and case-managed development services for residential housing projects.
Financing - Waiver of Costs, DCCs, lower taxation, loans, and grants.	Local	The City already has a basis to waive Development Cost Charges in accordance with legislated requirements and restrictions. However, in general, new development should fund its 'fair share' of infrastructure that is attributable to it; the City is open to grants from the Regional District or Province to assist with assuring that the servicing is in place to meet housing needs.
<p>Design - Shelf Ready Projects.</p> <p>Project Management - Coordinate all of the applications and approvals required.</p> <p>Construction - Oversee the build/contractors.</p> <p>Operations - Day-to-day management of housing, providing property management services.</p>	Private Sector/Non-Profit	<p>Given limited resources and capacity, the City of Enderby does not support developing shelf-ready housing projects, providing project management for housing applications, overseeing construction of housing, or managing day-to-day operations of housing, as these activities are best suited to the Province, developers within the private sector, and non-profit housing providers/operators.</p> <p>There is also a role for local government corporations and societies, subject to capacity and, preferably, no duplication or overlap with existing providers/operators.</p>



# 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: CHAIR, BOARD OF DIRECTORS

OUR FILE No.: 3045.01.02

April 12, 2022

Mayor Chris Pieper  
City of Armstrong  
[mayor@cityofarmstrong.bc.ca](mailto:mayor@cityofarmstrong.bc.ca)

Mayor Jim Garlick  
District of Coldstream  
[jgarlick@coldstream.ca](mailto:jgarlick@coldstream.ca)

Mayor Greg McCune  
City of Enderby  
[gregmccune@telus.net](mailto:gregmccune@telus.net)

Mayor Kevin Acton  
Village of Lumby  
[mayoracton@lumby.ca](mailto:mayoracton@lumby.ca)

Mayor Christine Fraser  
Township of Spallumcheen  
[mayor@spallumcheentwp.bc.ca](mailto:mayor@spallumcheentwp.bc.ca)

Mayor Victor Cumming  
City of Vernon  
[mayor@vernon.ca](mailto:mayor@vernon.ca)

Rick Fairbairn, Chair. Electoral Area Advisory Committee  
Regional District of North Okanagan  
[rick.fairbairn@rdno.ca](mailto:rick.fairbairn@rdno.ca)

cc: Regional Growth Strategy Support Team

## **Re: Delivery of Housing – Local and Regional Opportunities**

The Regional Housing Needs Assessment for the North Okanagan has identified that housing affordability and supply across the housing spectrum (Non-Market to Market Housing) is one of the most significant challenges for communities within the region and will continue to get worse. A lack of housing availability and affordability is also of priority to the Province. As evident by Housing Minister David Eby's recent comments, his government is looking at legislation that would allow the province to override municipalities' decisions not to approve affordable housing projects.

Housing prices continue to rise, and based on the recent census data, the region's population continues to grow. It was anticipated the region would grow at a rate of .84% annually; however, the actual growth rate is double the projected rate at 1.7%, putting greater pressure on an already constrained housing supply (Schedule A- Revised Population Growth- RDNO). The Board of Directors has indicated that a coordinated approach to address the delivery of housing is important and overdue. The time for action is now.

Following a discussion on the work that is already underway (Staff Report dated February 7, 2022) and the risks associated with the delivery of housing and areas of influence, at the March 16, 2022, Regular Meeting of the Board of Directors, the following resolution was passed:

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

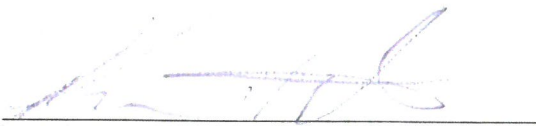
Toll Free: 1.855.650.3700  
Phone: 250.550.3700  
Fax: 250.550.3701  
Web: [www.rdno.ca](http://www.rdno.ca)  
E-Mail: [info@rdno.ca](mailto:info@rdno.ca)

***That staff be directed to send a letter to member municipalities, electoral areas and First Nations requesting feedback on the level of involvement and actions that each jurisdiction would support in the delivery of housing and whether specific actions should be pursued regionally, sub-regionally or locally.***

To help facilitate the conversation, staff have identified the key actions that need to be considered during the development process and delivery of housing (Schedule B). These actions have been incorporated into an implementation table which the Board of Directors requests your council's consideration. In doing so, the Board will be better positioned to determine if there is enough support to pursue specific actions on a regional or sub-regional basis or if there is a desire to complete them individually. If there is support as a collective, additional work will be carried out in identifying opportunities (grants and outside partnerships) and costs associated with the proposed actions. If there is not support for collaboration, the Board of Directors will assume that each community will address the housing challenge individually.

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

Sincerely,



Kevin Acton  
Chair, Board of Directors

/lf

Encl: Schedule A – Revised Population Growth - RDNO  
Schedule B – Housing Action Implementation Table  
Staff Report dated February 7, 2022: Delivery of Housing– Local and Regional Opportunities

**Schedule A**  
**Population Growth- North Okanagan Regional District**

Jurisdiction	YEAR						Projected Populations					
	2006	Average Annual Growth Rate	2011	Average Annual Growth Rate	2016	Average Annual Growth Rate	2021	2021 (Pro)	2026	2031	2036	% Growth/ annum
RDNO	74098	.92%	77640	.75%	84344 <sup>1</sup>	1.7%	91610	83976	87563	91303	95061	.84%
Electoral Area B	3211	-1.10%	3041	1.07%	3203	.44%	3274	3155	3108	3062	3057	-0.03%
Electoral Area C	3947	-.51%	3847	.12%	3870	3.3%	4511	3795	3722	3650	3579	-0.39%
Electoral Area D	2837	.07%	2848	-1.23%	2672	1.8%	2909	2521	2378	2243	2116	-1.16%
Electoral Area E	934	.10%	939	1.5%	1010	1.6%	1092	1051	1094	1138	1184	0.8%
Electoral Area F	4091	-.75%	3938	.31%	4000	1.8%	4362	3913	3827	3744	3728	-0.44%
Vernon	35944	1.2%	38180	1.01%	40116	2.2%	44519	42392	44798	47340	50026	1.11%
Lumby	1634	1.2%	1731	1.18%	1833	2.5%	2063	1945	2063	2189	2322	1.19%
Armstrong	4241	2.8%	4830	1.18%	5114	.8%	5323	5644	6228	6873	7585	1.99%
Coldstream	9471	1.8%	10314	.65%	10648	1.0%	11171	11319	12033	12791	13597	1.23%
Enderby	2828	.74%	2932	.22	2964	.4%	3028	3036	3109	3184	3261	0.48%
Spallumcheen	4960	.32%	5040	.26%	5106	.8%	5307	5180	5256	5333	5411	0.29%

<sup>1</sup> Revised - 2016 population was incorrectly reported as 80,536





**Schedule B**

**Housing Action Implementation Table**

Actions:	Regional	Sub-Regional	Local	Private Sector	Non-profit
2) Land (2.2 Regional Housing Strategy) - Making Municipal and on-reserve lands available at a nominal cost for affordable housing purposes is a key component in creating non-market housing.					
3) Land Inventory (2.3 Regional Housing Strategy) - Identify land that may be made available for affordable housing projects. A regional inventory of municipal, regional, and non-profit land could be used as the basis to explore the opportunity to develop a long-term funding strategy with BC Housing through a Memorandum of Understanding.					
4) Planning Processes: OCP Review - Identify areas for infill or higher density development.					
5) Regulations: Zoning Bylaw Updates - Inclusionary Zoning, Small Lot Subdivisions, Infill Housing, Secondary Suites, Suite Ready-new builds, Lock Off Units, Rental Tenure Zoning.					
6) Expedited Approval Process - Fast Track Rental Housing or Affordable Housing Projects.					
7) Financing - Waiver of Costs, DCCs, lower taxation, loans, and grants.					
8) Design - Shelf Ready Projects					
9) Project Management - Coordinate all of the applications and approvals required.					
10) Construction - Oversee the build / contractors					

## Schedule B

### Housing Action Implementation Table

Actions:	Regional	Sub-Regional	Local	Private Sector	Non-profit
12) Operations - Day-to-day management of housing, providing property management services.					

In addition to the actions identified above, if there is a desire to take a coordinated approach to housing solutions a key point of contact could work with each local government in identifying the parcels of land within their community that are underutilized.

- Create incentives to redevelop these lands through a revitalization area, where development cost charges and property taxes on land and improvements could be waived through a housing agreement.
- The revitalization area incentives could be time sensitive (5-10 year redevelopment period) to ensure further speculation is removed from the scenario.
- Through redevelopment consider requiring a % of land or financial contribution towards future affordable housing (Affordable Housing Reserve Fund).
- Act as a key point of contact for both the non-profit and attainable market housing providers.

TO: Regional Growth Management  
Advisory Committee

FROM: Planning Department

File No: 3045.01.04

Date: February 7, 2022

SUBJECT: Delivery of Housing – Local and Regional Opportunities

## RECOMMENDATION:

That it be recommended to the Board of Directors, the Delivery of Housing – Local and Regional Opportunities report dated February 7, 2022, be received; and further,

That staff be directed to send a letter to member municipalities, electoral areas and First Nations requesting feedback on the level of involvement and actions that each jurisdiction would support in the delivery of housing and whether specific actions should be pursued regionally, sub-regionally or locally.

## SUMMARY:

At the December 15, 2021, regular meeting of the Board of Directors, the following resolution was passed:

*That staff be directed to gather additional information on how local groups, non-profits and other housing providers are providing affordable housing and if there are ways the Regional District of North Okanagan can assist with the gaps in housing availability.*

## DISCUSSION:

### Existing Local Response - Affordable Housing

Several non-profit service providers have actively been developing affordable housing projects within the Vernon area and to some extent within the smaller municipalities within the RDNO. Since 2007, Vernon has seen significant investment in shelter and affordable housing from BC Housing and other partner funding sources. The Housing Action Team update, attached as **Schedule A**, provides an overview of the number of units that have been developed over the years and highlights the projects that are currently underway. The update notes that in 2007, the Social Planning Council developed a non-profit housing inventory for Vernon that established a baseline of 233 units for individuals/families. This inventory did not include units for seniors assisted living/complex care or for youth under the age of 19. Since 2008, 332 non-profit beds/units have been added to the housing stock. In addition, another 220 units of affordable housing projects have been approved by BC Housing and are under various stages of construction.

Through conversations with the Social Planning Council, several actions could further assist the efforts of local non-profits to supply affordable housing in the region:

- The most significant constraint to securing additional affordable housing projects is land availability.
  - Ideally, the land is serviced and zoned for the intended use and is located close to amenities.

- Reduced parking requirements can also decrease some of the costs associated with multi-family developments.
- It was also noted that if a municipality is a committed partner for a proposed project providing financial contributions - waiving DCC's, or providing the land at a nominal fee (retain title but lease the land back to the non-profit for \$1/year), these contributions increase the likelihood of senior levels of funding.
- *Action 2.2 - Land* and *Action 2.3 - Land Inventory* of the Regional Housing Strategy would provide the greatest assistance.
  - Action 2.2 Land - Making Municipal and On Reserve lands available at a nominal cost for affordable housing purposes is a key component in creating non-market housing. This work can be done in conjunction with Land Trusts (non-profit, social-purpose real estate developers). Site selection considerations include proximity to transit, access to community services and employment alignment with OCP and availability of external funding opportunities.
  - Action 2.3 Land Inventory - The ability to identify land that may be made available for affordable housing projects is important information in order to create more affordable housing supply. A regional inventory of municipal, regional, and non-profit land could be used as the basis to explore the opportunity to develop a long-term funding strategy with BC Housing through a Memorandum of Understanding (MOU).

Delivery of Housing - Area of Influence, Risk and Actions

In order to better understand the various stages of the development process there are eight key factors to consider: Land, Planning Process, Financing, Development Cost Charges & Taxation, Design, Project Management, Construction and Operations. These factors have been allocated in the tables below based on the Key Actors/Areas of Influence, Levels of Risk and Actions. Whether a project is for affordable or market attainable housing, the same factors come into play.



**Low Costs & No or Low Risk**

Key Actors/ Area of Influence	Activities/Factors
Local and Regional Governments	Planning Process - Approvals OCP & Zoning
	Regulations
	Time it takes to approve an application
	Provision of Land (serviced and appropriately zoned)

**Medium to High Costs & Low Risk**

Key Actors/ Areas of Influence	Activities/Factors
Local and Regional Governments	Low Cost Land
	Grants - Local, Provincial, Federal
	Financing- Waiver of Costs - DCC's, lower taxation, loans

**High Costs & High Risk**

Key Actors/ Areas of Influence	Activities/Factors
Private Sector	Financing
	Design
	Project Management
	Construction (material costs, supply chain impacts, labour/trades availability)
	Operations

In addition to the factors identified above, there is an opportunity to:

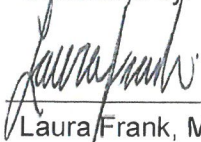
- Compliment the work of the Social Planning Council and Housing Action Team at the City of Vernon and expand that work into the rest of the region;
- Identify and actively engage with the non-profit service providers to identify and make available land for future developments (land banking and land inventory)
  - With a regional approach to identifying and potentially acquiring land this reduces one element of risk for housing projects;
- Work with each local government in identifying the parcels of land within their community that are underutilized.
  - Create incentives to redevelop these lands through a revitalization area, where development cost charges and property taxes on land and improvements could be waived through a housing agreement;
  - The revitalization area incentives could be time sensitive (5-10 year redevelopment period) to ensure further speculation is removed from the scenario.
  - Through redevelopment consider requiring a % of land or financial contribution towards future affordable housing (Affordable Housing Reserve Fund).
- Act as a key point of contact for both the non-profit and attainable market housing providers

#### NEXT STEPS:

As identified above, there are several factors that each local government needs to consider when looking to influence the provision of affordable housing with the region. Each action carries varying levels of risk, cost, capacity and oversight. Staff, therefore, recommend that a letter be sent to each member municipality, electoral area, and First Nations requesting feedback on the level of involvement and actions that each jurisdiction would support and whether specific actions should be pursued regionally, sub-regionally or locally.

If there is general support to proceed with this conversation it would also be beneficial to reach out to the non-profit service providers to discuss these potential actions and obtain their feedback on the land bank and inventory opportunities. The Housing Action Team meets on March 17, 2022 and this topic could be included on that agenda.

Submitted by:



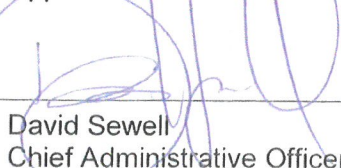
Laura Frank, MCIP, RPP  
Regional Planning Projects Manager

Reviewed and endorsed by:



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

Approved for Inclusion:



David Sewell  
Chief Administrative Officer

## Housing Action Team Update

Since 2007, Vernon has seen a significant investment in shelter and affordable housing from BC Housing (and various other partner funding sources, as needed). In 2007, the Social Planning Council developed a non-profit housing inventory that established a baseline of 233 units for individuals/families (the inventory does not include units for seniors assisted living/complex care or for youth under the age of 19). Since 2008, a total of 332 non-profit beds/units have been added to the housing stock. In addition, another 220 units of affordable housing projects have been approved by BC Housing and are under various stages of construction. This represents an enormous capital investment (in the tens of millions of dollars) by senior levels of government, in particular BC Housing, over the last decade.

### BASELINE INVENTORY IN 2007: 233 units

HOUSING IN VERNON*	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
# of new non-profit affordable housing units	16	42	6			24		38	10	10			38	184
# of new non-profit recovery beds						10								10
# of new non-profit supported housing units (includes 24/7 staffing)												52		52
# of new non-profit permanent shelter beds	25										15	46		86
														<b>TOTAL</b>
														<b>332</b>

\*Housing for adult individuals and families only; does not include seniors assisted living/complex care or housing for youth under the age of 19)

2008 – 25 beds – Turning Points Collaborative - Gateway Shelter	2016 – 10 units - Vernon Native Housing – Tanner Terrace
2008 – 16 – CMHA - Belvedere Apartments	2017 – 10 beds/units – purchased next door to Bill’s Place, Turning Points Collaborative
2009 – 42 units – Vernon Native Housing - Kickanee Estates	

# Staff report dated February 7 - Schedule A

<p>2010 – 6 units – Kindale Developmental Association, Vernon Land Trust, Habitat for Humanity – Under One Roof</p> <p>2013 – 20 units – owned by BC Housing; operated by Kindale – The Veridian</p> <p>2013 --4 units (plus 10 beds) – Bill’s Place – Turning Points Collaborative</p> <p>2015 – 38 units – Turning Points Collaborative</p>	<p>2018 – 15 beds – Turning Points Collaborative – expansion of Gateway Shelter</p> <p>2019 – 52 units – Turning Points Collaborative - My Place</p> <p>2019 – 46 beds – Turning Points Collaborative – Our Place</p> <p>2020 – 38 units - Vernon Native Housing – Thunderbird Manor</p>
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**COMING SOON:**

Since 2018, an additional 297 units of affordable housing projects have been approved by BC Housing and are under various stages of construction. There are almost as many units approved in the last three years as were built over the last decade. This is very good news for Vernon.

Affordable Housing:

- 12 units – Land Trust - PV Road project
- 12 units – Land Trust – Okanagan Landing
- 29 units – CMHA – expansion of Albert Place
- 38 units – Vernon Native Housing – sister building to Thunderbird Manor
- 25 units – Archway Society – Second Stage Housing
- 41 units – Vancouver Resource Society
- 36 units - Vernon Pensioners Accommodation Society

Supported Housing (staffed 24/7):

- 104 units – Turning Points Collaborative – 2 buildings in separate locations with 52 units each