

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: September 19, 2022
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

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

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.

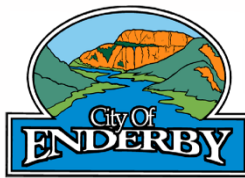
The City of Enderby uses Zoom for its electronic facilities and encourages those attending the meeting who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

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/

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- 2. ADOPTION OF MINUTES**
 - 2.1 Meeting Minutes of September 6, 2022 Page 3
- 3. DELEGATIONS**
 - 3.1 BC Rural Health Network Page 7
Presentation by Paul Adams, Administrator and Colin Moss, Vice President
- 4. DEVELOPMENT MATTERS AND RELATED BYLAWS**
 - 4.1 Development Variance Permit Application #0051-DVP-END Page 8
Legal: LOT 1 DISTRICT LOT150 KAMLOOPS DIVISION YALE DISTRICT
PLAN KAP77756
Address: 708 Granville Avenue, Enderby BC
Applicant: Enderby Seniors Housing Society
Owner: Provincial Rental Housing Corporation
- 5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**
 - 5.1 Committee-of-the-Whole
- 6. REPORTS**
 - 6.1 Mayor and Council Reports
 - 6.2 Area F Director Report

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6.5	<u>Emergency Management Program Report 2020-22</u> Memo prepared by Chief Administrative Officer dated September 14, 2022	Page 20
7.	NEW BUSINESS	
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7.2	<u>Enderby Jewellers – Road Closure Application for 75th Anniversary Event</u> Memo prepared by Planner dated September 13, 2022	Page 26
7.3	<u>2022 CEPF Extreme Heat Risk Mapping, Assessment and Planning – Approval Agreement & Terms and Conditions of Funding</u> Correspondence from Manager of Local Government Program Services at UBCM dated August 25, 2022	Page 31
8.	PUBLIC QUESTION PERIOD	
9.	ADJOURNMENT	



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Tuesday, September 6, 2022 at 4:30 p.m. in Council Chambers.

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

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

Other: Press and Public

APPROVAL OF AGENDA

Moved by Councillor Davyduke, seconded by Councillor Baird
“THAT the September 6, 2022 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of August 15, 2022

Moved by Councillor Knust, seconded by Councillor Baird
“THAT the August 15, 2022 Council Meeting minutes be adopted as circulated.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Mayor McCune asked if the Christmas committee is still intact and how they will work with the Event Coordinator in the planning of Christmas events.

Councillor Baird reported that the Christmas Committee is still intact and they will meet with the Event Coordinator after initial planning for Halloween is completed to discuss plans for

Christmas. Also noted that the farmers market has expressed interest in having a Christmas market this year.

Councillor Schreiner

Councillor Schreiner, along with Mayor McCune and Councillor Shishido will be attending a fundraiser put on by the Splatsin Development Corporation for a Splatsin youth group.

Councillor Davyduke

Councillor Davyduke has received excellent feedback about the Kids Don't Float kiosks.

Councillor Baird asked when the lifejackets will be put away.

Chief Administrative Officer responded that the life jackets will be put away after Rivers Day.

Councillor Shishido

Councillor Shishido has heard great feedback from businesses about the Events Coordinator.

Councillor Case asked if there is a possibility for the Events Coordinator to help revive the music by the river event.

Chief Administrative Officer responded that this event was previously hosted by the Enderby and District Arts Council.

Councillor Case noted that the Events Coordinator could be a useful resource for the Enderby and District Arts Council to connect with should they decide to revive the event.

Chief Administrative Officer

Chief Administrative Officer reported that construction on Mill Avenue is almost complete and that the project is on budget and there has been positive feedback from the community so far.

Riverside RV Park has exceeded its budgeted revenue for the year and has had a very successful season.

Attended Friday Night Lights and reported that it was a great event. Will be participating in a debriefing meeting with the Events Coordinator next week.

There is an issue with the roof trusses at the lower reservoir. Chief Administrative Officer will be meeting with a contractor to identify options for evaluating and repairing the problem and will report back to Council once more information is known.

Restoration of the Arena is finishing up and ice will be going in on September 7 and will be ready for use about a week later.

Councillor Baird asked if there are many rink board advertisements going in.

Chief Administrative Officer responded that a few have been sold but he had hoped for more. Marketing may need to start earlier next season.

An internal applicant for the public works lead hand position has been appointed, and will take over the position when the current lead hand retires near the end of this year. There will be a posting shortly to backfill the utility worker position that will be vacated by the next lead hand.

Hydrant testing will begin soon. The hydrants on the west side of Highway 97A are slated for tear down this year.

New picnic tables have been installed at Tuey Park.

Bylaw Enforcement Statistics for Second Period of 2022 (May-Aug)

Councillor Schreiner asked if there have been complaints about the weeds on the rail trail corridor from adjacent landowners.

Planner responded that he has not received any complaints recently.

Councillor Knust asked about the best way to contact the Regional District of North Okanagan regarding the lack of maintenance of the rail trail corridor through the city.

Chief Administrative Officer responded that it may be a good option to send a letter. Explained that there were many discussions about the lack of maintenance over the last year and a half with the Regional District of North Okanagan, but no change to the service standard.

Mayor McCune agreed that a letter should be sent and requested that an RDNO representative be invited to attend an upcoming meeting to discuss interim and permanent plans for maintenance and landscaping of the rail trail corridor within the City of Enderby.

Moved by Councillor Knust, seconded by Councillor Schreiner

“THAT a letter be sent to the Regional District of North Okanagan inviting representatives to attend a future meeting to discuss interim and permanent maintenance standards and landscaping of the rail trail corridor through the City of Enderby.”

CARRIED

Councillor Shishido asked if all of the excessive noise complaints in the report were for the same property and if compliance has been reached.

Planner responded that three of the four complaints were about the same property and that so far it seems the property has become compliant.

Moved by Councillor Case, seconded by Councillor Baird

“THAT Council receives the Bylaw Enforcement Statistics for Second Period of 2022 (May-Aug) report for information”

CARRIED

Update on City of Enderby FireSmart Program

Planner gave a brief overview of the memorandum.

Mayor McCune asked what the future of this program could look like for the community and asked if the response from the public has been positive.

Planner responded that there has been a great response from the community and that there is potential in the future for Enderby to be recognized as a FireSmart Community. The program is having a positive impact by improving wildfire resilience.

Moved by Councillor Baird, seconded by Councillor Knust
“THAT Council receives the Update on City of Enderby FireSmart Program report for information.”

CARRIED

NEW BUSINESS

Mill Avenue Bus Stop Relocation Timing and Maud Street Mid-Block Crosswalk Deletion

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council receives and files the memo from the Chief Administrative Officer titled “Mill Avenue Bus Stop Relocation Timing and Maud Street Mid-Block Crosswalk Deletion”;

AND THAT Council directs staff to delete the mid-block crosswalk at Maud Street as part of the 2023 line painting program.”

CARRIED

PUBLIC QUESTION PERIOD

Heather Black from the Okanagan Advertiser asked if there is confirmation that the fire ban will be lifted on Friday, September 9, 2022.

Chief Administrative Officer responded that the fire ban is scheduled to be lifted on Friday, but that this may be re-evaluated closer to the date.

CLOSED MEETING RESOLUTION

Moved by Councillor Baird, seconded by Councillor Davyduke
“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) (f), (j) and (k) and to Section 90 (2) (b) of the Community Charter.”

CARRIED

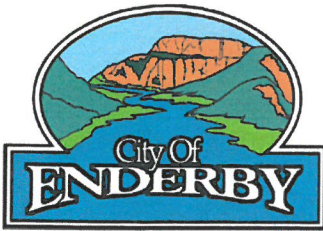
ADJOURNMENT

Moved by Councillor Davyduke, seconded by Councillor Case
“THAT the regular meeting of September 6, 2022 adjourn at 5:40 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

on 19 September 2022
Day Month Year



Date of Request September 7 2022

Name of Person Making Request Paul Adams

Name and Title of Presenter(s) Paul Adams - Administrator Colin Moss - VP

Contact Information paul.adams@bcruralhealth.org

Details of Presentation Requesting membership in the BC Rural Health Network from the City of Enderby

Desired Action from Council (check all that apply)

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

Please describe desired action in detail Looking to enhance the rural voice on health across BC.

We will provide a short presentation and provide a background on the Network and why we believe all rural municipalities should join

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

CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION



File No: 0051-22-DVP-END

September 14, 2022

APPLICANT: Enderby Seniors Housing Society

OWNER: Provincial Rental Housing Corporation

LEGAL DESCRIPTION: Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP 77756

PID #: 026-240-319

LOCATION: 708 Granville Avenue, Enderby BC

PROPERTY SIZE: 0.493 hectares (1.22 acres)

ZONING: Comprehensive Development - Seniors Housing Zone (CD.1)

O.C.P DESIGNATION: Residential Medium Density

PROPOSED VARIANCE: Vary Section 901.2.b of Zoning Bylaw by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking from 8 m (26.25 feet) to 7.40 m (24.28 feet) and 4.953 m (16.25 feet) respectively; vary Section 901.2.g.i of Zoning Bylaw by permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building

RECOMMENDATIONS:

THAT Council NOT authorize the issuance of a Development Variance Permit for the property legally described as Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP77756 and located at 708 Granville Avenue, Enderby B.C. to permit a variance to Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking (proposed stalls A, B, and C) from 8 m (26.25 feet) to 4.953 m (16.25 feet), as shown on the attached Schedule 'A';

AND THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP77756 and located at 708 Granville Avenue, Enderby B.C. to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking (proposed stalls 17-25) from 8 m (26.25 feet) to 7.40 m (24.28 feet), as shown on the attached Schedule 'A'; and

- 901.2.g.i by permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building, as shown on the attached Schedule 'A'.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 708 Granville Avenue. The applicant is proposing to expand the parking areas on the property, as shown on the attached Schedule 'A'. In order to accommodate the proposed parking areas, the applicant is seeking variances to the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking from 8 m (26.25 feet) to 7.40 m (24.28 feet) and 4.953 m (16.25 feet) respectively, and permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building. The proposed parking areas were paved in August of 2022, in advance of Council's consideration of the variance requests.

Site Context

The 0.493 hectare subject property is located on the south side of Granville Avenue and the west side of George Street (Highway 97A). A 48-unit residential building used for seniors housing is located in the central portion of the property.

Access to the property is gained via maneuvering aisles off of George Street and Granville Avenue. The maneuvering aisle off of George Street, to the south of the building, provides access to a loading zone on the south side of the building; this maneuvering aisle is 4.953 m (16.25 feet) in width and is shared with the neighbouring Interior Health facilities, the use of which has been secured through an easement. A total of 16 off-street parking spaces are currently provided to the north of the principal building.

The property is zoned Comprehensive Development - Senior's Housing Zone (CD.1); this zone was created in 2009 specifically to accommodate Enderby Memorial Terrace. The subject property is designated as Residential Medium Density in the Official Community Plan (OCP).

The properties to the north are zoned Residential Apartment and Multi-Family (R.3) and Residential Single Family (R.1-A) and are designated in the OCP as Residential Medium Density and Residential Low Density. The properties to the west are zoned Assembly, Civic and Public Service (S.1) and Residential Apartment and Multi-Family (R.3) and are designated in the OCP as Institutional and Residential Medium Density. The property to the south is zoned Assembly, Civic and Public Service (S.1) and is designated in the OCP as Institutional and Residential Low Density. The properties to the east are zoned Highway and Tourist Commercial (C.2) and Service Commercial (C.4) and are designated in the OCP as Highway and Tourist Commercial.

The following map shows the zoning designation of the subject and surrounding properties.

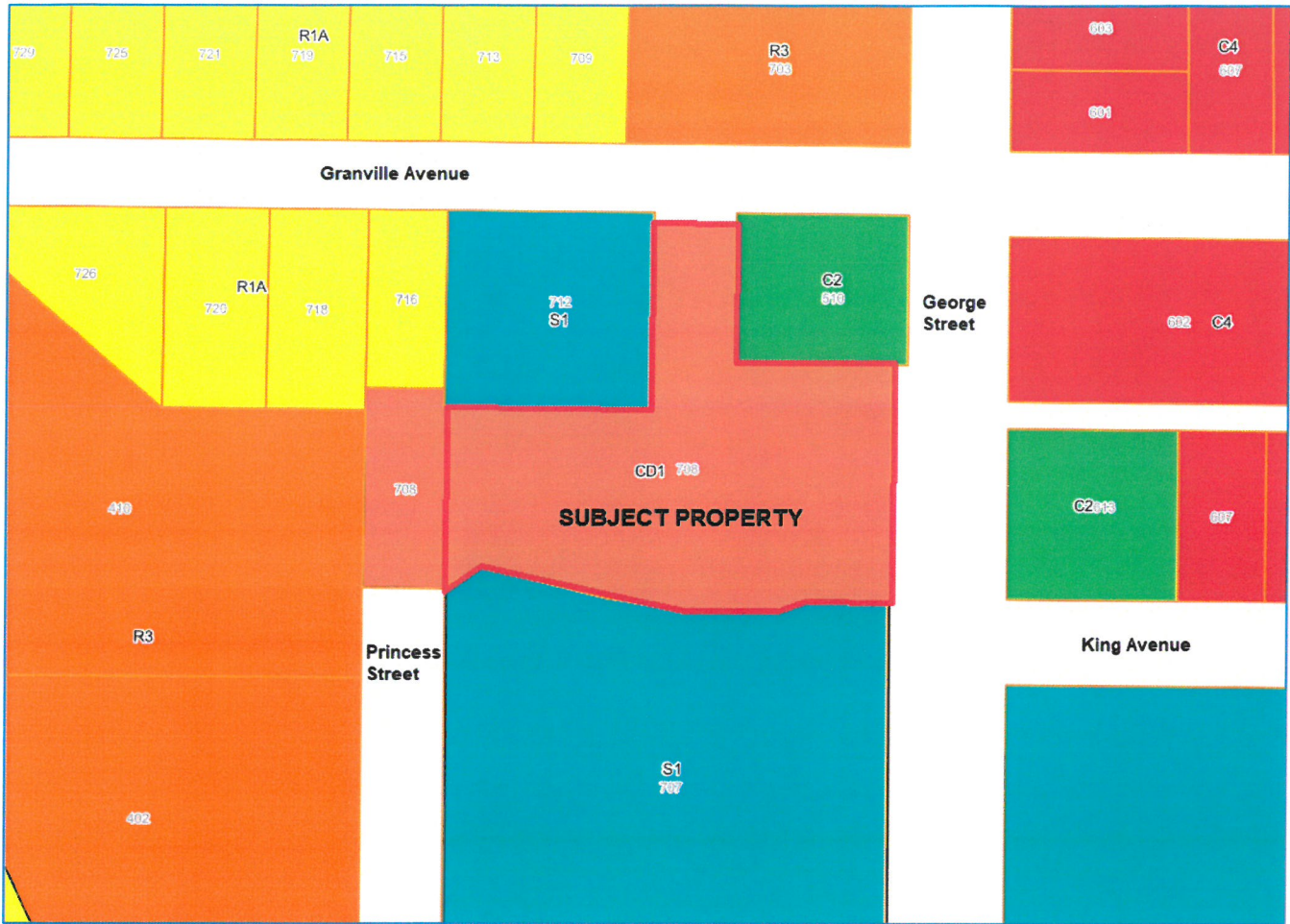


Figure 1: Zoning Map

- Yellow – Residential Single Family (R.1-A)
- Orange – Residential Multi-Family Medium Intensity (R.3)
- Red – Service Commercial (C.4)
- Green – Highway and Tourist Commercial (C.2)
- Teal – Assembly, Civic and Public Service (S.1)
- Brown - Comprehensive Development - Senior's Housing Zone (CD.1)

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



Figure 2: Orthophoto

****NOTE:** The property lines shown above are not an accurate representation of their true locations and are intended for display purposes only. The orthophoto does not show the 33-unit expansion that occurred in 2017.

Development History

A 15-unit, 3 storey supportive seniors housing development was constructed on the property in 2011, and a 33-unit, 4 storey expansion was constructed in 2017.

In 2016, the City of Enderby raised title to the 'Closed Road' portion of Princess Street adjacent to the subject property and transferred it to the applicant; this property was then linked to the subject property through a 'No Residential Building/No Transfer Covenant'. In essence, this 'No Residential Building/No Transfer Covenant' ensured that the newly created parcel cannot be developed or transferred independent of 708 Granville Avenue, and would have largely the same effect as consolidating the two

lots. The purpose of raising title to the 'Closed Road' and transferring it to the applicant was to provide the subject property with sufficient area such that the applicant could meet the maximum permitted gross density requirements of the Comprehensive Development - Senior's Housing (CD.1) Zone.

As part of the 33-unit expansion, the property owner received density bonusing in accordance with Section 801.15.e of the City of Enderby Zoning Bylaw No. 1550, 2014; this provision of density bonusing was subject to the owner entering into a Housing Agreement with the City of Enderby, as per Section 483 of the *Local Government Act*, with the Housing Agreement achieving the following:

- Securing the use of the Phase I dwelling units for either 'affordable senior rental housing' or 'supportive housing';
- Securing the use of the Phase II dwelling units for 'supportive housing' and;
- Ensuring that as an express condition of tenancy, the dwelling units on the property must not be occupied by tenants who create parking demands that cannot be met on-site.

Furthermore, the property owner obtained variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014 as part of the 33-unit Phase II expansion:

- *Section 308.4.a.ii by reducing the minimum side yard setback requirement for accessory residential buildings from 1.5 m (4.921 feet) to 0.5 m (1.64 feet);*
- *Section 802.3 by increasing the maximum height of buildings and structures from the lesser of 12 m (39.37 feet) or three (3) storeys to 16.5 m (54.13 feet) and four (4) storeys;*
- *Section 802.8.d by reducing the minimum side yard setback requirement from 8 m (26.25 feet) to 4.5 m (14.76 feet);*
- *Section 901.2.b by reducing the minimum width of maneuvering aisles for ingress and egress from 6 m (19.68 feet) for angle parking and 8 m (26.25 feet) for right angle parking to 4.6 m (15.09 feet);*
- *Section 901.2.g.i by allowing parking stalls to be located greater than 30 m (98.42 feet) from the entrance to the principal building;*
- *Section 1001.6.b of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for a loading zone from 6 m (19.68 feet) to 4.118 m (13.51 feet).*

The Proposal

As shown on the attached Schedule 'A', the applicant is proposing to expand the parking areas on the property, as shown on the attached Schedule 'A'. The proposal involves the introduction of 9 new off-street parking spaces (proposed stalls 17-25) in the northeast corner of the property, along with 3 new off-street parking spaces to the south of the building (proposed stalls A, B, and C), directly adjacent to the maneuvering aisle used for the property's loading zone. In order to accommodate the proposed parking areas, the applicant is seeking variances to the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking from 8 m (26.25 feet) to 7.40 m (24.28 feet) and 4.953 m (16.25 feet) respectively, and permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building.

It should be noted that paving of the proposed parking areas was completed in August of 2022, in advance of Council’s consideration of the variance requests.

ZONING BYLAW:

The subject property is zoned Comprehensive Development - Senior's Housing (CD.1) and the only use permitted within this zone is seniors housing. The proposal as compared to the Zoning Bylaw’s requirements related to off-street parking areas is as follows:

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Off-Street Parking (min.)	28 stalls	16 stalls (48 units at 1 stall/3 beds)
Width for Maneuvering Aisle for Right-Angle Parking (min.)	Stalls 17-25 = 7.40 m (24.28 feet) Stalls A, B, C = 4.953 (16.25 feet)	8 m (26. 25 feet)
Setback of parking spaces from any dwelling (min.)	> 1.5 m (4.921 feet)	1.5 m (4.921 feet)
Distance between farthest parking stall and principal building (max.)	> 30 m (98.42 feet)	30 m (98.42 feet)

OFFICIAL COMMUNITY PLAN:

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

- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 8.3.i - Council will employ Smart Growth principles in future development.
- Policy 8.3.l - Council will support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.

REFERRAL COMMENTS:

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

The Public Works Manager provided the following comments:

“From a Public Works perspective, I have no comment with respect to the variances to the parking stalls to the northeast. However, I am concerned with the three parking stalls proposing to use the narrow maneuvering aisle for the loading zone, to the south of the building. This is already a very narrow access that is not intended to accommodate both loading zone and residential traffic,

particularly given that it serves as a loading zone that is shared with the adjacent Interior Health Authority property. Moreover, it also serves as a fire lane that is critical to addressing southern and western building exposures.

Note that the City also has underground infrastructure running down this same narrow maneuvering aisle, which could require significant interruption to the lane and potentially excavation. Concentrating residential parking stalls in an area that is already affected by narrow working widths and challenging grades is inviting further problems – for instance, the sanitary sewer manhole to the immediate west is approximately 8 feet deep, with a significant change in grade immediately to the west, and is located in an area where our potential excavation area is constrained by a retaining wall along the south side of the maneuvering aisle. The subject property’s storm drainage system is also located within this same area.

Finally, as far as I am aware, the easement required at the time of the original subdivision of the hospital site, which later became the Health Centre and Memorial Terrace, provided for two items: mutual access by both properties and a utility corridor for the City of Enderby. As part of the Memorial Terrace Phase II development, BC Housing and Interior Health were required to revise this into two distinct instruments to clarify the purposes and reflect the changed right-of-way area. These instruments were: a mutual access agreement for the Health Centre and the Memorial Terrace, and a separate utilities statutory right-of-way between the City of Enderby, Interior Health Authority, and BC Housing. These replacement instruments have not been completed, despite repeated staff urging. As a result, Memorial Terrace Phase II remains under provisional occupancy with respect to its building permit. While there remain several outstanding issues, at bare minimum, there is a serious question as to whether this proposal will have a material impact upon the access rights of the Interior Health Authority, such that they should provide express written support for the variance to stalls A, B, and C in the event that Council supports this proposal (notwithstanding the significant operational and safety concerns expressed above).”

The Fire Chief provided the following comments:

“Given that the maneuvering aisle adjacent to proposed stalls A, B and C is too narrow to allow for two-way traffic, I am concerned that vehicles from these stalls will block access to the property for fire apparatus while they wait for an opportunity to enter onto the highway; as this maneuvering aisle is the only access to the southern and western sides of the property, it is important to ensure that access for fire fighting purposes is protected.”

PLANNING ANALYSIS:

Distance of Parking Stalls from Entrance to Principal Building

The City of Enderby Planner is supportive of the applicant's request to vary Section 901.2.g.i of the City of Enderby Zoning Bylaw No. 1550, 2014 by permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building, as shown on the attached Schedule ‘A’, for the following reasons:

- Given the layout and coverage of the property, the areas where additional parking may be installed are limited and therefore the variance request is reasonable; and
- It is not anticipated that the proposed variance would negatively impact the use and enjoyment of the subject or surrounding properties.

Width of Maneuvering Aisles

The City of Enderby Planner is supportive of the applicant's request to vary Section 901.2.b of the City of Enderby Zoning Bylaw No. 1550, 2014 reducing the minimum width of an unobstructed maneuvering aisle for right angle parking (proposed stalls 17-25) from 8 m (26.25 feet) to 7.40 m (24.28 feet), as shown on the attached Schedule 'A', given that the proposed reduction in width is relatively minor (7.5% reduction) and is not anticipated to negatively impact the flow of vehicles within the proposed parking area.

However, the City of Enderby Planner has concerns with the applicant's request to vary Section 901.2.b of the City of Enderby Zoning Bylaw No. 1550, 2014 reducing the minimum width of an unobstructed maneuvering aisle for right angle parking (proposed stalls A, B, C) from 8 m (26.25 feet) to 4.953 m (16.25 feet), as shown on the attached Schedule 'A'. The applicant is proposing to use the maneuvering aisle for the site's loading zone for the purposes of accessing proposed stalls A, B and C; this loading zone maneuvering aisle is only 4.953 m (16.25 feet) in width, and was previously varied from the Zoning Bylaw's minimum standard of 8 m (26.25 feet). Given the narrow width of this maneuvering aisle, the corridor is essentially one-way traffic as the travelled lane has insufficient space for two vehicles to safely pass. Although this narrow width can be problematic for large loading vehicles, the frequency of these commercial vehicles entering and exiting the site is relatively low and the site operator can schedule deliveries and services in order to minimize potential conflict, and work with Interior Health who also share this access; however, should the variance be approved and the proposed parking stalls A, B, and C are permitted to use this narrow maneuvering aisle for access purposes, it will significantly increase the potential for vehicular conflicts given that the maneuvering aisle will be used much more frequently, and in a manner that cannot be managed by the site's operator. For example, should one of the vehicles from the proposed parking stalls be looking to leave the property and access the highway northbound, they could be required to wait a significant amount of time for a break in traffic; should there be a commercial vehicle on the highway looking to gain access to the site via the maneuvering aisle at the same time, that commercial vehicle would have to wait until the vehicle is clear of the maneuvering aisle (given that the aisle is too narrow to accommodate two-way traffic); having commercial vehicles waiting a significant amount of time on the highway before entering the site will result in highway traffic becoming backed up, which creates its own set of safety concerns. Furthermore, as discussed by the City's Fire Chief in his comments above, potentially having this maneuvering aisle blocked during an emergency, while a vehicle from the proposed parking area attempts to gain access on to the highway, could hinder fire suppression response to the site.

Although Staff recognize that the applicant is seeking to expand parking areas in order to improve the functionality of the site, it is imperative that the proposed solutions are safe and will not create any downstream hazards. As previously discussed in the 'Development History' section of this report, the property is subject to a Housing Agreement with the City of Enderby, which requires that, as a condition

of tenancy, the dwelling units on the property must not be occupied by tenants who create parking demands that cannot be met on-site; this provision was intended to ensure that the applicant is properly managing parking on site. If the parking demands of the development are exceeding the supply of parking on site, the applicant should be ensuring that they are satisfying the obligations of the aforementioned Housing Agreement, as this was purposely implemented to manage the impacts of density bonusing.

For the reasons described above, the City of Enderby Planner recommends that Council NOT support the applicant's request to vary Section 901.2.b of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking (proposed stalls A, B, C) from 8 m (26.25 feet) to 4.953 m (16.25 feet), as shown on the attached Schedule 'A'.

SUMMARY

This report relates to a Development Variance Permit application for the property located at 708 Granville Avenue. The applicant is proposing to expand the parking areas on the property, as shown on the attached Schedule 'A'. In order to accommodate the proposed parking areas, the applicant is seeking variances to the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum width of an unobstructed maneuvering aisle for right angle parking from 8 m (26.25 feet) to 7.40 m (24.28 feet) and 4.953 m (16.25 feet) respectively, and permitting parking stalls to be located more than 30 m (98.42 feet) from the entrance to the principal building.

The City of Enderby Planner is supportive of the variance requests to permit parking stalls to be more than 30 m (98.42 feet) from the entrance to the building and to reduce the minimum width of a maneuvering aisle for proposed stalls 17-25 to 7.40 m (24.28 feet); however, the Planner is not supportive of the request to reduce the minimum width of a maneuvering aisle for proposed stalls A,B, and C to 4.953 m (16.25 feet) and is recommending that Council denies the request.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner

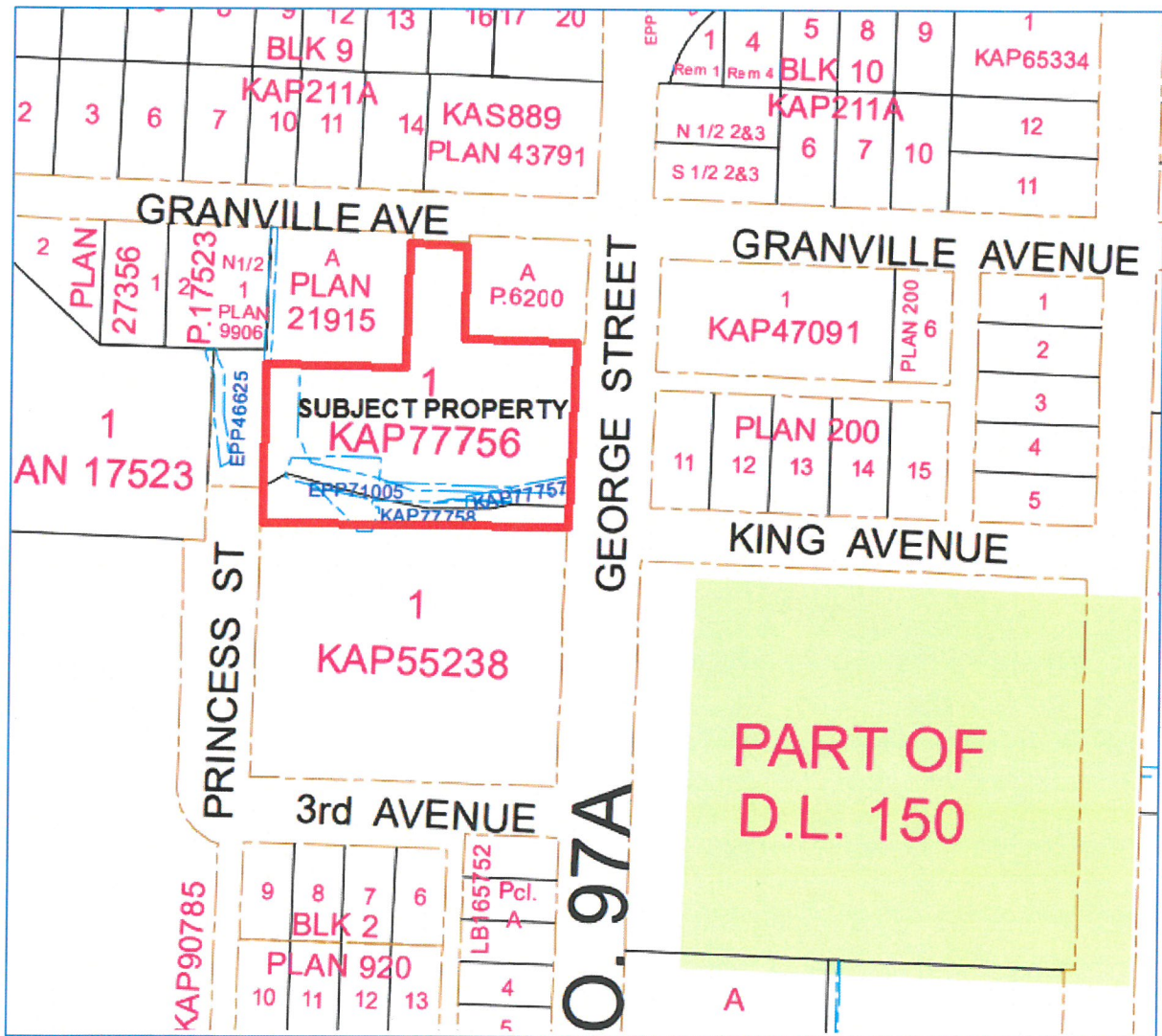
Reviewed By:



Tate Bengtson
Chief Administrative Officer

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

File: 0051-22-DVP-END (Enderby Seniors Housing Society)
Applicant: Enderby Seniors Housing Society
Owner: Provincial Rental Housing Corporation
Location: 708 Granville Avenue, Enderby BC



RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2022 **Month:** 08

Folder Type	2022 / 08		2021 / 08		2022 to 08		2021 to 08	
	Permits Issued	Res. Units Created	Building Value	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
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	1	0	0
END - ACCESSORY BUILDING	1	0	53,000	0	0	4	0	34,500
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	178,000
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	1	0	0
END - MANUFACTURED HOME	0	0	0	1	160,000	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	1	2	754,432
END - PLUMBING	0	0	0	0	0	1	0	500
END - SIGN	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	0	2	704,997	11	4	1,573,888
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	1	0	53,000	3	878,437	19	6	2,541,320
						24	17	8,569,381

AGENDA

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: September 14, 2022
Subject: Emergency Management Program Report 2020-22

RECOMMENDATION

THAT Council receives and files the Emergency Management Program Report 2020-22.

BACKGROUND

The City of Enderby began directly delivering its own Emergency Management Program as of January 1, 2017, following the dissolution of the regional structure.

Attached is a summary report describing major accomplishments with respect to the program from 2020 to 2022.

Significant resources have been dedicated to building the program, based around the four pillars of emergency management (mitigation/prevention, preparedness, response, and recovery). The program is resource intensive, which has been amplified by two long-duration activations that have placed significant demands upon the program and the broader organization (the pandemic public health emergency and the 2021 wildfire season).

The *Emergency Program Act* requires all local governments in the Province to establish and maintain an emergency management organization that will be responsible for the direction and control of the local authority's emergency response.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

City of Enderby Emergency Management Program

Report to Council for 2020-22

Emergency Management Program

Goal: improve alignment of City of Enderby Emergency Operations Centre internal procedures with BC Emergency Management System practices to promote scalability, interoperability (for unified command and/or mutual aid purposes), and improve efficiency and effectiveness of internal resource allocation

- Planning Section
 - Daily planning cycle implemented to provide section status reports and prioritize operational objectives
 - Daily operational plans prepared and distributed internally to enhance the team-based approach to “management by objective” principles, provide improved situational awareness, and advance cross-training goals
 - Implement formal after action review process
- Management
 - Focus on cross-training of Director role to aid continuity during prolonged activations or when the Director is required to assume another role
 - Daily planning cycle integrated with public information and liaison procedures and resources reallocated to provide a higher service level
 - Strengthened liaison protocols with RCMP, Splatstsin, and neighbouring local government jurisdictions
- Goal: use technology to improve Emergency Operations Centre resiliency and business continuity
 - New Voiceover IP telephone system that:
 - May easily be ported to a back-up EOC location (cloud-based)
 - Can quickly be converted into a small call centre with a “call group” that assigns inbound calls to a predetermined set of telephones based on who is available
 - Cybersecurity and information technology improvements to provide secure remote work capabilities to help ensure critical operations and business continuity functions are maintained when physical access is not practicable or safe
 - Enhanced Emergency Operations Centre at City Hall provides electronic communications and conferencing technology and features that enables it to “stand alone” as an Emergency Operations Centre so that it can accommodate an emergency “surge” in EOC staffing and/or offer improved opportunities to lend mutual aid support to neighbouring jurisdictions needing assistance

- Obtained portable radios to enable communications with Emergency Operations Centre staff in the field, which improves resiliency during emergencies when cellular and telephone service are disrupted (as occurred on January 1, 2020)
- Goal: use technology to improve public communications during critical events
 - Participating in Regional District of North Okanagan targeted emergency alert mass notification system (Alertable; implementation forthcoming)
- Goal: ensure that emergency plans are updated regularly
 - Updated Emergency Plan with additional information on triggering Emergency Social Services and Wildfire Response Protocols, as well as cross-referencing with associated plans and documents (February 2022)
 - Updated Drinking Water Emergency Response Plan (January 2022)
- Goal: promote continuous learning and training of staff for emergency management roles (training listed below is all since 2020)
 - T. Bengtson – Incident Command System Level 100; Psychosocial Resilience in Disasters
 - J. Bellamy – Information Officer; Psychosocial Resilience in Disasters
 - K. Inglis - Introduction to Emergency Management; Psychosocial Resilience in Disasters; Introduction to Emergency Management Exercise Design; Designing and Conducting Discussion-Based Exercises; Information Officer Course; Hazard, Risk and Vulnerability Analyses (HRVA); Developing Emergency Management Plans; Incident Command System Level 100; Emergency Operations Centre Operations Section
 - Both inside staff – Emergency Operations Centre Essentials

Community Emergency Planning (grant funded, except for in-kind contributions of staff time and facilities)

- FireSmart Home Assessments and Labour Mitigation (In progress) – Retained a FireSmart Coordinator to complete free FireSmart Home Assessments on residential properties in the City and fund mitigation activities on eligible residential properties. These activities will improve the City's resilience to the threat of wildfire along its western interface area.
- Flood Risk Assessment, Mapping and Mitigation Planning – Developed a Flood Mapping and Risk Assessment Report which included flood inundation maps, flood hazard maps, a flood risk assessment, flood risk mitigation strategies and professional findings and recommendations.
- Evacuation Route Planning – Developed an Evacuation Route Plan which provides prescriptive detail regarding how an evacuation would be executed.

- Emergency Operations Centre – Upgraded equipment and supplies necessary to maintain and improve the City of Enderby’s Emergency Operations Centre.
- GIS Program Refinement – Improved the completeness and accuracy of the City’s infrastructure data and added external sources such as ParcelMap BC, BC Hydro, Fortis, and Shaw.
- Extreme Heat Risk Mapping, Assessment, and Planning (subject to grant funding) – Intended to be used to enable the City to develop a framework to prepare for, mitigate and adapt to the risks associated with extreme heat, including as it affects vulnerable populations.

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: September 14, 2022
Subject: Community Marketing Video

RESOLUTION A

THAT Council provides direction to Staff on the desired scope of a community marketing video;
AND THAT Council allocates \$7,000 from the Community Enhancement Fund as an estimate for procurement purposes, with such costs to be refined in conjunction with the supplier who is awarded the work.

RESOLUTION B

THAT Council postpones consideration of a community marketing video until after the 2022 General Local Election.

RESOLUTION C

THAT Council not proceed with a community marketing video at this time.

BACKGROUND

At its Regular Meeting of August 15, 2022, Council directed Staff to explore the potential costs associated with developing a community marketing video. In its discussion, Council had noted that the video could be helpful tool with respect to doctor recruitment and retention.

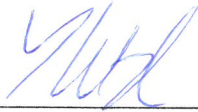
Staff have since engaged with a video production company to get a high-level estimate on the costs of producing an approximately 3-minute long community marketing video, complete with music, narration and editing; the company confirmed that this type of product would likely be in the range of \$5,000-\$7,000. The final costs of producing the video is dependent upon several factors that influence the scope of the project, including:

- Whether the video will be shot using only handheld cameras or will include drones;
- Whether the video will include interviews with business owners, elected officials, etc.;
- The degree to which existing footage will be used; and
- Whether the footage captured will be over a short period of time (i.e. one or two days) or spread out over a longer period (i.e. months) in order to capture a broader range of activities and seasons.

Should Council wish to pursue the development of a community marketing video, Staff are seeking further direction on the desired scope. Staff are also recommending that funding be allocated from the Community Enhancement Fund as a budget estimate for procurement purposes, with such costs to be refined with the supplier as the scope is better defined and production choices are made.

Alternatively, Council may wish to postpone consideration of this matter until after the 2022 General Local Election, or otherwise it may consider postponing the matter indefinitely, such that no further action is taken.

Respectfully Submitted,



Kurt Inglis
Planner

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: September 13, 2022
Subject: Enderby Jewellers – Road Closure Application for 75th Anniversary Event

RECOMMENDATION

THAT Council approves the attached Road Closure Application from Enderby Jewellers for the closure of Cliff Avenue from Highway 97A to Belvedere Street on Saturday October 1, 2022 from 7:00 am – 4:00 pm, for the purposes of a 75th anniversary celebration for Enderby Jewellers and the Enderby & District Lions Club.

BACKGROUND

Enderby Jewellers has submitted a Road Closure application (attached) for a 75th anniversary celebration for Enderby Jewellers and the Enderby & District Lions Club. The applicant is proposing to close Cliff Avenue from Highway 97A and Belvedere Street on Saturday October 1, 2022 from 7:00 am – 4:00 pm. The event would involve a pancake breakfast from 8:00 am – 10:00 am, live music from 11:00 am – 3:00 pm, and a cake cutting at 1:00 pm.

As this is considered a first time event pursuant to the *Temporary Road Closures for Community Events Policy*, the road closure application must be accompanied by a petition of affected business owners and the application must be considered by Council. Attached is a copy of the petition that was circulated by the applicant to affected businesses, with all of the businesses indicating that they were in support of the road closure.

Staff have reviewed the accompanying traffic management plan and have no concerns. The applicant has also provided Staff with proof of public liability and property damage insurance, with the City of Enderby as a named insured, consistent with the requirements of the *Temporary Road Closures for Community Events Policy*. Given the above, it is recommended that Council approve the road closure application.

Respectfully Submitted,

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

Kurt Inglis
Planner

**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 Jewellers 1991 Ltd.

Name of Contact Person Judy Dangel

Telephone or Email 250-838-7123 or judy@enderbyjewellers.com

Name of Event 75th Anniversary Celebration

Date(s) of Closure Oct. 1st

Start time for Closure 7am End time for Closure 4pm

Location of Closure Cliff Ave from Highway to Belvedere St.

Required Attachments

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

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 Judy Dangel Date Sept. 13/22

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

Enderby Jewellers

608 Cliff Avenue

Enderby B.C.

VOE 1V0

September 6, 2022

Dear Major and Council,

Enderby Jewellers and the Enderby Lions club are both celebrating their 75th anniversary.

I'd like to ask for Cliff Avenue closure

closure October 1st from the highway to the Belvedere St intersection from 7am to 4pm

(See map enclosed)

We would like to host a pancake breakfast on Cliff Avenue in front of #608, Enderby Jewellers from 8 to 10am. Then starting at 11am Cod Gone Wild will be playing until 3pm

Cake cutting at 1pm

I will take a letter around to all businesses to let them know what is happening and to ask if they would like to participate in a sidewalk sale etc.

I would like to thank you for your consideration and to extend an invitation to all of you to join us at the pancake breakfast.

Thank you

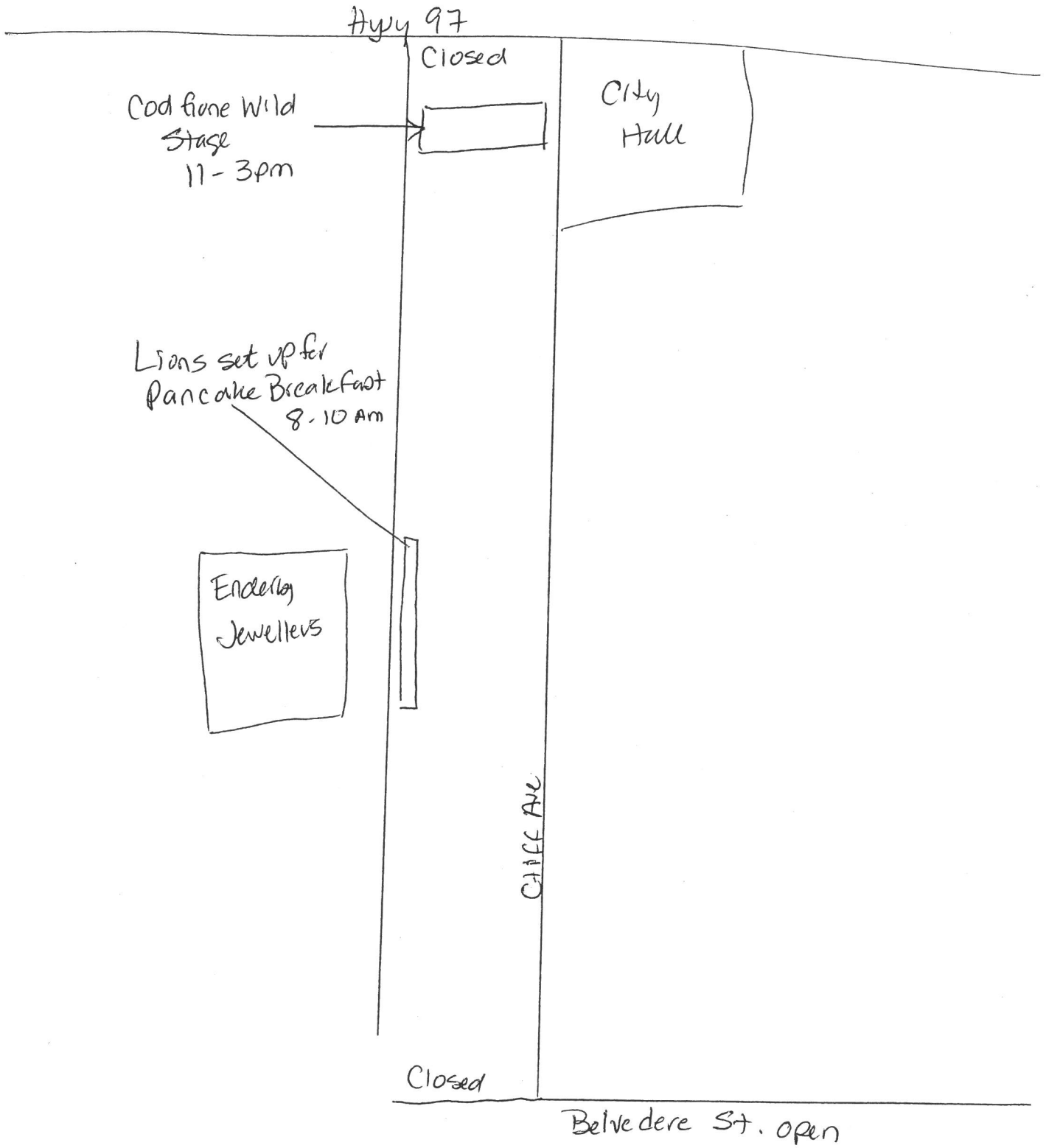
Judy Dangel

Enderby Jewellers

Enderby Jewellers

October 1st Road Closure Request on Cliff Ave.

From Highway to Belvedere



Cliff Ave. Street Closure Oct 1st

Business	Name Print	Signature	Yes/No
Enderby Art Centre	Hannah Hinz		Yes
Soapolalie	Shelley Verlaan		YES!
Jan's Boutique	Jan Westar		Yes
Mel's Pizza	James King		yes
Tony O's.	Brad Ovman		Yes.
Checky Tones	Christina Gregoire		YES!
e SASSU	Vicki Adsit		Yes.
Hungry Jacks	Charlene Mallett		Yes
Dollar Dollar	Grey		Yes.
e Rusty Spur	STUART ANDERSON		YES!
e Gennyleigh's	Jennifer Thiessen		Yes!!
e Enderby Pharmacy	Micah Cogsworth		Yes!
BMO	Tracy Anpe		Yes
Enderby Library	Angie Vandenberg		YES!
e Leonard Marriott Law	Brayden Marriott		Yes
Red Apple	Lisa Almaas		Yes!

August 25, 2022

Tate Bengtson, CAO
City of Enderby
Box 400
Enderby, BC, V0E 1V0

Reference: AP-7449

**Re: 2022 CEPF Extreme Heat Risk Mapping, Assessment and Planning –
CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding**

Dear Mr. Bengtson,

Thank you for submitting an application under the Community Emergency Preparedness Fund for 2022 Extreme Heat Risk Mapping, Assessment and Planning funding stream.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *Extreme Heat Risk Mapping, Assessment and Planning*, for funding. A grant in the amount of \$30,000.00 has now been approved.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete, UBCM has received and approved the required final report and financial summary, and Emergency Management BC has reviewed and recommended approval of all required final reporting materials.

The Ministry of Public Safety and Solicitor General has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until September 19, 2022;
- (3) The funding is to be used solely for the purpose of the above-named project, for the expenses itemized in your approved application and budget;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 4, 5 and 6);
- (5) All project activities must be completed within one year of the date of this letter and no later than August 25, 2023;

The Community Emergency Preparedness Fund is funded by the Province of BC

Province announced publicly on 9/14/2022 - ok to release TB

- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than September 29, 2023;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) All projects must show that extreme heat risk assessments and disaster risk reduction-climate adaptation planning will consider climate change. This must include using emissions scenarios RCP 8.5 or SSP5_8.5 for return periods and extreme events with long return periods, and using scenarios until the end of the century (2080s);
- (9) Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute, any and all of the spatial data products acquired/produced using CEPP funding;
- (10) Approved applicants will work with EMBC and GeoBC to support integration of Value-Added Products, derived products and methodology into the Provincial Data Repository and Web Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants. GeoBC will work with all applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize, and manage data and information based on consistent standards and data models to be used by all applicants;
- (11) Please note that the two statements above do not apply to any product, data or information which may include Indigenous knowledge. EMBC and GeoBC respect the First Nations principles of OCAP®;
- (12) Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19;
- (13) Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials will be made available to the provincial government.

Emergency Management BC has provided the following links to support communities in undertaking their approved projects:

- [Adapting to Extreme Heat Events: Guidelines for Assessing Health Vulnerability](#)
- [Heat Alert and Response Systems to Protect Health: Best Practices Guidebook](#)
- [Communicating the Health Risks of Extreme Heat Events](#)
- [Extreme Heat Events Guidelines: Technical Guide for Health Care Workers](#)
- [Brochures developed by Health Canada on Heat and Health](#)
- [Extreme heat and COVID-19](#)
- An example for communities of Mapping Extreme Heat Vulnerability: [TEX-DC-Policy-Brief-2018-01-31.pdf \(thrivingearthexchange.org\)](#)

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to develop effective response plans and strategies to prepare for, mitigate, and adapt to extreme heat risk in your community.

If you have any questions, please contact 250-952-9177 or cepf@ubcm.ca.

Sincerely,



Manager, Local Government Program Services

cc: Kurt Inglis, Planner

Reference: AP7449

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, _____, have read and agree to the general Terms & Conditions and requirements for funding under the 2022 Extreme Heat Risk Mapping, Assessment and Planning funding stream.

_____, _____
Signature, Title

Date

An original signature is required

Please return a scanned copy of the signed Approval Agreement within 30 days to cepf@ubcm.ca.