

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** January 16, 2023  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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*The public may attend this meeting in person or 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 who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.*

*If you would like to attend this meeting by means of electronic facilities and 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 December 19, 2022 Page 3

**3. DELEGATIONS**

3.1 The Shuswap Trail Alliance Page 11  
Jen Bellhouse, Executive Director

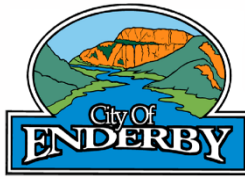
**4. PUBLIC HEARINGS**

4.1 City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022  
Legal: PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS  
DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1  
Address: 99 Bass Avenue, Enderby BC  
Applicants: Shaun Landry and Cindy Nelson  
Owners: Shaun Landry and Cindy Nelson

**5. DEVELOPMENT MATTERS AND RELATED BYLAWS**

5.1 City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022 Page 13  
(Third Reading and Adoption)  
Legal: PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS  
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Owners: Shaun Landry and Cindy Nelson

5.2	<u>Development Variance Permit #0054-22-DVP-END</u> Legal: LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1702 Address: 186 Salmon Arm Drive, Enderby BC Applicant: Eric Borhaven Owners: 0742828 B.C. LTD., INC.NO.BC0742828 1297910 B.C. LTD., INC.NO.BC1297910	Page 34
6.	<b>CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS</b>	
7.	<b>BYLAWS</b>	
7.1	<u>City of Enderby 2022-2026 Financial Plan Bylaw No. 1747, 2022, Amendment Bylaw No. 1759, 2022” (Adoption)</u>	Page 45
7.2	<u>Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023 and Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023 (Three Readings)</u> Memo prepared by Planner dated January 3, 2023	Page 47
8.	<b>REPORTS</b>	
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10.	<b>NOTICES OF MOTION</b>	
10.1	<u>Notice of Motion (Councillor Yerhoff): Inclusion of a Land Acknowledgement at the Commencement of Council Meetings</u> Memo prepared by Chief Administrative Officer dated December 22, 2022	Page 64
11.	<b>PUBLIC QUESTION PERIOD</b>	
12.	<b>ADJOURNMENT</b>	



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 19, 2022 at 4:30 p.m. in Council Chambers.

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Present: Mayor Huck Galbraith  
Councillor Tundra Baird  
Councillor Roxanne Davyduke  
Councillor David Ramey  
Councillor Brian Schreiner  
Councillor Shawn Shishido  
Councillor Sarah Yerhoff

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**

Councillor Baird requested to add the following late item to the agenda:

8.2 Meadow Crescent between Ride n Shine Car Wash and George Street

Moved by Councillor Baird, seconded by Councillor Shishido  
*“THAT the December 19, 2022 Council Meeting agenda be approved as amended.”*

CARRIED

### **ADOPTION OF MINUTES**

Meeting Minutes of December 5, 2022

Moved by Councillor Shishido, seconded by Councillor Davyduke  
*“THAT the December 5, 2022 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **DELEGATIONS**

Shuswap-North Okanagan Rail-Trail Maintenance and Landscaping, Rail Trail Advisory Committee Representatives

Ian Wilson, General Manager of Parks and Recreation for Regional District of North Okanagan and Jason Jones, owner of Larch Landscape Architecture, were in attendance to speak to the Shuswap-North Okanagan Rail-Trail.

Mr. Jones presented preliminary plans for landscaping along the Shuswap-North Okanagan Rail Trail, with a focus on the test section that will be built within the City of Enderby. The landscaping through the downtown area will have a slightly more manicured look transitioning to a more natural look requiring less maintenance as the trail moves out of the City. There may be screening to separate the trail from some industrial areas and private properties.

3D renderings were shown of what the trail and surrounding vegetation may look like near the Visitor Centre.

Councillor Schreiner asked about the weeds on the rail corridor and plans for maintenance in the coming year. There were concerns from adjacent property owners regarding invasive and nuisance weeds from the rail corridor invading their properties.

Mr. Wilson explained that construction of the section of trail through Enderby will be put out to tender in the new year with plans for construction to begin in early spring. The maintenance plan needs to be approved, which will address maintenance of the trail and surrounding land. There is also an invasive and noxious weeds plan that was not in place last year. There was difficulty securing contractors for mowing in 2022.

Councillor Schreiner asked where the start and end of the test section would be.

Chief Administrative Officer responded that it will begin at Fortune Road, south of the City, and end part of the way up the City of Enderby portion of Brickyard Road.

Councillor Ramey asked about the plans for that portion of the corridor not used as trail within the City. He asked whether this area could continue to be used for parking.

Mr. Wilson explained that the focus is on active transportation and the use of the trail itself.

Mr. Jones added that within Enderby he believes there will be a more manicured area where people could venture off the trail, which will transition to the more natural style as the trail leaves town.

Councillor Baird asked about whether the elevation and grade of the trail and drainage swale shown on the 3D renderings is accurate to what is intended to be constructed.

Mr. Jones explained that they will work with the existing grade, with the trail raised slightly to help with drainage.

Chief Administrative Officer asked about the plan to maintain areas of the corridor that are currently impacted by weeds, beyond the area immediately adjacent to the trail, as the corridor itself is typically around 30m in width. He stated that the notion of leaving the area to grow naturally is unlikely to work in areas with soil that has been heavily impacted, as these areas are only conducive to noxious weeds.

Mr. Wilson responded that there will be soil amendments to address these areas. Compost that is produced regionally could be used to prepare the soil so that more favourable vegetation can grow.

Chief Administrative Officer explained that there are parts of the trail corridor that people are cutting across with their vehicles. Asked about plans to prevent this.

Mr. Wilson explained that this is something that he is aware of, and that larger vegetation, boulders, and in some cases fencing may be used at places that are being used as crossing points.

Councillor Baird explained that part of the corridor by the Visitor Centre is used for parking. Is there a plan to create parking in this area?

Mr. Jones explained that there are plans for approximately 70 parking spaces in this area. Once those plans are approved, they will be added to the 3D renderings.

Mr. Wilson thanked Council and invited follow up if there are any further questions.

### **DEVELOPMENT MATTERS AND RELATED BYLAWS**

#### **City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022 (First and Second Readings)**

Councillor Shishido asked the Planner why secondary suites are not allowed to have two storeys or be located above accessory residential buildings.

Planner responded that detached suites are regulated under the City's zoning bylaw to be one storey to lower the impact on adjacent properties. Explained that many surrounding communities do allow two-storey detached secondary suites.

Councillor Ramey raised concerns about the privacy of surrounding yards if a suite is built on top of the existing garage.

Chief Administrative Officer explained that the application asks for both a rezoning to allow a detached secondary suite, as well as a zoning text amendment to allow a suite to be built above the existing garage. Council could approve the rezoning without the text amendment if it so desires – this would permit a stand-alone detached secondary suite, but not allow it to be built above the garage.

Council discussed the need to weigh what will benefit the community as a whole in light of the need for housing against the impact that a development may have on adjacent properties. Also discussed tools available to Council to lessen the impact of constructing a detached secondary suite above the garage, such as a covenant to not allow windows on a particular side of the suite.

Moved by Councillor Schreiner, seconded by Councillor Baird

*“THAT City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 which proposes to:*

1. *Rezone the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1, and located at 99 Bass Avenue, Enderby BC, from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; and*
2. *Amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building, with the siting of the building to be in accordance with Section 308.4 of the Bylaw, for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC,*

*Be given First and Second Reading and forwarded to a Public Hearing.”*

CARRIED

## **BYLAWS**

### 2022-2026 Financial Plan Amendment

Mayor Galbraith asked if the repairs to the managers house are complete.

Chief Administrative Officer responded that the mold remediation has been completed and the house is safe to occupy. There is, however, some post-remediation repair work to be done on the bathroom that will be completed when the campground's communal washrooms are de-winterized in the spring. Points of entry of water into the home have been located and addressed, and dehumidifiers have been installed in the crawlspace and bathroom as preventative maintenance measures, as there is a lot of humidity in the crawlspace that will be an ongoing matter to manage and maintain.

Moved by Councillor Davyduke, seconded by Councillor Shishido  
*“THAT Council gives first, second, and third readings to the “City of Enderby 2022-2026 Financial Plan Bylaw No. 1747, 2022, Amendment Bylaw No. 1759, 2022.”*

CARRIED

## **REPORTS**

### Mayor and Council Reports

#### Councillor Shishido

Attended pancake breakfasts at A.L. Fortune and M.V. Beattie. Reported that attendance from students was great and it was nice to be back in the schools.

#### Councillor Davyduke

Thanked Council for their hard work on the pancake breakfasts and all Christmas events. Has received great feedback from the community.

Is waiting for some feedback from members of the interagency group for recommendations on rural health to pass on to the Rural Coordination Centre of BC.

Registration for the Enterprize Challenge hosted by Community Futures will be in January 2023.

Councillor Yerhoff

Attended the pancake breakfasts.

Had a meeting with the food bank who reported that 75 household hampers were distributed last week, more than last year when about 50-60 hampers were distributed.

Councillor Schreiner

Attended a meeting at RDNO where committee appointments were made. \$500 from a COVID-19 fund from RDNO will be used to help with expansion of a baseball infield in Enderby.

A fire protection mutual aid agreement for the North Okanagan was also approved and released from in-camera.

Councillor Ramey

Attended the pancake breakfasts. Reported that it was great to see young people interacting with Council.

Reported that the snow angels program that allows for clearing of the Riverwalk is great and benefits many members of the community.

Councillor Baird

Attended the pancake breakfasts. Reported that attendance was great and that there were 125 batches of pancakes made at A.L. Fortune.

There will be a community Christmas dinner happening at the Seniors Centre on Christmas Day. The event is free but reservations are required.

Mayor Galbraith

Attended the pancake breakfasts and reported that it was great to connect with the students.

Attended a showing of Elf at A.L. Fortune and reported that the show was excellent.

Attended a seniors lunch last Wednesday.

Attended a Regional Growth Management Advisory Committee meeting at RDNO where the secondary suite competition was discussed.

Thanked staff and Council for getting Christmas Cards signed and sent out and asked if members of Council would be willing to take some time this week to deliver Christmas cards to businesses in town.

Had a good meeting with Kukpi7 Thomas last week.

Chief Administrative Officer

City Hall will be closed at end of the day on December 23<sup>rd</sup>, 2022 and will re-open on January 3<sup>rd</sup>, 2023. Public Works will work their typical schedule except for statutory holidays, when staff will be on call for snow clearing or emergencies. There will be staff on call for urgent cemetery requests and management staff will be at City Hall sporadically throughout the closure.

Interviews are ongoing casual arena workers. There have been several well qualified applicants.

The scoreboard at the arena has been repaired and is working well.

As the river is freezing, there has been some slush interfering with the water intake in the river so Public Works has switched to the secondary water source, the Shuswap Well, until the river is either fully frozen or thaws, as either of which will remove the slush.

Chief Administrative Officer and Chief Financial Officer will be having a meeting with the Events Coordinator tomorrow to debrief from the community Christmas events as well a general debrief on the first year of the events coordinator contract.

Strategic planning generally takes place in January. Potential dates will be sent out to Council soon to schedule this.

Congratulated the Systems Operator on receiving his Water Distribution 1 certification and the Clerk-Secretary on completion of the Foundations of Local Government Learning Series through the Local Government Management Association.

#### RDNO Building Permit Report – November 2022

Moved by Councillor Baird, seconded by Councillor Yerhoff  
*“THAT the RDNO Building Permit Report – November 2022 be received and filed.”*

CARRIED

#### **NEW BUSINESS**

##### Askew’s Foods Request for Temporary Sign at 1006 George Street

Moved by Councillor Shishido, seconded by Councillor Ramey  
*“THAT Council directs Staff to defer enforcing the provisions of the City of Enderby Zoning Bylaw No. 1550, 2014 related to prohibiting temporary signs, for 1006 George Street, subject to the following conditions:*

1. *The deferral of enforcement would only apply for a 6-month period, with Askew’s Foods being required to submit a new request at the end of the 6 months if they wish for the placement of the temporary sign to continue;*
2. *The deferral of enforcement only applies to the temporary sign as shown in the attached Schedule ‘A’;*
3. *The temporary sign must be sited in accordance with the applicable setback provisions of the sign regulations outlined in the City of Enderby Zoning Bylaw No. 1550, 2014;*



- 4. *The temporary sign shall be constructed with appropriate materials (i.e. no plywood, untreated lumber, etc.) and be maintained in good repair; and*
- 5. *Should any of the aforementioned conditions not be adhered to, the City may require that the temporary sign be removed at its sole and unfettered discretion.”*  
CARRIED

**Meadow Crescent Traffic Flow Between Ride n Shine Car Wash and George Street**

Councillor Baird asked about ways to improve traffic flow on Meadow Crescent, particularly as it relates to car wash patrons exiting directly onto Highway 97A, and going against the “Do Not Enter” sign posted at the intersection.

Chief Administrative Officer explained that the request to make this road into a one-way is something that needs to be considered carefully, among other possible solutions. The owner of the car wash has committed to placing a “No Left Turns” sign at their exit, as a lot of the problem may be due to customers committing to a left turn without seeing the “Do Not Enter” sign at the end of Meadow Crescent. The impact of the sign installation will be monitored and options for further intervention will be considered.

**CORRESPONDENCE AND INFORMATION ITEMS**

**Ministry of Education and Child Care - Correspondence from Jennifer Whiteside, Minister**

Moved by Councillor Baird, seconded by Councillor Davyduke  
*“THAT Correspondence from Jennifer Whiteside, Minister, Ministry of Education and Child Care dated December 7, 2022 be received and filed.”*

CARRIED

**PUBLIC QUESTION PERIOD**

There were no questions from the public

**CLOSED MEETING RESOLUTION**

Moved by Councillor Davyduke, seconded by Councillor Baird  
*“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) (b), (e) and (g) of the Community Charter.”*

CARRIED

**MATTERS RELEASED FROM IN-CAMERA**

**Reservoir Renewal Options Analysis**

Moved by Councillor Schreiner, seconded by Councillor Baird  
*“THAT Council directs staff to proceed with detailed design for renewing and expanding Reservoir #1 using a cast-in-place concrete structure formed inside of the existing basin;*

*AND THAT Council funds the Reservoir #1 renewal using internal borrowing;*

*AND FURTHER THAT Council releases this matter from in camera.”*

CARRIED

**ADJOURNMENT**

Moved by Councillor Baird, seconded by Councillor Yerhoff

*“THAT the regular meeting of December 19, 2022 adjourn at 6:41 p.m.”*

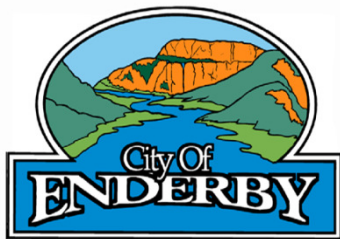
CARRIED

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**MAYOR**

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**CORPORATE OFFICER**



## REQUEST TO APPEAR AS A DELEGATION

On \_\_\_\_\_  
Day                      Month                      Year

Date of Request \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Name and Title of Presenter(s) \_\_\_\_\_

\_\_\_\_\_

Contact Information \_\_\_\_\_

Details of Presentation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired Action from Council (check all that apply)

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

Please describe desired action in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Delegation presentation materials circulated under separate cover electronically.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner  
Date: January 4, 2023  
Subject: 0003-22-RZ-END (Landry/Nelson) - Third Reading and Adoption of City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022

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**RECOMMENDATION**

THAT Council receives and files the attached Staff Report dated December 14, 2022;

AND THAT upon consideration of input received at the Public Hearing, City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 which proposes to:

1. Rezone the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1, and located at 99 Bass Avenue, Enderby BC, from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; and
2. Amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building, with the siting of the building to be in accordance with Section 308.4 of the Bylaw, for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC,

be given Third Reading and Adoption;

AND FURTHER THAT should Council give Third Reading and Adoption to City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.

**BACKGROUND**

A Rezoning/Zoning Text Amendment Application has been submitted for the property located at 99 Bass Avenue, Enderby BC. The applicant is proposing to construct a detached secondary suite on the second storey level of the existing detached shop/garage located in the northeast corner of the property. Given that detached suites are not permitted on the second storey level of accessory residential buildings, the applicant is proposing to amend the text of the City of Enderby Zoning Bylaw No. 1550 to allow for this type of use to occur on the property, with the building to be sited in accordance with Section 308.4 of the Zoning Bylaw [Accessory Residential Buildings and Structures in Residential Zones]. To provide flexibility should they wish to construct a detached secondary suite that is separate from the existing

detached shop/garage, the applicant is also proposing to rezone the property from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; if approved, this would permit the construction of a standalone detached secondary suite. It should be noted that if both the rezoning and zoning text amendment are approved by Council, the applicant could only develop one detached secondary suite on the property, either a standalone detached secondary suite (sited in accordance with the R.1-B regulations, unless otherwise varied) or a detached secondary suite on the second storey of the existing detached shop/garage (sited in accordance with Section 308.4 of the Zoning Bylaw).

At the Regular Meeting of December 19, 2022, Council gave First and Second Readings to the associated City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 and forwarded it to a Public Hearing; the Public Hearing provides an opportunity for all persons who believe that their interest in property is affected by the Bylaws to make public representation. Following the conclusion of the Public Hearing, Council will consider the Bylaw for Third Reading and Adoption.

Respectfully Submitted,



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Kurt Inglis  
Planner

**CITY OF ENDERBY**  
**REZONING/ZONING TEXT AMENDMENT APPLICATION**

**AGENDA**

File No.: 0003-22-RZ-END

December 14, 2022

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**APPLICANT/OWNER:** Shaun Landry and Cindy Nelson

**LEGAL DESCRIPTION:** PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1

**P.I.D:** 017-330-637

**CIVIC ADDRESS:** 99 Bass Avenue, Enderby BC

**PROPERTY SIZE:** 1,827 m<sup>2</sup> (0.45 acres)

**PRESENT ZONING:** Residential Single Family (R.1)

**PROPOSED ZONING:** Residential Single Family with Detached Suite (R.1-B)

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

**PROPOSED TEXT AMENDMENT** Amend the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building

**PROPOSAL:** Construct a detached secondary suite on the second storey level of an existing accessory residential building (detached shop/garage)

**RECOMMENDATION:**

THAT City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 which proposes to:

1. Rezone the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1, and located at 99 Bass Avenue, Enderby BC, from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; and
2. Amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building, with the siting of the building to be in accordance with Section 308.4 of the Bylaw, for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC,

be given First and Second Reading and forwarded to a Public Hearing.

## **BACKGROUND:**

This report relates to an application to rezone the property located at 99 Bass Avenue, Enderby BC from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Secondary Suite (R.1-B) zone, and to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building. The applicant is proposing to construct a detached secondary suite above an existing accessory residential building (detached shop/garage), while also obtaining flexibility to be able to construct a detached secondary suite that is separate from the existing detached shop/garage, should that be the preferred option.

### Site Context

The property is 1,827 m<sup>2</sup> (0.45 acres) in area and is located on the northern side of Bass Avenue, which is identified in Schedule 'C' of the City's Official Community Plan as a 'local road'. Access to the property is gained via a gravelled driveway off of Bass Avenue. A single family dwelling built in 1991 is located in the central portion of the lot and a detached shop/garage is located in the northeast portion of the lot. The property is flat with the boundary of the 1:200 year floodplain running through it.

The subject and surrounding properties are zoned Residential Single Family (R.1/R.1-A) and are designated in the Official Community Plan (OCP) as Residential Low Density.

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



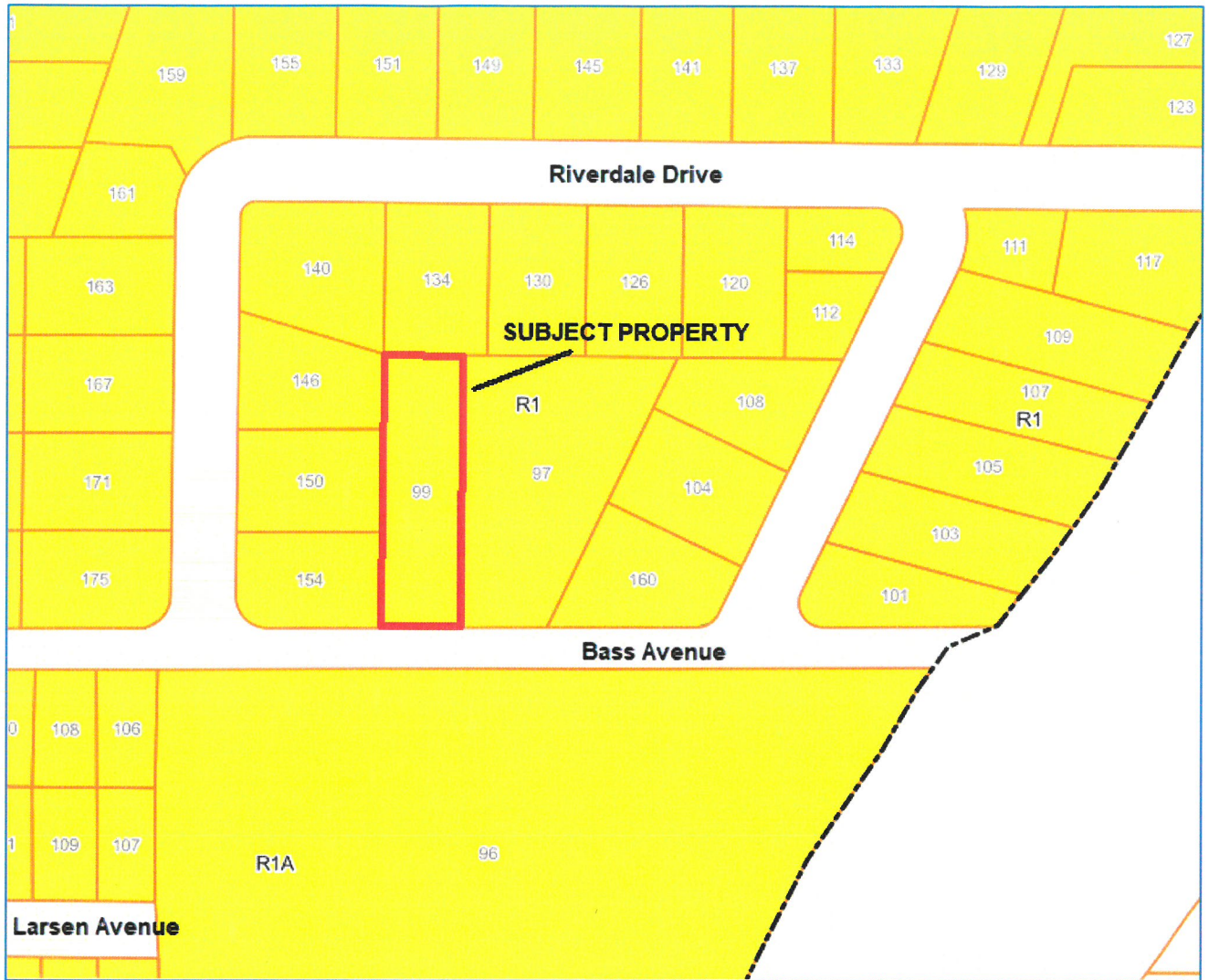


Figure 1: Zoning Map

Yellow - Residential Single Family (R.1/R.1-A)

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 Proposal

The applicant is proposing to construct a detached secondary suite on the second storey level of the existing detached shop/garage located in the northeast corner of the property; a site plan showing the siting of existing buildings on the property is attached to this Report as Schedule 'A'. Given that detached suites are not permitted on the second storey level of accessory residential buildings, the applicant is proposing to amend the text of the City of Enderby Zoning Bylaw No. 1550 to allow for this type of use to occur on the property, with the building to be sited in accordance with Section 308.4 of the Zoning Bylaw [Accessory Residential Buildings and Structures in Residential Zones]; the implications for having a

detached secondary suite sited in accordance with Section 308.4 of the Zoning Bylaw are discussed in the section below.

To provide flexibility should they wish to construct a detached secondary suite that is *separate* from the existing detached shop/garage, the applicant is proposing to rezone the property from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; if approved, this would permit the construction of a standalone detached secondary suite. It should be noted that if both the rezoning and zoning text amendment are approved by Council, the applicant could only develop **one** detached secondary suite on the property, either a standalone detached secondary suite (sited in accordance with the R.1-B regulations, unless otherwise varied) or a detached secondary suite on the second storey of the existing detached shop/garage (sited in accordance with Section 308.4 of the Zoning Bylaw).

#### **ZONING BYLAW:**

The subject property is zoned Residential Single Family (R.1) and the permitted uses within this zone include accessory residential buildings, single family dwellings, attached secondary suites, bed and breakfasts, civic and public service use, and restricted agricultural use; the permitted uses within the proposed Residential Single Family (R.1-B) zone include accessory residential buildings, single family dwellings, attached secondary suites, **detached secondary suites**, and civic and public service use.

Section 317.3 of the Zoning Bylaw does not permit detached secondary suites to be located on the second storey of an existing accessory residential building.

It should be noted that the Zoning Bylaw's siting requirements for detached secondary suites differs from that of accessory residential buildings, such as detached shops or garages. For example, detached secondary suites are required to be at least 2 m (6.56 feet) from a side lot line and must be sited equal to or farther from the side lot line than the principal single family dwelling on the property, whereas accessory residential buildings are only required to be 1.5 m (4.9 feet) from the side lot line and can be closer to the lot line than the principal single family dwelling. Given this, the applicant is requesting that, as part of the zoning text amendment that for their property, an accessory residential building with a detached suite on the second storey level is permitted to be sited in the same manner as a typical accessory residential building (i.e. one without a suite on the second storey), consistent with Section 308.4 of the Zoning Bylaw [Accessory Residential Buildings and Structures in Residential Zones]; this would have the effect of allowing a detached secondary suite on the second storey of an accessory residential building to be closer to rear and side lot lines than if it was a standalone detached secondary suite.

It should also be noted that the applicant has not developed construction drawings for the proposed development at this time, as the land use approvals are not in place. The applicant will be required to submit these drawings at the time of Building Permit application, should the proposed rezoning/zoning text amendment be approved. Furthermore, the applicant is not tied to their current proposal to construct a detached secondary suite on the second storey of the existing detached shop/garage; should the rezoning portion of the application be supported, the applicant would have the ability to construct a standalone detached secondary suite (i.e. not above the existing detached shop/garage), in accordance

with the siting and sizing regulations of the City's Zoning Bylaw, unless otherwise varied by Council; these regulations are attached to this Report as Schedule 'B'.

**OFFICIAL COMMUNITY PLAN:**

The following policies from the City of Enderby Official Community Plan relate to this development:

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 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.

Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.

Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.

Policy 8.3.h - Council will support infill and redevelopment within the community.

Policy 8.3.i - Council will employ Smart Growth principles in future development.

Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.

Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

**REFERRAL COMMENTS:**

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

No comments of concern were received in response to the referral.

**PLANNING ANALYSIS:**

As the applicant is applying to both rezone the property from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone, and to amend the text of the Zoning Bylaw to permit a detached secondary suite to be located on the second storey level of an accessory residential,

this presents two distinct pathways in which a detached secondary suite could be developed on the property; below is an analysis of each:

Rezoning from R.1 to R.1-B (Permit the Construction of a *Standalone* Detached Secondary Suite Which is Separate From the Existing Residential Accessory Building)

The City of Enderby Planner raises no objections to the applicant's request to rezone the property located at 99 Bass Avenue from Residential Single Family (R.1) to Residential Single Family with Detached Secondary Suite (R.1-B), and upon consideration of input received at a Public Hearing, recommends that Council approve the application for the following reasons:

- Given the property's relatively large size of 1,827 m<sup>2</sup> (0.45 acres) with ~ 24 m (78.7 feet) of frontage, the property significantly exceeds the minimum lot sizing requirements for the R.1-B zone (650 m<sup>2</sup> lot area, 18 m of frontage);
- The proposed rezoning would facilitate infill development, which is a key element of Smart Growth development and is supported in the OCP, and provides the following community benefits:
  - More efficient use of land by increasing the ratio of improvement-to-land values;
  - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
  - Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure; and
  - Adding residential capacity without encroaching upon rural or environmentally sensitive areas.
- The proposed rezoning of the property would enable the construction of an additional rental unit within the community, and a form of dwelling unit which is not particularly prevalent throughout the community; this will help to support the provision of additional rental housing while broadening the spectrum of housing choices, which achieves objectives in the City of Enderby Housing Needs Assessment Report;
- Given that the property is long and narrow, it does not have significant potential for redevelopment to a more intensive residential land use (i.e. multi-family), therefore the proposed rezoning is unlikely to diminish the development potential of the site; and
- It is not anticipated that the proposed rezoning would result in any development which detracts from the form and character of the subject property or broader neighbourhood.

Zoning Text Amendment to Permit Detached Secondary Suite Above Accessory Residential Building (Permit the Construction of a Detached Secondary Suite Above the Existing Detached Shop/Garage)

The City of Enderby Planner raises no objections to the applicant's request to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building at 99 Bass Avenue, with the siting of the building to be in accordance with Section 308.4 of the Zoning Bylaw [*Accessory Residential Buildings and Structures in*

*Residential Zones*], and upon consideration of input received at a Public Hearing, recommends that Council approve the application for the following reasons:

- Permitting a detached secondary suite on the second storey level of an accessory residential building would result in the same broad community benefits described above related to infill development, additional rental housing, and broadening the spectrum of housing choices within the community, which may counterbalance the potential impacts to adjacent properties with respect to a reduction in privacy;
- Allowing for a detached secondary suite on the second storey of an accessory building to be sited in the same manner as a typical accessory residential building will only result in the detached secondary suite being slightly closer to the rear and side lot line of the property (i.e. an additional 0.5 m/1.7 feet) as compared to if its siting was regulated in the same manner as a standalone detached secondary suite; and
- Permitting a detached secondary suite on the second storey of an existing accessory residential building will help to minimize lot coverage on the property, thus helping to preserve permeable surfaces on the property.

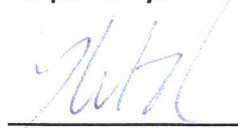
#### **SUMMARY**

This is an application to rezone the property located at 99 Bass Avenue, Enderby BC from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Secondary Suite (R.1-B) zone, and to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building. The applicant is proposing to construct a detached secondary suite above an existing accessory residential building (detached shop/garage), while also obtaining flexibility to be able to construct a detached secondary suite that is separate from the existing detached shop/garage, should that be the preferred option.

It is recommended that Zoning Bylaw Amendment Bylaw No. 1758, 2022 be given First and Second Reading and forwarded to a Public Hearing.

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**Prepared By:**



Kurt Inglis, MCIP, RPP  
Planner

**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer

**THE CORPORATION OF THE CITY OF ENDERBY**  
**REZONING/ZONING TEXT AMENDMENT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0003-22-RZ-END (Landry/Nelson)

**Applicant/Owner:** Shaun Landry and Cindy Nelson

**Location:** 99 Bass Avenue, Enderby BC

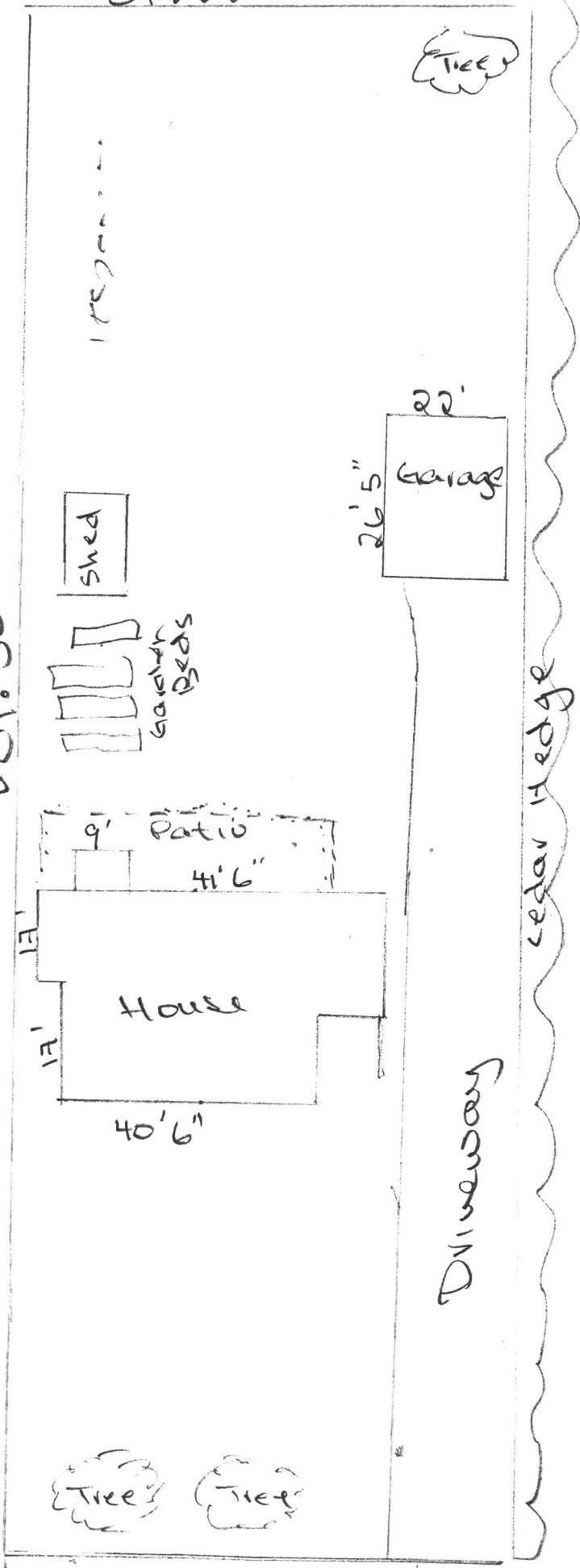
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Schedule 'A'

81.25'

81.30'



99 Bass Ave  
Enderby, BC.  
(not to scale)



DIVISION FOUR – COMMERCIAL ZONES

4. ~~No Marihuana-Related Business~~ Cannabis-Related Business (1659) shall be located within 100 meters of any residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18. (1636)
5. Notwithstanding minimum setback requirements outlined in Section 316.4 of this Bylaw, a Cannabis-Related Business at the property legally described as LOT 1, DISTRICT LOT 150, KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT, PLAN KAP52267, EXCEPT PLAN KAP64137 and located at #4-802 George Street, Enderby BC shall be permitted within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18. (1665)
8. Notwithstanding minimum setback requirements outlined in Section 316.4 of this Bylaw, a Cannabis-Related Business at the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 612 Cliff Avenue, Enderby BC shall be permitted within 100 meters of a residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18. (1668)

**317 Detached Secondary Suites (1636)**

1. A detached secondary suite shall:
  - i. be constructed to meet the requirements of the BC Building Code;
  - ii. be located entirely to the rear of a principal single family dwelling;
  - iii. be sited equal to or farther from the side lot line than the principal single family dwelling;
  - iv. be accessible by a cleared and constructed pathway from the off-street parking stall(s) to the entrance to the suite;
  - v. have sufficient access and be appropriately serviced;
  - vi. be enclosed on all sides not facing directly upon the principal single family dwelling via solid fencing no greater than 2 m (6.562 feet) in height;
  - vii. have a floor area not to exceed 75% of the floor area of the principal single family dwelling; and

## DIVISION FOUR – COMMERCIAL ZONES

- viii. only be permitted when at least one (1) of the registered owners of the property resides within the primary single family dwelling. (1636)
  2. In accordance with Schedule "B" of this Bylaw, one (1) off-street parking space must be provided for each detached secondary suite. (1636)
  3. No accessory building or structure shall be used as a dwelling unit except for an approved detached secondary suite. (1636)
  4. Subdivision or stratification of a detached secondary suite is not permitted. (1636)
  5. Notwithstanding Section 317.3 above, a detached secondary suite is permitted on the second storey level of an accessory residential building for the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 27938 and located at 145 Gunter Ellison Road, Enderby BC. (1684)
- 318 Backyard Hens (1710)**
1. The regulations outlined in this Section do not apply to the keeping of poultry when considered an intensive agricultural use, limited agricultural use, or restricted agricultural use that is permitted under this Bylaw. (1710)
  2. The keeping of backyard hens shall at all times be consistent with City of Enderby Animal Control Bylaw No. 1735, 2022 and all other municipal and provincial enactments. (1710)
  3. The keeping of no more than five (5) backyard hens is permitted as an ancillary use to a single-family dwelling within the Residential Single Family (R.1), residential Single-Family (R.1-A) and Residential Two-Family (R.2) zones, and the keeping of roosters is expressly prohibited. (1710)
  4. The keeping of backyard hens must be contained entirely to the rear of a single-family dwelling and the area to the rear of the single-family dwelling must be fully enclosed by solid fencing that is at least 1.8 m (5.9 feet) in height. (1710)
  5. Every owner of backyard hens shall provide a coop for the backyard hens, with an outdoor enclosure attached to the coop, which shall meet the following specifications:

## DIVISION SIX – RESIDENTIAL ZONES

- vi. **Attached (1636)** Secondary Suites must comply with all relevant City Bylaws, and the BC Building Code; and
- vii. **Attached (1636)** Secondary Suites must be located in a building and on property which is a single family real estate entity. No strata titling will be permitted.

### **602.a Residential Single Family with Detached Suite Zone (R.1-B) (1636)**

#### **1. Permitted Uses of Land, Buildings, and Structures:**

The following uses and no others shall be permitted in the Residential Single Family Zone (R.1-B):

- a. **Accessory residential (1636)**
- c. **Single family dwellings (1636)**
- d. **Attached secondary suites subject to the provisions of Section 602.a.12.a. (1636)**
- e. **Detached secondary suites subject to the provisions of Section 317 (1636)**
- f. **Civic and public service use (1636)**

#### **2. Accessory Residential Buildings:**

The siting, size, and dimensions of accessory residential buildings (not including detached secondary suites) and structures shall be in accordance with Section 308.4 of this Bylaw. (1636)

#### **3. Maximum Number of Suites:**

The number of suites allowed per lot shall be not more than:

- a. **One (1) attached secondary suite; or (1636)**
- b. **One (1) detached secondary suite. (1636)**

#### **4. Buildings Per Lot:**

The number of buildings allowed per lot shall be not more than:

- a. **one (1) single family dwelling; and (1636)**
- b. **two (2) accessory residential buildings; or (1636)**

## DIVISION SIX – RESIDENTIAL ZONES

- c. one (1) accessory residential building and one (1) detached secondary suite. (1636)

### 5. Floor Area:

- a. The floor area for a single family dwelling shall be not less than 60 m<sup>2</sup> (645.8 square feet). (1636)
- b. The floor area for a detached secondary suite shall be not greater 90 m<sup>2</sup> (968.8 square feet) and not less than 36 m<sup>2</sup> (387.5 square feet). (1636)
- c. The floor area for an attached secondary suite shall not be less than 36 m<sup>2</sup> (387.5 square feet). (1636)

### 6. Height of Buildings and Structures:

- a. The height of single family dwellings shall not exceed the lesser of 9 m (29.53 feet) or two (2) storeys except where the average natural slope of the lot exceeds five percent (5%), in which case the height of residential dwellings on the downhill side of a road shall not exceed a height of 7 m (22.97 feet) above the centre line of the road immediately adjacent to the center of the front of the residence and residential dwellings located on the uphill side of the road shall not exceed a height of 7 m (22.97 feet) above the midpoint of the rear property line on which the residence is located. The average natural slope of the lot shall be measured from the lowest point on the lot to the uppermost point on the lot. (1636)
- b. The height of detached secondary suites shall not exceed 4.5 m (14.76 feet). (1636)

### 7. Lot Area:

Each lot shall have an area of not less than:

- a. 560 m<sup>2</sup> if there is lane access or second street frontage; or (1636)
- b. 650 m<sup>2</sup> if there is not lane access or second street frontage. (1636)

### 8. Lot Coverage:

- a. Maximum lot coverage shall be not greater than fifty percent (50%) of the lot area for all buildings and structures and together with driveways and parking areas shall not exceed sixty percent (60%). (1636)

## DIVISION SIX – RESIDENTIAL ZONES

- b. The maximum combined lot coverage for all accessory buildings and structures, including detached secondary suites, shall not exceed 16%. (1636)
- c. The maximum combined area of all accessory buildings/structures and detached secondary suites (e.g. footprint size) shall not exceed 90 m<sup>2</sup> (968.8 feet). (1636)

### 9. Lot Frontage:

Subject to the provisions of Section 1101.1.a., b., and c. of this Bylaw, each lot shall have a minimum lot frontage of:

- a. 15 m (16.40 feet) if there is lane access or second street frontage; or (1636)
- b. 18 m (59.06 feet) if there is not lane access or second street frontage. (1636)

### 10. Off-Street Parking:

Off-street parking shall be provided and maintained in accordance with the provisions of Schedule "B" of this Bylaw and the number of parking spaces required to be provided on a lot or lots, shall be determined by the use or uses being carried on such lot or lots from time to time. (1636)

### 11. Setbacks:[Subject to the special building line setback provisions of Section 308.5 of this Bylaw]

#### a. Exterior Side Yard:

An exterior side yard free of all buildings and structures shall be provided with a depth of not less than 5 m (16.40 feet) where applicable. (1636)

#### b. Front Yard:

A front yard free of buildings and structures shall be provided with a depth of not less than 6 m (19.68 feet), except that the front yard may be reduced to 4.5 m (14.76 feet) for single family dwellings on lots exceeding twenty percent (20%) average natural slope determined from the uppermost point on the lot to the lowest point on the lot. (1636)

#### c. Other Buildings:

## DIVISION SIX – RESIDENTIAL ZONES

Buildings shall not be sited within 3 m (9.842 feet) of any other building. (1636)

d. Rear Yard:

- i. A rear yard free of buildings and structures shall be provided with a depth of not less than 6 m (19.68 feet) for single family dwellings except that the rear yard may be reduced to 4.5 m (14.76 feet) for single family dwellings on lots exceeding twenty percent (20%) average natural slope determined from the uppermost point on the lot to the lowest point on the lot.
- ii. A rear yard free of buildings and structures shall be provided with a depth of not less than 3 m (9.84 feet) for detached secondary suites. (1636)

e. Side Yards:

- i. Side yards free of buildings and structures shall be provided with a width of not less than 1.2 m (3.94 feet) for single family dwellings.
- ii. Side yards free of buildings and structures shall be provided with a width of not less than 2 m (6.56 feet) for detached secondary suites. (1636)

f. Water Bodies:

Flood Construction Levels and Floodplain Setbacks of building and structures and Riparian Assessment Area setbacks for all development must conform with the provisions of Schedule “G” of this bylaw. (1636)

12. Other Requirements:

- a. All attached secondary suites must comply with the following:
  - i. Attached secondary suites are to be located only in a single family dwelling; and
  - ii. No more than one attached secondary suite shall be permitted within a single family dwelling; and
  - iii. The maximum floor area of an attached secondary suite shall not exceed the lesser of

## DIVISION SIX – RESIDENTIAL ZONES

90 m<sup>2</sup> or 40% of the habitable floor area of the single family dwelling. The minimum floor area of an attached secondary suite shall not be less than 36 m<sup>2</sup> (387.5 square feet); and

- iv. No portion of a building may be used as an attached secondary suite unless at least one (1) of the registered owners of the building resides within the building; and
  - v. One (1) off-street parking space must be provided for each attached secondary suite; and
  - vi. Attached secondary suites must comply with all relevant City Bylaws, and the BC Building Code; and
  - vii. Attached secondary suites must be located in a building and on property which is a single family real estate entity. No strata titling will be permitted. (1636)
- b. Refer to Section 317 for the General Regulations related to detached secondary suites. (1636)

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1758

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

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

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

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

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022".
2. The zoning designation of the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC, is hereby changed from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone.
3. DIVISION THREE – GENERAL REGULATIONS is hereby amended by including Section 317.6 as follows:

*A detached secondary suite is permitted to be located on the second storey level of an accessory residential building, with the siting of the building to be in accordance with Section 308.4 of this Bylaw, for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC.*

READ a FIRST time this day of , .

READ a SECOND time this day of , .

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

READ a THIRD time this day of , .



APPROVED pursuant to Section 52(3)(a) of the Transportation Act this    day of    ,    .

\_\_\_\_\_  
Development Officer  
Ministry of Transportation and Infrastructure

ADOPTED this    day of    ,    .

\_\_\_\_\_  
MAYOR

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

**CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION**

**AGENDA**

File No: 0054-22-DVP-END

January 11, 2023

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**APPLICANT:** Eric Borhaven

**OWNER(S):** 0742828 B.C. LTD., INC.NO. BC0742828  
1297910 B.C. LTD., INC.NO. BC1297910

**LEGAL DESCRIPTION:** LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN 1702

**PID #:** 011-352-582

**LOCATION:** 186 Salmon Arm Drive, Enderby BC

**PROPERTY SIZE:** 0.97 acres (3,925 square meters)

**ZONING:** Residential Multi-Family Medium Intensity (R.3)

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

**PROPOSAL:** Subdivision

**PROPOSED  
VARIANCES:** Vary Subdivision Servicing and Development Bylaw by, i) not requiring the construction to centreline for Cliffview Drive and Salmon Arm Drive adjacent to proposed lots, ii) not requiring the design and construction of a storm drainage system, iii) not requiring the provision of ornamental street lighting, and iv) 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 property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1702 and located at 186 Salmon Arm Drive, Enderby B.C. to permit variances to the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Section 6.0 of Schedule "A" by not requiring the provision of ornamental street lighting; and

- Section 7.0 by not requiring the provision of underground wiring for power, telephone and cablevision,

with the variance to Section 6.0 being subject to the owner installing lease light davits on any new hydro poles that are required as part of the proposed subdivision (22-0705-END-SUB), to the extent necessary to meet the minimum levels of illumination required under Section 6.0 of Schedule “A” of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000;

AND THAT Council **NOT** authorize the issuance of a Development Variance Permit for the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1702 and located at 186 Salmon Arm Drive, Enderby B.C. to vary the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Section 2.0 of Schedule “A” by not requiring Cliffview Drive adjacent to the proposed lots to be constructed to the centreline of the road in accordance with the Collector Road Standards;
- Section 2.0 of Schedule “A” by not requiring Salmon Arm Drive adjacent to proposed lots to be constructed to the centreline of the road in accordance with the Collector Road Standards; and
- Section 5.0 of Schedule “A” and Schedule “B” by not requiring the design and construction of a storm drainage system.

#### **BACKGROUND:**

This report relates to a Development Variance Permit application for the property located at 186 Salmon Arm Drive, Enderby BC. The applicant is proposing a 5-lot subdivision, as shown on the attached Schedule ‘A’ and as part of the proposed subdivision 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 construction to centreline for Cliffview Drive and Salmon Arm Drive adjacent to proposed lots, ii) not require the design and construction of a storm drainage system, iii) not require the provision of ornamental street lighting, and iv) not require the provision of underground wiring for power, telephone and cablevision.

#### Site Context

The 3,925 square meter (0.97 acre) subject property is located on the southeast corner of the intersection of Cliffview Drive and Salmon Arm Drive. The subject property is flat with a single family dwelling, built in 1913, located in the centre of the lot; several accessory residential buildings are located to the south of the single family dwelling. Access to the property is gained via a gravel driveway off of Salmon Arm Drive, along with a secondary, mid-block gravel access off of Cliffview Drive.

A restrictive covenant is registered on the title of the property which:

- Restricts the use of ‘apartments’ on the subject property; and
- Limits the maximum height of buildings on the subject property to the lesser of 9 m (29.53 feet) or two (2) storeys.

The subject property is zoned Residential Multi-Family Medium Intensity (R.3) and is designated in the Official Community Plan (OCP) as Residential Medium Density. The surrounding properties are all zoned Residential Single-Family (R.1/R.1-A) and are designated in the OCP as Residential Low Density.

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

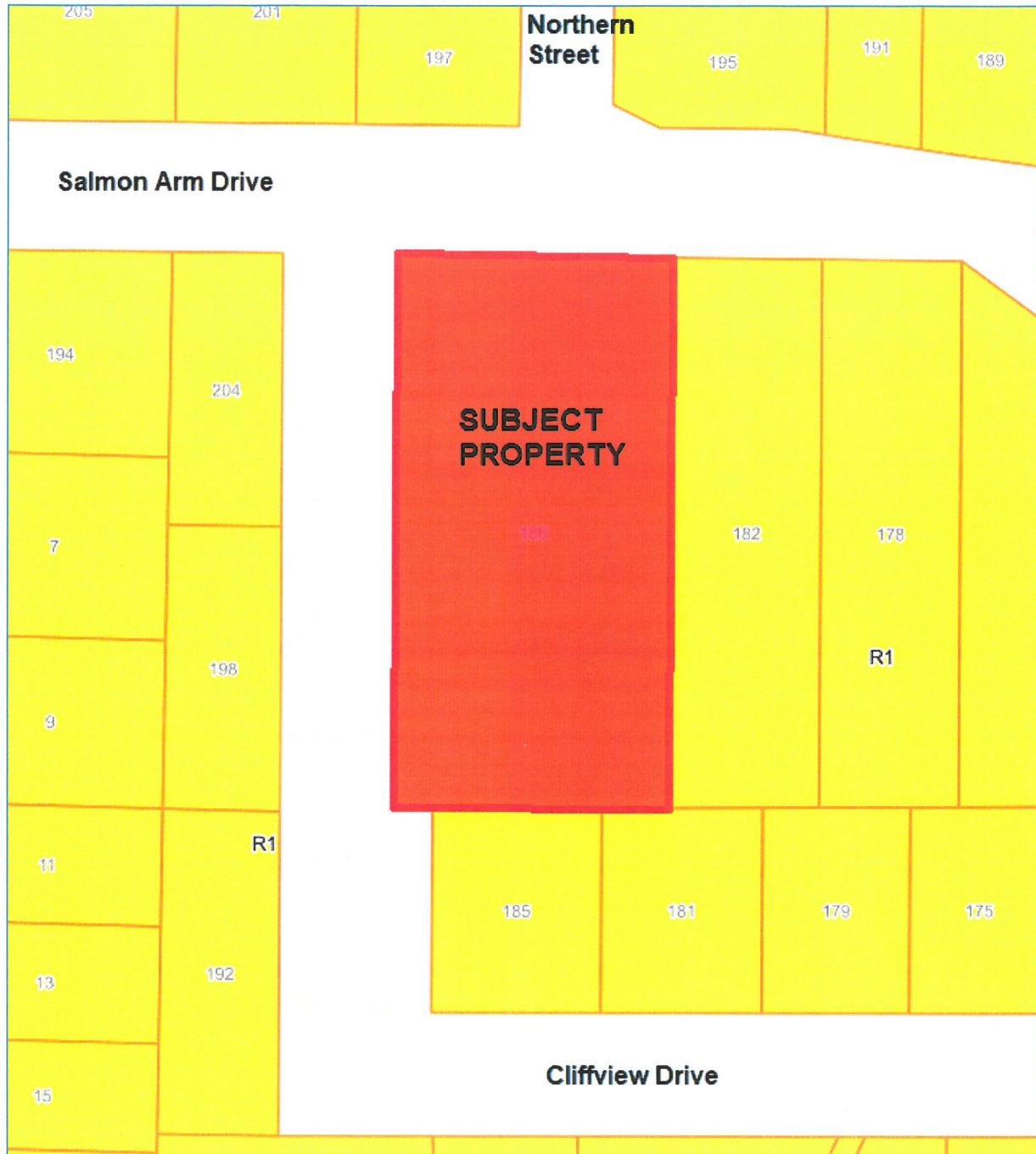


Figure 1: Zoning Map

Yellow - Residential Single Family (R.1/R.1-A)  
Red – Residential Multi-Family Medium Intensity (R.3)

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 5-lot subdivision, as shown on the attached Schedule 'A'; these proposed lots range in area from 677.9 m<sup>2</sup> (7,297 square feet) to 825.4 m<sup>2</sup> (8,885 square feet). Three of the proposed lots would front Cliffview Drive, one would front Salmon Arm Drive, and one would front both. The existing single-family dwelling is proposed to remain on Lot 3, fronting Cliffview Drive. Although the applicant has advised that they are intending to develop the new lots for single-family dwelling purposes, proposed Lots 1 and 2 have sufficient lot areas to develop two-family dwellings (which is a permitted use under the R.3 zoning designation).

**ZONING BYLAW:**

The property is zoned Residential Multi-Family Medium Intensity (R.3) and the permitted uses within this zone include:

- Accessory residential
- Boarding, lodging, or rooming houses
- Convalescent, nursing, and personal care homes
- Restricted agricultural use
- Single family dwellings
- Attached Secondary Suites
- Two family dwellings
- Three family dwellings
- Four family dwellings
- Row housing
- Apartment and multi-family residential
- Adult retirement housing
- Bed and breakfasts
- Civic and public service use

The proposed lots as compared to the Zoning Bylaw requirements for the R.3 zone is as follows:

<b>CRITERIA</b>	<b>R.3 ZONE REQUIREMENTS</b>	<b>PROPOSAL</b>
Lot Area (min.)	350 m <sup>2</sup> (3,767 square feet)	677.9 m <sup>2</sup> (7,297 square feet) - 825.4 m <sup>2</sup> (8,885 square feet)
Lot Coverage (max.)	50%	< 50 %
Lot Frontage (min.)	15.0 m (49.21 feet)	> 15.0 m (49.21 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 adjacent local roads and collector roads in accordance with Design, Materials, and Installation standards outlined in Section 2.0 of Schedule "A" of the Bylaw; Section 5.0 of Schedules "A" and "B" of the Bylaw require the design and construction of a storm drainage system while Sections 6.0 and 7.0 require the provision of street lighting and underground wiring for power, telephone and cablevision.

As the applicant is seeking to avoid constructing adjacent portions of Cliffview Drive and Salmon Arm Drive to centreline, not design and construct a storm drainage system, and not provide ornamental 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 Cliffview Drive adjacent to the proposed lots to be constructed to the centreline of the road in accordance with the Collector Road Standards;

- Section 2.0 of Schedule “A” by not requiring Salmon Arm Drive adjacent to the proposed lots to be constructed to the centreline of the road in accordance with the Collector Road Standards;
- Section 5.0 of Schedule “A” and Schedule “B” by not requiring the design and construction of a storm drainage system;
- Section 6.0 of Schedule “A” by not requiring the provision of ornamental 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 City of Enderby Public Works Manager, Fire Chief and Building Inspector.

The City of Enderby Public Works Manager provided the following comments:

*“With respect to the variances requesting that the developer not construct the adjacent portions of Salmon Arm Drive and Cliffview Drive to centreline, I would recommend against supporting this variance as the City should collect cash-in-lieu for future reconstruction.*

*I would recommend against supporting the variance request to not require the owner to design and construct a storm drainage system. The City’s bylaw dealing with works and services provides flexibility for site context, so that impacts can be addressed; in some cases, the implementation of an acceptable grading plan is all that may be required, while other cases may demand on-site or off-site infrastructure improvements. These impacts are not known without a proper analysis, which should be completed by the owner. It is not reasonable to use a variance to opt the owner out of their drainage and stormwater management requirements without a fuller understanding of what those requirements may be, and why the design and construction requirements specific to the property have reason to be varied.*

*In response to the variance requesting that the developer not provide underground wiring, I have no concerns given that:*

1. *The surrounding neighbourhoods all have overhead wires; and*

2. *If overhead wires were undergrounded, given that properties across the street on Cliffview are all serviced overhead, this would likely necessitate installing additional service poles across the street and cutting in conduit under Cliffview Drive.*

*With respect to the variance requesting that the developer not provide ornamental street lighting, I have no concerns given that:*

1. *Cliffview Drive's street lighting is all serviced by "lease light" davits off of Hydro poles and it is unlikely that a conversion to underground wiring along Cliffview Drive will occur in the foreseeable future;*
2. *As the section of Cliffview Drive adjacent to the property is likely to be widened at some point in the future, locating any new infrastructure within boulevard dedication risks triggering higher relocation costs during reconstruction; and*
3. *Given the recommendation that Council support the variance to not require underground wiring, the provision of ornamental street lighting could be challenging given that they would be in close proximity to the overhead wires.*

*I would recommend that street lighting adjacent to this parcel still be required to meet design parameters for minimum levels of illumination, provided that it does not trigger additional poles that would not otherwise be required to service the development. If overhead wires are left in place, it is likely that one or two new poles will need to be added to create adequate overhead clearances for driveways; it is recommended that the variance to not provide ornamental street lighting be made conditional upon the developer installing lease light davits on any new Hydro poles that are added adjacent to the development, to the extent necessary to meet the minimum levels of illumination required under Section 6.0 of Schedule A of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000."*

No other comments were received in response to the referral.

#### **PLANNING ANALYSIS:**

##### Construction to Centreline

The City of Enderby Planner has concerns with 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 Cliffview Drive and Salmon Arm Drive and recommends that Council NOT support the requested variances. The proposed development will add density to the neighbourhood, thus increasing the amount of traffic and wear-and-tear to both Cliffview Drive and Salmon Arm Drive; given this, Staff feel that it is appropriate for the applicant to contribute towards the construction of Cliffview Drive and Salmon Arm Drive to centreline, which would likely be collected as a cash-in-lieu payment that would be directed towards a future renewal of the roads.



### Design and Construction of a Storm Drainage System

The City of Enderby Planner has concerns with the applicant's request to vary Section 5.0 of Schedule "A" and Schedule "B" by not requiring the design and construction of a storm drainage system and recommends that Council NOT support the requested variance. Cliffview Drive and Salmon Arm Drive are serviced through a piped community storm drainage system. As part of the subdivision process, the applicant would be required to engage an engineer to determine potential stormwater runoff impacts associated with the proposed development and determine whether the existing storm drainage system is adequate to handle this additional runoff; this engineering analysis would need to be reviewed by the City's engineer. This engineering analysis may or may not conclude that the existing storm drainage system is sufficient to manage the impacts. The issuance of a variance at this stage would remove the City's ability to require this engineering analysis, let alone construction of any on-site or off-site improvements that may be required based on the outcomes of the engineering analysis, which could result in the proposed development exacerbating runoff impacts which the developer would not be responsible for managing. Should the developer complete an engineering analysis which recommends on-site or off-site infrastructure improvements, they could choose to seek a variance from Council at that point, although this would essentially foist the liability on to the general taxpayer.

### Provision of Underground Wiring

The City of Enderby Planner raises no objections to the applicant's request to vary Section 7.0 of Schedule "A" and Schedule "B" of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring the provision of underground wiring for power, telephone and cablevision, for the following reasons:

- The existing standard of overhead wiring is consistent along the entirety of Salmon Arm Drive and Cliffview Drive;
- Providing underground wiring along the property's frontage would have limited impact on the broader neighbourhood; and
- As discussed by the City's Public Works Manager, if overhead wires were undergrounded, given that properties across the street on Cliffview are all serviced overhead, this would likely necessitate installing additional service poles across the street and cutting in conduit under Cliffview Drive.

### Provision of Ornamental Street Lighting

The City of Enderby Planner raises no objections to the applicant's request to vary Section 6.0 of Schedule "A" and Schedule "B" of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring the provision of ornamental street lighting, for the following reasons:

- The existing standard of street lights affixed to hydro poles ("lease lights") is consistent with the Cliffview Drive corridor (street lighting along Salmon Arm Drive, adjacent to the property, already meets Bylaw standards and therefore no variance is required for this portion);

- Providing ornamental street lighting along the property’s frontage would have limited impact on the broader neighbourhood;
- As discussed by the City’s Public Works Manager, Cliffview Drive adjacent to the property is likely to be widened at some point in the future, therefore locating any new infrastructure within the boulevard dedication (such as ornamental street lighting) risks triggering higher relocation costs during reconstruction; and
- As discussed by the City’s Public Works Manager, given that Staff are recommending that the overhead wiring standard be maintained, ornamental street lighting could be challenging to maintain given that they would be in close proximity to these existing overhead wires.

Notwithstanding the issuance of a variance to not require the provision of ornamental street lighting, the Public Works Manager has recommended that street lighting adjacent to the property should still meet design parameters for minimum levels of illumination, to the extent reasonable without adding significant new infrastructure. Given that it is likely that one or two new hydro poles will need to be added to create overhead clearances for driveways, it is recommended that the variance to not require ornamental street lighting be made conditional upon the developer installing lease light davits on any new hydro poles that are added adjacent to the development, to the extent necessary to meet the minimum levels of illumination required under Section 6.0 of Schedule A of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000.

**SUMMARY**

This report relates to a Development Variance Permit application for the property located at 186 Salmon Arm Drive, Enderby BC. The applicant is proposing a 5-lot subdivision, as shown on the attached Schedule ‘A’. As part of the proposed subdivision, 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 construction to centreline for Cliffview Drive and Salmon Arm Drive adjacent to proposed lots, ii) not require the design and construction of a storm drainage system, iii) not require the provision of street lighting, and iv) not require the provision of underground wiring for power, telephone and cablevision.

The City of Enderby Planner is supportive of the applicant’s variance requests to not provide street lighting and underground wiring, subject to conditions, but is NOT supportive of the variance requests to, i) waive the requirement to construct Salmon Arm Drive and Cliffview Drive and, ii) waive the requirement to design and construct a storm drainage system.

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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

BYLAW NO. 1759

A BYLAW TO AMEND THE CITY OF ENDERBY 2022 – 2026 FINANCIAL PLAN BYLAW  
NO. 1747, 2022

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WHEREAS in accordance with the *Community Charter*, the Council may, by bylaw, amend the Financial Plan for the municipality;

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

1. This bylaw may be cited as “City of Enderby 2022 – 2026 Financial Plan Bylaw No.1747, 2022, Amendment Bylaw No. 1759, 2022”.
2. Schedule “A” of the “City of Enderby 2022 – 2026 Financial Plan Bylaw No. 1747, 2022” is deleted and Schedule “A” attached to and forming part of this Bylaw is substituted therefore.

READ a FIRST time this 19th day of December, 2022.

READ a SECOND time this 19th day of December, 2022.

READ a THIRD time this 19th day of December, 2022.

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

\_\_\_\_\_  
MAYOR

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

**CITY OF ENDERBY**  
**2022-2026 Financial Plan**

**Consolidated Five Year Financial Plan**  
**Schedule 'A'**

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>FUNDING</b>					
Municipal Taxation	1,790,626	1,879,005	1,930,042	1,987,948	2,047,584
Utility Taxes / Grants in Lieu	102,913	104,971	107,071	109,212	111,396
Sale of Services / Other Contributions	711,587	305,324	311,430	317,659	324,012
Revenue from own Sources	1,687,476	1,721,226	1,755,650	1,790,763	1,826,578
Grants	2,161,331	5,120,168	684,931	684,931	684,931
Sewer Fees	810,548	790,459	791,641	804,906	818,418
Water Fees	825,164	834,129	847,856	862,073	876,550
<b>Total Funding</b>	<b>8,089,645</b>	<b>10,755,282</b>	<b>6,428,621</b>	<b>6,557,492</b>	<b>6,689,469</b>
<b>EXPENSES</b>					
General Government Services	1,312,871	950,305	969,311	988,697	1,008,471
Protective Services	512,800	244,596	249,488	254,478	259,567
Transportation Services	715,710	709,624	723,816	738,293	753,058
Environmental Health Services	114,000	113,730	116,004	118,324	120,691
Animal Control	30,650	31,263	31,888	32,526	33,176
Cemetery	81,770	63,005	64,265	65,551	66,862
Recreation & Cultural Services	171,900	110,058	112,259	114,504	116,794
Fortune Parks Recreational Services	916,261	803,618	819,690	836,084	852,806
Tourism & Community Engagement	247,300	216,036	220,357	224,764	229,259
Sewer Expenditures	683,107	562,129	573,371	584,839	596,536
Water Expenditures	739,541	577,566	589,118	600,900	612,918
Fiscal Services	86,955	87,001	87,048	87,096	87,145
<b>Total Expenses</b>	<b>5,612,865</b>	<b>4,468,931</b>	<b>4,556,615</b>	<b>4,646,056</b>	<b>4,737,283</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>2,476,780</b>	<b>6,286,351</b>	<b>1,872,006</b>	<b>1,911,436</b>	<b>1,952,186</b>
<b>TOTAL CASH FROM OPERATIONS</b>	<b>2,476,780</b>	<b>6,286,351</b>	<b>1,872,006</b>	<b>1,911,436</b>	<b>1,952,186</b>
<b>ADJUST FOR CASH ITEMS</b>					
Capital Asset expenditures	(3,624,500)	(5,300,747)	(776,000)	(277,000)	(144,000)
Debt Principle repayment	(88,645)	(88,645)	(88,645)	(88,645)	(88,645)
Debt Proceeds	-	-	200,000	-	-
Transfer From Reserves	1,792,603	617,763	576,000	277,000	144,000
Transfer to Reserves	(1,590,155)	(1,530,722)	(1,783,361)	(1,822,791)	(1,863,541)
Transfer From Operating Surplus	1,033,917	16,000	-	-	-
<b>TOTAL CASH ADJUSTMENT</b>	<b>(2,476,780)</b>	<b>(6,286,351)</b>	<b>(1,872,006)</b>	<b>(1,911,436)</b>	<b>(1,952,186)</b>
<b>FINANCIAL PLAN BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner  
Date: January 3, 2023  
Subject: Three Readings - Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023 and Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023

---

**RECOMMENDATION**

THAT Council gives three readings to City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023;

AND THAT Council gives three readings to City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023.

**BACKGROUND**

The City of Enderby Building Bylaw No. 1582, 2015 regulates construction within the municipality and provides a mechanism for administering the BC Building Code. The Building Bylaw can be enforced through a range of enforcement tools including Stop Work Orders, Do Not Occupy Orders, and ticketing.

Bylaw Notice Enforcement Bylaw No. 1581, 2015 and Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 are the two bylaws which authorize the issuance of tickets for prescribed bylaw infractions. These bylaws do not include a provision for the issuance of tickets in cases where the Building Bylaw is contravened by a person occupying or using a building or structure when an Occupancy Permit or Provisional Occupancy Permit has not been issued. As this type of contravention of the Building Bylaw can present significant safety concerns, it is recommended that Council amends these bylaws to enable the issuance of tickets for this particular bylaw contravention; this will allow the City to take a progressive approach to enforcement when the circumstances are suitable, as many building bylaw contraventions can be resolved without reliance upon stronger enforcement options such as "Do Not Occupy" orders. In addition, the amendment bylaws propose to increase the 'early payment penalty' amount for certain Building Bylaw contraventions from \$250 to \$350, in order to enhance the City's ability to resolve contraventions through ticketing versus stronger enforcement tools.

Respectfully Submitted,



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Kurt Inglis  
Planner

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1760, 2023

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

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

AND WHEREAS Council wishes to amend Schedule "A" in accordance with the City of Enderby Building Bylaw No. 1582, 2015.

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. 1760, 2023".
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>BUILDING BYLAW</b>						
1582	301 (1)	Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	\$500	\$350	\$500	YES



1582	301 (9)	Occupy or use building or structure without an Occupancy Permit or Provisional Occupancy Permit	\$500	\$350	\$500	YES
1582	301 (12)	Obstruction of Building Official	\$500	\$500	\$500	NO
1582	303 (2)	Failure to Comply with a 'Stop Work Order' Notice	\$500	\$350	\$500	YES
1582	304 (2)	Failure to Comply with a 'Do Not Occupy' Notice	\$500	\$350	\$500	YES

Read a FIRST TIME this day of , 2023.

Read a SECOND TIME this day of , 2023.

Read a THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

\_\_\_\_\_  
MAYOR

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

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1761, 2023

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

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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 amend Schedule “10” in accordance with the City of Enderby Building Bylaw No. 1582, 2015;

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. 1761, 2023”.
3. Schedule “10” 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 , 2023.

Read a SECOND TIME this day of , 2023.

Read a THIRD TIME this day of , 2023.

ADOPTED this day of , 2023.

\_\_\_\_\_  
MAYOR

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

**SCHEDULE "10"**

**BUILDING BYLAW NO 1582, 2015**

	<b>SECTION</b>	<b>FINE</b> \$	<b>Fine if Pd</b> <b>within</b> <b>30</b> <b>days</b> \$
Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	301 (1)	500	350
Occupy or use building or structure without an Occupancy Permit or Provisional Occupancy Permit	301 (9)	500	350
Obstruction of Building Official	301 (12)	500	500
Failure to Comply with a 'Stop Work Order' Notice	303 (2)	500	350
Failure to Comply with a 'Do Not Occupy' Notice	304 (2)	500	350

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner  
Date: January 4, 2023  
Subject: Bylaw Enforcement Statistics for Third Period of 2022 (September - December)

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**RECOMMENDATION**

THAT Council receives this memorandum for information.

**BACKGROUND**

The bylaw enforcement statistics for the third period of 2022 (September - December) are attached to this memorandum as Appendix "A"; the highlights of these statistics are as follows:

- A total of 69 complaints were received between September 1, 2022 and December 31, 2022, which is a decrease from the 86 complaints that were received for the third period of 2021.
- The most common complaints were related to unsightliness, failure to remove snow/ice from sidewalks, and excessive barking (combined 40.6% of complaints).
- Of the 69 complaints, 39 (56.5%) were resolved through voluntary compliance or were already compliant upon investigation.
- The following enforcement measures were undertaken:
  - 17 warnings issued;
  - 15 Bylaw Notices issued;
  - 2 Orders to Comply issued; and
  - 1 Excessive Nuisance Abatement fee charged.

Respectfully Submitted,



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Kurt Inglis  
Planner

**Appendix "A" - BYLAW COMPLAINT STATISTICS FOR THIRD PERIOD OF 2022 (SEPT-DEC)**

<b>BREAKDOWN OF COMPLAINTS</b>		
<b>Category</b>	<b>No. of Complaints</b>	<b>Percentage of Complaints</b>
Property	24	34.8%
Parking/traffic	21	30.4%
Dogs	18	26.1%
Zoning	3	4.3%
Nuisance	2	2.9%
Building	1	1.4%
<b>TOTAL</b>	<b>69</b>	
<b>Identified By</b>	<b>Bylaw Enforcement / Staff</b>	<b>Public</b>
	19 (27.5%)	50 (72.5%)

<b>PROPERTY COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Property Complaints</b>
Unsightly property	12	50%
Failure to remove snow/ice from sidewalk	7	29.2%
Derelict vehicle	2	8.3%
Failure to remove wildlife attractant (fallen fruit)	1	4.2%
Unlawful burning	1	4.2%
Piling snow in a manner that interferes with fire hydrant	1	4.2%
<b>TOTAL</b>	<b>24</b>	

<b>PARKING/TRAFFIC COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Parking/Traffic Complaints</b>
Unlawful parking	6	28.6%
Parked vehicle interfering with snow plowing operations	4	19.0%
Deposit snow/ice on to roadway	3	14.3%
Obstruct flow of vehicular traffic	3	14.3%
Detached trailer on public property	1	4.8%
Disobeying traffic control sign	1	4.8%
Deposit material on to sidewalk	1	4.8%
Vegetation blocking sight lines for vehicles	1	4.8%
Vegetation overhanging on to sidewalk	1	4.8%
<b>TOTAL</b>	<b>21</b>	

<b>DOG COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Dog Complaints</b>
Excessive barking	9	50.0%
Dog at large	5	27.8%
Aggressive dog	2	11.1%
Dog on dog attack	2	11.1%
<b>TOTAL</b>	<b>18</b>	
<b>Complaints Per Jurisdiction</b>	<b>Enderby</b>	<b>Area 'F'</b>
	15 (83.3%)	3 (16.7%)

<b>ZONING COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Zoning Complaints</b>
Unlawful use	2	66.6%
Unlawful siting of building/structure	1	33.3%
<b>TOTAL</b>	<b>3</b>	

<b>NUISANCE COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Nuisance Complaints</b>
Excessive noise	1	50.0%
Offensive odour emanating from property	1	50.0%
<b>TOTAL</b>	<b>2</b>	

<b>BUILDING COMPLAINTS</b>		
<b>Type</b>	<b>No. of Complaints</b>	<b>Percentage of Building Complaints</b>
Construction without a permit	1	100.0%
<b>TOTAL</b>	<b>1</b>	

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2022

Month: 12

Folder Type	2022 / 12		2021 / 12		2022 to 12		2021 to 12		Building Value	Building Value	
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created			
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0	0	
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	0	
DEMOLITION	0	0	0	0	0	0	1	0	34,500	0	
END - ACCESSORY BUILDING	0	0	0	0	0	5	0	0	181,000	0	
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	117,440	
END - DEMOLITION	0	0	0	0	0	1	0	0	0	2,780,000	
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	20,000	
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0	
END - MODULAR HOME	0	0	0	0	0	0	0	0	0	165,000	
END - MULTI FAMILY DWELLING	0	0	0	0	0	1	0	1	0	300,000	
END - PLUMBING	0	0	0	0	0	1	0	0	754,432	12	
END - RETAINING WALL	0	0	0	0	0	1	0	0	500	0	
END - SIGN	0	0	0	0	0	1	0	0	20,000	0	
END - SINGLE FAMILY DWELLING	0	0	0	0	0	16	8	15	3,673,888	15	
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	5,814,898	
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	0	
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0	
MODULAR HOME	0	0	0	0	0	0	0	0	0	0	
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0	
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0	0	
PLUMBING	0	0	0	0	0	0	0	0	0	0	
POOL	0	0	0	0	0	0	0	0	0	0	
RETAINING WALL	0	0	0	0	0	0	0	0	0	0	
SIGN	0	0	0	0	0	0	0	0	0	0	
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0	
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	
<b>Report Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>10</b>	<b>31</b>	<b>4,664,320</b>	<b>30</b>	<b>10,665,121</b>

AGENDA

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: January 10, 2023  
Subject: Shuswap Regional Trails Roundtable – 2023-26 Grant Funding

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**RECOMMENDATION**

THAT Council provides the Shuswap Regional Trails Roundtable with an annual operating grant of \$500 for 2023 through to 2026.

OR

THAT Council does not provide the Shuswap Regional Trails Roundtable with an annual operating grant.

**BACKGROUND**

Attached is a funding request from the Shuswap Regional Trails Roundtable. The working group is requesting \$500 a year for the next four years.

Jen Bellhouse from the Society will be providing an overview of what the working group does at the January 16, 2023 Council meeting.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



## Jennifer Bellamy

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**From:** Kurt Inglis <kinglis@cityofenderby.com>  
**Sent:** January 10, 2023 8:27 AM  
**To:** 'Jennifer Bellamy'  
**Subject:** FW: Shuswap Trails Roundtable - funding proposal for 2023-26  
**Attachments:** Shuswap Regional Trails Roundtable Funding Proposal 2023-26.pdf

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**From:** Mike Simpson <mf\_simpson@outlook.com>  
**Sent:** December 1, 2022 5:38 PM  
**Subject:** Shuswap Trails Roundtable - funding proposal for 2023-26

Hello Shuswap Trails Roundtable

Following up from the annual Shuswap Trails Roundtable meeting in late October, please see attached a funding proposal for the next 4 years to continue the work of the Shuswap Trails Roundtable.

Please share it with your government/organizations/groups for their consideration. Please cc Jen Bellhouse [jen@shuswaptrails.com](mailto:jen@shuswaptrails.com) when you do forward it, or advise Jen if for some reason you are unable to forward it.

Enjoy the winter on the trails, Happy Holidays, and we'll connect with those of you on the Working Group on Fri Jan 20.

Mike Simpson, MA, RPF  
M.F. Simpson Ltd.  
Kamloops | Secwepemcú'ecw  
Cell 250-299-1202  
[www.mfsimpson.ca](http://www.mfsimpson.ca)

# Shuswap Regional Trails Roundtable – ANNUAL FUNDING PROPOSAL Revised for 2023 based on 2018 Original & Working Group Updates

Updated: October 28, 2022

**To:** Chief and Council – Adams Lake/Little Shuswap/Neskonlith/Splatsin; Board of Directors – Columbia Shuswap Regional District and Municipal Mayors and Councils; Regional District North Okanagan and Municipal Mayors and Councils; Province of BC, Recreation Sites and Trails BC, and BC Parks; and all Regional Trail Partners and Organizations...

**From:** The Shuswap Regional Trails Roundtable Working Group (Contact: Jen Bellhouse, Shuswap Trail Alliance: 250-804-3530, email: jen@shuswaptrails.com)

**Title:** *Shuswap Regional Trails Roundtable Annual Funding Proposal 2023*

## Background:

- Collaboratively driven by Secwepemc, municipal, regional, community, and provincial leadership
- Shuswap Regional Trails Strategy developed over a 16-year process together
- Shuswap Trail Protocol established to promote Secwepemc interests, reduce/repair ecological damage, and manage land access appropriately when developing and maintaining trails
- Shuswap Trails Roundtable now into seventh year since formally established in 2015 – founded on principles: Y'icwetsutce (Stewardship) ~ Indigenous Values ~ Collaboration ~ Respect
- See Shuswap Regional Trails Strategy Summary, Overview Planning Map, and full Strategy at <https://shuswaptrails.com/resources/trail-strategy-roundtable/>

## Success Highlights:

- **Signed Commitment to Collaborate** – by Secwepemc and Municipal/Regional governments (Shuswap Lakes/North Okanagan), trail stewardship organizations (motorized & non-motorized), environment, education, health, economic development, tourism, culture, business, and industry sectors committed to working together, building relationships, and accountable protocols for consultation, accommodation, and consent; and supported by Provincial land management agencies, transport, tourism, and rural development.
- **Adaptive, Cumulative, Environmental Planning & Management** – committed to adaptive planning process, successfully piloted, and implemented projects around the region, including a proposal for implementing the CEA process for trail planning recommending a collaborative approach with Secwepemc leadership and others in the Shuswap watershed; educates/guides community leadership and supports land-management framework and agencies.
- **Priority Planning Areas** – supports collaborative recreational access management planning priorities, including: Joss-Tsuius-Mabel, Owlhead/Kingfisher/Cummings/Blue Lake, Sicamous-to-Armstrong Rail-Trail, Kela7scen (Mt Ida), West Bay Trail, Adams River Pictograph Protection, Scatchard Mountain Rocky Road Trail (See: *Regional Trail Strategy Work Plan and Planning Map*)
- **Community Active Transportation (Walking, Bicycling) Collaborative Planning** – strategy group formed with Healthy Communities coalition to support joint Secwepemc/Municipal/Regional planning with MoTI; draft proposal to facilitate collaborative Active Transportation Planning throughout the region (See Draft Proposal)
- **Shuswap Trail Sign Protocol** – Roundtable ready for Secwepemc leadership and elders to direct naming/education/interpretation protocol for all trails and signage in the Shuswap.

# ANNUAL FUNDING Proposal Outline:

**Purpose:** to ensure ongoing implementation of the Shuswap Regional Trails Roundtable & Strategy

**Goal:** to establish a shared 4-year resource strategy to maintain working group and roundtable meetings

**Outcomes:** x 4 annual working group meetings, x1 annual roundtable conference, regular communications & strategy updates; greater recognition, protection, and enhancement of trails; clarity on priority planning areas; improved communication and protocols; increased value and security, and more effective marketing of trail system assets, through consistent trail design and sign standards; optimization of limited shared resources; improved land management; and stronger collaboration.

**Budget:** (based on 2018/2019 expense tracking {2020 & 2021 online and 2022 hybrid due to Covid-19})\*

\*Below budget is based on in-person working group meetings.

<i>Action</i>	<i>Budget</i>	<i>4-Year Budget</i>	<i>Notes</i>
Project Coordination (Est 100 hours)	\$6,150	\$24,600	STA funded, planning, admin
Four Working Group Meetings – Jan, Apr, June, Oct (x \$1,500 ea.)	\$ 6,000	\$24,000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Annual Shuswap Trails Roundtable – November/December	\$ 5,000	\$20,000	
Additional Materials & Supply	\$500	\$2000	Documents, meeting supply, honorariums
<b>Totals</b>	<b>\$17,650.00</b>	<b>\$70,600.00</b>	

*Note: Proposal Budget does not include Recreational Access Management Planning or Trail Development Project funding. These are developed and resourced separately.*

## Revenue Proposal:

1. Secwepemc, Provincial, Municipal/Regional Governments – 4-year annual funding commitment
2. Non-Government Sectors & Stewardship Organizations – annual in-kind commitment (includes coordination, reporting, meeting space, lunches/coffee, photocopies, maps, administration)

<i>Proposed Contributing Partners</i>	<i>Annual Budget</i>	<i>4-Year Budget</i>	<i>Notes</i>
Secwepemc Lakes Governments	\$1000	\$4000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Province – Rec Sites & Trails BC	\$2500	\$10,000	
CSRD	\$1500	\$6000	
RDNO	\$1500	\$6000	
Salmon Arm	\$1500	\$6000	
Sicamous, Enderby, Chase	\$1500	\$6000	
Other Partners – funding	\$1000	\$4000	
Clubs and Member Organizations	\$1000	\$4000	Roundtable & Working group support
NGO Sectors & Stewardship Organizations (STA etc.)	\$6,150	\$24,600	STA funded, planning, admin
<b>Total Revenue</b>	<b>\$17,650</b>	<b>\$70,600.00</b>	Coordination support, planning, meeting space, lunches/coffee, photocopies, maps, administration

For more information on this proposal: Jen Bellhouse, 250-804-3530/jen@shuswaptrails.com

# THE CORPORATION OF THE CITY OF ENDERBY

**AGENDA**

## MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner  
Date: January 4, 2023  
Subject: Digital Billboard Sponsorship Renewal for 2023

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### **RECOMMENDATION**

THAT Council renews the annual digital billboard sponsorships for the year 2023.

### **BACKGROUND**

In response to a high priority strategy identified through the Integrated Community Sustainability Planning process, the City of Enderby purchased and installed a community digital billboard to market community events and programming while also enhancing communication between the City of Enderby, its residents, and tourists.

As per the Digital Billboard Policy (attached), local community groups and sports associations which are registered not-for-profit organizations or charities can apply to Council for an in-kind annual sponsorship which will go towards advertising on the digital billboard. Since the initial installation of the billboard, 42 groups/organizations have received a sponsorship from Council. It is recommended that Council renew the following groups/organizations' annual sponsorships for the year 2023:

1. Enderby & District Community Resource Centre	\$11,200
2. Recreation Services	\$10,000
3. Alzheimer Society of BC (local branch)	\$8,400
4. Enderby & District Lions Club	\$8,400
5. Royal Canadian Legion Branch #98	\$8,400
6. Enderby & District Cancer Support Group	\$8,400
7. Wheels to Meals	\$8,000
8. Enderby & District Curling Club	\$7,000
9. MV Beattie PAC	\$7,000
10. Enderby & District Arts Council	\$6,000
11. Enderby Preschool Society	\$5,600
12. Enderby & Area Early Years Committee	\$5,200
13. St. Andrews United Church	\$5,100
14. AL Fortune	\$5,000
15. Enderby Fish and Game Association	\$4,900
16. IODE Lambly's Landing Chapter	\$4,900
17. Okanagan Regional Library (Enderby Branch)	\$4,900

18. Enderby & District Museum Society	\$4,900
19. Enderby Artists' Initiative	\$4,200
20. Open Air Market	\$3,750
21. Shuswap Trail Alliance (local functions)	\$3,500
22. Enderby & District Garden Club	\$3,500
23. Enderby Winter Market	\$3,000
24. Enderby Evangelical Chapel	\$2,800
25. Enderby Army Cadets	\$2,800
26. Enderby & District Youth Soccer Association	\$2,800
27. Enderby Minor Baseball Association	\$2,800
28. St. Ann's Catholic Church	\$2,800
29. Church of Jesus Christ of Latter-day Saints (local branch)	\$2,800
30. Anglican Church Women (local branch)	\$2,100
31. NexusBC (local branch)	\$2,100
32. Enderby & Area Junior Air Rifle Program	\$2,100
33. Myeloma Canada (local branch)	\$2,100
34. Santa's Workshop	\$2,100
35. Cliff Notes Community Choir	\$2,100
36. Hunter's Range Snowmobile Association	\$1,400
37. Enderby & District Seniors Complex	\$1,400
38. Shuswap Seed Savers	\$1,400
39. Enderby in Motion	\$700
40. Polar Bear Dip	\$700
41. Okanagan Historical Society (Enderby Branch)	\$700
42. Canadian Cancer Society (local branch)	\$700

\*\*Note: messaging is valued at \$100/day

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**TOTAL**

**\$177,650**

The renewal of the annual digital billboard sponsorships will result in the City of Enderby providing local groups/associations with \$172,650 worth of advertising for the marketing of community events and programming throughout 2023, free of charge.

Respectfully Submitted,




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Kurt Inglis  
Planner

Policy Title:	DIGITAL BILLBOARD
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<u>Effective Date:</u>	<u>Authorized By:</u>	<u>Revised:</u>
September 2, 2014	Mayor and Council Regular Meeting of September 2, 2014.	March 16, 2015

### **City of Enderby Digital Billboard Policy**

The purpose of the community digital billboard is to display messages or announcements that improve awareness of civic and community events and programs sponsored by the City of Enderby.

#### Eligible Use

1. Messages issued by the City of Enderby may be posted on the billboard as needed.
2. Council may, at its sole discretion, sponsor the following up to a specified in-kind value for displaying messages on the billboard:
  - a. Enderby-based community groups which are registered not-for-profit organizations or charities which wish to make an announcement related to an event or program open to the community;
  - b. Local sports associations serving Enderby which are registered not-for-profit organizations or charities which wish to make an announcement related to a registration opportunity or an event open to the community; or
  - c. Other community groups or associations which may not be registered not-for-profit organizations or charities, when granted an exemption from Council.
3. For the purposes of calculating a sponsorship value, a single message running for one week shall be given an in-kind value of \$700, inclusive of basic set-up fees, but such message does not need to be displayed in consecutive days.
4. Set-up or coordination required in excess of basic set-up shall be charged to the recipient on a cost recovery basis.
5. For efficiency, Council may develop a list of organizations that it wishes to sponsor on an ongoing basis, with specified annual sponsorship values.
6. An organization seeking to be sponsored by Council must submit a sponsorship request at least 60 days prior to the proposed start date for its initial message but must still submit a message request at least 30 days prior to the desired display date as per #19 of this Policy.
7. Subject to budget allocation, the Enderby & District Services Commission may make recommendations to Council for the sponsoring of particular groups or organizations for the displaying of messages related to events and programming which are related to the Commission. The Commission may purchase advertising at a bulk discount of 75% for marketing of user-pay programs delivered by Recreation Services on behalf of the Commission.
8. The Area "F" Director may sponsor grants on behalf of Area "F" Community Halls which wish to make an announcement of a program or event related to the Community Hall activities, if approved by the Executive of the Community Hall. Area "F" sponsored advertising will be provided at a bulk discount of 50%.

### Ineligible Use

9. The use of the electronic billboard is limited to the dissemination of civic information or announcements made by Council-sponsored groups or associations in accordance with Section 2, above.
10. Political or religious messaging will not be accepted.
11. Images or comments of an obscene, hateful, explicit, racial, abusive, defamatory or sexual nature, or that encourages illegal activities, will not be accepted.

### Design, Frequency and Duration of Messages

12. The design, frequency and duration of any message are at the discretion of the City.
13. The City reserves the right to change or reject a message, postpone it to a later date, choose an alternate end date, or substitute any message for another on a temporary or permanent basis.
14. The minimum duration of a displayed message is 1 week, which may be non-consecutive days, and the maximum duration of a displayed message is 3 weeks.
15. The number of civic messages on display in any given sequence is at the discretion of the City.
16. The maximum number of sponsored messages on display in any given sequence is 3.
17. If an event or activity is cancelled before or during the broadcast, the organization must notify the City of Enderby immediately. An announcement of cancellation will not count against the in-kind sponsorship value granted by Council.
18. The City reserves the right to establish an order of priority on messages. City announcements have precedence over other display messages.
19. Unused in-kind sponsorship value cannot be redeemed for cash or carried over to the following calendar year.
20. Message requests must be received at least 30 days before the desired display date and must comply with this usage policy.
21. All requests must be submitted using the required form.
22. As a condition of application, the applicant shall agree that the City is not responsible for liability or damage owing to any error, omission, interruption, refusal, or termination of a message.

### Delegation

23. Council delegates to staff operation of the digital billboard.
24. A sponsored applicant may request reconsideration by Council of a message refused or altered by staff.
25. Only Council or the Area "F" Director may sponsor an applicant.

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 22, 2022  
Subject: Notice of Motion (Councillor Yerhoff): Inclusion of a Land Acknowledgement at the Commencement of Council Meetings

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**NOTICE OF MOTION (YERHOFF)**

THAT Council directs the Corporate Officer to include a land acknowledgement at the commencement of Council Meetings.

**BACKGROUND**

Councillor Yerhoff has submitted a notice of motion that Council includes a land acknowledgement at the beginning of Council Meetings. This would extend to commissions and committees created by Council, as well.

A land (or territorial) acknowledgement is a formal statement that acknowledges and respects an Indigenous people's territory. It is intended to recognize the relationship between land and people, particularly an Indigenous people's original and continued presence on its lands.

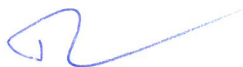
Should Council approve Councillor Yerhoff's motion, staff suggest that Splatsin's preferred land acknowledgement be used as a starting point:

*We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.*

The above land acknowledgement is drawn from Splatsin's website (<https://splatsin.ca/your-government/about>).

Should Council approve of Councillor Yerhoff's motion, the matter may be implemented by the Corporate Officer based on the above resolution. The Council Procedure Bylaw would be amended with its next scheduled update to align it with Council's direction on this matter.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer