

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: March 6, 2023
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

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

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.

The access codes for this meeting are:

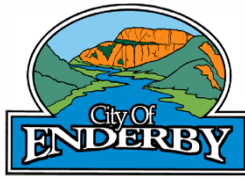
*Meeting ID: 852 9877 4153
Passcode: 396991*

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/

- 1. LAND ACKNOWLEDGEMENT**
We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.
- 2. APPROVAL OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Meeting Minutes of February 21, 2023 Page 3
- 4. DELEGATIONS**
 - 4.1 Elaine Sharp and Diane Bylsma Page 10
Climate Action
 - 4.2 FACT Committee Page 12
Use of City Garden Beds
 - 4.3 Shirley Fowler, Councillor, City of Armstrong Page 13
Communities in Bloom
- 5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**
- 6. BYLAWS**

- 6.1 The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw 1762, 2023 (Adoption) Page 14
- 6.2 Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023 (Adoption) Page 16
- 7. REPORTS**
- 7.1 Mayor and Council Reports
- 7.2 Area F Director Report
- 7.3 Chief Administrative Officer Report
- 7.3.1 Council Inquiries
- 8. NEW BUSINESS**
- 8.1 Date for Annual Our Enderby Clean-Up Challenge Page 18
Memo prepared by Planner dated February 24, 2023
- 8.2 Policy Direction on the Enforcement of Permanent Shipping Containers Page 19
Memo prepared by Planner dated February 24, 2023
- 8.3 Enderby & District Heritage Commission – Installation of Heritage Sign Stands and Funding Request Page 25
Memo prepared by Planner dated March 2, 2023
- 9. PUBLIC QUESTION PERIOD**
- 10. ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Tuesday, February 21, 2023 at 4:30 p.m. in Council Chambers.

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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

Moved by Councillor Davyduke, seconded by Councillor Yerhoff
“THAT the February 21, 2023 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of February 6, 2023

Moved by Councillor Shishido, seconded by Councillor Ramey
“THAT the February 6, 2023 Council Meeting minutes be adopted as circulated.”

CARRIED

BYLAWS

The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw 1762, 2023

Moved by Councillor Baird, seconded by Councillor Schreiner

“THAT Council gives three readings to the bylaw cited as The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw 1762, 2023.”

CARRIED

Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council gives three readings to the bylaw cited as Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Yerhoff

Attended a meeting with the Minister of Municipal Affairs.

Attended the RCMP Stakeholder meeting.

Thanked Council for their decision to include a land acknowledgement at the commencement of Council meetings.

Councillor Schreiner

Attended an Enderby and District Services Commission meeting as an audience member.

Will be attending an RDNO budget meeting tomorrow and will report back to Council.

Councillor Ramey

Attended an Enderby and District Arts Council board meeting. Board members are planning to attend the March 20th meeting to present to Council. They have requested an informal meeting with Council before March 20th.

The first coffee house put on by the Arts Council since being cancelled during the pandemic was very successful. The musician sign-up filled quickly and the event was well attended.

Attended an Okanagan Regional Library Board Meeting and orientation. There are many new board members. The meeting went well.

Councillor Shishido asked about funding that was secured by the Enderby and District Arts Council during the pandemic. Asked what the Arts Council was planning to do with that funding.

Councillor Ramey responded that the Arts Council will be sponsoring music at the farmers market this year as well as at the Art Gallery. There have been new artists featured and the gallery was repainted.

Councillor Baird

Had a Zoom meeting with a PHD student at the University of Alberta who is focusing her thesis on small libraries and has decided to focus her research on the Enderby Library. She has interviewed past librarians and patrons, as well as attended a paint night at the library.

Attended the Windy Rock Ski Hill presentation put on by the Enderby Museum. The event was well attended and the speakers were great.

Attended the first coffee house event and reported that it was a great event. Members of the public in attendance noted that the Seniors Centre is a good location for these events as it is central and easily accessible.

Attended the pancake breakfast put on by the Legion for Family Day. There were also skating and curling events at the Arena with a face painter in attendance. These events were all very well attended.

Members of the Enderby and District Services Commission will be sitting in on a baseball user group meeting organized by Enderby & District Recreation Services, which will be taking place at the Visitor Centre.

Suggested that a card be sent to the owner of Askew's Foods to welcome them to Enderby.

Councillor Shishido

Attended a meeting of the Enderby and District Museum & Archives Society. There will be a 50th anniversary celebration event for the Museum on September 16th, as well as a volunteer appreciation barbeque held in August.

Noted that many people inquire at the Museum for directions and asked if there are small maps available that the Museum could hand out.

Chief Administrative Officer responded that there are tear-off maps that are available and that some will be brought to the museum.

The new server is being installed at the museum. There is some change in wiring that needs to be completed to support this, which the museum is funding. The museum is changing its lights to LED to reduce the power draw. Noted that there may be a rebate available from BC Hydro for this switch and asked if the City would have to apply for this on their behalf.

Chief Administrative Officer responded that the City would likely have to apply for the rebate, but if the museum incurred the cost of the LED light switch, they would receive the funds from the rebate. Also noted that he will discuss the electrical changes with the museum, as they may have repercussions for City Hall.

Councillor Shishido reported that Bob Cowan has completed an update to the History of Enderby book that adds information up to 2022. This will be integrated into a revised edition of the existing book.

Councillor Davyduke

Attended a FACT Committee Meeting. The Good Food Box program is going well. The Shuswap Seed Swap will be happening on March 4th from 10 a.m. – 3 p.m. at the Splatsin Centre.

Registration for the Enterprize Challenge has closed. The final awards presentation will be on May 18th at the Vernon Performing Arts Centre.

The Enderby and District Community Resource Centre partnered with the Enderby and District Arts Council last year to put on a ten-week art program for youth. This program was very successful and there are plans to run the program again, for two sets of participants, with each session being 10 classes. They are also planning to put a sports for youth program in place, with a focus on the winter months.

The School District is now charging a minimum fee of \$200 per session for rentals of school facilities. Reported that this may be a barrier for non-profit groups.

Chief Administrative Officer asked if this fee is to account for janitorial work and staff to open and close the buildings. Explained that there is a joint use agreement in place that allows for community groups to use the gym for no cost, except for the incremental costs required for janitorial and other staff services.

Mayor Galbraith

Has engaged with many members of the public regarding Brickyard Road, the Pool, the need for more ball diamonds, a dog park, and a new skateboard park.

Met with the Chief Executive Officer of the Splatsin Development Corporation.

Attended a Rail Trail meeting in Mara.

Chief Administrative Officer

Reported that Brickyard Road is problematic at this time of year. The road is currently frozen and will be graded once it has thawed. This usually occurs in early to mid-April.

Mayor Galbraith asked if there is anything that could be done in the meantime, such as placing fill on top.

Chief Administrative Officer responded that this quickly degrades and does not offer a benefit relative to the cost. There are plans to pave Brickyard Road in the future, but the cost of the project is approximately \$5 million. Due to the cost, this project can not be funded through taxation, and will need to be completed with borrowing, a grant, or a combination of the two.

Mayor Galbraith asked if this project would include other upgrades.

Chief Administrative Officer responded that a 6-inch water line would be extended at the same time, replacing the existing 2" line. The sewer would likely not be extended as properties along Brickyard have septic, and this would increase the cost of the project by several million as a lift station would be required. The approach for storm drainage for this area is still being evaluated.

The pre-construction meeting for Peacher Crescent went well. Mounce Construction is the general contractor for the project, and the tentative start date is February 27th. Sewer works will be completed first and will require some large-scale excavation. There will likely be driveways that are impacted by this excavation. There may also be trees in the right-of-way area that need to be removed, but the general contractor will work to avoid this if possible. The plan is for the project to be completed in early May.

2023 updates for the Drinking Water Emergency Response Plan have been completed and the plan is being circulated to staff.

Testing is ongoing for the Reservoir #1 bypass program.

Chief Administrative Officer and Planner are working on updating the general Emergency Plan.

The contract for concession operation at the Gazebo and Arena has been posted to the website and will be advertised shortly. There has already been some interest, and there will be a site meeting for potential applicants in early March.

Met with the Events Coordinator last Monday and discussed the procedure manual that is being built for community events.

Met with the Chief Financial Officer and the Campground Manager. Last season was very successful. There are some updates being made to the website to reflect events coming up this year. There have also been many requests from guests who arrive to the campground late at night to be able to purchase necessities at the main office such as toothpaste and bug spray. The plan for this year is to have a small stock of travel-sized items available that are sourced from local businesses, and marked up in such a way to not compete with local businesses. This will give guests the ability to obtain items to get them through until local businesses open.

Review is ongoing of planned road crossings for the Rail Trail. This will be advanced to Council once the initial review is complete. The Rail Trail owners would like to have this project put out to tender soon. There are some complexities that will need to be addressed at the crossing of Cliff Avenue in particular.

The 2009 McGowan subdivision was registered with the Land Titles office this morning, creating 34 new lots available for development. There is still work ongoing on the internal subdivision road, and there are works needing to be done on McGowan Street, likely beginning in early March.

Councillor Schreiner asked about the street naming within the subdivision and how the heritage naming list works.

Chief Administrative Officer explained that part of the new subdivision will continue the Heitman Street numbering, and the other internal road will be named Viewmount Drive. Viewmount is the

name of the development company. There is a list of recommended heritage names that the City encourages developers to consider, but developers are not required to use them.

Council Inquiries

Councillor Schreiner asked if there is any follow-up work to be done regarding the presentation late last year by the BC Rural Health Network. Asked if there are grant opportunities for doctor recruitment.

Chief Administrative Officer responded that the grants discussed in the presentation appeared to be specific to health authorities rather than local governments. Explained that historically, some municipalities will create offer incentives for doctors that comes out of their own revenues. Suggested that it might be a good idea to reconnect with representatives from the BC Rural Health Network to discuss next steps.

Councillor Schreiner will follow up with the BC Rural Health Network to see if there are steps Council can be taking to assist with doctor recruitment.

Councillor Shishido asked Councillor Schreiner if the upgrades to the HVAC system, which could encroach upon a utility right-of-way involving the City, was discussed at the meeting of the Hospital Board.

Councillor Schreiner responded that he did bring this concern to their attention and asked for members of the Hospital Board to reach out to staff to discuss.

Councillor Shishido asked if there has been any change in the treatment of water. A member of the public has noted a change in taste.

Chief Administrative Officer responded that there has been no change in treatment. Requested that changes like this be reported to staff so that an investigation can occur. Public complaints can be a very important early warning sign if there is a drinking water issue.

RDNO Building Permit Report – January 2023

Moved by Councillor Baird, seconded by Councillor Ramey
“THAT the RDNO Building Permit Report – January 2023 be received and filed.”

CARRIED

NEW BUSINESS

Code of Conduct

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT Council convenes a Committee of the Whole on April 3rd at 2:30 p.m. to review the existing elected official code of conduct in consideration of the Principles for Codes of Conduct Regulation and other relevant matters.”

CARRIED

Community Marketing Video – Award of Contract to Sproing Creative

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council awards the contract for developing a community marketing video to Sproing Creative in the amount of \$6,900, in accordance with the Terms of Reference attached to this memorandum as Schedule ‘A’.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

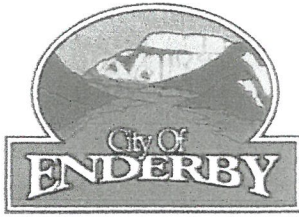
Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the regular meeting of February 21, 2023 adjourn at 5:31 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

AGENDA



REQUEST TO APPEAR AS A DELEGATION

On 6 MAR. 2023
Day Month Year

Date of Request

Name of Person Making Request ELAINE SHARP

Name and Title of Presenter(s)

ELAINE SHARP - citizen, DIANE BYLSMA - citizen ELAINE SPERLING

Contact Information

Details of Presentation

Climate Action - reduction of Green House Gas

Desired Action from Council (check all that apply)

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

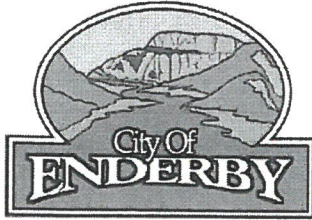
Please describe desired action in detail

plan to reduce greenhouse gas emissions from corporate + residential community

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

to be forwarded prior to March 6, 2023

Delegation presentation materials circulated under separate cover electronically.



REQUEST TO APPEAR AS A DELEGATION

AGENDA

On ~~21 Feb 2023~~
Day Month Year
March 6, 2023

Date of Request Jan. 31, 2023

Name of Person Making Request Dawn Wierzbicki

Name and Title of Presenter(s) FACT Committee

Contact Information dwierzbicki@orl.bc.ca

Details of Presentation To encourage the city to incorporate a variety of sustainable plants in addition to the flowers. By growing some vegetables we can show how easy it is and even encourage social interaction.

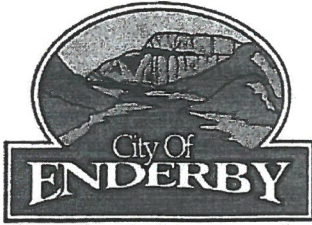
Desired Action from Council (check all that apply)

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

Please describe desired action in detail District of Sicamous has been growing food in planters very successfully for years.

We could plant some tumbling cherry tomatoes maybe make use of the beds in the breezeway.

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



REQUEST TO APPEAR AS A DELEGATION

AGENDA

On 6th MARCH 2023
Day Month Year

Date of Request FEB 24, 2023

Name of Person Making Request SHIRLEY FOWLER VIA COUNCILLOR

Name and Title of Presenter(s) SHIRLEY FOWLER SCHREINER
ENDERBY
COUNCILLOR CITY OF ARMSIRONG

Contact Information s.fowler@cityofarmsirong.bc.ca

Details of Presentation "PROMOTE COMMUNITIES IN BLOOM"
to CITY OF ENDERBY. AS per INVITATION from
COUNCILLOR SCHREINER CITY OF ENDERBY.

Desired Action from Council (check all that apply)

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

Please describe desired action in detail AS per THE ABOVE WOULD,

LIKE to INVITE OUR LOCAL GARDEN CLUB AND OTHERS
WHO HAVE EXPRESSED AN INTEREST IN THE BEAUTIFICATION
of OUR CITY D. Fu

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

THE CORPORATON OF THE CITY OF ENDERBY BYLAW No. 1762

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020";

AND WHEREAS Council wishes to amend the fees;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1762, 2023".
2. Schedule "C" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "C" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 21st day of February, 2023.

READ a SECOND time this 21st day of February, 2023.

READ a THIRD time this 21st day of February, 2023.

ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Officer

SCHEDULE "C" – POOL FEES

Drop In (per visit)				
	Per Swim	10-Visit Pass	1-Month Pass	Season Pass
Public Swim – Adult	4.50	40.50	49.50	n/a
Public Swim – Youth or Senior	3.75	33.75	41.25	n/a
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50	n/a
Public Swim – 2yrs and under	Free	n/a	n/a	n/a
Public Swim – Family	12.00	108.00	132.00	n/a
Toonie Swim	2.00	n/a	n/a	n/a
Aqua Fit – Youth or Senior	6.00	54.00	69.25	225.00
Aqua Fit – Adult	7.00	63.00	80.75	250.00
Not-for-profit licensed preschool or youth organization:				
	# of Youth/Preschool		Rate per swim	
	8-12		21.50	
	13-20		34.75	
	21-30		56.25	
	30+		56.25 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)				
Up to 50 persons			80.75	
51-85 persons			115.50	
Swim club			30.50	
SD #83			JOINT USE AGREEMENT	
Not-for-profit licensed preschool or youth organization			20.75 / instructor / hr	

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1733

A BYLAW TO AMEND CEMETERY REGULATION BYLAW NO. 1702

WHEREAS Council of the City of Enderby has adopted the "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020";

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

1. This bylaw may be cited as the "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023".
2. Schedule "A" of the " Enderby & District Cemetery Regulation Bylaw No. 1702, 2020" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 21st day of February, 2023.

READ a SECOND time this 21st day of February, 2023.

READ a THIRD time this 21st day of February, 2023.

ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Officer

Cliffside Cemetery
Schedule "A"
Fee Schedule

<u>CEMETERY LOTS</u>	<u>Lot Fees</u>	<u>Care Fund Portion</u>	<u>Total Fees</u>
Adult			
(Resident)	\$ 358.75	\$ 120.00	\$ 478.75
(Non Resident)	1,200.00	400.00	1,600.00
Child/Infant (up to 12 years)			
(Resident)	244.50	82.00	326.50
(Non Resident)	820.00	274.00	1,094.00
Cremated Remains			
(Resident)	174.00	58.00	232.00
(Non Resident)	580.00	194.00	774.00
Columbarium Niche			
(Resident) Level I	573.00	57.50	630.50
Level II	605.00	60.50	665.50
Level III - V	668.50	67.00	735.50
(Non Resident) Level I	1,910.00	191.00	2,101.00
Level II	2,020.00	202.00	2,222.00
Level III - V	2,230.00	223.00	2,453.00

CEMETERY SERVICES

Interment Services (Opening & Closing)

	<u>Fee</u>
Adult	\$ 522.75
Child/Infant	307.50
Cremated Remains (Regular)	246.00
Cremated Remains (if covered with concrete)	369.00
Columbarium Niche	63.75
Deeper Depth to Permit Second Burial in Same Grave (additional cost)	1,170.00
Premium/Overtime Charges	At cost

Exhumation / Disinterment Services

Adult	850.00
Child/Infant	500.00
Cremated Remains (Regular)	400.00
Cremated Remains (if covered with concrete)	600.00
Premium/Overtime Charges	At cost

Memorial Installation

Care Fund Contribution	30.50
Memorial Reinstallation	90.75
- Supplies / Materials	At cost

SUPPLIES

Grave Liner (Regular)	At cost
Grave Liner (Special - Small or Oversized)	At cost
Cremation Vault	At cost

SUNDRY

Transfer of Right of Interment	30.50
Cancellation of Right of Interment	30.50

TAXES

Provincial and Federal Taxes as legislated

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: February 24, 2023
Subject: Date for Annual Our Enderby Clean-Up Challenge

RECOMMENDATION

THAT Council endorses Saturday April 22, 2023 as the date for the Annual Our Enderby Clean-Up Challenge.

BACKGROUND

Since 2013, the City of Enderby has been hosting the annual Our Enderby Clean-Up Challenge which is a community event aimed at reducing local pollution, beautifying the community, and fostering a sense of community and civic pride. The clean-up event is followed by an appreciation barbecue in the City Hall parking lot, hosted by the Enderby & District Lions Club, where food and refreshments are provided to clean-up participants to celebrate their community contribution.

The event has historically been held on the third Saturday in April, however, Staff are recommending that Council endorses Saturday April 22, 2023 as the date for this year's Our Enderby Clean-Up Challenge in order to coincide the event with Earth Day, which happens to fall on a Saturday this year. It should be noted that the Easter long weekend does not conflict with this date and annual street sweeping is scheduled for April 7, 2023, subject to weather.

Respectfully Submitted,



Kurt Inglis
Planner

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: March 1, 2023
Subject: Policy Direction on the Enforcement of Permanent Shipping Containers

RECOMMENDATION

THAT Council directs Staff to continue with the shipping container compliance program on the basis of, i) prioritizing the enforcement of health and safety requirements, and ii) deferring enforcement of aesthetic requirements for 2023 in favour of education and voluntary compliance.

ALTERNATE RESOLUTION A

THAT Council directs Staff to proceed with the shipping container compliance program in order to achieve compliance with all zoning regulations related to the use, siting and sizing of shipping containers, and all health and safety specifications outlined in the *Shipping Containers Health and Safety Policy*, including aesthetic requirements, and directs Staff to refer additional enforcement capacity requirements to budget.

ALTERNATE RESOLUTION B

THAT Council directs Staff to postpone the shipping container compliance program for 2023.

BACKGROUND

In 2014, the City of Enderby implemented zoning regulations related to the use, siting and sizing of shipping containers within the community. In 2020, it adopted the *Shipping Containers Health and Safety Policy* which outlines prescriptive health and safety specifications for the use of shipping containers; this Policy is based on the recommended health and safety specifications outlined in the *Intermodal Shipping Container Fire Safety Report* developed by the Fire Chiefs Association of British Columbia. An overview of these zoning regulations and health and safety specifications is attached to this memorandum as Schedule 'A'.

In 2021, Council directed Staff to begin a proactive compliance program respecting all shipping containers that do not conform with the City of Enderby Zoning Bylaw or *Shipping Containers Health and Safety Policy*. Throughout 2022, the compliance program focused on removing shipping containers on residential properties (shipping containers on residential properties may only be used temporarily for moving, construction or emergency purposes). In 2022, the compliance program also included engaging with the owners of permanent shipping containers located on industrial, service commercial, rural and institutional properties (permanent shipping containers are permitted in the I.1, I.2, C.4, C.R, and S.1 zones), in order to, i) ensure they are aware of the City's Zoning regulations and health and safety specifications related to permanent shipping containers, and ii) advise them that in 2023 the City would be inspecting permanent

shipping containers located on industrial, service commercial, rural and institutional properties in order to confirm that they are in conformity with the City's Zoning regulations and health and safety specifications.

All of the City's zoning regulations and health and safety specifications for shipping containers are rooted in safety (i.e. setbacks, venting, prohibiting stacking), with the one exception being the requirement for permanent shipping containers to be either screened with solid fencing or have an exterior finish that matches or compliments the exterior finish of buildings on the property; this requirement does not have a safety component and is intended to prevent permanent shipping containers from detracting from the aesthetics of a property or the broader neighbourhood. Based on Staff's review of existing permanent shipping containers on industrial, service commercial, rural and institutional properties, the vast majority of shipping containers do not meet this requirement related to screening or exterior finishing.

Currently there is sufficient enforcement capacity to continue the compliance program on the basis of enforcing health and safety requirements, but enforcing the aesthetic requirements will likely require additional resources. In order to manage resource capacity while still ensuring the safety of permanent shipping containers, it is recommended that Council directs Staff to continue with the shipping container compliance program on the basis of, i) prioritizing the enforcement of health and safety requirements, and ii) deferring enforcement of aesthetic requirements for 2023 in favour of education and voluntary compliance. Alternatively, Council may choose to, i) direct Staff to proceed with the shipping container compliance program in order to achieve compliance with all zoning regulations related to the use, siting and sizing of shipping containers, and all health and safety specifications outlined in the Shipping Containers Health and Safety Policy, including aesthetic requirements, and directs Staff to refer additional enforcement capacity requirements to budget, or ii) direct Staff to postpone the shipping container compliance program for 2023.

Respectfully Submitted,



Kurt Inglis
Planner

City of Enderby



DEVELOPMENT, PLANNING AND BUILDING, NEWS

SHIPPING CONTAINERS

AUGUST 27, 2021 |

The City of Enderby has implemented land use regulations and enhanced health and safety requirements related to the use and siting of shipping containers. These measures are intended to preserve public safety and protect the form and character of neighbourhoods.

There is a grace period until January 31, 2022 for properties with shipping containers, which is provided to give property owners time to adjust, if necessary. After the grace period ends, proactive enforcement will begin for shipping containers that are contrary to land use regulations and/or health and safety requirements.

The requirements are different for residential zones than commercial, industrial, institutional, and rural zones.

Shipping Containers in Residential Zones

- May be used in a residential zone only on a *temporary* basis:
 - 30 days if used for moving purposes;
 - 30 days after final inspection of a building or structure for which a Building Permit has been issued, if used for construction storage; and
 - 90 days if used for emergency purposes.
- Must be sited at least:
 - 1.5 m (4.92 feet) from any side lot line;
 - 1.5 m (4.92 feet) from any building or structure on site;
 - 3 m (9.84 feet) from any building or structure on an adjacent property; and
 - 3 m (9.84 feet) from power lines.
- No hazardous materials, including flammable or combustible liquids or gases, shall be stored in a temporary shipping container, and no combustible materials shall be placed near a temporary shipping container.
- Only one temporary shipping container may be located on a property if used for moving or construction storage purposes. There is no limitation on the number of temporary shipping containers for emergency purposes, but they may not be stacked.

Shipping Containers in Commercial, Industrial, Institutional and Rural Zones

- May be used temporarily in commercial, industrial and rural zones, subject to the same requirements as residential zones.
- May only be *permanently* sited in the following zones:
 - Industrial (I.1, I.2);
 - Service Commercial (C.4);
 - Country Residential (C.R), if the principal use of the property is civic/public service, intensive agriculture, or limited agriculture; and
 - Assembly, Civic, and Public Service (S.1).
- A *permanent* shipping container must be sited:
 - At least 8 m (26.25 feet) from any front or exterior side lot line;
 - At least 1.5 m (4.92 feet) from any rear or side lot line;

- At least 3 m (9.84 feet) from any other building or structure;
- There is a minimum separation of 6 m (19.69 feet) between the exits, windows or unprotected openings of any other building or structure and the shipping container;
- It is not located between the principal building or structure of the parcel and the front lot line;
- It is located at least 3 m (9.84 feet) from power lines; and
- The container doors face away from any other building or structure.
- No flammable or combustible liquids or gases shall be stored in shipping containers, and no combustible materials shall be placed near the container.
- Permanent shipping containers must have the following safety features in place:
 - One ventilation opening must be added within 150mm of the floor in the container door primarily used for opening;
 - One ventilation opening must be added within 150mm from the top of the container on the opposite end from the doors for cross ventilation;
 - The high ventilation opening cannot be directly venting toward a structure;
 - Neither ventilation opening can be obstructed by stored materials at any time and must be kept clean of internal and external debris;
 - The additional ventilation openings must be constructed based upon the following:
 - Two 0.3 x 0.3 m openings for containers six metres or less.
 - Two 0.5 x 0.5 m openings for containers over six metres.
 - Both openings must be covered by open grate wire mesh with greater than 50% free area.
 - Higher opening will also have a wind vent device, such as a wind turbine.
- The number of permanent shipping containers permitted on a property is limited to the following:
 - Two for Industrial zones (I.1, I.2);
 - Two for Assembly, Civic, and Public Service zones (S.1);
 - One for Service Commercial (C.4) zones; and
 - One for Country Residential (C.R) zones.
- The stacking of shipping containers is prohibited.

- Permanent shipping containers must be screened OR have an exterior finish that matches or compliments exterior finish of buildings on property.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: March 2, 2023
Subject: Enderby & District Heritage Commission – Installation of Heritage Sign Stands and Funding Request

RECOMMENDATION

THAT Council supports the Enderby & District Heritage Commission’s request to install heritage sign stands for the following sites:

- i. Bank of Montreal – Heritage sign stand to be located in the planter boxes along the northern property boundary; and
- ii. Creamery Pillars – Heritage sign stand to be located in the boulevard area adjacent to 1109/1105 Belvedere Street;

AND THAT Council authorizes the release of funds from the Heritage Project Fund for the installation of heritage sign stands at the aforementioned sites;

AND FURTHER THAT Council advises the Enderby & District Heritage Commission that if there are additional heritage projects that it wishes to pursue, which exceed the funds available within the Heritage Project Fund, the Heritage Commission may present those heritage projects and a funding request to Council for consideration.

ALTERNATE RESOLUTION

THAT Council supports the Enderby & District Heritage Commission’s request to install heritage sign stands for the following sites:

- i. Bank of Montreal – Heritage sign stand to be located in the planter boxes along the northern property boundary; and
- ii. Creamery Pillars – Heritage sign stand to be located in the boulevard area adjacent to 1109/1105 Belvedere Street;

AND THAT Council authorizes the release of funds through the Heritage Project Fund for the installation of heritage sign stands at the aforementioned sites;

AND FURTHER THAT the Enderby & District Heritage Commission’s request for an additional \$840.00 to be added to the Heritage Project Fund be referred to budget.

BACKGROUND

The Enderby & District Heritage Commission (the “Heritage Commission”) met in late 2022 and confirmed that it wished to install additional heritage sign stands throughout the community, similar to the ones currently installed along the Riverwalk (see Figure 1 of the attached Schedule ‘A’); these signs include historic photos of sites along with a written description of the site’s heritage significance. The Heritage Commission identified the following sites as preferred locations for the installation of heritage sign stands (also included are excerpts from the Heritage Walking Tour with respect to each site):

- **Creamery Pillars - 1109/1105 Belvedere Street**– *A three-storey colonial brick house was built by Columbia Flouring Mills for its manager. In 1925, the house became the Palace Creamery, famous for butter making. The building was eventually torn down and replaced with two houses and a commercial building, but the pillars marking the entrance can still be seen.*
- **Bank of Montreal - 510 Cliff Avenue**– *The Bank of Montreal was the first bank to arrive in Enderby in April 1905. In 1910, they built a two-storey white brick bank with massive oaks doors on the corner of Cliff Avenue and Vernon Street. It was located on spacious grounds with large trees and a lawn bowling green. The building was replaced by a modern bank in 1961.*

For the proposed heritage sign stand for the Creamery Pillars, it was determined that the boulevard adjacent to 1109/1105 Belvedere Street was the preferred location (see Figure 2 of the attached Schedule ‘A’). Staff feel that there is sufficient space in this area to install a heritage street sign without impacting the use of the adjacent sidewalk or the adjacent property(ies), while not impeding sight lines for westbound vehicles on Regent Avenue looking to gain access onto Belvedere Street; given this, it is recommended that Council support the Heritage Commission’s request to install a heritage sign stand at this location.

For the proposed heritage sign stand at the Bank of Montreal, the Heritage Commission identified the planter boxes along the northern property boundary as the preferred location (see Figure 3 in the attached Figure ‘A’). Given that the planter boxes are located entirely on private property, the President of the Heritage Commission has engaged with the property owner (Bank of Montreal) and they have stated that they support the installation of a heritage sign stand at this location. As the Heritage Commission has obtained the approval of the Bank of Montreal, and the installation of a heritage sign stand in the planter boxes will not interfere with any municipal works or services, it is recommended that Council support the Heritage Commission’s request to install a heritage sign stand at this location.

In addition to the Heritage Commission’s request to install heritage sign stands at the aforementioned locations, the Heritage Commission has requested that Council provide an additional \$840.00 to the Heritage Project Fund to cover the cost of one of these heritage sign stands. The cost breakdown of a heritage sign stand is as follows:

Item	Cost
Artwork Design	\$60.00
Sign Printing and Sign Production (Printing on to aluminum sign, cutting and installing plexiglass cover)	\$255.00
Stand Production (welding and painting)	\$525.00
Sign Stand Installation by Public Works	\$0.00 (in-kind)
TOTAL	\$840.00

It should be noted that the City of Enderby allocates \$550 per year to the Heritage Project Fund, which goes towards local heritage projects. Traditionally, the Heritage Commission has identified the local heritage projects it wishes to pursue using the funds within the Heritage Project Fund, subject to Council's approval. There is currently \$2,313.79 available in the Heritage Project Fund, and assuming that the annual \$550 allocation to Heritage Project Fund is approved by Enderby City Council for 2023, this would increase the available funds to \$2,863.79 in project funds available for 2023. Given that there are sufficient funds available within the Heritage Project Fund to cover the cost of installing heritage sign stands at both of the preferred locations, it is recommended that Council does not support the Heritage Commission's funding request to add an additional \$840.00 to the Heritage Project Fund. If there are additional heritage projects that the Heritage Commission wishes to pursue which exceed the funds available within the Heritage Project Fund, the Heritage Commission can present these heritage projects and a funding request to Council for consideration. Alternatively, Council can choose to refer the Heritage Commission's funding request to budget for consideration.

Respectfully Submitted,



Kurt Inglis
Planner

SCHEDULE 'A'



Figure 1. Existing Heritage Sign Stand on Riverwalk



Figure 2. Proposed Location of Potential Heritage Sign Stand for Concrete Pillars



Figure 3. Bank of Montreal Planter Boxes