

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, June 16, 2014
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

Regular Meeting of June 2, 2014

pg 1-6

3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

Corrine Peard, General Manager – Enderby and District Chamber of Commerce
Re: Update on operations and current projects

pg 7

5. DEVELOPMENT MATTERS

6. BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

a. RCMP Victims Assistance Program – Correspondence dated May 27, 2014
Re: Files Specific to Enderby

pg 8-9

b. Trustee Variation Review – Correspondence from School District No. 83 dated
June 11, 2014

pg 10-17

7. BYLAWS – Adoption

a. Parks, Recreation and Culture Fees Imposition Bylaw no. 1535, 2014 Amendment
Bylaw No. 1545, 2014
A bylaw to impose fees for providing recreation programs and facilities

pg 18-21

b. Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014
A bylaw for the administration of the Freedom of Information and Protection of
Privacy Act

pg 22-23

c. Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014
Replacing Schedule “1”

pg 24-25

BYLAWS – 3 Readings

d. Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment
Bylaw No. 1548, 2014

pg 26-30

8. REPORTS

- a. Mayor and Council
- b. Building Inspection Detail Report – May 2014 pg 31-32
- c. 2013 Annual Report pg 33-74

9. NEW BUSINESS

- a. UBCM – Correspondence dated June 4, 2014 pg 75-81
Re: Community to Community Forum Funding Approval
- b. Canada Day Road Closure Request – Memo from Chief Administrative Officer
Dated June 10, 2014 pg 82-86
- c. Kingfisher Interpretive Centre – Correspondence dated June 10, 2014 pg 87
Re: Letter of Support
- d. Waste Reduction Initiatives Fund Supports Local Groups – Information Bulletin from
Regional District of North Okanagan dated June 11, 2014 pg 88
- e. 2014 – 2024 Community Works Fund Agreement – Memo from Chief Financial
Officer dated June 10, 2014 pg 89-111
- f. New Website Launched – Memo from Chief Administrative Officer dated
June 12, 2014 pg 112-113
- g. Draft Official Community Plan Sections 17, 19 and 20 – Memo from Assistant
Corporate Officer and Planning Assistant dated June 6, 2014 pg 114-128
- h. Draft Official Community Plan Section 7 – Natural Environment and Hazardous
Conditions and Zoning Bylaw Schedule “G” – Water Body Provisions – Memo from
Assistant Corporate Officer and Planning Assistant dated June 10, 2014 pg 129-146

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (d) (e) and (g) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 2, 2014 at 4:30 p.m. in the Council Chambers of City Hall

Present: Mayor Howie Cyr
 Councillor Tundra Baird
 Councillor Brad Case
 Councillor Raquel Knust
 Councillor Beryl Ludwig
 Councillor Greg McCune
 Councillor Earl Shipmaker

Chief Administrative Officer – Tate Bengtson
 Deputy Administrative Officer – Barry Gagnon
 Chief Financial Officer – Jennifer Bellamy
 Assistant Corporate Officer and Planning Assistant – Kurt Inglis
 Recording Secretary – Bettyann Kennedy
 The Press and Public

APPROVAL OF AGENDA

The following item was added to the agenda under Delegations:

- Chris Coers, Trustee – School District No. 83
 Re: Trustee Variation Review

The following item was added to the agenda under New Business:

- Infrastructure Planning Grant Program Application

Moved by Councillor Shipmaker, seconded by Councillor Ludwig that the agenda be approved as amended.

Carried Unanimously

ADOPTION OF MINUTES

Revitalization Standing Committee Meeting of May 12, 2014

Moved by Councillor Baird, seconded by Councillor Case that the minutes of the Revitalization Standing Committee of May 12, 2014 be adopted as circulated.

Carried Unanimously

Regular Meeting Minutes of May 20, 2014

Moved by Councillor Baird, seconded by Councillor McCune that the minutes of the regular meeting of May 20, 2014 be adopted as circulated.

Carried Unanimously

PETITIONS AND DELEGATIONS

Lisa Rands – Enderby and District Community Resource Centre Youth Initiative

Re: Vision of Future Resource Centre

Ms. Rands introduced Megan Dorn and Mary Halvorson, both grade 6 students who are presenting to Council their youth point of view regarding the current Resource Centre and their vision of a Resource Centre of the future.

This project resulted from grant funding from Telus and the United Way. The current Resource Centre was toured and a plan was developed that included what was being done well and what needs were not being met. Research was done, a plan was developed, and they are now presenting their vision to Council.

Mary and Megan both presented a range of ideas that would benefit all age groups. It was noted that there is not much currently being offered to youth. An idea board was presented and a brochure was circulated listing the various ideas for potential programs.

The current centre was toured and programs observed. The facility is very small, and toys and equipment have to be hauled up and down stairs between programs. The office is used for multiple purposes. They definitely need more space.

A 3-dimensional mock-up of a new facility was presented that had larger meeting rooms and could accommodate a wide range of activities.

*Late Item: Chris Coers, Trustee – School District No. 83
 Re: Board of Education Trustee Variation Review*

The School Board has been facing budget shortfalls every year. This year's shortfall is \$1.8 million. A review of the number of Trustees is being done. As the election bylaw must be completed by August, there is little time to seek public input.

One possible outcome could be a reduction of Trustees from 9 to 7. It has been suggested that this would result from combining the following electoral areas:

- Armstrong /Spallumcheen with Falkland/Deep Creek/Ranchero (2 trustees elected)
- Enderby with Sicamous/Malakwa (1 trustee elected)
- North Shuswap with Carlin/Sorrento (1 trustee elected)
- Salmon Arm to get an addition trustee (for a total of 3)

Discussions:

- Combining Enderby with Sicamous would create a huge geographic area with only one representative. It would be difficult for one person to represent both areas effectively.
- Savings would be minimal (\$23,420) and travel expenses would likely increase significantly due to huge area to cover.
- Concern that a representative from Sicamous would not best represent the issues of Enderby area and vice-versa.
- Does not make sense to combine these 2 large areas into one with only one representative.
- Council will respond to School Board.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Amended Resolution for Issuance of a Development Permit for 601 Bass Avenue

Moved by Councillor Baird, seconded by Councillor Knust that Council amend its resolution of May 20, 2014 for the issuance of a Development Permit for the property legally described as Lot 1, District Lot 226, Osoyoos Division Yale District, Plan KAP75600 and located at 601 Bass Avenue by removing the amendment requiring slatted fencing as the only form of acceptable screening; and

THAT Council direct staff to remove “compact evergreen hedge” as a suitable form of screening under section 403 (1)(a) of the City of Enderby Zoning Bylaw No. 966, 1987 as part of its next text amendment.

Carried Unanimously

Late Item: Board of Education Trustee Variation Review

Moved by Councillor Ludwig, seconded by Councillor Baird that the Board of Education of School District 83 be advised that the City of Enderby supports maintaining the current model of one Trustee for Electoral Area 2 (Enderby and District)

Carried Unanimously

DEVELOPMENT MATTERS

Draft Official Community Plan Sections 12, 13, 14, 18, 21 – Memo from Assistant Corporate Officer and Planning Assistant

The Assistant Corporate Officer reviewed his written report.

Moved by Councillor Case, seconded by Councillor McCune that Council the draft Official Community Plan – Sections 12, 13, 14, 18, and 21 be approved as presented; and

THAT Council refers the development of a Best Practises Design Guide for commercial development to the City of Enderby Revitalization Committee.

Carried Unanimously

BYLAWS – 3 Readings

Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014

A bylaw for the administration of the Freedom of Information and Protection of Privacy Act

Moved by Councillor Ludwig, seconded by Councillor Shipmaker that Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014 be introduced and given three readings.

Carried Unanimously

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014

Replacing Schedule “1”

Moved by Councillor Case, seconded by Councillor Knut that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014 be introduced and given three readings.

Carried Unanimously

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014

A bylaw imposing fees for providing recreation programs and facilities

Moved by Councillor Baird, seconded by Councillor Case that Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014 be introduced and given three readings.

Carried Unanimously

REPORTS

Councillor McCune

Councillor McCune has received comments about hedges around town that are impeding sidewalk traffic.

Councillor Baird

Moving Forward Together Workshop:

- Councillors Baird and Case attended with members of Splatsin
- There was a diverse mix of Councils and Bands in attendance.
- The recreation centre is amazing. Hopefully the Centre that Splatsin is building will be as impressive.
- They made a presentation to the group with Dan Joe explaining how the relationship has been successfully developed.
- The Enderby/Splatsin relationship is considered well ahead of the curve compared to other communities.

Councillor Shipmaker

- Participated in the Gordon Dale Trail annual golf tournament. This year's proceeds will go to the Kingfisher Interpretive Centre.
- The Arts Festival is July 26th. There are lots of exhibits planned. Music by the River will be starting soon. Fundraising is being done for the mural in the breezeway next to Hungry Jack's.

Councillor Ludwig

Attended the Okanagan Regional Library Board meeting. Catherine Lord was appointed new Chair.

Councillor Case

Paving of the parking lot north of the Gazebo in Riverside Park will take place soon. It is a joint effort of the Lions Club and Funtastic. Funtastic is contributing \$5,000 this year and \$5,000 next year with the Lions picking up the balance. Enderby/Area F are contribution "in-kind" labour and equipment.

Mayor Cyr

- Regional Board Meeting – housekeeping items and ongoing work on CAO recruitment.

- RCMP – positive response to invitation to meet new recruits. 4 meetings already scheduled.
- Mule deer installation looks great – very visible from the highway.
- Enderby Lodge floral displays are beautiful and reflect well on our community.
- Security review of City Hall has been done by Warren Smith of Safe Communities.
- A physician in Ontario has expressed an interest in possibly re-locating to Enderby.
- In addition to Regional Board and RCMP meetings:
 - Drill Hall 100th anniversary
 - Rocky Mountain Rangers
 - Shuswap Watershed
 - Vernon Jubilee Hospital
 - AL Fortune Grad

Strategic Community Investment Funds – Progress Report – Memo from Chief Financial Officer dared May 20, 2014

Moved by Councillor Baird, seconded by Councillor McCune that the report be received and filed.

Carried Unanimously

NEW BUSINESS

Enderby and District Senior Citizens Complex – Correspondence dared May 29, 2014

Re: Letter of Support for Grant Application

Moved by Councillor Shipmaker, seconded by Councillor Ludwig that a letter of support be issued to the Enderby and District Senior Citizens Complex for a grand application under the New Horizons for Seniors Program for the paving of the parking lot and the side and front areas of the complex.

Carried Unanimously

Auditor General for Local Government – Correspondence dated May 29, 2014

Re: Local Government Audit Locations to be Announced

Moved by Councillor Baird, seconded by Councillor Case that the correspondence be received and filed.

Carried Unanimously

Late Item: Infrastructure Planning Grant Program Application – Memo from Chief Administrative Office dated June 2, 2014

The Chief Administrative Officer reviewed his memo.

Moved by Councillor Baird, seconded by Councillor Ludwig that Council authorize staff to make application for an Infrastructure Planning Grant focusing upon inflow and infiltration into the sanitary sewer system.

Carried Unanimously

PUBLIC QUESTION PERIOD

Stacy Pavlov of the Advertiser queried the cost of the paving being done at Riverside Park. It is estimated to be between \$5,500 - \$5,800.

CLOSED MEETING RESOLUTION

Moved by Councillor Ludwig, seconded by Councillor Shipmaker 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) (e) of the *Community Charter*.

Carried Unanimously

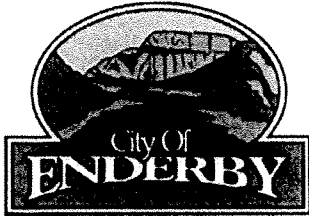
ADJOURNMENT

The Regular Meeting reconvened at 5:50 p.m.

Moved by Councillor Shipmaker, seconded by Councillor Ludwig that the Regular Meeting adjourn at 5:50 pm.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST TO APPEAR AS A DELEGATION

On 16 06 2014
Day Month Year

Date of Request June 9th, 2014

Name of Person Making Request Corinne Peard

Name and Title of Presenter(s) Corinne Peard - General Manager
Lynne Holmes - President, Scott Hemenway - Properties
Chair

Contact Information Phone: 250.838.6727
email: corinne@enderbychamber.com

Details of Presentation _____

To update the Mayor and Council
on current projects and operations
of the chamber of Commerce.

Desired Action from Council (check all that apply)

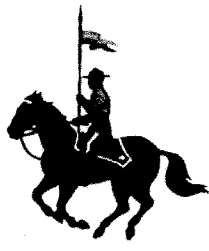
- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail No action required, only
to provide information

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

Agenda

RECEIVED
JUN 02 2014



North Okanagan

RCMP Victims Assistance Program

RCMP Vernon North Okanagan Detachment 3402-30th St. Vernon B.C. V1T 5E5
Phone: (250) 260-7171 Fax: (250) 260-7191

May 27th, 2014

The Corporation of the City of Enderby
619 Cliff Avenue
P.O. Box 400
Enderby, B.C. V0E 1V0

Attn: Tate Bengtson, Chief Administrative Officer

Dear Mr Bengtson;

Thank you for your request regarding statistics specific to Enderby.

Currently, we open files for Enderby, in our Vernon and Enderby Detachments.

Victims Assistance generated 29 files from Enderby in 2013.

For the first quarter of 2014 we have opened 9 files from Enderby. The types of files we have opened for the first quarter have included domestic violence, sudden death, child sexual assault, utter threats and family law act files.

E-Division is currently working on building/implementing a computer data system, which can then be used by all RCMP based Victims Assistance programs throughout the province. This program will make a big difference to us, and enable us to be able to do a lot more tracking/trending, etc. Till now there has not been an E-Division approved data base available to us.

When we receive a file, depending on the situation, a file may be closed very quickly, or stay open for a number of years, depending on the court process, complexity of the file, or the trauma experienced by the client.

8

I hope this has answered some of your questions. If you have anything else you would like to have clarification on, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anita Eilander', with a long horizontal flourish extending to the right.

Anita Eilander
Program Manager

Agenda

Tate Bengtson

From: Bettyann Kennedy [bkennedy@cityofenderby.com]
Sent: June-11-14 11:48 AM
To: Tate Bengtson
Subject: FW: Trustee Variation Review
Attachments: Trustee Variation Review Existing-Opt A-Opt b.pdf

-----Original Message-----

From: Bethan Miller [mailto:bemiller@sd83.bc.ca]
Sent: Wednesday, June 11, 2014 11:26 AM
To: info@cityofenderby.com
Subject: Trustee Variation Review

Good Morning:

At last night's Board Meeting the Trustees decided to float another option as follows:

The Trustee Variation Review process has put forward two options for consideration at this time. If no variation is selected during this review process, then the existing electoral areas would remain the same with 9 trustees being elected.

Option A would make the following changes to the existing structure for the electoral areas:

Combine existing Electoral Area 1 (Armstrong/Spallumcheen) with existing Electoral Area 6 (Falkland/Deep Creek/Ranchero) as one electoral area with 2 trustees; Combine existing Electoral Area 2 (Enderby and district) with existing Electoral Area 3 (Sicamous/Malakwa) as one electoral area with 1 trustee; Combine existing electoral Area 4 (North Shuswap) with existing Electoral Area 5 (Carlin/Sorrento) as one electoral area with 1 trustee; Existing Electoral Area 7 (Salmon Arm and area) as one electoral area and will receive an additional trustee for a total of 3 trustees.

Option B would make the following changes to the existing structure for the electoral areas:

Existing Electoral Area 1 (Armstrong/Spallumcheen) would remain as one electoral area but drop from 2 trustees to 1 trustee; Existing Electoral Area 2 (Enderby and district) would remain as one electoral area with 1 trustee; Existing Electoral Area 3 (Sicamous/Malakwa) would remain as one electoral area with 1 trustee; Combine existing electoral Area 4 (North Shuswap) with existing Electoral Area 5 (Carlin/Sorrento) as one electoral area with 1 trustee; Existing Electoral Area 6 (Falkland/Deep Creek/Ranchero) would remain as one electoral area with 1 trustee; Existing Electoral Area 7 (Salmon Arm and area) would remain as one electoral area with 2 trustees.


I have attached the appropriate plans for your review:

Sincerely,








Bethan Miller, Executive Assistant
North Okanagan-Shuswap School District #83 PO Box 129, 220 Shuswap Street NE Salmon Arm, BC
V1E 4N2
Email: bemiller@sd83.bc.ca
Phone: 250-804-7830

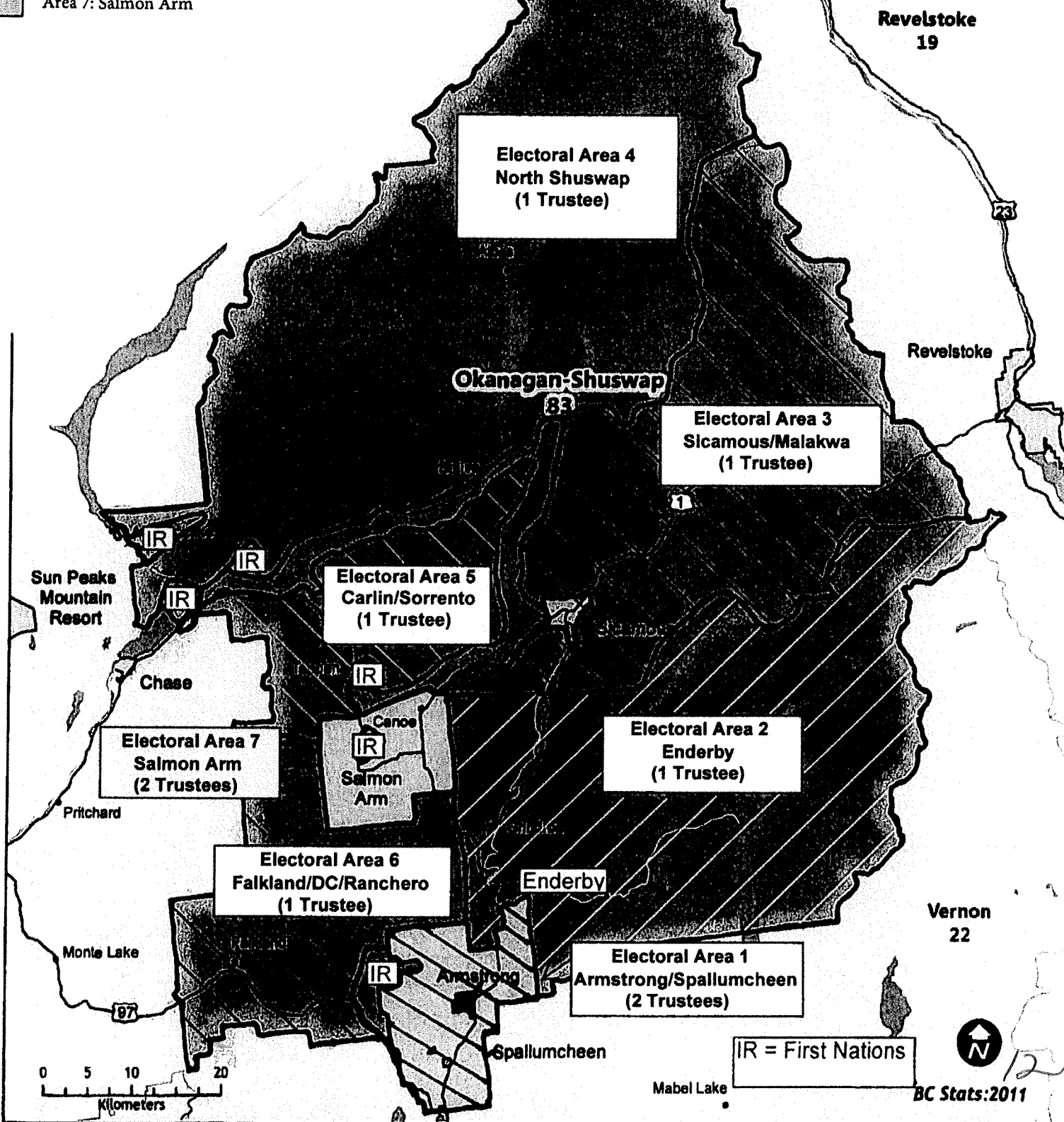
"Develop a passion for learning. If you do, you will never cease to grow." Anthony J. D'Angelo

APPENDIX C
EXISTING ELECTORAL AREAS



**Okanagan-Shuswap
School District Area**
- 83 -

-  Area 1: Armstrong/Spallumcheen
-  Area 2: Enderby & RDNO Area F
-  Area 3: Sicamous & CSRD Area E
-  Area 4: North Shuswap - CSRD Area F
-  Area 5: Carlin/Sorrento - CSRD Area C
-  Area 6: Falkland/Deep Creek/Ranchero - CSRD Area D
-  Area 7: Salmon Arm



**THE BOARD OF EDUCATION OF SCHOOL DISTRICT #83
(North Okanagan - Shuswap)
EXISTING TRUSTEE ELECTORAL AREAS - 9 TRUSTEES**

| Trustee Electoral Area | Municipal Areas | Area Size (km2) | Population | Schools | Enrolment |
|--|---|-----------------|----------------|---------|-----------|
| Trustee Electoral Area 1 (2 Trustees) | Armstrong Spallumcheen | 5.24 254.9 | 4,815 5,060 | 4 | 1,366 |
| Totals: | | 260.14 | 9,875 | 4 | 1,366 |
| Average per Trustee | | 130 | 4,938 | 4 | 683 |
| Trustee Electoral Area 2 (1 Trustee) | Enderby RDNO Area F | 4.23 1,767 | 2,932 4,328 | 3 | 582 |
| Totals: | | 1,771 | 7,260 | 3 | 582 |
| Average per Trustee | | 1,771 | 7,260 | 3 | 582 |
| Trustee Electoral Area 3 (1 Trustee) | Sicamous/Malakwa CSRD Area E | 16.45 1,621 | 2,441 1,335 | 2 | 311 |
| Totals: | | 1,637 | 3,776 | 2 | 311 |
| Average per Trustee | | 1,637 | 3,776 | 2 | 311 |
| Trustee Electoral Area 4 (1 Trustee) | North Shuswap CSRD Area F | 2,920 | 2,368 | 1 | 95 |
| Totals: | | 2,920 | 2,368 | 1 | 95 |
| Average per Trustee | | 2,920 | 2,368 | 1 | 95 |
| Trustee Electoral Area 5 (1 Trustee) | Carlin / Sorrento CSRD Area C | 601 | 7,662 | 2 | 417 |
| Totals: | | 601 | 7,662 | 2 | 417 |
| Average per Trustee | | 601 | 7,662 | 2 | 417 |
| Trustee Electoral Area 6 (1 Trustee) | Falkland/Deep Creek/Ranchero CSRD Area D | 739 | 4,047 | 3 | 218 |
| Totals: | | 739 | 4,047 | 3 | 218 |
| Average per Trustee | | 739 | 4,047 | 3 | 218 |
| Trustee Electoral Area 7 (2 Trustees) | Salmon Arm | 188.75 | 17,464 | 8 | 2,766 |
| Totals: | | 188.75 | 17,464 | 8 | 2,766 |
| Average per Trustee | | 94 | 8,732 | 4 | 1,383 |
| TOTAL ELECTORIAL AREA: | | 8,118 | 52,452 | 23 | 5,755 |

TRUSTEE VARIATION REVIEW OPTION A - 7 TRUSTEES



Okanagan-Shuswap
School District Area
- 83 -

Kamloops/Thompson
73

Revelstoke
19

Electoral Area 3
North Shuswap &
Carlin/Sorrento
(1 Trustee)

Okanagan-Shuswap
83

Revelstoke

Sun Peaks
Mountain
Resort

Chase

Electoral Area 4
Salmon Arm
(3 Trustees)

Salmon
Arm

Electoral Area 2
Enderby &
Sicamous/Malakwa
(1 Trustee)

Pritchard

Electoral Area 1
Armstrong/Spallumcheen
Falkland/DC/Ranchero
(2 Trustees)

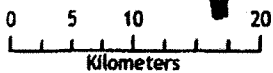
Monte Lake

Armstrong

Vernon
22

Spallumcheen

Mabel Lake



(North Okanagan - Shuswap)
TRUSTEE ELECTORAL AREA REVIEW

OPTION A - 7 TRUSTEES

| Trustee Electoral Area | Municipal Areas | Area Size (km ²) | Population | Schools | Enrollment |
|--|--|--|---|---------------------------|-----------------------------------|
| Trustee Electoral Area 1 (2 Trustees) | Armstrong Spallumcheen Falkland/Deep Creek/Ranchero CSRD Area D | 5.24 254.9 739 999.14 499.57 | 4,815 5,060 4,047 13922 6961 | 4 3 7 3.5 | 1366 218 1584 792 |
| Totals: Average per Trustee | | | | | |
| Trustee Electoral Area 2 (1 Trustee) | Enderby RDNO Area F Sicamous/Malakwa CSRD Area E | 4.23 1,767 16.45 1,621 3,409 3,409 | 2,932 4,328 2,441 1,335 11,036 11,036 | 3 2 5 5 | 582 311 893 893 |
| Totals: Average per Trustee | | | | | |
| Trustee Electoral Area 3 (1 Trustee) | North Shuswap CSRD Area F Carlin / Sorrento CSRD Area C | 2,920 601 3,521 3521 | 2,368 7,662 10,030 10,030 | 1 2 3 3 | 95 417 512 512 |
| Totals: Average per Trustee | | | | | |
| Trustee Electoral Area 4 (3 Trustees) | Salmon Arm | 188.75 | 17,464 | 8 | 2766 |
| Totals: Average per Trustee | | 188.75 62.92 | 17464 5821 | 8 2.67 | 2766 922 |
| TOTAL ELECTORIAL AREA: | | 8,118 | 52,452 | 23 | 5,755 |

15

TRUSTEE VARIATION REVIEW OPTION B - 7 TRUSTEES



Okanagan-Shuswap
School District Area
- 83 -

Kamloops/Thompson
73

Revelstoke
19

**NORTH SHUSWAP
CARLIN/SORRENTO
AREA 4 - 1 TRUSTEE**

Okanagan-Shuswap
83

**SICAMOUS/MALAKWA
AREA 3 - 1 TRUSTEE**

Revelstoke

Sun Peaks
Mountain
Resort

Chase

**SALMON ARM
AREA 6 - 2 TRUSTEES**

Canoe
Salmon
Arm

**ENDERBY
AREA 2 - 1 TRUSTEE**

Pritchard

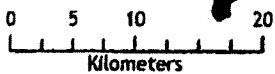
**FALKLAND/DC/RANCHERO
AREA 5 - 1 TRUSTEE**

Monte Lake

Armstrong

**ARMSTRONG/SPALLUMCHEEN
AREA 1 - 1 TRUSTEE**

Vernon
22



Mabel Lake



BC Stats:2011

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT #83
(North Okanagan - Shuswap)**

OPTION B - 7 TRUSTEES

| Trustee Electoral Area | Municipal Areas | Area Size (km2) | Population | Schools | Enrolment |
|---------------------------------|------------------------------|-----------------|------------|---------|-----------|
| Trustee Electoral Area 1 | | | | | |
| (1 Trustee) | Armstrong | 5.24 | 4,815 | 4 | 1,366 |
| | Spallumcheen | 254.9 | 5,060 | | |
| Totals: | | 260.14 | 9,875 | 4 | 1,366 |
| Average per Trustee | | 260 | 9,875 | 4 | 1,366 |
| | | | | | |
| Trustee Electoral Area 2 | | | | | |
| (1 Trustee) | Enderby | 4.23 | 2,932 | 3 | 582 |
| | RDNO Area F | 1,767 | 4,328 | | |
| Totals: | | 1,771 | 7,260 | 3 | 582 |
| Average per Trustee | | 1,771 | 7,260 | 3 | 582 |
| | | | | | |
| Trustee Electoral Area 3 | | | | | |
| (1 Trustee) | Sicamous/Malakwa | 16.45 | 2,441 | 2 | 311 |
| | CSR D Area E | 1,621 | 1,335 | | |
| Totals: | | 1,637 | 3,776 | 2 | 311 |
| Average per Trustee | | 1,637 | 3,776 | 2 | 311 |
| | | | | | |
| Trustee Electoral Area 4 | | | | | |
| (1 Trustee) | North Shuswap | | | 1 | 95 |
| | CSR D Area F | 2,920 | 2,368 | | |
| | Carlin / Sorrento | | | 2 | 417 |
| | CSR D Area C | 601 | 7,662 | | |
| Totals: | | 3,521 | 10,030 | 3 | 512 |
| Average per Trustee | | 3,521 | 10,030 | 3 | 512 |
| | | | | | |
| Trustee Electoral Area 5 | | | | | |
| (1 Trustee) | Falkland/Deep Creek/Ranchero | | | 3 | 218 |
| | CSR D Area D | 739 | 4,047 | | |
| Totals: | | 739 | 4,047 | 3 | 218 |
| Average per Trustee | | 739 | 4,047 | 3 | 218 |
| | | | | | |
| Trustee Electoral Area 6 | | | | | |
| (2 Trustees) | Salmon Arm | 188.75 | 17,464 | 8 | 2,766 |
| Totals: | | 188.75 | 17,464 | 8 | 2,766 |
| Average per Trustee | | 94 | 8,732 | 4 | 1,383 |
| | | | | | |
| TOTAL ELECTORIAL AREA: | | 8,118 | 52,452 | 23 | 5755 |

17

THE CORPORATON OF THE CITY OF ENDERBY BYLAW No. 1545

A bylaw to impose fees for providing recreation programs and facilities

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. 1535, 2014";

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. 1535, 2014 Amendment Bylaw No. 1545, 2014".
2. Schedule "A" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 2nd day of June, 2014.

READ a SECOND time this 2nd day of June, 2014.

READ a THIRD time this 2nd day of June, 2014.

ADOPTED this ____ day of _____, 2014.

Mayor

Chief Administrative Officer

SCHEDULE "A"

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014

GENERAL CONDITIONS FOR RENTAL OF FACILITIES

1. All rental rates include the standard facility, with normal maintenance staff.
2. Facility rentals, unless exempted by Commission policy, are subject to the renter obtaining a General Liability Insurance Policy through the City of Enderby's "User Group" General Liability Insurance Plan.
3. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the City of Enderby reserves the right to provide such services at the Renter's expense).
4. Uses beyond the normal operating hours will require payment of additional labour costs.
5. The City of Enderby reserves the right to require a Performance Bond and/or Damage Deposit.
6. The Renter is responsible to ensure that the facility is vacated at the end of the event.
7. Entrance to or use of facilities will only be requested and approved on the Facility Rental Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Facility Manager and noted on the application form.
8. The Renter must not exceed the maximum capacity allowed for the facility.
9. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
10. For all rentals involving the serving of liquor, the renter must carry a liability insurance policy naming the City of Enderby and the Regional District of North Okanagan as additional insured.
11. Should the renter cancel all or part of the rental period, within 30 days of the rental date, they shall not be entitled to any refund of the rental fee. All cancellations resulting in a refund of the rental fee will be subject to a ten (10) percent administration fee. Should the ice be re-rented the original renter will be entitled to a credit equal to the revenue generated by the re-rental to a maximum of the original renter's fees, less the administrative fee.

12. Facility Rental Agreement:

Prior to use of any facilities, the Renter must complete a Facility Rental Agreement. This document includes a waiver or release, which must be read by the participant before signing. If the participant requests an explanation of the meaning of the waiver, the staff shall respond as follows:

I have carefully read, clearly understand and voluntarily sign this participation, release and indemnification agreement. I intend, by signing this agreement, to adhere to all policies and procedures stated in this rental agreement.

Under no circumstances is the document to be signed without drawing the participant's attention to the waiver, and confirming that the proper liability insurance coverage is in place.

SCHEDULE "A" – Continued

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014

SCHEDULE of FEES

Enderby Memorial Arena

| | <u>Rate/Hour</u> |
|---|-------------------------|
| 1. Adult Ice Rental | \$ 154.00 |
| 2. Youth/Preschool Ice Rental | \$ 85.00 |
| 3. Senior Ice Rental | \$ 111.00 |
| 4. School District Ice Rental | * |
| 5. Drop In Parent and Children Skate (inc. GST) | \$ 2.00 |
| 6. Drop In Shinny Hockey Ice Rental (inc. GST) | \$ 20.00 |
| 7. Adult Dry Floor | \$ 60.00 |
| 8. Youth Dry Floor | \$ 28.00 |
| 9. Senior Dry Floor | \$ 31.00 |
| 10. School District Dry Floor | * |
| 11. Dry Floor – Roller Derby | \$ 31.00 |
| 12. Arena Dry Floor – Day Rate | \$ 624.00** |
| 13. Arena Dry Floor – Day Rate – Commercial | \$1248.00** |
| 14. Arena Dry Floor – Day Rate – Youth | \$ 500.00** |

* Fee based on incremental cost per Joint Use Agreement
 ** a 50% discount will apply for rentals of 7 days or more

Swimming Pool Rates

| | <u>Rate</u> |
|---|--------------------|
| 1. Public Swim – Adult (inc. GST) | |
| a. Per swim | \$ 3.75 |
| b. 10 visit pass | \$ 33.75 |
| c. 1 month pass | \$ 41.25 |
| 2. Public Swim – Senior / Youth (inc. GST) | |
| a. Per swim | \$ 3.50 |
| b. 10 visit pass | \$ 31.50 |
| c. 1 month pass | \$ 38.50 |
| 3. Public Swim – Preschool (inc. GST) | |
| a. Per swim | \$ 3.00 |
| b. 10 visit pass | \$ 27.00 |
| c. 1 month pass | \$ 33.00 |
| 4. Public Swim – Family (inc. GST) | |
| a. Per swim | \$ 9.00 |
| b. 10 visit pass | \$ 79.50 |
| c. 1 month pass | \$ 99.00 |
| 5. Fitness Class – Adult | |
| a. Per class | \$ 5.75 |
| b. 10 visit pass | \$ 51.50 |
| c. 1 month pass | \$ 55.00 |
| 6. Fitness Class – Senior / Youth (inc. GST) | |
| a. Per class | \$ 5.50 |
| b. 10 visit pass | \$ 49.50 |
| c. 1 month pass | \$ 52.50 |
| 7. Public Swim - Parent & 1 Preschool Child | |
| a. Per swim (inc. GST) | \$ 5.00 |
| 8. Toonie Swim Program (inc. GST) | \$ 2.00 |
| 9. Swim Lessons – ½ hr (inc. GST) | \$ 37.00/session |
| 10. Swim Lessons – ¾ hr (inc. GST) | \$ 48.00/session |
| 11. Private Lessons – ½ hr 5 days (inc. GST) | \$ 75.00/session |
| 12. Semi-Private Lessons (2-3 people) – ½ hr 5 day (inc. GST) | \$ 48.00/session |
| 13. Pool Rentals – up to 50 swimmers | \$ 67.00/hour |
| 14. Pool rentals – 50+ swimmers | \$ 91.50/hour |
| 15. Swim Club | \$ 24.00/hour |
| 16. School District | |
| - 1st Lifeguard | * |
| - 2nd Lifeguard | * |
| - 3rd Lifeguard | * |

SCHEDULE "A" – Continued

Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014

Swimming Pool Rates - Continued

Rate

| | |
|---|---------------|
| 17. Licensed Not for Profit Preschool or Youth Organizations | |
| - 1st Lifeguard | \$ 17.00/hour |
| - 2nd Lifeguard | \$ 17.00/hour |
| - 3rd Lifeguard | \$ 17.00/hour |

* Fee based on incremental cost per Joint Use Agreement

Park Rates

Rate

| | |
|--|-------------|
| Grindrod Park Overnight Camping as Ancillary Use to Baseball Tournaments | \$ 17.75 |
| Riverside Park (includes ball diamond area for non-ball use) – Youth per day | \$ 100.00 * |
| Riverside Park (includes ball diamond area for non-ball use) – Adult / Commercial per day | \$ 500.00 * |

* A 50% discount will apply for rentals of 7 days or more

Gazebo Rates

Rate

| | |
|---|-----------|
| Fee (per day) | \$ 110.00 |
| Damage Deposit (per rental) | \$ 500.00 |
| Kitchen Clean Up (per rental when used) | \$ 52.00 |

Sports Fields / Ball Diamonds

Rate

| | |
|---|-----------|
| Adult Leagues (per team per season) | \$ 240.00 |
| Minor Leagues (per team per season) | \$ 120.00 |
| Funtastic | \$ 0.00 |
| Day Rate – Per Diamond (If not paid as part of a league) | \$ 81.00 |

In addition to the above rates the user will be responsible for paying Commercial General Liability insurance premium in accordance with the User Group Rating Schedule provided by the City of Enderby insurance provider as amended from time to time.

The rates and availability for Drop in Parent and Children Skate and Drop In Shinny Hockey will apply when vacant ice is available and an attendant is working on a scheduled shift.

GST is not included in above prices, except where indicated.

Interest in the amount of 2% per month shall apply on all account balances unpaid after 30 days.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1546

A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

WHEREAS under Section 77 of the Freedom of Information and Protection of Privacy Act, a local government must designate a person or group of persons as the head of the local public body for the purposes of this Act, and may set any fees the local public body requires to be paid under Section 75;

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 Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014".

Part 1 – Definitions

"Act" means the Freedom of Information and Protection of Privacy Act, Statutes of British Columbia RSBC 1996, Chapter 165.

"Commissioner" means the Information and Privacy Commissioner appointed under the Act.

"Coordinator" means the Person delegated by the Head as the Information and Privacy Coordinator under Part 2 of this Bylaw.

"Council" means the Council of the City of Enderby.

"Head" means the person or group of persons designated as the Head of the municipality under Part 2 of this Bylaw.

"Municipality" means the Corporation of the City of Enderby.

"Regulation" means Freedom of Information and Protection of Privacy Regulation.

"Request" means a request under section 5 of the Act.

Part 2 – Administration

The Chief Administrative Officer is designated as the head for the purposes of the Act. The Chief Financial Officer shall act as the Head in the absence of the Chief Administrative Officer.

The Head may delegate all powers enumerated in or incidental to the Act to a Coordinator pursuant to section 66 of the Act.

Part 3 – Fees

An applicant making a request shall pay to the municipality the fees in accordance with Schedule 1 of the Regulation.

Part 4 – Repeal

City of Enderby Freedom of Information Bylaw 1143, 1994 is hereby repealed.

READ a FIRST time this 2nd day of June, 2014.

READ a SECOND time this 2nd day of June, 2014.

READ a THIRD time this 2nd day of June, 2014.

ADOPTED this _____ day of _____, 2014.

Mayor

Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1547

A BYLAW TO ESTABLISH FEES AND CHARGES FOR SERVICES AND INFORMATION

WHEREAS Council of the City of Enderby has adopted "City of Enderby Fees and Charges Bylaw No. 1479, 2010";

AND WHEREAS Council wishes to amend the fees and charges;

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 Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1547, 2014".
2. Schedule "1" of "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is deleted and Schedule "1" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this *2nd* day of *June*, 2014.

READ a SECOND time this *2nd* day of *June*, 2014.

READ a THIRD time this *2nd* day of *June*, 2014.

RECONSIDERED and ADOPTED this day of , 2014

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 1

CORPORATE SERVICE FEES

| | | | | |
|----|--|----|--------|----------------------|
| a. | List of Electors (candidates for local government elected office shall receive the first copy at no charge | \$ | 20.00 | |
| b. | Minutes of Council proceedings | \$ | 0.25 | per page |
| c. | Copies of bylaws | \$ | 1.00 | per page |
| d. | Photocopying | \$ | 0.50 | per page |
| e. | Copy of the Official Community Plan – Text | \$ | 10.00 | |
| | – Maps | \$ | 5.00 | |
| f. | Copy of the Zoning Bylaw – Text | \$ | 20.00 | |
| | – Map | \$ | 5.00 | |
| g. | Copy of the Subdivision Bylaw | \$ | 100.00 | |
| h. | Fax charges | \$ | 2.00 | first page |
| | | \$ | 1.50 | each additional page |
| i. | Tax Certificates | \$ | 15.00 | |
| j. | NSF cheques | \$ | 25.00 | |
| k. | Copies of Infrastructure Maps | \$ | 1.00 | per page |
| l. | Research and Copy of Property Service Cards | \$ | 5.00 | |
| m. | Building Permit Deposit Liability | \$ | 350.00 | |

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 12, 2014
Subject: MTI Bylaw Amendment

RECOMMENDATION

THAT Council gives three readings to City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2014 Amendment Bylaw No. 1548, 2014.

BACKGROUND

Further to discussion by the Revitalization Committee, staff performed a review of available tools to address the proliferation of signs on poles and property contrary to bylaw. The two implicated bylaws are Streets and Traffic (for boulevards and poles) and Zoning (for property unrelated to streets). Currently, the relevant provisions of both bylaws would need to be enforced through court petition; the attached MTI amendment bylaw allows for a more cost-effective and efficient ticketing power which would be proportional to the type of infraction.

During the review, several other provisions of the Zoning Bylaw were identified as suitable for an MTI type of enforcement. This includes, for instance, issues related to failure to maintain screening (such as hedges).

No new powers have been added to the Zoning or Streets and Traffic bylaws; the MTI amendment bylaw only adds a proportional means of enforcement for infractions. As is the case with bylaw enforcement in general, the City's approach remains one of seeking compliance first and applying enforcement tools when compliance cannot be achieved voluntarily.

In the meantime, bylaw enforcement has begun removed dilapidated signs on poles while other City staff are engaging with the owners of signs placed on certain rights-of-way without permission.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1548, 2014

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

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

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. 1548, 2014".
2. Schedule "A" of "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.
3. Schedule "6" is hereby deleted and Schedule "6" attached to and forming part of this Bylaw is substituted therefore.
3. Schedule "9" attached hereto is hereby established, and forms part of this Bylaw.

READ a FIRST time this 16th day of June, 2014.

READ a SECOND time this 16th day of June, 2014.

READ a THIRD time this 16th day of June, 2014.

RECONSIDERED and ADOPTED this day of , 20 .

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

MUNICIPAL TICKETING INFORMATION SYSTEM BYLAW NO. 1518

| DESIGNATED BYLAWS | DESIGNATED BYLAW ENFORCEMENT OFFICERS |
|---|--|
| Dog Control Bylaw No. 1469, 2010 | <ul style="list-style-type: none"> • Dog Control Officers • Royal Canadian Mounted Police • Bylaw Enforcement Officers • Chief Administrative Officer • Chief Financial Officer |
| Water and Sprinkling Regulations Bylaw No. 1468, 2010 | <ul style="list-style-type: none"> • Director of Engineering and Public Works • Bylaw Enforcement Officers • Chief Administrative Officer • Chief Financial Officer |
| Business Licence and Regulation Bylaw No. 1408, 2009 | <ul style="list-style-type: none"> • Bylaw Enforcement Officers • Fire Chief • Chief Administrative Officer • Chief Financial Officer |
| Good Neighbour Bylaw No. 1517, 2013, excluding Section VI | <ul style="list-style-type: none"> • Royal Canadian Mounted Police • Bylaw Enforcement Officers • Fire Chief • Chief Administrative Officer • Chief Financial Officer |
| Good Neighbour Bylaw No. 1517, 2013, Section VI | <ul style="list-style-type: none"> • Royal Canadian Mounted Police |
| Sanitary Sewer Regulation Bylaw No. 1470, 2010 | <ul style="list-style-type: none"> • Director of Engineering and Public Works • Bylaw Enforcement Officers • Chief Administrative Officer • Chief Financial Officer |
| Street and Traffic Bylaw No. 1471, 2010 | <ul style="list-style-type: none"> • Director of Engineering and Public Works • Bylaw Enforcement Officers • Building Inspector • Royal Canadian Mounted Police • Chief Administrative Officer • Chief Financial Officer |
| Fire and Emergency Services Bylaw No 1480, 2010 | <ul style="list-style-type: none"> • Bylaw Enforcement Officers • Fire Chief • Royal Canadian Mounted Police • Chief Administrative Officer • Chief Financial Officer |
| Cemetery Regulation Bylaw No. 1515, 2013 | <ul style="list-style-type: none"> • Bylaw Enforcement Officers • Royal Canadian Mounted Police • Chief Administrative Officer • Chief Financial Officer |
| Zoning Bylaw No. 966, 1987 | <ul style="list-style-type: none"> • Director of Engineering and Public Works • Bylaw Enforcement Officers • Building Inspector • Royal Canadian Mounted Police • Chief Administrative Officer • Chief Financial Officer |

SCHEDULE "6"**STREET AND TRAFFIC BYLAW NO. 1471, 2010**

| | SECTION | FINE \$ | Fine if Pd within 30 days \$ |
|--|----------------|--------------------|---|
| Park, drive or operate a vehicle or cycle in contravention of a traffic control device | 402 | 100. | 50. |
| Remove or alter a traffic control device | 403 | 100. | 50. |
| Failure to obey command | 404 | 100. | 50. |
| Vehicle blocking intersection or marked crosswalk | 409 | 100. | 50. |
| Failure to obey load limits | 410 | 100. | 50. |
| Ride bicycle on a sidewalk or walkway | 415 | 100. | 50. |
| Skateboards | 416 | 100. | 50. |
| Removal of traffic notice | 420 | 100. | 50. |
| Parking vehicles contrary to bylaw | 601 | 100. | 50. |
| Littering on street | 701 | 100. | 50. |
| Excavation or construction on highway without authorization | 702 | 100. | 50. |
| Impeding traffic on highway | 703 | 100. | 50. |
| Trees or shrubs obstructing sidewalk or highway | 704 | 100. | 50. |
| Defacing Poles | 706 | 100. | 50. |

SCHEDULE "9"

| Zoning Bylaw No. 966, 1987 | Section | Fine \$ | Fine if Pd within 30 days \$ |
|--|----------------|--------------------|---|
| Off-Street parking or loading contravention | 305 | 100. | 50. |
| Obstructing an inspection or inspector | 307 | 100. | 50. |
| Home occupation contravenes permitted use | 401.2.a | 100. | 50. |
| Temporary structure contravenes permitted use | 401.2.b | 100. | 50. |
| Boarding use contravenes permitted use | 401.2.c | 100. | 50. |
| Tent, trailer, or mobile home use contravention | 401.3.b | 100. | 50. |
| Unenclosed storage of vehicles in state of disrepair nor not licensed | 401.3.c | 100. | 50. |
| Incineration of fish, animal, or vegetable waste | 401.3.d | 100. | 50. |
| Unauthorized parking and storage in residential zones | 401.4.a | 100. | 50. |
| Failure to maintain landscape screening | 403.1.a | 100. | 50. |
| Sign not permitted | 404.3.a | 100. | 50. |
| Prohibited sign | 404.3.b | 100. | 50. |
| More than one home occupation, real estate or political sign | 404.3.d | 100. | 50. |
| Illumination not permitted for home occupation, real estate or political signs | 404.3.e | 100. | 50. |
| Failure to maintain sign | 404.3.h | 100. | 50. |



**Regional District of North Okanagan
Building Permit Detail Report for May 2014**

For Area: Enderby

| Day: | Permit: | Owner: | Construction Location: | Builder: | Permit Desc: | Value: | Cumulative |
|-------|-----------------|------------------------------------|--|----------|---------------------------------------|------------|------------|
| Area: | Cost: | | | | Units: | Fir Area: | TOTAL: |
| 21 | 14-0129-END -BP | OAKES, KENNETH and OAKES, LINDA | Lot, Plan, Twp, Sec, D/L, 44 136 MEADOW CRES Roll: 208 07001,441 | OWNER | MODULAR HOME ADDITION Unit 0 | \$4,000.00 | \$4,000.00 |
| | \$199.00 | | | | | Sq.M. | |

2



Regional District of North Okanagan Building Inspections Statistical Report for May 2014

| Class: | Electoral Areas: | Armstrong | | Enderby | | Lumbly | | Spallumcheen | |
|---------------------------|--------------------------|-------------------------|----------------------|----------------------|-------------------------|----------|----------|--------------|----------|
| | | H Units: | Permits: | H Units: | Permits: | H Units: | Permits: | H Units: | Permits: |
| Residential | 6 8 \$1,930,000 | 1 6 \$407,000 | 0 1 \$4,000 | 0 0 \$0 | 4 9 \$1,260,085 | | | | |
| Residential YTD | 19 41 \$5,741,180 | 5 13 \$1,542,000 | 1 4 \$486,000 | 4 5 \$873,500 | 7 16 \$2,353,665 | | | | |
| Commercial | 0 0 \$0 | 0 1 \$125,000 | 0 0 \$0 | 0 1 \$17,500 | 0 0 \$0 | | | | |
| Commercial YTD | 0 1 \$80,000 | 0 2 \$152,000 | 0 0 \$0 | 0 2 \$17,570 | 0 0 \$0 | | | | |
| Industrial | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | | | | |
| Industrial YTD | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | | | | |
| Public | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | | | | |
| Public YTD | 0 1 \$600 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | | | | |
| Agricultural | 0 1 \$700,000 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | | | | |
| Agricultural YTD | 0 5 \$1,185,000 | 0 0 \$0 | 0 0 \$0 | 0 0 \$0 | 0 3 \$110,400 | | | | |
| Tits for Month | 6 9 \$2,630,000 | 1 7 \$532,000 | 0 1 \$4,000 | 0 1 \$17,500 | 4 9 \$1,260,085 | | | | |
| Same Month Prev Yr | 5 23 \$1,154,100 | 0 4 \$434,500 | 0 2 \$10,000 | 0 2 \$175,000 | 0 5 \$84,000 | | | | |
| Yr to Date | 19 48 \$7,006,780 | 5 15 \$1,694,000 | 1 4 \$486,000 | 4 7 \$891,070 | 7 19 \$2,464,065 | | | | |
| Last Yr to Date | 12 47 \$3,482,400 | 0 10 \$583,850 | 0 9 \$303,600 | 2 6 \$601,000 | 9 24 \$6,047,600 | | | | |

Totals for all Areas:

| Year To Date | Units | Permits | Value |
|-------------------|-------|---------|-----------------|
| Year To Date | 36 | 93 | \$12,541,915.00 |
| Last Year To Date | 23 | 96 | \$11,018,450.00 |

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 9, 2014
Subject: 2013 Annual Report

Recommendation:


THAT Council approve the 2013 Annual Report.

Background:

Attached is the 2013 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Section 98 and 99 of the Community Charter. The Report also includes other financial information, such as Council and staff remuneration, as required under the Financial Information Act.

The Annual Report was made available for public inspection Wednesday May 28, 2014.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

ANNUAL REPORT FOR THE CITY OF ENDERBY
FOR THE YEAR 2013

1. Audited Financial Statements

The 2013 Audited Financial Statements were presented and approved by Council on April 7, 2014. These along with other financial information are included in the attached Statement of Financial Information.

2. Statement of Permissive Property Tax Exemptions

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2013.

| Name | Civic Address | Estimated 2013 Taxes |
|--|-----------------------|-----------------------------|
| Pioneer Place Society | 1104 Belvedere Street | 9,183 |
| Enderby& Dist. Senior Citizens Complex | 606 Stanley Avenue | 2,024 |
| Enderby& Dist. Senior Citizens Complex | 1011 George Street | 1,838 |
| Enderby Seniors Housing Society | 708 Granville | 16,050 |
| Enderby Fraternal Hall Society | 507 Mill Avenue | 625 |
| Royal Canadian Legion | 909 Belvedere Street | 3,134 |
| St. Andrew's United Church - Trustee | 606 Regent Avenue | 516 |
| St. Andrew's United Church - Trustee | 1110 Belvedere Street | 353 |
| Enderby Evangelical Chapel | 104 Meadow Crescent | 876 |
| Enderby Evangelical Chapel | 706 Mill Avenue | 440 |
| Synod Diocese of Kootenay | 602 Knight Avenue | 546 |
| Synod Diocese of Kootenay | 608 Knight Avenue | 267 |
| Enderby Jehovah Witnesses | 115 George Street | 1,574 |
| Roman Catholic Bishop of Kamloops | 1406 George Street | 766 |
| Imperial Oil - City Hall Parking Lot | 907 George Street | 2,380 |
| City of Enderby - Drill Hall | 208 George Street | 4,409 |
| City of Enderby - Drill Hall Parking Lot | 206 George Street | 1,039 |
| City of Enderby - Drill Hall Parking Lot | 204 George Street | 1,621 |
| City of Enderby - Museum | 903 George Street | 5,919 |
| City of Enderby - Riverside Park & House | 112 Kildonan Avenue | 7,916 |
| City of Enderby - Info Centre | 700 Railway Street | 1,845 |
| Total estimated taxes | | 63,321 |

3. Report Respecting Municipal Services, Operations, and Progress Measures

This section reports on municipal services, operations, and progress in achieving 2013 objectives.

Conservation and Green Energy

- Completed and commenced implementation of the Integrated Community Sustainability Plan and the Knoll Neighbourhood Plan.
- Commenced revisions to the Official Community Plan, Zoning Bylaw, Subdivision and Development Bylaw, and Development Cost Charge Bylaw.
- Commenced Infill and Redevelopment Analysis and began incorporating findings into policy and regulatory framework.
- Began preliminary feasibility analysis of composting.
- Completed analysis of enhancing sludge wasting bed performance by connecting to Bio Energy Heating System.
- Continued to work with a local private energy supplier for heating the pool using Bio Energy.
- Completed installation of water meters.
- Set the new rate structure for water meters.
- Implemented a public awareness campaign featuring progress on sustainability initiatives.
- Celebrated Drinking Water Week in May with public awareness activities including tours of the Water and Wastewater Treatment Plants.
- Provided information and assessment tools to properties with continuous water leaks to help the owners identify and fix the problems.

Bylaw Enforcement

- Continued to contract with Commissionaires for bylaw enforcement and dog control services.
- Continued to deliver bylaw enforcement with a focus on property maintenance, nuisances, open air burning, and street and traffic violations.
- Improved engagement with responsible dog owners and proactively encouraged dog licensing.

Infrastructure, Asset Management, and Drainage

- Continued drainage improvements on Regent Avenue.
- Deferred drainage improvements at old mill outfall on Brickyard Road due to geotechnical issues.
- Applied for funding to improve pumping capacity at Regent Lift Station.
- Commenced work on sustainable development servicing standards.

- Reconstructed Lawes Street.
- Reconstructed Sicamous Street from Cliff Avenue to Hubert Avenue.
- Reconstructed Cliff Avenue from Sicamous Street to High Street.
- Obtained backup power for Water Treatment Plant and Regent Lift Station.
- Obtained auto-flush mechanism to improve water testing efficiency on at an end point in distribution system.
- Started crack sealing program to improve lifespan of roads.
- Obtained new Public Works service truck.
- Began to identify inflow and infiltration problems in storm sewer.
- Deferred sanitary sewer source control program to focus resources on treatment operations.
- Cleaned Reservoir 1 with potable water dive team.
- Partnered with Corix Utilities for certified operational oversight and guidance at Water Treatment Plant and Wastewater Treatment Plant.
- Deferred the rehabilitation of sidewalk east and northeast of George Street from Knight Avenue to Sutherlands Bakery due to high costs associated with location of works.

Recreation, Public Spaces, and Programs

- Continued to implement Master Parks Plan.
- Deferred finishing new access to Grindrod Park to address outhouses, bleachers and garbage.
- Refurbished pool change rooms in partnership with the Enderby Lions Club.
- Supported Youth Cafe.
- Supported A.L. Fortune-led Hockey Academy.
- Organized the first annual Community Clean-Up Challenge.
- Continued to offer skating programs at the arena.
- Continued to offer enhanced parent-and-tot programs at pool.
- Worked with Shuswap Trail Alliance on a variety of trail initiatives, including a trail at M.V. Beattie Elementary School and a safety crossing on Salmon Arm Drive.
- Began phasing in new or replacement benches in public spaces
- Installed new garbage cans at strategic locations.

- Exploration of downtown washroom options named as midterm priority by Revitalization Committee.
- Installed new, distinctively-themed signs and highway banners.
- Refurbished heritage interpretive signs along Riverwalk.
- Resurfaced the Lions Gazebo playground at Riverside Park with recycled rubber.
- Beautified light standards in select downtown areas.
- Continued to contract with the Chamber of Commerce for Recreation Management.
- Continued to contribute to the River Ambassadors Program.
- Designed and posted new "voluntary user agreement" signage at the Kildonan and Mabel Lake boat launches to promote respectful recreational use of the Shuswap River and Mabel Lake.

Health, Safety and Food Security

- Continued to provide direct Jaws of Life service.
- Participated in Inter-Municipal Emergency Operations.
- Completed Drinking Water Emergency Response Plan.
- Completed stabilization of rock wall near the Cliffview Drive round-about.
- Completed stabilization of bank northeast of Red Rock Crescent.
- Removed trees in cemetery identified as hazardous.
- Partnered with Interior Health on its "Healthy Communities" initiative.

Cooperation and Intergovernmental Matters

- Continued to complete transitional matters related to the Enderby/Area F service transfers.
- Continued to work with Splitsin to identify common opportunities through the Splitsin-Enderby Joint Committee and Community-to-Community forums.

General and Operational

- Decreased operating budget by 7.8%
- Increased capital investment by 1%.
- Continued to integrate Parks & Recreation and Public Works departments.
- Began to explore a GIS mapping solution.

- Began testing Electronic Home Owner Grant system for soft launch in 2014.
- Implemented case managed approach to development applications.
- Continued community revitalization projects.
- Commenced development of new website for launch in 2014.

4. Declaration and Identification of Disqualified Council Members

None.

5. Annual Development Cost Charges Report

| | Balance Dec 31/12 | Received in 2013 | Interest Earned in 2013 | Expended in 2013 | Balance Dec 31/2013 |
|--------------------|------------------------------|-----------------------------|--|-----------------------------|--------------------------------|
| Sewer | 53,086 | | 730 | | 53,816 |
| Water | 277,731 | | 3,827 | | 285,168 |
| Storm Sewer | 68,649 | | 944 | | 69,593 |
| Roads/Curbs | 93,048 | | 1,280 | | 94,328 |
| Total | 492,514 | - | 5,204 | | 502,905 |

6. Off-Street Parking Reserve Fund for 2013

There are currently no funds in this reserve.

7. Objectives and Progress Measures for 2014

This section describes objectives and progress measures for 2014.

Conservation and Green Energy

- Continue to implement the Knoll Neighbourhood Plan and the Integrated Community Sustainability Plan.
- Complete the majority of the revisions to the Official Community Plan, Zoning Bylaw, Subdivision and Development Bylaw and Development Cost Charges Bylaw.
- Complete Infill and Redevelopment Analysis and implement recommendations.
- Explore a public/private partnership model for composting solutions.
- Introduce a metered rate structure and mock billings to promote conservation.
- Celebrate Drinking Water Week in May with public awareness activities.

Bylaw Enforcement

- Continue to contract with Commissionaires for bylaw enforcement and dog control services.
- Ongoing emphasis on property maintenance, nuisances, open air burning, and street and traffic violations.

Infrastructure, Asset Management, and Drainage

- Commence upgrades to the Regent Avenue pump station.
- Reconstruct Mill Avenue from George Street to Maud Street.
- Reconstruct Belvedere Street from Cliff Avenue to Mill Avenue.
- Complete work on sustainable development servicing standards.
- Continue crack sealing program to improve lifespan of roads.
- Obtain new water tender truck for Fire Department.
- Commence sanitary sewer source control program.
- Clean Reservoir 2 with potable water dive team.

Recreation, Public Spaces and Programs

- Continue to implement Master Parks Plan.
- Complete a conceptual design for Barnes Park with a renewed Spray Park and other features which promote active living.
- Plant new trees in Riverside Park north of the Arena and along Cliff Avenue between Sicamous Street and High Street.
- Organize the second annual Community Clean-Up Challenge.
- Support the Arts Council, new youth programs, and the Girl Guide Spirit of Adventure Rendezvous event.
- Purchase and install a digital billboard to promote community events to highway traffic and tourists.
- Work with the Regional District to adopt the Development Cost Charges Bylaw for Parks.
- Continue to contract with Chamber of Commerce for Recreation Management.
- Continue to contribute to River Ambassadors Program.

Health, Safety and Food Security

- Continue to provide direct Jaws of Life service.
- Continue to participate in Inter-Municipal Emergency Operations.
- Continue to develop an active transportation strategy in partnership with Splitsin, Interior Health and Shuswap Trail Alliance.

Cooperation and Intergovernmental Matters

- Complete transitional matters related to the Enderby/Area F service transfers.
- Continue to work with Splitsin to identify common opportunities through the Splitsin-Enderby Joint Committee and Community-to-Community forums.

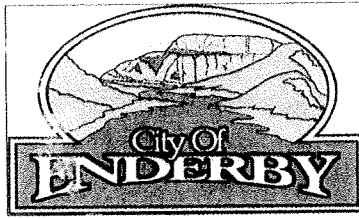
General and Operational

- Increase capital investment.
- Conduct 2014 elections.
- Implement GIS mapping solution.
- Soft launch Electronic Home Owner Grant system.
- Continue to provide a case managed approach to development applications.
- Continue community revitalization projects.
- Launch new website.
- Increase water and wastewater certification of staff.

City of Enderby

2013

Statement of Financial Information



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

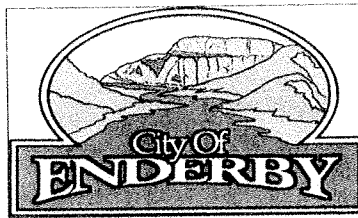
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Jennifer Bellamy
Chief Financial Officer

Howie Cyr
Mayor, City of Enderby

Date

Date



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Management Report

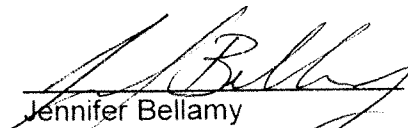
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibility for financial reporting and internal control.

The external auditors, Rossworn Henderson LLP Chartered Accountants, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by *The Act*. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council and to management.

On behalf of the Corporation of the City of Enderby


Jennifer Bellamy
Chief Financial Officer
May 28, 2014

**THE CORPORATION OF THE CITY
OF ENDERBY**

CONSOLIDATED FINANCIAL STATEMENTS

December 31, 2013
(Audited)

ROSSWORN HENDERSON LLP
Chartered Accountants

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2013

| CONTENTS | Page |
|---|-------------|
| INDEPENDENT AUDITORS' REPORT | 3 |
| FINANCIAL STATEMENTS | |
| Consolidated Statement of Financial Position | 4 |
| Consolidated Statement of Financial Activities | 5 |
| Consolidated Statement of Change in Net Financial Assets | 6 |
| Consolidated Statement of Change in Financial Position | 7 |
| Consolidated Statement of Equity in Tangible Capital Assets | 8 |
| Consolidated Statement of Cemetery Trust Funds | 9 |
| Consolidated Statement of Operating Surplus | 10 |
| Consolidated Statement of Statutory Reserve Fund Activities | 11 |
| Consolidated Statement of Reserve Fund Activities | 12 |
| Summary of Significant Accounting Policies | 13 - 15 |
| Notes to Financial Statements | 16 - 24 |
| Schedule I - Consolidated Schedule of Segment Disclosures | 25 - 26 |
| Schedule II - Area F Services | 27 |

45

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the City of Enderby

Report on the Financial Statements

We have audited the accompanying financial statements of The Corporation of the City of Enderby which comprise the consolidated statement of financial position as at December 31, 2013 and the consolidated statement of operations, consolidated statement of change in net debt, and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Enderby as at December 31, 2013, and its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

April 7, 2014
Enderby, BC


Chartered Accountants

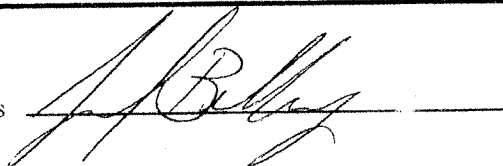
THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Position

As at December 31, 2013

| | 2013 | 2012 |
|---|----------------------|----------------------|
| Financial assets | | |
| Cash | \$ 974,751 | \$ 831,735 |
| Investments | 6,980,610 | 5,644,191 |
| Accounts receivable (Note 3) | 424,397 | 701,431 |
| Deposit - Municipal Finance Authority (Note 4) | 52,736 | 40,664 |
| Tax sale proceeds subject to redemption | | 15,302 |
| | <u>8,432,494</u> | <u>7,233,323</u> |
| Liabilities | | |
| Accounts payable and accrued liabilities (Note 5) | 449,179 | 687,215 |
| Deferred revenue (Note 6) | 941,836 | 1,097,265 |
| Reserve - Municipal Finance Authority (Note 4) | 52,736 | 40,664 |
| Long-term debt (Note 7) | 3,704,383 | 2,697,568 |
| | <u>5,148,134</u> | <u>4,522,712</u> |
| Net financial assets | <u>3,284,360</u> | <u>2,710,611</u> |
| Non-financial assets | | |
| Prepaid expenses | 41,486 | 23,150 |
| Tangible capital assets (Note 8) | 24,855,797 | 25,238,488 |
| | <u>\$ 28,181,643</u> | <u>\$ 27,972,249</u> |
| Accumulated surplus | <u>\$ 28,181,643</u> | <u>\$ 27,972,249</u> |
| Represented by: | | |
| Cemetery trust funds | 187,562 | 191,632 |
| Operating fund | 3,841,779 | 2,757,265 |
| Reserves | 2,052,912 | 1,644,154 |
| Statutory reserves | 947,977 | 838,278 |
| Equity in tangible capital assets | 21,151,413 | 22,540,920 |
| | <u>\$ 28,181,643</u> | <u>\$ 27,972,249</u> |

Director of financial services



The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Activities

For the year ended December 31, 2013

| | 2013 Budget | 2013 Actual | 2012 Actual |
|--|----------------------|----------------------|----------------------|
| Revenue | | | |
| Taxation - net (Note 11) | \$ 1,693,708 | \$ 1,668,585 | \$ 1,632,978 |
| Grants and subsidies (Note 12) | 2,247,752 | 1,544,802 | 1,868,358 |
| Sale of services (Note 13) | 1,419,578 | 1,325,657 | 1,290,010 |
| Other revenue from own sources | 187,947 | 66,881 | 316,757 |
| Interest and penalties | 103,960 | 177,609 | 159,907 |
| | <u>5,652,945</u> | <u>4,783,534</u> | <u>5,268,010</u> |
| Expenditures | | | |
| General government services | 853,894 | 689,806 | 677,483 |
| Protective services | 200,553 | 253,864 | 233,512 |
| Transportation services | 522,338 | 903,575 | 945,632 |
| Environmental health services | 147,942 | 121,819 | 123,011 |
| Community development services | 49,044 | 27,688 | 63,959 |
| Recreational and cultural services | 70,204 | 74,159 | 62,987 |
| Area F services | 799,774 | 805,690 | 805,972 |
| Water supply | 652,212 | 915,805 | 846,042 |
| Sewer services | 462,154 | 658,022 | 608,847 |
| | <u>3,758,115</u> | <u>4,450,428</u> | <u>4,367,445</u> |
| Excess revenue over expenses | 1,894,830 | 333,106 | 900,565 |
| Gain (loss) on disposal of tangible capital assets | | (123,712) | (220,376) |
| Annual surplus | 1,894,830 | 209,394 | 680,189 |
| Consolidated fund balance, beginning of year | 27,972,249 | 27,972,249 | 27,292,060 |
| Consolidated fund balance, end of year | <u>\$ 29,867,079</u> | <u>\$ 28,181,643</u> | <u>\$ 27,972,249</u> |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

48

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2013

| | 2013 | 2012 |
|---|--------------|--------------|
| Annual surplus | \$ 209,394 | \$ 680,189 |
| Amortization of tangible capital assets | 1,213,027 | 1,151,596 |
| Change in prepaid expenses | (18,336) | (20,363) |
| Loss on sale of tangible capital assets | 130,712 | 220,376 |
| Acquisition of tangible capital assets | (961,048) | (2,350,124) |
| Increase (decrease) in net financial assets | 573,749 | (318,326) |
| Net financial assets, beginning of year | 2,710,611 | 3,028,937 |
| Net financial assets, end of year | \$ 3,284,360 | \$ 2,710,611 |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Change in Financial Position

For the year ended December 31, 2013

| | 2013 | 2012 |
|--|--------------------|--------------------|
| Cash flows from operating activities | | |
| Cash receipts | \$ 4,742,832 | \$ 5,042,785 |
| Cash payments to suppliers and employees | (3,339,890) | (4,723,180) |
| Interest received | 177,609 | 159,907 |
| Interest paid | (153,881) | (94,223) |
| | <u>1,426,670</u> | <u>385,289</u> |
| Financing activities | | |
| Proceeds of long-term debt | 1,735,000 | 1,539,610 |
| Long-term debt repayment | (728,187) | (141,395) |
| | <u>1,006,813</u> | <u>1,398,215</u> |
| Investing activities | | |
| Increase in tangible capital assets | (961,048) | (2,350,125) |
| Decrease (increase) in temporary investments | (1,336,419) | 632,879 |
| Proceeds on disposition | 7,000 | |
| | <u>(2,290,467)</u> | <u>(1,717,246)</u> |
| Increase in cash | 143,016 | 66,258 |
| Cash, beginning of year | <u>831,735</u> | <u>765,477</u> |
| Cash, end of year | <u>\$ 974,751</u> | <u>\$ 831,735</u> |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Equity in Tangible Capital Assets

For the year ended December 31, 2013

| | 2013 | 2012 |
|--|---------------|---------------|
| Balance beginning of year | \$ 22,540,920 | \$ 22,657,796 |
| Contributions from revenue for: | | |
| Acquisition of tangible capital assets | 961,048 | 2,653,311 |
| Long-term debt payments | 670,641 | 90,637 |
| Loss from sale/write down of tangible capital assets | (130,712) | (220,376) |
| Actuarial adjustments | 57,543 | 50,758 |
| Long-term debt issued | (1,735,000) | (1,539,610) |
| Amortization | (1,213,027) | (1,151,596) |
| Balance end of year | \$ 21,151,413 | \$ 22,540,920 |
| Represented by: | | |
| General | \$ 10,452,272 | \$ 11,536,463 |
| Water | 5,733,105 | 5,854,117 |
| Sewer | 4,966,036 | 5,150,340 |
| Balance end of year | \$ 21,151,413 | \$ 22,540,920 |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Cemetery Trust Funds

For the year ended December 31, 2013

| | 2013 | 2012 |
|-------------------------|------------|------------|
| Cash | \$ 15,211 | \$ 22,775 |
| Temporary Investments | 165,936 | 164,177 |
| Interest earned | 2,612 | 2,084 |
| Other amounts collected | 3,803 | 2,596 |
| Surplus | \$ 187,562 | \$ 191,632 |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

52

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Operating Surplus

For the year ended December 31, 2013

| | 2013 | 2012 |
|-----------------------------------|--------------|--------------|
| Operating Surplus | | |
| Balance beginning of year | \$ 2,757,265 | \$ 2,488,287 |
| Annual surplus | 209,394 | 680,189 |
| Amortization | 1,213,027 | 1,151,596 |
| Transfers to reserves | (514,386) | (528,087) |
| Capital expenditures | (961,047) | (2,653,311) |
| Long-term debt issued | 1,735,000 | 1,539,610 |
| Long-term debt principal payments | (728,186) | (141,395) |
| Capital disposal | 130,712 | 220,376 |
| Balance end of year | \$ 3,841,779 | \$ 2,757,265 |
| Represented by: | | |
| General | 2,416,262 | 1,430,866 |
| Water | 532,080 | 592,186 |
| Sewer | 608,053 | 480,882 |
| Area F Services | 285,384 | 253,331 |
| Balance end of year | \$ 3,841,779 | \$ 2,757,265 |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Statutory Reserve Fund Activities

For the year ended December 31, 2013

| | Tax sale lands reserve | | Gas tax agreement | | 2013 | 2012 |
|-----------------------------------|---------------------------|--------|----------------------|----------|------------|------------|
| Balance beginning of year | \$ | 64,802 | \$ | 773,476 | \$ 838,278 | \$ 704,390 |
| Add: Amounts received during year | | | | 125,966 | 125,966 | 126,001 |
| Interest earned | | 892 | | 10,657 | 11,549 | 7,887 |
| Less: Amount spent of projects | | | | (27,816) | (27,816) | |
| Balance end of year | \$ | 65,694 | \$ | 882,283 | \$ 947,977 | \$ 838,278 |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

54

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Reserve Fund Activities

For the year ended December 31, 2013

| | 2013 | 2012 |
|---------------------------|---------------------|---------------------|
| Balance beginning of year | \$ 1,644,154 | \$ 1,254,635 |
| Additions | | |
| Other contributions | 557,418 | 543,961 |
| Return on investments | 22,340 | 13,900 |
| Net interfund transfers | | |
| Capital fund | (171,000) | (168,342) |
| | <u>\$ 2,052,912</u> | <u>\$ 1,644,154</u> |

Summary of Reserve Fund Positions

General reserve

| | | |
|--|------------------|------------------|
| Fire department building and equipment | \$ 196,327 | \$ 168,545 |
| Asset management | 44,469 | 13,619 |
| Computer equipment | 44,049 | 39,516 |
| Streets | 285,175 | 212,309 |
| Fortune Parks | 100,278 | 86,115 |
| Equipment reserves | 152,502 | 255,058 |
| Other | 412,280 | 312,089 |
| | <u>1,235,080</u> | <u>1,087,251</u> |

Sewer reserve

| | | |
|----------------------|----------------|---------|
| Future sewer capital | <u>319,264</u> | 205,684 |
| | 319,264 | 205,684 |

Water reserve

| | | |
|----------------------|---------------------|---------------------|
| Future water capital | <u>498,568</u> | 351,219 |
| | 498,568 | 351,219 |
| | <u>\$ 2,052,912</u> | <u>\$ 1,644,154</u> |

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2013

1. Status of the City of Enderby

The City of Enderby (the "City") is a municipality that was created on March 1, 1905 under the laws of British Columbia. The City provides municipal services such as public works, sewer, water, urban planning, fire protection services, and recreational and cultural services and other general government operations.

2. Significant Accounting policies

These consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards of the Canadian Institute of Chartered Accountants. The consolidated financial statements include the accounts of all funds of the City. All interfund transfers have been eliminated. The significant policies are summarized as follows:

a. Fund accounting

The resources and operations of the City are comprised of the funds listed below. Supporting schedules to the consolidated financial statements are included to show the financial activities and balance of each fund for supplementary information.

General Fund:

Accounts for operating and capital revenues and expenditures for the activities of the City except those included in the water and sewer funds and holds all property required for these purposes and related long term debt.

Water Fund:

Accounts for operating and capital revenues and expenditures for the water utility and holds all property required for these purposes and related long-term debt.

Sewer Fund:

Accounts for operating and capital revenues and expenditures for the sewer utility and holds all property required for this purposes and related long-term debt.

b. Basis of accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the creation of a legal obligation to pay.

c. School taxes

The City is required by *The School Act* to bill, collect and remit provincial education support levies in respect of residential and other properties on behalf of the Province, and school division special levies on behalf of school divisions. The City has no jurisdiction or control over the school division's operations or their mill rate increases. Therefore, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of school boards are not reflected in these consolidated financial statements.

d. Investments

Investments consist of term deposits in Canadian Chartered Banks and deposits with the Municipal Finance Authority pooled investment money market fund are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments are redeemable on demand and have an effective average interest rate of 1.73% (2012 - 1.13%).

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2013

e. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or tangible capital assets acquired.

f. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses provides the Change in Net Financial Assets for the year.

i. Tangible capital assets

Tangible capital assets consist of land, buildings, engineering structures, water and sewer infrastructure, roads, and machinery and equipment. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the cost, construction, development or betterment of the asset. The cost less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful life as follows:

| | |
|-------------------------|----------------|
| Buildings | 20 to 50 years |
| Machinery and equipment | 6 to 30 years |
| Other structures | 15 to 65 years |
| Roads: | |
| Base layer | 75 years |
| Top layer | 15 to 25 years |
| Catch Basins | 40 years |
| Sanitary sewer | 5 to 30 years |
| Sewer mains | 50 to 80 years |
| Storm drains | 25 years |
| Water system | 25 to 50 years |

Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

g. Revenue recognition

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for expenditures not yet incurred are included in deferred revenue.

THE CORPORATION OF THE CITY OF ENDERBY
Summary of Significant Accounting Policies

For the year ended December 31, 2013

Taxation revenues are recognized at the time of issuing property tax notices for the fiscal year. Sale of services and user fees are recognized when the service or product is provided by the City. All other revenue is recognized as it is earned and is measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the creation of a legal obligation to pay.

h. Debt charges

Debt charges, including principal, interest and foreign exchange are charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

i. Capitalization of interest

The City capitalizes interest on temporary borrowing until the completion of the project which is to be financed by debenture debt.

j. Reserves

Reserves for future expenditures represent amounts set aside for future operating and capital expenditures.

k. Budget figures

The budget figures are from the Financial Plan Bylaw No. 1522, 2013 adopted May 6, 2013. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.

l. Use of estimates

The consolidated financial statements of the City have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board. As such, management is required to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. These estimates and assumptions are based on the City's best information and judgment and may differ significantly from actual results. The financial statements have, in the opinion of management been prepared using careful judgment within the reasonable limits of materiality and within the framework of the accounting policies identified.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

3. Accounts receivable

| | 2013 | 2012 |
|----------------------------|-------------------|-------------------|
| Federal Government | \$ 19,512 | \$ 103,908 |
| Provincial Government | | 123,054 |
| Trade receivables | 156,475 | 255,725 |
| Taxes receivable - current | 189,314 | 157,981 |
| arrears | 59,096 | 60,763 |
| | <u>\$ 424,397</u> | <u>\$ 701,431</u> |

4. Reserve - Municipal Finance Authority

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts. The details of the cash deposits and demand notes at the year end are as follows:

| | Demand note | Cash deposits | 2013 | 2012 |
|--------------|------------------|------------------|-------------------|-------------------|
| General fund | \$ 32,414 | \$ 18,068 | \$ 50,482 | \$ 11,836 |
| Sewer fund | 31,946 | 16,445 | 48,391 | 61,476 |
| Water fund | 31,200 | 18,223 | 49,423 | 60,126 |
| | <u>\$ 95,560</u> | <u>\$ 52,736</u> | <u>\$ 148,296</u> | <u>\$ 133,438</u> |

5. Accounts payable and accrued liabilities

| | 2013 | 2012 |
|----------------|-------------------|-------------------|
| Trade payables | \$ 307,749 | \$ 533,172 |
| Wages payable | 141,430 | 154,043 |
| | <u>\$ 449,179</u> | <u>\$ 687,215</u> |

6. Deferred revenue

| | 2013 | 2012 |
|--------------------------|-------------------|---------------------|
| Deferred grants | \$ 177,216 | \$ 333,373 |
| Development cost charges | 502,906 | 492,514 |
| Prepaid revenue | 173,407 | 176,534 |
| Refundable deposits | 88,307 | 94,844 |
| | <u>\$ 941,836</u> | <u>\$ 1,097,265</u> |

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

7. Long-term debt

| Bylaw number | Purpose | Term remaining | % rate | 2013 | 2012 |
|----------------------------------|------------------------|----------------|--------|---------------------|---------------------|
| General fund | | | | | |
| 1316 | Hubert Avenue | | | \$ | \$ 20,227 |
| 1316 | Road upgrades | 2 | | 1,026,407 | 1,539,610 |
| 1494 | Storm system upgrade | 30 | 3.150 | 850,000 | |
| 1502 | Road upgrades | 20 | 3.150 | 680,000 | |
| 1503 | Road upgrades | 20 | 3.150 | 205,000 | |
| 1316 | Arena upgrades | 2 | pr + 1 | 56,800 | 123,600 |
| | | | | 2,818,207 | 1,683,437 |
| Water fund | | | | | |
| 1214 | System construction | 4 | 5.950 | 72,841 | 88,937 |
| 1195 | System construction | 3 | 7.250 | 115,925 | 150,947 |
| 1317 | System upgrade | | | | 19,734 |
| | | | | 188,766 | 259,618 |
| Sewer fund | | | | | |
| 1167 | Sewage construction | 2 | 3.000 | 11,638 | 17,044 |
| 1259 | Sewage treatment plant | 6 | 5.990 | 126,877 | 144,936 |
| 1317 | System upgrade | | | | 12,682 |
| 1474 | System upgrade | 18 | 3.250 | 372,596 | 386,567 |
| 1475 | System upgrade | 18 | 3.250 | 186,299 | 193,284 |
| | | | | 697,410 | 754,513 |
| Total long-term debt - all funds | | | | \$ 3,704,383 | \$ 2,697,568 |

The municipality is committed to principal requirements, including sinking fund additions, over the next 5 years as follows:

| | General fund | Water fund | Sewer fund |
|-----------------------------|---------------------|-------------------|-------------------|
| 2014 | \$ 591,479 | \$ 53,673 | \$ 46,347 |
| 2015 | 583,274 | 56,356 | 48,357 |
| 2016 | 48,537 | 59,173 | 40,773 |
| 2017 | 50,479 | 19,564 | 41,707 |
| 2018 | 52,498 | | 42,682 |
| 2019 and subsequent periods | 1,491,940 | | 477,544 |
| | \$ 2,818,207 | \$ 188,766 | \$ 697,410 |

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

8. Tangible capital assets

| | Cost | Accumulated amortization | 2013 | 2012 |
|-------------------------------|---------------|-----------------------------|---------------|---------------|
| General fund | | | | |
| Land | \$ 1,651,871 | \$ | \$ 1,651,871 | \$ 1,651,871 |
| Building sites and parks | 2,347,575 | (1,113,417) | 1,234,158 | 1,300,738 |
| Engineering structures | 229,769 | (198,807) | 30,962 | 2,800 |
| Hydrants | 186,643 | (133,244) | 53,399 | 56,393 |
| Mobile equipment | 1,853,809 | (892,713) | 961,096 | 890,654 |
| Planters | 118,329 | (65,729) | 52,600 | 57,130 |
| Roads | 12,741,600 | (5,705,916) | 7,035,684 | 7,062,952 |
| Storm sewers | 6,628,385 | (4,402,518) | 2,225,867 | 2,197,361 |
| Assets under construction | 24,844 | | 24,844 | |
| | 25,782,825 | (12,512,344) | 13,270,481 | 13,219,899 |
| Water fund | | | | |
| Buildings | 966,257 | (512,779) | 453,478 | 478,996 |
| Water mains | 9,163,385 | (5,542,028) | 3,621,357 | 3,804,386 |
| Water system | 3,923,116 | (2,076,080) | 1,847,036 | 1,830,352 |
| | 14,052,758 | (8,130,887) | 5,921,871 | 6,113,734 |
| Sewer fund | | | | |
| Buildings | 133,966 | (33,492) | 100,474 | 103,824 |
| Sanitary sewer system | 4,649,061 | (1,724,306) | 2,924,755 | 3,075,665 |
| Sewer mains and lift stations | 4,848,853 | (2,210,637) | 2,638,216 | 2,725,366 |
| | 9,631,880 | (3,968,435) | 5,663,445 | 5,904,855 |
| | \$ 49,467,463 | \$ (24,611,666) | \$ 24,855,797 | \$ 25,238,488 |

9. Commitments and subsequent events

- (a) During the year, the City approved upgrades to Sicamous Street and Cliff Avenue, Loan Authorization Bylaw Number 1525, 2013 in the amount of \$350,000.
- (b) Vacation and banked time pay has been accrued and is included in accounts payable for the current year. Sick leave benefits are paid to a maximum of 120 days. For public works employees 75% of this amount has been accrued as a liability based on City policy. For other employees it is based on managements best estimate based on past performance. The estimated total liability for wages and benefits at December 31, 2013 is approximately \$257,744 (2012 - \$272,131). Of this amount \$141,430 (2012 - \$154,043) has been accrued and included in accounts payable.
- (c) The City has committed to purchasing a new fire truck in 2013 for \$286,000 but will not take possession of the unit until 2014. As a result this transaction is not reflected in the financial statements.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

10. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance program with British Columbia municipalities and regional districts. The City is obliged under the program to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 14 contributors from the City.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Corporation of the City of Enderby paid \$77,604 (2012 - \$80,810) for employer contributions to the Plan in fiscal 2013.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

11. Taxation

Taxation revenue comprises the following amounts raised less transfers:

| | Budget | 2013 | 2012 |
|--|---------------------|---------------------|---------------------|
| Taxation | | | |
| General municipal purposes | \$ 1,193,982 | \$ 1,165,595 | \$ 1,127,091 |
| 1% utility taxes | 59,206 | 60,781 | 61,711 |
| Water parcel | 223,486 | 224,252 | 221,365 |
| Sewer parcel | 217,034 | 217,953 | 217,014 |
| Collections for other governments | | | |
| School District | 924,213 | 936,537 | 933,010 |
| Policing | 129,627 | 131,339 | 121,436 |
| Regional District | 348,166 | 352,770 | 343,687 |
| Regional Hospital District | 94,155 | 108,735 | 95,474 |
| Municipal Finance Authority | 76 | 76 | 79 |
| B.C. Assessment Authority | 24,698 | 25,028 | 25,192 |
| Regional library | 95,899 | 97,187 | 94,812 |
| | 3,310,542 | 3,320,253 | 3,240,871 |
| Transfers | | | |
| School District | 924,213 | 936,537 | 927,478 |
| Regional Hospital District | 94,155 | 108,735 | 95,415 |
| Regional District | 348,166 | 352,764 | 343,457 |
| Municipal Finance Authority | 76 | 77 | 79 |
| B.C. Assessment Authority | 24,698 | 25,028 | 25,176 |
| Okanagan Regional Library | 95,899 | 97,188 | 94,876 |
| Policing | 129,627 | 131,339 | 121,412 |
| | 1,616,834 | 1,651,668 | 1,607,893 |
| | \$ 1,693,708 | \$ 1,668,585 | \$ 1,632,978 |

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

12 Government grants and transfers

| | Budget | 2013 | 2012 |
|----------------------------------|--------------|--------------|--------------|
| Federal | | | |
| Community works fund - Gas tax | \$ - | \$ 125,966 | \$ 126,001 |
| Provincial | | | |
| Conditional | 919,787 | 45,352 | 381,860 |
| Fortune Parks - conditional | 3,200 | 19,307 | |
| Sewer debt - conditional | 4,250 | | |
| Small communities protection | 450,838 | 453,295 | 450,838 |
| Street lighting | 700 | 704 | 738 |
| Water conservation - conditional | 178,800 | 182,136 | 216,107 |
| | 1,557,575 | 700,794 | 1,049,543 |
| Other | | | |
| Animal control | 6,023 | 19,231 | 18,868 |
| Cemetery | 24,759 | 39,416 | 39,603 |
| Fortune Parks | 659,395 | 659,395 | 634,343 |
| | 690,177 | 718,042 | 692,814 |
| | \$ 2,247,752 | \$ 1,544,802 | \$ 1,868,358 |

13. Sales of Service

| | Budget | 2013 | 2012 |
|---------------------------------|--------------|--------------|--------------|
| Animal control | \$ 8,000 | \$ 9,988 | \$ 6,328 |
| Building permits | 1,000 | 1,660 | 1,798 |
| Business licenses | 11,740 | 14,150 | 14,656 |
| Cemetery | 13,517 | 18,740 | 15,976 |
| Fire protection | 220,509 | 71,762 | 73,199 |
| Fortune Parks | 150,710 | 152,248 | 173,920 |
| Garbage collection and disposal | 123,951 | 125,729 | 123,989 |
| Sewer user fees | 452,712 | 476,942 | 447,515 |
| Water user fees | 437,439 | 454,438 | 432,629 |
| | \$ 1,419,578 | \$ 1,325,657 | \$ 1,290,010 |

64

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

14. Expenditures by object

| | Budget | 2013 | 2012 |
|----------------------------------|---------------------|---------------------|---------------------|
| Advertising and publications | \$ 22,900 | \$ 8,136 | \$ 12,410 |
| Amortization | | 1,213,027 | 1,151,596 |
| Contracted services | 492,390 | 361,549 | 447,339 |
| Council grants | 114,086 | 119,089 | 132,606 |
| Insurance | 76,638 | 71,918 | 61,257 |
| Interest and bank charges | 174,979 | 153,881 | 94,223 |
| Maintenance | 1,031,594 | 1,001,371 | 901,301 |
| Materials and supplies | 510,734 | 264,416 | 282,310 |
| Professional fees | 34,100 | 19,480 | 25,049 |
| Salaries and benefits | 1,223,395 | 1,179,199 | 1,201,252 |
| Training, travel and conferences | 65,845 | 48,574 | 47,510 |
| Other costs | 11,454 | 9,788 | 10,592 |
| | <u>\$ 3,758,115</u> | <u>\$ 4,450,428</u> | <u>\$ 4,367,445</u> |

15. Financial instruments

The City's financial instruments consist of cash, temporary investments, accounts receivable, accounts payable, deferred revenue, deposits and long term debt. The fair values of these financial instruments approximate their carrying values. It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments.

16. Comparative figures

Certain comparative figures have been reclassified to conform to the financial presentation adopted for the current year.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

17. Segmented information

The City of Enderby is a municipal government that provides a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

General government services - Legislative, administration and finance

The function of the legislative department includes mayor and council is to set bylaws and policies for the governance of the City in accordance with the Community Charter. The function of the Administration Department is to coordinate the operation of the municipality in accordance with policies set by Council. The Administration Department is responsible for functions such as personnel, organizational changes, employee review and training, manpower planning, strategic planning, information systems, GIS and records management. The mandate of the Finance Department is to achieve excellence in customer service through the efficient and effective use of technology and personal service. Also, to provide operational efficiency, financial planning and accountability through the application of sound accounting practices and internal control. The Finance Department is responsible for functions such as financial records reporting and safekeeping; investment of municipal funds; advice and guidance to Council and Administration on financial matters; financial planning and budget development and analysis; property tax and utility user fee notification and collection; accounts payable and receivable; payroll, pension and benefits administration; records maintenance of tickets, fines and other municipal business.

Protective services - Fire and animal control services

The mandate of the Fire Department is to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. The mandate of Animal Control is to control the animal population and the issuance of dog licenses.

Public works services

The public works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, and street lighting.

Environmental health services

The mandate of environmental health services is to provide for the collection, disposal and recycling services; and waste minimization programs of solid waste.

Community development services

Community development provides services to manage urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and downtown, through City planning, community development, parks and riverbank planning. It ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and bylaws for the protection of occupants. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of zoning bylaws, and the processing of building permit applications.

Recreational and cultural services

The recreational and cultural services mandate in cooperation with the Regional District is to provide for the maintenance of parks and open space.

Area F Services

The City administers Fortune Parks, Animal Control & Cemetery services for the citizens of Area F.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2013

18. Segmented Information (cont'd)

Water supply and services

The water department provides for the delivery of safe drinking water to the citizens of Enderby.

Sewer services

The sewer department provides for the collection and treatment of wastewater.

Certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government grants, transfers from and to other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2. For additional information see the Consolidated Schedule of Segment Disclosure - Service (Schedule I).

THE CORPORATION OF THE CITY OF ENDERBY

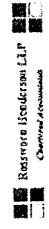
Consolidated Schedule of Segment Disclosure - Service

Schedule I

For the year ended December 31, 2013

General revenue fund

| | General government | Protective services | Transportation services | Environmental health services | Area F services | Other general services | Water supply | Sewer services | 2013 Consolidation |
|--|--------------------|---------------------|-------------------------|-------------------------------|-----------------|------------------------|--------------|----------------|--------------------|
| Revenues | | | | | | | | | |
| Taxation | \$ 1,226,380 | \$ | \$ | \$ | \$ | \$ | \$ 224,252 | \$ 217,953 | \$ 1,668,585 |
| Grants and subsidies | 171,318 | | 453,999 | | 737,349 | | 182,136 | | 1,544,802 |
| Sales of services | 15,810 | 71,762 | | 125,729 | 180,976 | | 454,438 | 476,942 | 1,325,657 |
| Other revenue from own sources | 66,881 | | | | | | | | 66,881 |
| Interest and penalties | 120,840 | | | | | 6,413 | 34,344 | 16,012 | 177,609 |
| | 1,601,229 | 71,762 | 453,999 | 125,729 | 918,325 | 6,413 | 895,170 | 710,907 | 4,783,534 |
| Expenses | | | | | | | | | |
| Advertising and publications | 5,771 | | | | 2,365 | | | | 8,136 |
| Amortization | 43,849 | 86,987 | 481,319 | | 28,430 | | 331,035 | 241,407 | 1,213,027 |
| Contracted services | 52,880 | 32,821 | | 119,397 | 52,538 | 98,873 | 3,288 | 1,752 | 361,549 |
| Council grants | 10,050 | | | | 109,039 | | | | 119,089 |
| Insurance | 53,013 | | | | 18,905 | | | 36,208 | 71,918 |
| Interest and bank charges | 75,829 | | | | 1,438 | | 40,406 | | 153,881 |
| Maintenance | 32,463 | 76,760 | 301,594 | | 161,900 | 1,971 | 212,123 | 214,560 | 1,001,371 |
| Material and supplies | 52,853 | 418 | 5,585 | | 107,740 | | 93,690 | 4,130 | 264,416 |
| Professional fees | 19,480 | | | | | | | | 19,480 |
| Salaries and benefits | 453,772 | 45,786 | 156,137 | 2,422 | 276,878 | 1,003 | 140,249 | 102,952 | 1,179,199 |
| Training, travel and conferences | 31,221 | 11,092 | 117 | | 65 | | 5,171 | 908 | 48,574 |
| Transfers | (141,375) | | (41,177) | | 46,392 | | 89,843 | 56,105 | 9,788 |
| | 689,806 | 253,864 | 903,575 | 121,819 | 805,690 | 101,847 | 915,805 | 658,022 | 4,450,428 |
| Excess (deficiency) of revenue and expenses | 911,423 | (182,102) | (449,576) | 3,910 | 112,635 | (95,434) | (20,635) | 52,885 | 333,106 |
| Loss on disposal of tangible capital assets | (123,712) | | | | | | | | (123,712) |
| Annual surplus | \$ 787,711 | \$ (182,102) | \$ (449,576) | \$ 3,910 | \$ 112,635 | \$ (95,434) | \$ (20,635) | \$ 52,885 | \$ 209,394 |



Ed

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Schedule of Segment Disclosure - Service

For the year ended December 30, 2012

Schedule I (cont'd)

General revenue fund

| | General government | Protective Services | Transportation Services | Environmental health services | Area F services | Other general services | Water supply | Sewer services | 2012 Consolidation |
|---|--------------------|---------------------|-------------------------|-------------------------------|-----------------|------------------------|--------------|----------------|--------------------|
| Revenues | | | | | | | | | |
| Taxation | \$ 1,194,599 | \$ | \$ | \$ | \$ | \$ | \$ 221,365 | \$ 217,014 | \$ 1,632,978 |
| Grants and subsidies | 507,861 | | 451,576 | | 692,814 | | 216,107 | | 1,868,358 |
| Sales of services | 16,454 | 73,199 | | 123,989 | 196,224 | | 432,629 | 447,515 | 1,290,010 |
| Other revenue from own sources | 316,757 | | | | | | | | 316,757 |
| Interest and penalties | 110,693 | | | | | 4,681 | 30,970 | 13,563 | 159,907 |
| | 2,146,364 | 73,199 | 451,576 | 123,989 | 889,038 | 4,681 | 901,071 | 678,092 | 5,268,010 |
| Expenses | | | | | | | | | |
| Advertising and publications | 10,690 | | | | 1,720 | | | | 12,410 |
| Amortization | 39,419 | 48,865 | 485,608 | | 18,790 | | 317,568 | 241,346 | 1,151,596 |
| Contracted services | 123,271 | 28,435 | | 120,524 | 47,979 | 124,790 | | 2,340 | 447,339 |
| Council grants | 10,742 | | | | 121,864 | | | | 132,606 |
| Insurance | 46,777 | | | | 14,480 | | | | 61,257 |
| Interest and bank charges | 10,819 | | | | 2,125 | | 44,626 | 36,653 | 94,223 |
| Maintenance | 41,389 | 79,171 | 321,243 | | 169,133 | | 168,865 | 121,500 | 901,301 |
| Material and supplies | 51,859 | 18,039 | 11,489 | | 93,619 | | 70,113 | 37,191 | 282,310 |
| Professional fees | 23,049 | | | | 2,000 | | | | 25,049 |
| Salaries and benefits | 431,981 | 46,556 | 167,498 | 2,487 | 286,699 | 2,156 | 150,678 | 11,197 | 1,201,252 |
| Training, travel and conferences | 32,650 | 12,446 | 239 | | | | 1,727 | 448 | 47,510 |
| Transfers | (145,163) | | (40,445) | | 47,563 | | 92,465 | 56,172 | 10,592 |
| | 677,483 | 233,512 | 945,632 | 123,011 | 805,972 | 126,946 | 846,042 | 608,847 | 4,367,445 |
| Excess (deficiency) of revenue and expenses | 1,468,881 | (160,313) | (494,056) | 978 | 83,066 | (122,265) | 55,029 | 69,245 | 900,565 |
| Loss on disposal of tangible capital assets | (220,376) | | | | | | | | (220,376) |
| Annual surplus | \$ 1,248,505 | \$ (160,313) | \$ (494,056) | \$ 978 | \$ 83,066 | \$ (122,265) | \$ 55,029 | \$ 69,245 | \$ 680,189 |

29

THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2013

Schedule II

| | Fortune Parks | Animal control | Cemetery | 2013 | 2012 |
|--------------------------------------|------------------|-------------------|-----------|------------|------------|
| Revenue | | | | | |
| Grants and subsidies | \$ 678,702 | \$ 19,231 | \$ 39,416 | \$ 737,349 | \$ 692,814 |
| Sale of services | 152,248 | 9,988 | 18,740 | 180,976 | 196,224 |
| | 830,950 | 29,219 | 58,156 | 918,325 | 889,038 |
| Expenditures | | | | | |
| Advertising | 2,365 | | | 2,365 | 1,720 |
| Amortization | 28,430 | | | 28,430 | 18,790 |
| Contracted services | 36,396 | 16,142 | | 52,538 | 47,979 |
| Grants | 104,679 | | 4,360 | 109,039 | 121,864 |
| Insurance | 18,905 | | | 18,905 | 14,480 |
| Interest and bank charges | 1,438 | | | 1,438 | 2,125 |
| Maintenance | 143,638 | 3,256 | 15,006 | 161,900 | 169,133 |
| Materials and supplies | 107,740 | | | 107,740 | 93,619 |
| Professional fees | | | | | 2,000 |
| Salaries and benefits | 269,490 | 1,067 | 6,321 | 276,878 | 286,699 |
| Training, travel and conferences | 65 | | | 65 | |
| | 713,146 | 20,465 | 25,687 | 759,298 | 758,409 |
| Annual surplus (deficit) | \$ 117,804 | \$ 8,754 | \$ 32,469 | \$ 159,027 | \$ 130,629 |
| Transfer to/from general fund | | | | | |
| Computer support | \$ 7,740 | | | \$ 7,740 | \$ 7,590 |
| Finance overhead charges | 20,954 | 2,164 | 5,040 | 28,158 | 27,766 |
| Insurance allocation | 2,196 | | 550 | 2,746 | 2,692 |
| Public works equipment allocation | | | 4,048 | 4,048 | 5,890 |
| Lease | | 3,700 | | 3,700 | 3,625 |
| | 30,890 | 5,864 | 9,638 | 46,392 | 47,563 |
| Net change in financial assets | 86,914 | 2,890 | 22,831 | 112,635 | 83,066 |
| Opening surplus | 200,234 | 12,222 | 40,875 | 253,331 | 189,565 |
| Debt principal repayments | (66,800) | | | (66,800) | |
| Capital expenditures | (29,211) | | | (29,211) | (15,090) |
| Transfer to reserves | (13,000) | | | (13,000) | (23,000) |
| Transfer to/from capital | 28,430 | | | 28,430 | 18,790 |
| Area F accumulated surplus | \$ 206,567 | \$ 15,112 | \$ 63,706 | \$ 285,385 | \$ 253,331 |

**City of Enderby
Schedule of Employee Remuneration & Expenses
for Year Ended December 2013**

1 (1) (e)

Elected Officials

| Name | Position | Remuneration | Expenses | Total |
|----------------|------------|--------------|----------|--------|
| Tundra Baird | Councillor | 9,141 | 3,544 | 12,685 |
| Brad Case | Councillor | 8,541 | 2,884 | 11,425 |
| Howie Cyr | Mayor | 15,642 | 1,501 | 17,143 |
| Raquel Knust | Councillor | 8,301 | 3,198 | 11,500 |
| Beryl Ludwig | Councillor | 8,181 | 1,297 | 9,478 |
| Greg McCune | Councillor | 7,641 | 126 | 7,767 |
| Earl Shipmaker | Councillor | 7,521 | - | 7,521 |
| Totals | | 64,969 | 12,550 | 77,519 |

Other Employees

Employees with Remuneration Exceeding \$75,000

| Name | Position | Remuneration | Expenses | Total |
|--------------|------------------------------|--------------|----------|---------|
| Barry Gagnon | Chief Administrative Officer | 100,459 | 3,504 | 103,963 |
| | | 100,459 | 3,504 | 103,963 |

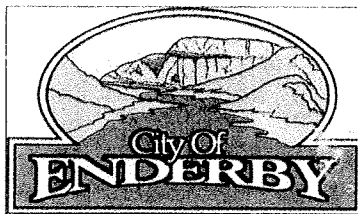
Employees with Remuneration of \$75,000 or Less

| | | | |
|--|---------|--------|---------|
| Consolidated total of other employees with remuneration of \$75,000 or less | 878,476 | 17,330 | 895,806 |
| Totals | 978,935 | 20,834 | 999,769 |

Reconciliation:

| | |
|---|-----------|
| Total remuneration - elected officials | 64,969 |
| Total remuneration - other employees | 978,935 |
| Subtotal | 1,043,904 |
| Reconciling Items: | |
| Benefits not taxable neither paid directly to employee | 186,137 |
| Accruals | - 12,875 |
| Payroll expenses not directly attributable to employees | - 37,968 |
| Total per Audited Financial Statements | 1,179,199 |
| Variance | - 0 |

6(7)(a)
6(7)(b)



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

THE CORPORATION OF THE CITY OF ENDERBY

STATEMENT OF SEVERANCE AGREEMENTS

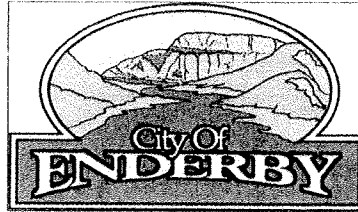
There were **no** severance agreements made between The Corporation of the City of Enderby and its non-unionized employees during fiscal year 2013.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

City of Enderby
 Schedule of Payments to Suppliers of Goods & Services
 for Year Ended December 2013

1 (1) (f)

| Supplier | Amount |
|--|------------------|
| ASPHALT SOLUTIONS | 40,234 |
| BAIRD BROS. LTD. | 39,723 |
| BARRY GAGNON AND ASSOCIATES LTD | 34,700 |
| B.C. HYDRO & POWER AUTHORITY | 216,341 |
| BFI | 132,928 |
| BRENNTAG CANADA INC. | 41,128 |
| CAPRI INSURANCE | 27,942 |
| CORIX WATER PRODUCTS LP | 29,149 |
| CORPORATION OF THE CITY OF VERNON | 36,827 |
| D.WEBB CONTRACTING LTD | 74,942 |
| ELECTRIC MOTOR & PUMP SERVICE LTD. | 25,286 |
| ENDERBY & DISTRICT CHAMBER OF COMMERCE | 93,908 |
| FINK MACHINE INC | 50,937 |
| FOCUS CORPORATION | 121,520 |
| FRED SURRIDGE LTD. | 55,343 |
| GENERAL ASSEMBLY EXCAVATING (1994) LTD. | 525,858 |
| GROUP SOURCE | 53,539 |
| GSR BETTS CONSULTING INC | 33,604 |
| GTI PETROLEUM | 26,602 |
| I.C.B.C. | 26,471 |
| IRL INTERNATIONAL TRUCK CENTRES | 145,338 |
| LITTLE PROJECTS LTD. | 61,578 |
| M LAWSON GROUNDS MAINTENANCE | 60,822 |
| MARJAK SERVICES LTD. DBA WATKIN MOTORS | 40,402 |
| MONAGHAN ENGINEERING & CONSULTING LTD | 31,514 |
| MOUNTAIN VIEW ELECTRIC LTD | 135,649 |
| MOUNTAIN VIEW PLUMBING & HEATING LTD | 42,021 |
| MUNICIPAL PENSION PLAN | 84,940 |
| RECEIVER GENERAL | 51,994 |
| REG. DIST. OF NORTH OKANAGAN | 257,489 |
| SHUSWAP HUT AND TRAIL ALLIANCE SOCIETY | 50,994 |
| VADIM COMPUTER MANAGEMENT LANDMARK TECHNOLOGY CTR | 28,200 |
| WATERHOUSE ENVIRONMENTAL SERVICES CORP | 34,335 |
| WESTERN SAFETY SURFACING INC. | 26,981 |
| | |
| Total Payments to Suppliers Exceeding \$25,000 | <u>2,739,241</u> |
| Payments to Suppliers of \$25,000 or Less | 747,462 |
| Payments of Grants & Contributions Exceeding \$25,000 | - |
| Payments of Grants & Contributions of \$25,000 or Less | 119,089 |
| | |
| Subtotal | <u>3,605,792</u> |
| | |
| Reconciling Items: | |
| Employee Remuneration | 1,179,199 |
| Capital Expenditures | - 961,048 |
| Expenses included in Remuneration | - 190,473 |
| Amortization | 1,213,027 |
| Accruals, HST adjustments & other miscellaneous items | - 396,070 |
| | |
| Total per Audited Financial Statements | <u>4,450,428</u> |
| Variance | <u>- 0</u> |



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby
Top of the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

THE CORPORATION OF THE CITY OF ENDERBY

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

“This municipality for the year ended December 31, 2013, has not given any guarantees or indemnities under the Guarantees or Indemnities Regulation.”

Prepared under the Financial Information Regulation, Schedule 1, subsection 5

74



FIRST NATIONS SUMMIT

**Regional Community
to Community Forum**

Administration provided
by UBCM and First Nations
Summit

Funding provided by the
Ministry of Community,
Sport & Cultural
Development and
Aboriginal Affairs &
Northern Development
Canada

Please direct all
correspondence to:

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-5134
Fax: (250) 356-5119

Corporation of The
City of Enderby

JUN 09 2014

COPY

Ageude

June 4, 2014

Mayor Cyr and Council
City of Enderby
Box 400
Enderby, BC V0E 1V0

**RE: 2014/15 (Spring) Regional Community to Community Forum –
Funding Approval**

Dear Mayor and Council,

Thank you for submitting an application for the 2014/15 (Spring) Community to Community (C2C) forum program. We have reviewed all submissions and, on behalf of the First Nations Summit and Union of BC Municipalities, are pleased to advise you that we have approved your application in the amount of \$5,000.00.

A cheque in the amount of \$2,500.00, or 50% of the total approved amount, will follow shortly. The remainder of the grant will be available once we have received the final report and financial summary for your event(s).

Funding for this program is provided by the federal and provincial governments and is administered by the UBCM and First Nations Summit. The general Terms & Conditions of this grant are attached. In addition, in order to satisfy the terms of our contribution agreements, we have the following requirements:

- 1) The funding is to be used solely for the purpose of organizing and holding a Community to Community Forum(s);
- 2) The event(s) must be held before March 31, 2015;
- 3) The event(s) must include participation by elected officials from both the local government and First Nation.
- 4) The grant funds must be matched in cash or in-kind;
- 5) The final report form, available on the UBCM and First Nation Summit websites, must be completed and submitted to UBCM, with all required attachments, within 30 days of the completion of your event;
- 6) Any unused funds must be returned to UBCM within 30 days following the event.

75

The *Guide to Community to Community Forums in British Columbia* was published in 2007 and is available to assist applicants in developing events in their communities. The Guide is available on the UBCM and First Nations Summit website.

An information brochure is attached to this letter. This brochure describes the Regional Community to Community Forum program and we ask that you distribute copies of this brochure at your event(s).

We congratulate you for responding to this opportunity to build relations with neighbouring First Nations and/or local governments and wish you a very successful event.

If you have any questions, please contact Local Government Program Services at (250) 356-5134 or lgps@ubcm.ca

Sincerely,



Peter Ronald
Programs Officer

cc: *Tate Bengtson, Chief Administrative Officer, City of Enderby*

Enclosures (2)



Local Government Program Services

General Funding Terms & Conditions

The purpose of these Terms and Conditions is to provide basic information on the administration of Local Government Program Services (LGPS) grants. For specific information regarding the terms and conditions of each funding program, please refer to the Program & Application Guide.

1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, other organizations, such as First Nations and aboriginal organizations or boards of education, can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partners for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.
- **Program & Application Guides** - Are the application and program materials prepared by UBCM to describe the program and assist applicants in completing and submitting an application. All Program & Application Guides are available at www.ubcm.ca.

2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partners in the development or implementation of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the Program & Application Guide for specific notes regarding eligible and ineligible costs.

3. Post-Approval Terms

Notice of Approval

UBCM will inform approved applicants by letter and a specified percentage of the approved grant amount will be forwarded upon approval. The balance will be paid on satisfactory completion of the project and receipt of all final reporting requirements.

Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline,
- Providing proper fiscal management of the grant and approved project (see below), and

77

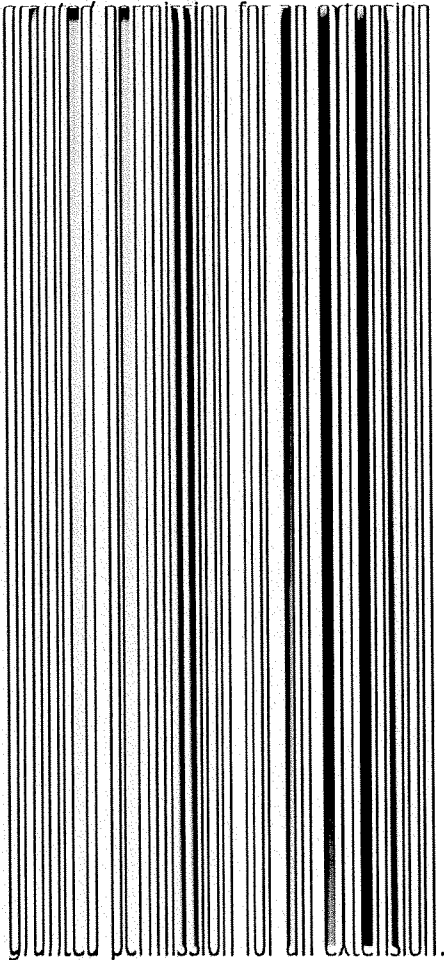
Submission of Reports

Approved applicants are required to submit progress and final reports as outlined in the Program & Application Guide. When UBCM forms are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- When a report form is not required, please ensure that each required component, as outlined in the Program & Application Guide, is addressed in your report and that all attachments are complete.
- Unless specifically requested, please do not bind reports or submit in binders or folders.
- When submitting electronically, submit all documents as Word or PDF files.
- All digital photos or images should be submitted, by e-mail or on CD, as JPEG files.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail/fax it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8 or Fax: (250) 356-5119

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact LGPS and request *and be*



Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact Paul Taylor, Relationships & Communications Advisor, at (250) 356-2938 or ptaylor@ubcm.ca.

78

& Application Guide (see below).

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of cash and in-kind expenditures incurred during the development or implementation of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide). In all cases, the final project expenditure must be net of any rebates (such as HST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Approved applicants need to advise UBCM, in writing, of any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval may be required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

“Each event lessens the distance between the communities, which physically are very near to each other, but sometimes socially are very distant.”

- Participant

Description

A regional Community to Community (C2C) Forum is a jointly organized meeting that brings together First Nation and local government elected officials and other community leaders.

Background

Since 1999, with continued support from the provincial Ministry of Community, Sport & Cultural Development and Aboriginal Affairs & Northern Development Canada, more than 340 Regional C2C Forums have been held in communities across the province.

This year, UBCM and the FNS have received funding for the purpose of providing modest grants to First Nation and local government applicants.

Purpose

The goal of a regional C2C Forum is to increase understanding and to improve overall relations between First Nations and local governments. Dialogue topics may include economic development, land use planning, service delivery or other areas of common interest.

Forum Objectives

- Educating and informing participants about relationships between First Nations and local governments
- Providing a forum for dialogue on a specific concern or topical issue
- Strengthening relationships and fostering cooperation by building stronger links between First Nations and local governments
- Determining opportunities for future collaboration and joint action.

Who is eligible?

Any local government (municipality or regional district) or First Nation government (Band or Tribal Council) may apply for funding for a regional C2C Forum. First time and repeat applicants are eligible.

Approval Process

The FNS and UBCM hope to encourage as many C2C forums as possible across the province, within the confines of the available funding. Each year more applications are received and, if need be, steps will be taken to ensure funds are spread as far as possible:

Consolidation – In some cases, where several forums are proposed in the same region, we may ask that the groups combine efforts and hold one forum for that region.

Regional Equity – Consideration will be given to ensuring regional equity in the allocation of funds.

Advice - Where requested, UBCM and FNS will provide advice to applicants on their application and event.

“I cannot recall being involved in anything more significant in my career. Building peoples’ futures rather than building ‘things’ is much more satisfying”.

– Participant

Information on the
Regional

Community to Community Forum

Program

Questions?

If you have any questions about applying
for a Regional Community to Community
Forum, please contact UBCM:

Local Government Program Services
Union of BC Municipalities

Phone: (250) 356-5134
E-mail: lgps@ubcm.ca

“It is the age-old concept of give
and take, compromise, respectfulness
and treating each other as equals
that creates the framework for
successful relationships and countless
opportunities for future partnerships.”

- Participant



FIRST NATIONS SUMMIT



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 10, 2014
Subject: Canada Day Road Closure Request

RECOMMENDATION

THAT Council receives and files the attached application as approved by staff.

BACKGROUND

The Enderby Community Canada Day Committee recently submitted a road closure application for its upcoming celebration, as attached to this memorandum.

As this is not a first-time events and all requirements for a road closure have been met, staff have approved these applications consistent with the *Temporary Road Closures for Community Events* policy. Staff have advised the Committee that they may use the City's barricades for the event.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Enderby Community Canada Day Committee

June 12, 2014

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

Re: Enderby's Canada Day Celebration

Dear Tate Bengtson:

On July 1, 2014 The Enderby Community Canada Day Committee will host the annual Enderby Canada Celebration. This year's July 1 celebration will include a pancake breakfast hosted by the Lions Club, a parade, and activities in Barnes Park. Events at the park include games and prizes, classic car show, concession, cake, door prizes, and entertainment. The Enderby Canada Day Committee is requesting the closure of Howard Ave, Belvidere Street, Cliff Avenue, and King Ave for the 2014 Canada Day Celebration. Howard Ave, Belvidere Street, Cliff Avenue will be closed for about a 30 minute block at 11am; King Avenue will be closed from around 8am to 4pm with the exception of local traffic. In addition the Enderby Community Canada Day Committee would like to request the use of barricades from City Works for the street closure.

The Enderby Community Canada Day Committee would like to thank City of Enderby for their continuing support of this event.

Thank you for your consideration.

Sincerely,



Madison Giesbrecht
250-309-8944
Enderby Community Canada Day Committee

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

Is this a first-time or relocated event?

Yes

No ✓

Name of Sponsoring Organization Enderby Community Canada Day Committee

Name of Contact Person Madison Griesbrecht

Telephone or Email madison@enderbychamber.com

Name of Event Canada Day Celebration

Date(s) of Closure July 15th, 2014 (Tuesday)

Start time for Closure 10:55 am / 8 am End time for Closure 11:40 am / 4 pm

Location of Closure 13th Howard Ave, Belvedere Street, Cliff Ave,
 2nd King Ave.

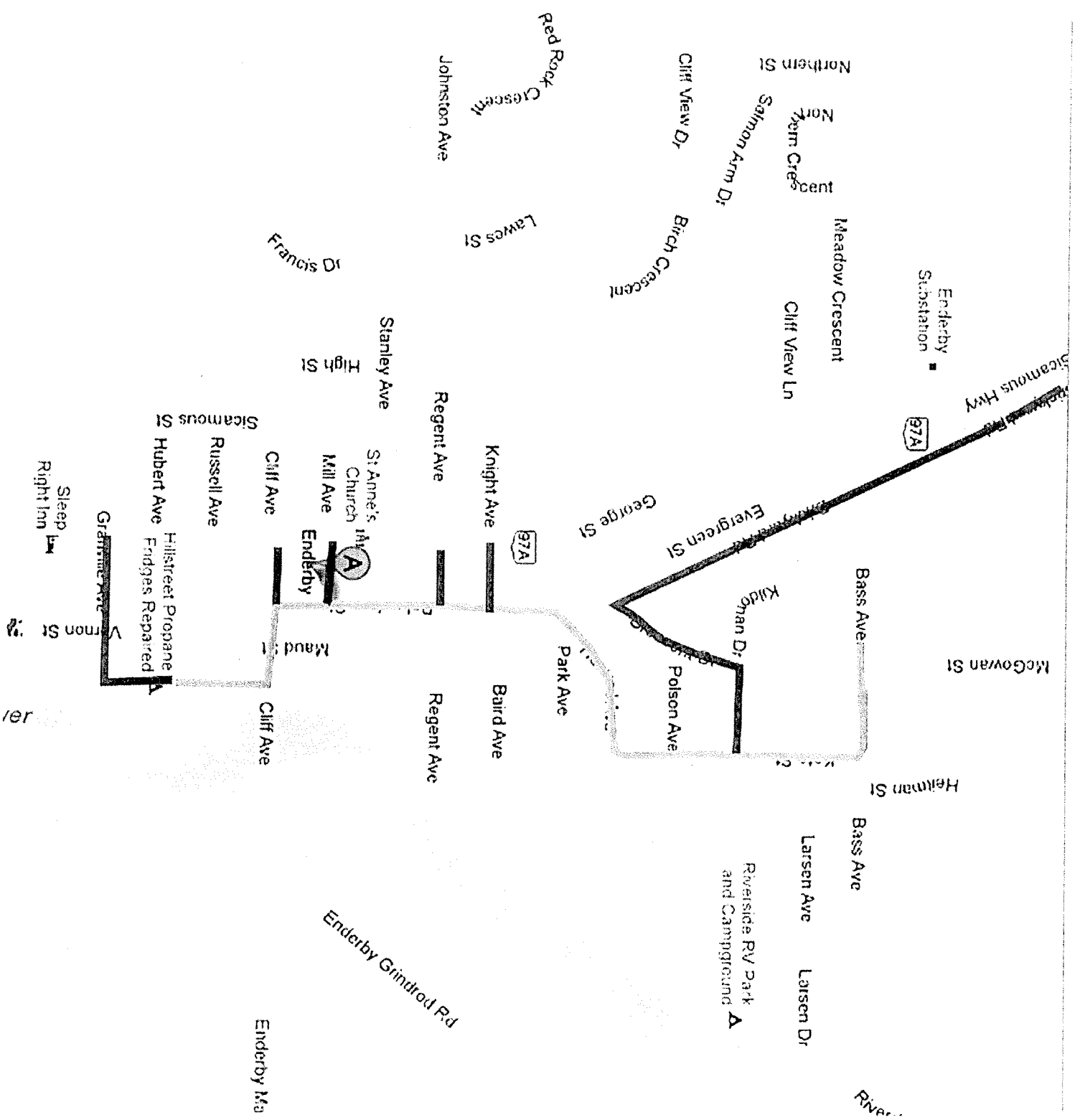
Required Attachments

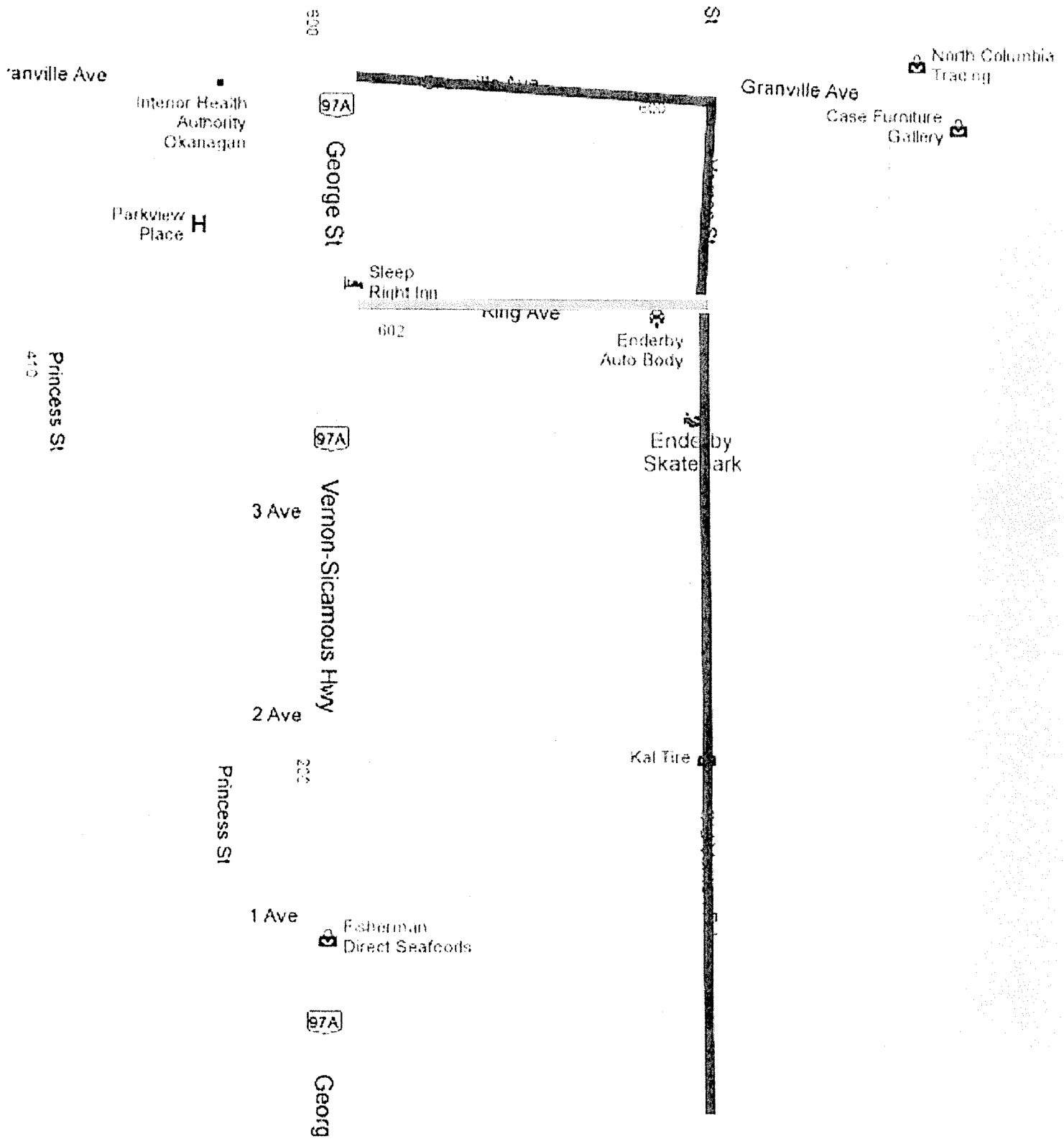
- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable)

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

Authorized Signatory [Signature] Date June 10, 2014

| | | | |
|---|---|------|-----------------------|
| Do Not Complete – For Administrative Purposes | | | |
| Approved by | <u>[Signature]</u> | Date | <u>June 10 / 2014</u> |
| Certificate of Insurance | <input checked="" type="checkbox"/> Yes | No | N/A |
| Map | <input checked="" type="checkbox"/> Yes | No | N/A |
| Petition of Affected Business Owners | <input checked="" type="checkbox"/> Yes | No | N/A |





Tate Bengtson

From: Kingfisher Interpretive Centre Society [kingfisherinterpretivecentre@gmail.com]
Sent: June-10-14 3:42 PM
To: tbengtson@cityofenderby.com
Subject: Letter of Support

To Mayor and Council,

The Kingfisher Interpretive Centre Society would like to request of letter of support from the City of Enderby for the purpose of acquiring funding to help us re-establish from the devastating debris flood that caused heavy damage to our site. We are actively seeking funding from government and non government sources with the hopes of being able to become mostly operational before the salmon arrive this year. This year anticipates another record run of fish in our river which heightens tourism in our area and specifically the Kingfisher Interpretive Centre. We were hoping that you could provide a letter stating that we are an important part of the community providing education, opportunity and tourism to thousands of visitors each year. We are the hub of salmon for our river and a resource appreciated by many.

We appreciate your time and consideration for this request. If you have any questions or concerns, please let me know.

Sincerely,
Shona Bruce

--

Kingfisher Interpretive Centre Society
2550 Mabel Lake Rd
Enderby, BC
V0E 1V5

(250) 838-0004



Agenda

INFORMATION BULLETIN

REGIONAL DISTRICT OF NORTH OKANAGAN

9848 Aberdeen Road
Coldstream, BC V1B 2K9

FOR IMMEDIATE RELEASE

DATE: June 11, 2014

CONTACT: Karmen Morgan, Waste Reduction Coordinator

PHONE/EMAIL: 250-550-3743 / karmen.morgan@rdno.ca

Waste Reduction Initiatives Fund Supports Local Groups

The Regional District of North Okanagan (RDNO) Waste Reduction Initiatives Fund (WRIF) was established in 2008 to assist the RDNO in reaching one of the primary objectives listed in the Regional District's Solid Waste Management Plan, which is to reduce the amount of refuse disposed per capita by 50% or more (0.55 tonnes/capita/year or less) compared to 1990 levels. Under the WRIF, \$10,000 is available to community groups, non-profit organizations and individuals to develop programs, projects, events, processes, technologies, and/or methods to educate the public, promote a product, promote an event, design equipment or develop processes that will further reduce waste generation.

This year the \$10,000 in funding was distributed amongst seven groups in the RDNO. The 2014 recipients of the WRIF are as follows;

- Kindale Community Building;
- Vernon in Transition;
- Vernon and District Association for Community Living;
- Interior Provincial Exhibition;
- Enderby and District Community Resource Centre;
- Lavington Community Association; and
- Vernon Christian School.

The 2014 projects include an Earth Day textile recycling event, educational materials for food diversion and general waste reduction activities, composting classes, community garage sale support, supplies for enhanced composting efforts, and electrical upgrades to enable baling and densification of recyclable products.

The RDNO is pleased to support the 2014 initiatives developed by our community and school groups and we will be looking for more waste reduction projects in 2015. The application deadline for 2015 WRIF funding is April 22, 2015 (Earth Day). Application forms are available at www.rdno.ca and at the RDNO. Call 250-550-3700 for more information.

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE
"C" – B.X. DISTRICT
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

88

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 10, 2014
Subject: 2014-2024 Community Works Fund Agreement

Recommendation:


THAT Council enters into the 2014-2024 Community Works Fund agreement and authorizes the Mayor and Corporate Officer to execute it on behalf of the City of Enderby.

Background:

Under the current Community Works Fund Agreement, the City has received approximately \$126,000 annually to fund projects with outcomes that provide cleaner air, cleaner water, or reduce greenhouse gas emissions. In order to continue to receive funding from the program, the City is required to sign the new 2014-2024 agreement with UBCM which will replace the current agreement. Under the new agreement, the City will receive \$167,795.50 for 2014 and future payments will be indexed by 2% annually.

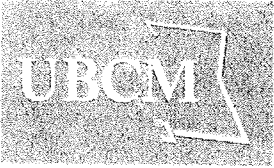
Attached is correspondence from UBCM and the new funding agreement. Once the agreement is signed the City will receive its first semi-annual payment.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia



May 30, 2014

Mayor Howie Cyr
City of Enderby
Box 400
Enderby, BC V0E 1V0

Administration provided
By UBCM

Funding provided by
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-356-5119

Website:

www.ubcm.ca
under
Funding Programs

Renewed Gas Tax Fund

Dear Mayor Howie Cyr:

Please find enclosed two (2) copies of your Community Works Fund (CWF) Agreement 2014-2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). This Agreement will replace your current 2005-2015 CWF Agreement.

If Council resolves to enter into the Agreement, the Mayor and the Corporate Officer should sign both copies and return both to UBCM, along with a certified Council resolution. Upon receipt, the Union of BC Municipalities (UBCM) will sign and date the Agreement and return one fully executed copy for your records. At that time, and provided UBCM has received your 2013 Gas Tax annual expenditure report, UBCM will release your first of two Community Works Fund payments for 2014 in the amount of \$83,897.75. Your second payment is expected to be released by December 2014 and payments will continue in a semi-annual basis over the term of the 2014-2024 CWF Agreement.

The CWF will continue to provide dedicated long-term predictable federal funding to local governments for investments in capital and capacity building projects. Local governments will continue to make local choice on which eligible projects to fund through this program.

UBCM will also be making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement (2005 – present). It is expected that this payment will see an additional \$8 million allocated to BC Local Governments over the next two years of funding, and will coincide with your regular CWF payment starting July 2014.

Any CWF funding that you still have as unspent through CWF payments from 2005-2013 will be considered funds under your new CWF Agreement and any obligations outlined in the new Agreement will take effect for those funds upon completion of your 2013 Gas Tax annual expenditure report.

The renewed Gas Tax Agreement can be found on the UBCM website at www.ubcm.ca under the Funding Programs, Renewed Gas Tax Agreement tab.

Please feel free to contact Brant Felker, Gas Tax Policy & Program Manager if you have any questions about CWF or other programs under the Gas Tax Agreement. Brant can be reached by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with the first name "Rhona" being more prominent than the last name "Martin".

Rhona Martin
UBCM President

2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of _____, 201__.

BETWEEN:

City of Enderby (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;

B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.

4.2 Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.

4.3 Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$167,795.49, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.

4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:

A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.

C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.

D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).

E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.

F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.

G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:

- GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
- a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
 - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
 - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
 - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
 - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

City of Enderby

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by City of Enderby on the _____
day of _____, 201__.

The Community Works Fund Agreement have
been executed by UBCM on the _____ day
of _____, 201__.

Schedule A – Definitions

“Agreement” means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Communications Protocol” means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

“Community Works Fund” means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“First Community Works Fund Agreement” means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

“Partnership Committee” means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means a Local Government.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

- A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- B. Highways – highway infrastructure.
- C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- D. Short-line rail – railway related infrastructure for carriage of passengers or freight.
- E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).
- F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.
- H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.
- L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - the construction of Local Government public parks and publicly-owned social housing.
- M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
- training directly related to asset management planning; and,
- long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

Schedule D – Reporting and Audits

1. REPORTING

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

| Annual Report Financial Table | Annual | Cumulative |
|---|-------------|-------------|
| | 20xx - 20xx | 2014 - 20xx |
| UBCM | | |
| Opening Balance ⁸⁹ | \$xxx | |
| Received from Canada | \$xxx | \$xxx |
| Interest Earned | \$xxx | \$xxx |
| Administrative Cost | (\$xxx) | (\$xxx) |
| Transferred to Ultimate Recipients | (\$xxx) | (\$xxx) |
| Closing Balance of unspent funds | \$xxx | |
| Ultimate Recipients in aggregate | | |
| Opening Balance ⁹⁰ | \$xxx | |
| Received from UBCM | \$xxx | \$xxx |
| Interest Earned | \$xxx | \$xxx |
| Spent on Eligible Expenditures | (\$xxx) | (\$xxx) |
| Closing Balance of unspent funds | \$xxx | |

⁸⁹ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

⁹⁰ For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

| Project ID | Ultimate Recipient | Project Title | Project Description | Investment category | Total Project Cost | Funds (GTF) Spent | Completed |
|------------|--------------------|---------------|---------------------|---------------------|--------------------|-------------------|-----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 12, 2014
Subject: New Website Launched

RECOMMENDATION

THAT Council receives this memorandum for information.

BACKGROUND

On June 16, 2014, the City of Enderby formally launches its new website. Located at www.cityofenderby.com, the new website features a more visual layout that can be easily viewed on smart phones as well as desktops and tablets. As mobile technology changes how visitors interact with websites, it becomes more important to have a website that is designed to service many different types of devices. For instance, mobile (smart phone) traffic currently accounts for 14% of the City's website traffic, while tablets account for 9.5% of website traffic. Mobile technology as a percentage of overall website usage will continue to grow.

The new design presents information in a way that gives users – residents, businesses, and visitors – new ways to interact with the City online. The website is the “hub” of the City's online footprint, which now includes several social media channels.

The goal for the website is to help communicate information to residents, businesses, and visitors. This includes making it easy to find and download recreation and visitors guides, view photo galleries of events such as the recent installation of the deer sculpture north of City Hall, read Council agendas, and find information about City services. The website design enables the City to highlight important information, activities, and events for the community.

Key features of the new website include:

- A layout that highlights Enderby's natural beauty and the people that make it great
- Photo slider on the front page that highlights featured content
- Buttons to make it easy for users to share content on social media channels such as Facebook, Twitter, Pinterest, and Google+
- New organization so that it is easier to find information - and, when in doubt, a website search bar
- A news section that enables users to read back through content

- Ability to draw more traffic through search engine optimization – since soft launching the website on May 29, the City’s average daily traffic from search engines has quadrupled
- A “Did you know” box with rotating facts and tidbits about the City
- “Follow Us” buttons featured prominently for the City’s Facebook and Twitter accounts, as well as its RSS (subscriber) feed
- Yes, you read that right – we are now on Twitter!
- “Learn More About” sections that currently feature posts related to taxes, sustainability, and economic development
- Decentralized content creation enables different departments to self-create new content, with editorial approval prior to publishing
- Design highlights corporate colours and the City’s brand statement, “Where the Shuswap meets the Okanagan”.
- Ability to measure performance through full integration with Google Analytics

Total annual costs for the new website have been reduced from \$2,368 to \$240, for an annual savings of 90%. There were no costs associated with the website design. There was a one-off fee of \$150 to migrate the website from a local host to the internet host.

Next steps will involve adding further content, including an economic development community profile.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: June 6, 2014
Subject: Draft Official Community Plan Sections 17, 19 and 20

Recommendation

THAT Council considers and provides comment on Sections 17, 19 and 20 of the draft City of Enderby Official Community Plan.

Background

The City of Enderby received a Federal Gas Tax Grant to undertake an Integrated Community Sustainability Planning (ICSP) process followed by a policy and regulatory framework alignment. The ICSP process involved a significant level of public consultation which led to the identification of community values, objectives, and priorities related to the environmental, social, and economic pillars of sustainability. These objectives, values, and priorities are now being integrated into the City's Official Community Plan (OCP) rewrite.

City Staff has already put forward Sections 1-6, 8-15, 18, and 21 of the draft OCP for Council's review and comment in advance of First Reading of the Bylaw. Staff is now advancing the following Sections (attached) for Council's review and comment:

Section 17 - Parks and Recreation

Section 19 - Transportation Network

Section 20 - Services and Infrastructure

Please be advised that Council is welcome to provide comment on Sections 17, 19 and 20, as well as any other Sections of the OCP which have been presented to Council, at any point until Staff freezes the draft Bylaw in order to forward it to First Reading; thereafter, Council will continue to have the opportunity to provide feedback during the OCP adoption process itself. Given the extensive public process and the implications for the OCP, Staff hope that releasing the draft Sections will provide the most opportunity for Council to provide feedback.

These Sections have been significantly modified to reflect the outcomes of the ICSP. The following outlines the major changes that were made to Sections 17, 19 and 20 of the OCP:

Section 17 - Parks and Recreation

Parks and Recreation were a significant topic of discussion within both the ICSP and North Okanagan RGS as they have a significant impact on the environmental, social and economic sustainability of the community.

Section 17 - Parks and Recreation has been updated to include broad references to the ICSP, *Section 5 - Economic Development*, and the RGS.

Key additions to the *Section 17 - Parks and Recreation Objectives* include references to:

- Using recreational programming and events to foster social interaction and healthy, active lifestyles for residents of all ages;
 - The existing OCP gave no reference to the use of recreational programming and events as a means of fostering as social interaction and healthy, active lifestyles, which were identified as a high priority through the ICSP process.
- Meeting the recreational needs of the community through year-round opportunities;
 - The existing OCP gave broad reference to meeting the recreational needs of the community but did not specifically touch on the need for year-round recreational opportunities which was identified as a high priority through the ICSP process.
- Promoting the community's outdoor recreational assets such as the River, Cliffs, Hunters Range, and the Riverwalk in order to enhance Enderby's identity as an outdoor recreational paradise;
 - The existing OCP gave no reference of promotion as a means of strengthening Enderby's recreational identity. Through the ICSP process, residents identified the promotion of Enderby's recreational assets as a key strategy related to economic development, tourism, and marketing.
- Reducing conflict and promoting mutually-beneficial partnerships amongst different recreational users;
 - The existing OCP gave no reference to reducing conflict or promoting partnerships amongst recreational users. Through the ICSP process, residents identified conflict amongst recreational users as a key challenge while promoting mutually-beneficial partnerships amongst recreational users was identified as a key strategy which could help to achieve the community's recreational objectives.
- Supporting regionally significant parks, natural areas and open spaces;
 - The existing OCP gave no reference to supporting regionally significant parks, natural areas or open spaces which was a key policy within the RGS.

Key changes to *Section 17 - Parks and Recreation Policies* include:

- Adding a policy to support collaboration with the Regional District and the Splitsin Band;
 - The existing OCP gave no reference to collaborating with the Regional District or Splitsin Band relative to parks and recreation. Regional collaboration on parks and recreation

was identified as a key policy within the RGS while collaboration with the Splotsin Band was identified as a key priority through the ICSP process. The City and Band have already begun to collaborate through the Enderby-Splotsin Active Transportation Planning process which aims to identify a vision for active transportation within the two communities, along with a set of strategies for implementing this vision.

- Removal of a policy which supported the development of a joint school and park facility within the Knoll neighbourhood, adjacent to the City's reservoir;
 - North Okanagan-Shuswap School District 83 has advised the City that they do not require another school site within Enderby, thus this policy no longer applies.
- Removal of a policy which supported a review and amendment of the Development Cost Charges Bylaw as set out in Section 19 of the OCP;
 - This review has been completed and an amendment bylaw is being advanced to the North Okanagan Regional District Board.
- Removal of a policy which supports establishing a yearly maintenance budget specific to the upkeep of existing trails, walkways and sidewalk within the City;
 - This is an operational matter considered annually by the Enderby & District Services Commission, therefore this policy is not necessary.
- Removal of a policy which supports updating Schedule "C" of the OCP to reflect the proposed "Enderby Cycling Network" as prepared by Stanley and Associates in 1998.
 - Schedule "C" has since been updated to reflect the aforementioned cycling network, thus this policy no longer applies. Furthermore, Schedule "C" will be updated to reflect the Enderby-Splotsin Active Transportation Plan which is currently under development.
- Removal of a policy which supports obtaining funding from senior levels of government to develop a system of trails and bikeways as indicated on Schedule "C";
 - As part of its regular operations, the City of Enderby seeks many different forms of senior government funding to assist in the development of a wide range of initiatives, including implementation of active transportation opportunities; therefore, a specific policy within the OCP is unnecessary.

Section 19 - Transportation Network

Enderby's transportation network was a significant topic of discussion within both the ICSP and North Okanagan RGS as this network has significant impacts on the environmental, social and economic sustainability of the community. *Section 19 - Transportation Network* has been updated to include broad references to the ICSP and RGS.

The previous OCP contained a high level overview of all of the City's major roads, including Bass Avenue, Gunter Ellison Road, 1st Avenue Extension and Francis Drive, as well as an overview of issues related to the highway and major roads. Staff have proposed to remove these discussion items from *Section 19 - Transportation Network* as all of the City's major roads are already identified on Schedule "C" while any significant transportation issues are embedded within the section as policy.

Key additions to the *Section 19 - Transportation Network Objectives* include references to

- Integrating active transportation infrastructure in order to promote connectivity;
 - The existing OCP gave no reference to integrating active transportation infrastructure in order to foster interconnectivity throughout the community. Through both the ICSP and Active Transportation Planning processes, implementing a fully integrated and interconnected active transportation network was identified as a high priority.
- Fostering a built environment which is walkable, pedestrian-oriented, and facilitates ease of movement and access for pedestrians of all ages and mobility;
 - The existing OCP gave no reference to a built environment which is designed for walkability, accessibility, or ease of movement for pedestrians. Through the ICSP process, a built environment designed to achieve the aforementioned objectives was identified as a high priority as it promotes active modes of transportation, fosters safety, increases the vibrancy of the community, and accommodates the needs of those with mobility challenges.
- Utilizing the highway corridor to showcase the City of Enderby while providing easy access to the downtown;
 - The existing OCP gave no reference to the use of Highway 97A as a means for showcasing the community or facilitating access to the downtown. Through the ICSP process, the highway corridor was identified as a significant opportunity for the community as it can be used to make a strong first impression on the large volume of traffic which travels through the community. As the downtown is very dependent on highway traffic, the highway corridor needs to facilitate ease of movement to allow the downtown businesses to capitalize on the large volume of highway traffic.
- Implementing a well-designed and maintained active transportation network to provide local and regional connectivity while offering opportunities for recreation, tourism, and social interaction;
 - Although the existing OCP references establishing alternative modes of transportation through walkways, bikeways, and public transit facilities, it gave no reference to a fully integrated, interconnected active transportation network. Through the ICSP process, active transportation was identified as a high priority for the community which then led to the City of Enderby and the Splat-sin Band undertaking an Active Transportation Planning process. The goal of this planning process was to identify a vision for an active transportation network which would provide both local and regional connectivity while also opening doors for recreation, tourism, accessibility, and social interaction. Local and regional connectivity was also a key policy within the RGS.
- Supporting regional integrated transportation planning and corridor management;
 - The existing OCP gave no reference to integrated transportation planning or corridor management. Regional collaboration and partnerships were identified as a key strategy within the ICSP and RGS. The City has also initiated a collaborative Active Transportation Planning process with the Splat-sin Band.

Key changes to *Section 19 - Network Policies* include:

- Addition of a policy which supports collaborating with the Ministry of Transportation and Infrastructure, community stakeholders, and the Splatstsin Band in support of a future 'twinning' of Highway 97A through the City and Splatstsin Reserve;
 - The existing OCP did not support future 'twinning' of Highway 97A but instead supported a Highway 97A bypass option. Recently, the Councils of Enderby and Splatstsin have engaged in discussions and ultimately supported a future 'twinning' of Highway 97A as this option has reduced costs, improves traffic flows through existing commercial areas, provides additional commercial highway frontage, and ultimately is more consistent with the values and objectives of the Splatstsin and Enderby communities. Ongoing collaboration between the two communities, community stakeholders, and the Ministry of Transportation will be paramount in securing the preferred 'twinning' option for Highway 97A.
- Removal of a policy which supported protecting major roads from encroachment of new buildings through a 20 metre right-of-way dedication for all new subdivision and rezoning applications adjacent to a major road;
 - This policy was removed as the City of Enderby is shifting towards more sustainable infrastructure standards, and therefore a 20 metre right-of-way dedication may not be a preferred standard for the City of Enderby once it goes through its review of the Subdivision Servicing and Development Bylaw, and also because the focus of the highway corridor will be a couplet system which can be accommodated within a lesser right-of-way width. The Zoning Bylaw and Subdivision Servicing and Development Bylaw will continue to control for setbacks and road right-of-way width requirements.
- Adding a policy which states that multi-use pathways shown on Schedule "C" may be required to be provided as a condition of development;
 - The existing OCP contained a policy which required linear parks and trails to be provided as a condition of development. The terms 'linear parks' and 'trails' were replaced with 'multi-use pathways' as this term is broader and more flexible, thus giving the City the ability to acquire bike paths, sidewalks, trails, multiple user paths, etc. as a condition of development. The terminology of 'multi-use pathways' is consistent with the terminology used within the Active Transportation Planning process.
- Removal of a policy which referenced bicycleways being provided by the City, or by the City and the Ministry of Transportation and Highways through the Cycling Network Program costing sharing. The policy also outlined the standards for such bicycleways;
 - The Cycling Network Program has since expired, thus this policy does not apply. Furthermore, the preferred standards for bicycleways within the City of Enderby will be identified through the Subdivision Servicing and Development Bylaw review and update; the OCP is not the appropriate document to frame such standards, therefore this section of the policy is unnecessary.
- Removal of a policy which supports assisting the Ministry of Transportation with a review of the Major Road Network on Schedule "C";

- The Ministry of Transportation and Infrastructure has advised the City of Enderby that they no longer participate in grid road planning for municipalities, therefore this policy no longer applies.
- Adding a policy which references collaborating with the Splitsin Band, Shuswap Trail Alliance, and Interior Health to complete an Active Transportation Plan;
 - Through the ICSP process, active transportation was identified as a high priority for the community. This led to the City of Enderby partnering with the Splitsin Band, Shuswap Trail Alliance, and Interior Health to undertaking an Active Transportation Planning process; the outcomes of this planning process are being used to inform the development of the Enderby-Splitsin Active Transportation Plan.

Section 20 - Services and Infrastructure

Section 20 - Services and Infrastructure has been updated to include broad references to the ICSP, the RGS, and the City's Asset Management Strategy.

Key additions to the *Section 20 - Services and Infrastructure* Objectives include references to:

- Implementing innovative and sustainable development standards to promote triple bottom line sustainability;
 - The existing OCP gave no reference to innovative or sustainable development standards. Sustainable development standards have strong linkages to both Smart Growth principles and Asset Management Investment Planning, thus sustainable development standards have strong linkages the City's ICSP. Sustainable development standards promote environmental protection while providing cost savings to developers, the City and its residents.
- Utilizing best management approaches to storm water collection
 - The existing OCP gave no reference to storm water collection. Through the ICSP, residents identified the need to protect the Shuswap River by minimizing the amount of storm water which reached the storm sewer system. Utilizing best management approaches to storm water collection has the benefit of increasing the capacity of existing storm water infrastructure which in turn avoids infrastructure upgrades and saves money for residents.
- Ensuring municipal infrastructure is economically sustainable and addresses the City's infrastructure deficit;
 - As the City had not completed an Infrastructure Planning process at the time the existing OCP was developed, the OCP gave no reference to the use of economically sustainable infrastructure which addresses the City's infrastructure deficit. Sustainable development standards help to lower the replacement cost of infrastructure assets, thus reducing the City's overall infrastructure deficit which was identified as a key strategy through the ICSP process.

- Building a sense of community by beautifying, providing community gathering spaces, and showcasing the community's history, heritage, culture and values in the built environment.
 - The existing OCP gave no reference to the use of infrastructure as a means of building a sense of community; through the ICSP process, this was identified as a key strategy relative to community and individual health, downtown resiliency, economic development, and tourism and marketing.

Key changes to *Section 20 - Services and Infrastructure Policies* include:

- Adding a policy to support completing a servicing review and phased expansion strategy for roads, water, sanitary sewer and storm sewer;
 - This review, which is a follow up to the ICSP and is funded through Gas Tax funding, will identify upgrades required to meet current and long term infrastructure needs. The outcomes of this review will inform the City's Infill & Redevelopment Strategy, Asset Management Strategy, and Knoll Neighbourhood Planning process.
- Adding a policy to support completing an Asset Management Strategy;
 - Completing an Asset Management Strategy is a critical step in the process of addressing the City's infrastructure deficit. The Asset Management Strategy will form the foundation upon which strategies, such as sustainable development standards, can be implemented. Asset Management Planning has a very strong link to Smart Growth principles, triple bottom line sustainability, and thus has strong linkages to the City's ICSP. Utilizing approaches to infrastructure planning which take into account the full cost of infrastructure development was a key policy within the RGS.
- Adding a policy to support updating the Subdivision Servicing and Development Bylaw to incorporate sustainable infrastructure standards for new development;
 - Sustainable infrastructure standards are a key strategy relative to Asset Management Planning, Smart Growth development, triple bottom line sustainability and thus have strong linkages to the City's ICSP. The Subdivision Servicing and Development Bylaw is the document which frames the standards and specifications for community infrastructure, therefore this document needs to be updated in order to integrate new sustainable standards.
- Adding a policy to support the use of Phased Development Agreements to secure amenity contributions as a way to offset capital cost burdens from new development;
 - Phased development agreements provide an opportunity to secure amenity contributions that are off-site. This is a negotiable item that Council may or may not choose to use depending upon asset management implications.
- Adding a policy to encourage infill, redevelopment and brownfield strategies that focus growth towards existing areas with existing infrastructure;
 - Infill, redevelopment, and brownfield reclamation were identified as key strategies within the ICSP process as they have strong links to Smart Growth principles, Asset Management Planning, and triple bottom line sustainability. Infill, redevelopment and brownfield reclamation focus growth within existing developed areas thus avoiding the

development of new infrastructure which would add to the City's infrastructure deficit. These strategies were also identified as key policies within the RGS.

- Adding a policy to support water and sewer demand side management strategies;
 - Water and sewer demand side management help to reduce the amount of water that is consumed by users, and the amount of waste water that enters the City's sanitary sewer system; this in turn increases the capacity of water and waste water treatment systems and delays the need for infrastructure upgrades, thus saving money for the City of Enderby and its residents.
- Removal of a policy to support amending the Fortune Parks and Recreation Commission Development Cost Charge Bylaw to increase the charge for all new residential development to reflect the current property values;
 - A review of the Fortune Parks and Recreation Commission Development Cost Charge Bylaw has since been completed and an amendment bylaw is being advanced to the North Okanagan Regional District Board, thus this policy no longer applies.

Conclusion

Sections 17, 19 and 20 of the OCP have been modified to reflect the community's current values, objectives, and priorities as identified through the ICSP. Council will have the opportunity to provide comment on Sections 17, 19 and 20, both at the draft stage and throughout the adoption process itself.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

SECTION 17 – PARKS AND RECREATION

17.1 Discussion

In 2009 the City, with consent from the North Okanagan Regional District, enacted Bylaw No. 1446 to extend services beyond City Boundaries and to create and delegate powers to the Enderby and District Services Commission. This includes parks and recreation services that were previously administered through the Regional District.

The Commission completed a Parks Master Plan covering the City and Electoral Area "F" of the Regional District in 2011. The focus of the plan is limited to community and linear parks within the planning area.

The ICSP identified a number of objectives consistent with the Parks Master Plan. The RGS includes a goal to protect our Parks, Natural Areas and Open Spaces by establishing strategies to encourage the sustainable management of parks and natural areas.

17.2 Parks and Recreation Objectives

Council has the following objectives for Parks and Recreation:

- a. The community is rich in recreational opportunities, programming and events which encourage social interaction, foster healthy, active lifestyles, and promote Enderby as a visitor destination.*
- b. The recreational needs of residents and visitors are met through a variety of year-round opportunities.*
- c. A system of multi-use trails connects the community and region.*
- d. Enderby's many outdoor recreational opportunities including the Shuswap River, the Enderby Cliffs, Hunters Range and the Riverwalk are promoted to enhance Enderby's identity as an outdoor recreational paradise.*
- e. Conflict amongst recreational users, visitors and residents is avoided through education, awareness and effective management.*
- f. Mutually-beneficial partnerships are fostered between different recreational users and groups to expand recreational opportunities.*

122

-
- g. Recreational programs and events are tailored to the particular wants and needs of all ages providing them with entertainment, engagement and community pride.*
 - h. There is sufficient accommodation within the community to meet the needs of visitors who come to Enderby to enjoy the recreational opportunities that the community has to offer.*
 - i. Support for the protection of regionally significant parks, natural areas and open spaces will be considered.*

17.3 Parks and Recreation Policies

- a. The Parks, Open Space and Multi-use Pathway Network is identified on Schedule "C".*
- b. Existing Parks are designated on the Land Use Designation Map (Schedule "B").*
- c. Council supports the service extension to Area 'F' of the North Okanagan Regional District and supports the delegation of authority to the Enderby and District Services Commission.*
- d. Council supports the Enderby and Area 'F' Services Parks Master Plan.*
- e. Future development of those portions of the Riverwalk shown on Schedule "C" and designated within the Agricultural Land Reserve will require application to the Agricultural Land Commission and will be reviewed on the basis of impacts to adjacent agricultural lands. Furthermore, such development will recognize the riparian rights of upland property owners.*
- f. Acquisition of land, or money in lieu of land, for parks and recreation purposes shall be acquired through one of the following manners:*
 - i. donation or purchase;*
 - ii. the Fortune Parks and Recreation District's Development Cost Charge Bylaw pursuant to Sections 935 and 936 and other relevant sections of the Local Government Act; or*
 - iii. pursuant to Section 941 of the Local Government Act (Provision of Park Land) subject to the terms and conditions set out in this Section.*

-
- g.** Pursuant to Section 941 of the Local Government Act, at the time of subdivision or development Council may acquire parkland or linear parkland, and Council shall determine whether the owner of land being subdivided or developed shall:
- i. provide without compensation, park land equivalent to 5% of the subject land as designated on the Parks, Open Space and Multi-use Pathway Network shown on Schedule "C", or
 - ii. pay to the City of Enderby an amount that equals the market value of the land that may be required for park purposes, or
 - iii. provide a combination of land and money to the satisfaction of Council.
- h.** Pursuant to Section 904 of the Local Government Act, and Sections 10 and 11 of this Bylaw, Council may apply a density bonus for residential development in order to acquire parkland and/or 'Greenways' in excess of the 5% provisions set out in this Section.
- i.** Council will collaborate with the Regional District and Splatsin to:
- i. encourage the sustainable management of parks and natural areas.
 - ii. coordinate on the establishment of regionally significant open space networks and linkages across jurisdictional boundaries that will compliment local parks planning.
 - iii. explore funding mechanisms to support regionally significant open space and parkland acquisitions.

SECTION 19 – TRANSPORTATION NETWORK

19.1 Discussion

The Transportation and Infrastructure strategy area was identified as a top priority through the ICSP process. A number of solutions were identified including asset management investment planning and the implementation of an active transportation network. The RGS also included a section on Transportation and Infrastructure that identified three broad goals: Manage Regional Transportation Corridors; Support Regional Integrated Transportation Planning; Create Effective, Efficient and Sustainable Infrastructure.

The City of Enderby is served by Highway 97A, an arterial, controlled access highway that connects Salmon Arm, Revelstoke and the Trans Canada Highway with the major Okanagan cities to the south. The Ministry of Transportation and Infrastructure has a long term goal to increase Highway 97A to four lanes. One option previously supported by MOTI is a "twinning" of Highway 97A using two lanes on the existing highway as south bound lanes and two north-bound lanes utilizing existing road networks. The benefits for twinning are reduced costs, improved traffic flows through the existing commercial area, additional commercial highway frontage and securing a preferred alignment in consultation with Enderby's neighbours. Another option considered previously is a bypass of the City.

Schedule "C" identifies the proposed municipal major road network and active transportation network.

19.2 Transportation Network Objectives

Council has the following objectives for the Transportation Network:

- a. Sustainable transportation infrastructure such as pedestrian paths, bicycle lanes and multi-use trail systems are integrated and interconnected throughout the community to enable safe, convenient, active transportation options for Enderby residents.*
- b. Enderby is a walkable, pedestrian-oriented community which boasts a built environment which is designed to promote social interaction as well as provide ease of access and movement for pedestrians of all ages and mobility.*
- c. Public transit is a popular, sustainable mode of transportation which allows residents and visitors to conveniently and affordably travel both locally and regionally.*

-
- d. The highway corridor showcases Enderby as a unique community while providing easy access to the downtown core.*
 - e. Enderby's urban design is aesthetically pleasing, unique and reduces conflict between pedestrians, cyclists and motorists.*
 - f. A well designed and maintained active transportation network provides local and regional connectivity while offering terrific opportunities for recreation, tourism and social interaction.*
 - g. Regional integrated transportation planning and corridor management are supported.*

19.3 Transportation Network Policies

- a. The designations for the Municipal Roads Network as shown on Schedule "C" are policy of Council.*
- b. Council will collaborate with the Ministry of Transportation and Infrastructure, community stakeholders and Splitsin in support of a future 'twinning' of Highway 97A through the City and Splitsin Reserve.*
- c. Multi-use pathways shown on Schedule "C" may be required to be provided as a condition of development.*
- d. The designation of a Transportation Corridor as shown on Schedule "B" is a policy of Council. Uses permitted within a Transportation Corridor include train travel, roads, cycle routes, trails and other uses that compliment the primary transportation function.*
- e. Council supports participation in the regional transit service through the North Okanagan Regional District and will encourage transit oriented development in growth areas.*
- d. Council will consider participating in regional integrated transportation planning and corridor management.*
- e. Council will collaborate with the Splitsin Band, Shuswap Trail Alliance, and Interior Health to complete an Active Transportation Plan.*
- f. Development of transportation infrastructure is subject to the consideration of the objectives and policies of Section 20 - Services and Infrastructure.*

SECTION 20 – SERVICES & INFRASTRUCTURE

20.1 Discussion

The replacement value of all City assets and infrastructure is over one hundred million dollars (\$100,000,000). Significant components of these assets are old and the loss in value as of 2013 is estimated at over fifty seven million dollars (\$57,000,000). The majority of this loss in value is not funded; therefore, the infrastructure deficit is over fifty three million dollars (\$53,000,000) as of 2013.

To adequately address the annual loss in value, the City should be allocating \$2,300,000 annually toward infrastructure replacement; however, the actual allocation is approximately \$1,000,000 resulting in an annual increase of the infrastructure deficit of \$1,300,000.

The ICSP identified the need to implement sustainable infrastructure standards and to develop an Asset Management Strategy that addresses the infrastructure deficit. The RGS included a number of infrastructure strategies: focusing growth toward existing infrastructure, regional collaboration, equitable cost considerations for land use changes, phasing infrastructure expansion and considering best management practises and innovation.

20.2 Services and Infrastructure Objectives

Council has the following objectives for Services and Infrastructure:

- a. Apply Development Cost Charges for the purpose of providing funds to assist the municipality in paying the development related capital costs of providing, constructing, altering, or expanding sanitary sewer, water, storm water, roads and public open space.*
- b. Implement innovative and sustainable development standards which enable and promote sustainable infrastructure development which furthers environmental protection, strengthens the social fabric of the community and provides cost savings that are realized by developers, the City of Enderby and its residents.*
- c. Use best management approaches for storm water collection in order to increase water infiltration and decrease the amount of storm water which reaches the Shuswap River.*
- d. Ensure that municipal infrastructure is economically sustainable and addresses Enderby's infrastructure deficit by using Asset Management Planning.*

-
- e. Provide desirable, unique community gathering spaces around which a sense of community may be built in neighbourhoods and the downtown.*
 - f. Beautify and showcase the community's history, heritage, culture and values in the built environment.*

20.3 Services and Infrastructure Policies

- a. Council will complete a servicing review and phased expansion strategy for roads, water, sanitary sewer and storm sewer to identify upgrades required to meet current and long term infrastructure needs.*
- b. Council will complete an Asset Management Strategy to address deficits and standards.*
- c. Council will update the Subdivision Servicing and Development Bylaw to incorporate sustainable infrastructure standards for new development.*
- d. Council will rewrite the Development Cost Charge Bylaw to establish appropriate DCC's for new developments that impose capital cost burdens.*
- e. Council will consider using Phased Development Agreements to secure amenity contributions from new development.*
- f. Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.*
- g. Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.*
- h. Council will continue to support water and sewer demand side management strategies including water conservation and source control initiatives.*

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: June 10, 2014
Subject: Draft Official Community Plan *Section 7 - Natural Environment and Hazardous Conditions* and Zoning Bylaw *Schedule "G" - Water Body Provisions*

RECOMMENDATION

THAT Council considers and provides comment on *Section 7 - Natural Environment and Hazardous Conditions* of the draft City of Enderby Official Community Plan;

AND THAT Council supports in principle the proposed *Schedule "G" - Water Body Provisions* of the City of Enderby Zoning Bylaw.

BACKGROUND

The City of Enderby received a Federal Gas Tax Grant to undertake an Integrated Community Sustainability Planning (ICSP) process followed by a policy and regulatory framework alignment. The ICSP process involved a significant level of public consultation which led to the identification of community values, objectives, and priorities related to the environmental, social and economic pillars of sustainability. These objectives, values, and priorities are now being integrated into the City's Official Community Plan (OCP). Following the OCP update will be a review and update to the City's Zoning Bylaw.

City Staff has already put forward Sections 1-6, 8-15, 18, and 21 of the draft OCP for Council's review and comment in advance of First Reading of the Bylaw. Staff is now advancing *Section 7 - Natural Environment and Hazardous Conditions* (attached) for review and comment and will incorporate Council's feedback prior to First Reading of the Bylaw. Please be advised that Council is welcome to provide comment on *Section 7 - Natural Environment and Hazardous Conditions*, as well as any other Sections which have been presented to Council, at any point until Staff freezes the draft Bylaw in order to forward it to First Reading; thereafter, Council will continue to have the opportunity to provide feedback during the process itself. Given the extensive public process and the implications for the OCP, Staff hope that releasing draft Sections will provide the most opportunity for Council to provide feedback.

Section 7 - Natural Environment and Hazardous Conditions has been significantly modified to reference several objectives and initiatives including:

- Riparian Areas Regulations (RAR);
- Floodplain management;
- Agricultural setbacks from watercourses;
- The Shuswap River Watershed Sustainability Plan;

- The Okanagan Biodiversity Conservation Strategy; and
- The North Okanagan Regional Growth Strategy.

This section of the OCP heavily relies on regulations within the proposed *Schedule "G" - Water Body Provisions* of the City of Enderby Zoning Bylaw (attached) to achieve objectives related to RAR, floodplain management, and agricultural setbacks from watercourses. Although *Schedule "G" - Water Body Provisions* deals specifically with RAR, floodplain management, and agricultural setbacks, it has the added benefit of satisfying objectives framed within the Shuswap River Watershed Sustainability Plan and Okanagan Biodiversity Conservation Strategy. The format and approach within *Schedule "G" - Water Body Provisions* is consistent with the approach used by the Regional District of North Okanagan.

Riparian Areas Regulations (RAR)

Section 7 - Natural Environment and Hazardous Conditions has been updated to include the following policy relative to RAR:

- *The Shuswap River as shown on Schedule "C" is recognized as a Riparian Watercourse and Council will ensure that the Zoning Bylaw and other land use regulations address the Riparian Area Regulations.*

RAR is a Provincial regulation which came into effect in 2006 with the purpose of protecting fish habitat. RAR applies to residential, commercial, and industrial activities but does not apply to agricultural and institutional activities. The City of Enderby currently satisfies RAR by requiring all those applying for a building permit, development permit, development variance permit, or rezoning to sign an affidavit stating that they are not proposing to develop within the Riparian Assessment Area (as defined within RAR); if they are proposing to develop within the Riparian Assessment Area, the City of Enderby will withhold any development approvals until the City has been notified by the provincial or federal government that the proposal has been authorized to proceed. Furthermore, all lands adjacent to the Shuswap River within a strip of 30 m from the natural boundary are designated as a Development Permit Area for the Protection of the Natural Environment. The Development Permit Guidelines for this Development Permit Area provide significant overlap with RAR, thus presenting an unnecessary level of red tape which does not achieve any additional objectives.

Staff are proposing to satisfy RAR by placing a 'Riparian Areas Regulation Provisions' section within the proposed *Schedule "G" - Water Body Provisions* of the Zoning Bylaw while also removing the Development Permit Area for the Protection of the Natural Environment. This RAR section within Schedule "G" would not allow development to occur within the Riparian Assessment Area (area within 30 m from the high water mark of a riparian watercourse) unless:

- A lesser setback is determined by a Qualified Environmental Professional (QEP) under RAR;
- An approval is granted under RAR by the applicable provincial or federal agency; or
- In the case of a subdivision as defined in Section 872 of the Local Government Act, where no modifications are proposed within the Riparian Assessment Area and a Section 219 covenant has been registered on title of the property restricting development within the Riparian Assessment Area and it has been deemed that a sufficient building envelope, suitable building site and sewage disposal area can be provided.

This approach satisfies RAR in a streamlined and efficient manner and is consistent with the approach used by the Regional District of North Okanagan. It is anticipated that the City will attempt to pre-determine all Riparian Watercourses throughout the community in order to further streamline the development process and provide cost savings for developers.

Floodplain Management

The existing OCP dedicated floodplain management its own section, *Section 15 - Floodplain Lands*. This section has been included within *Section 7 - Natural Environment and Hazardous Conditions* through the following policy:

- *Council will incorporate floodplain management provisions in the Zoning Bylaw to reduce the risk of injury, loss of life, and damage to buildings and structures due to flooding within the 200 Year Floodplain identified on Schedule 'C' of this bylaw.*

As it exists now, the floodplain management provisions of the Zoning Bylaw are framed within *Schedule "G" - Floodplain Management Provisions*. Furthermore, all lands designated as Industrial Park and located in the general area east of Brickyard Road, north of Bass Avenue and west of McGowan Street are designated as a Development Permit Area for the Protection of Development from Hazardous Conditions (flooding). The Development Permit Guidelines overlap with existing floodplain management provisions within the Zoning Bylaw, thus presenting an unnecessary level of red tape which does not achieve any additional objectives.

Staff are proposing to remove the Development Permit Area for the Protection of Development from Hazardous Conditions (flooding) while also renaming Schedule "G" to *Water Body Provisions* and broadening it such that it would integrate floodplain management, RAR, and agricultural setbacks from watercourses. The floodplain management provisions within the proposed *Schedule "G" - Water Body Provisions* are largely consistent with the floodplain management provisions within the existing Zoning Bylaw. These floodplain management provisions satisfy Section 910 of the Local Government Act by establishing setbacks and flood construction levels based on an established 200 year floodplain. These floodplain management provisions also establish exemptions and provide a process to allow for further exemptions through applications and engineering reports as required under Section 910 of the Local Government Act.

Agricultural Setbacks from Watercourses

Section 7 - Natural Environment and Hazardous Conditions has been updated to include the following policy relative to agricultural setbacks from watercourses:

- Council will incorporate provisions in the Zoning Bylaw to establish setbacks from the Shuswap River for agricultural uses.

As it exists now, the Zoning Bylaw does not contain provisions related to agricultural setbacks from watercourses. Setbacks from watercourses for agricultural buildings and facilities have been developed which are consistent with the Ministry of Agriculture Fact Sheet. In all zones which permit agricultural uses, there will be a provision which states that all agricultural buildings and facilities must meet the agricultural setbacks from watercourses consistent with *Schedule "G"*.

Shuswap River Watershed Sustainability Plan

Section 7 - *Natural Environment and Hazardous Conditions* has been updated to include the following policy relative to the Shuswap River Watershed Sustainability Plan:

- *Council endorses the Shuswap River Watershed Sustainability Plan.*

The Shuswap River Watershed Sustainability Plan frames goals, objectives and strategies related to supporting sustainable management of the Shuswap River Watershed in order to achieve the following vision for the area:

"Working inclusively to sustain a healthy, resilient, watershed where ecosystems are protected and restored and environmental and cultural values are respected ensuring that fish, wildlife, habitat and people thrive, today and into the future."

Council has endorsed the Shuswap River Watershed Sustainability Plan; however, Phase III - Implementation and Monitoring has not yet been completed.

Okanagan Biodiversity Conservation Strategy

Section 7 - *Natural Environment and Hazardous Conditions* has been updated to include the following policy relative to the Okanagan Biodiversity Conservation Strategy:

- *Council supports the completion of the Biodiversity mapping and conservation strategy undertaken by the Central and North Okanagan Regional Districts.*

The Okanagan Biodiversity Conservation Strategy initiative is being undertaken through a collaborative and consultative process, guided by a Steering Committee that includes North and Central Okanagan local and regional government planners, federal and provincial ministries, and non-profit organizations. First Nations have also been invited to participate.

The goals of this strategy are to:

1. Create maps and guidance documents to assist with developing policy;
2. Lead development of decision support tools for local governments and provincial/federal agencies;
3. Identify nationally and regionally significant natural areas;
4. Maintain and improve natural areas health and resiliency;
5. Undertake reporting of the findings and tools developed;
6. Support conservation and enhancement of sensitive ecosystems; and
7. Make recommendations and provide decision support tools.

The Biodiversity Conservation Strategy has mapped very high relative biodiversity areas within the City of Enderby at a very high level. In consultation with the Regional District of North Okanagan, the Regional Growth Strategy Coordinator has advised that the City's approach to protecting the natural environment along the Shuswap River through RAR, floodplain management, and agricultural setbacks would achieve the objectives of the Biodiversity Conservation Strategy.

North Okanagan Regional Growth Strategy

Section 7 - Natural Environment and Hazardous Conditions of the draft OCP and the proposed *Schedule "G" - Water Body Provisions* of the Zoning Bylaw provide a framework for protection of the natural environment and protection from hazardous conditions which is consistent with the North Okanagan Regional Growth Strategy (RGS). The RGS places a high priority on water, the environment and natural lands, and energy and emissions, all of which are considered and addressed through the objectives and policies of the *Section 7* and the regulations contained within *Schedule "G"*.

CONCLUSION

Section 7 - Natural Environment and Hazardous Conditions of the OCP has been modified to integrate several objectives and initiatives including:

- Riparian Areas Regulations (RAR);
- Floodplain management;
- Agricultural setbacks from watercourses;
- Shuswap River Watershed Sustainability Plan; and
- Okanagan Biodiversity Conservation Strategy.

Council will have the opportunity to provide comment on *Section 7 - Natural Environment and Hazardous Conditions*, both at the draft stage and throughout the adoption process itself.

Section 7 - Natural Environment and Hazardous Conditions of the OCP heavily relies on regulations within the proposed *Schedule "G" - Water Body Provisions* of the City of Enderby Zoning Bylaw in order to achieve the objectives related RAR, floodplain management, and agricultural setbacks from watercourses; these regulations have the added benefit of satisfying objectives within the Shuswap River Watershed Sustainability Plan and Okanagan Biodiversity Conservation Strategy.

Respectfully Submitted,

Kurt Inglis, Assistant Corporate Officer and Planning Assistant

SECTION 7 – THE NATURAL ENVIRONMENT AND HAZARDOUS CONDITIONS

7.1 Discussion

A natural environment composed of healthy and functioning ecosystems is vital to the sustainability of the City and surrounding areas.

The ICSP included a strategy area that focused on the natural environment. The RGS include three broad goals relative to the environment: protection of watersheds, protection of parks, natural areas and open spaces and reduction and prevention of pollution.

The City has endorsed the Shuswap River Watershed Sustainability Plan undertaken by the North Okanagan Regional District and has considered the vision and goals established in the Biodiversity Strategy for the Okanagan Region.

A significant portion of the City lies within the 200 Year Floodplain (353.4 metres and below in south of the City, and 352.95 metres and below in the north – shown on Schedule “C”). These are hazard lands susceptible to flooding and are established by the Provincial Ministry of Environment.

7.2 Environmental and Hazardous Conditions Objectives

Council has the following objectives for the Natural Environment:

- a. Water is recognized as Enderby’s most valuable resource and significant measures and efforts are taken to preserve the quality and quantity of Enderby’s water supply through education and awareness, alternative standards, and best management practices.*
- b. Environmental stewardship is promoted to Enderby youth which helps to ensure that future generations will continue to value the natural environment.*
- c. Enderby is a leader in clean, renewable Energy production and utilizes renewable sources of energy such as solar, water, wind and biomass to reduce the community’s carbon footprint.*

-
- d. The community is aware of the causes and effects of climate change and undertakes significant steps to reduce the community's carbon footprint and avoid the burning of fossil fuels.*
 - e. Development is managed and guided to protect environmentally sensitive areas, minimize greenfield development, reduce energy use and emissions, and be adaptable to the effects of climate change.*
 - f. Alternative development standards allow for the installation of infrastructure which is environmentally and socially conscious while at the same time cost effective for home-owners, developers and the City of Enderby.*
 - g. Development within Enderby utilizes Smart Growth principles which results in neighbourhoods that are relatively denser, mix land uses, have a range of housing types and sizes, and are linked by pedestrian, cycling and transit routes which altogether promotes Enderby as a complete, compact and walkable community.*
 - h. Enderby's downtown and neighbourhoods are complimented by public gathering spaces, beautiful buildings, and safe, convenient streetscapes which altogether promote social interaction and a strong sense of community.*
 - i. Programs related to recycling and proper waste disposal have fostered a culture of 'reduce, reuse and recycle' amongst residents, businesses, industry, community groups, visitors and the City of Enderby.*
 - j. As one of the most important social and environmental features within the community, the Shuswap River is protected through significant measures and efforts which aim to protect the water quality, reduce pollution, reduce erosion, mitigate flooding impacts, protect the salmon stock and reduce conflict amongst different river users.*
 - k. Enderby's pristine environment and superior air quality is valued, promoted and preserved.*
 - l. Green space and open natural areas are valued and preserved within the community by promoting higher density, clustered development and green space preservation.*

-
- m. Sustainable agricultural practices are ensured through regulation, zoning, education and awareness.*
 - n. To ensure the safety of citizens and protect development from the hazard of flooding in the designated 200 year floodplain through the application of regulatory standards.*
 - o. High priority biodiversity areas are recognized and managed so that healthy ecosystems and habitat networks are conserved.*
 - p. Fire prevention and protection strategies are in place to reduce interface wildfire risks.*

7.3 Environmental and Hazardous Conditions Policies

- a. Council will require that all land use developments conform to provincial and federal statutes and regulations intended to protect the natural environment.*
- b. Council endorses the Shuswap River Watershed Sustainability Plan.*
- c. The Shuswap River as shown on Schedule "C" is recognized as a Riparian Watercourse and Council will ensure that the Zoning Bylaw and other land use regulations address the Riparian Area Regulations.*
- d. Council will incorporate provisions into the Zoning Bylaw to establish setbacks from watercourses for agricultural uses.*
- e. Council will incorporate floodplain management provisions into the Zoning Bylaw to reduce the risk of injury, loss of life, and damage to buildings and structures due to flooding within the 200 Year Floodplain identified on Schedule 'C' of this bylaw.*
- f. Council will utilize the development approval process, including phased development agreements, to ensure sustainable development objectives are met as set out in Section 11 - Knoll Comprehensive Development Area.*
- g. Council will continue to enhance and implement its Water Conservation Plan and Climate Action and Sustainability Plan.*
- h. Council will continue with carbon neutral objectives and community-wide GHG emission reduction targets as set out in Section 8 - Community Energy & Resource Efficiency.*

- i. Council supports the completion of the Biodiversity Conservation Strategy undertaken by the Central and North Okanagan Regional Districts.*
- j. Council will continue to implement the Community Wildfire Protection Plan.*

1501 FLOODPLAIN MANAGEMENT PROVISIONS

The purpose of the floodplain management provisions is to reduce the risk of injury, loss of life, and damage to buildings and structures due to flooding. However, neither the City of Enderby nor the Province of British Columbia represent to any person that any building or structure, including a manufactured home, used, constructed or located in accordance with the following provisions will not be damaged by flooding.

1. Interpretation

For the purposes of this Section, the following definitions shall apply:

- a. **ALLUVIAL FAN** means an alluvial deposit of a stream where it issues from a steep mountain valley, or at the junction of a tributary stream with the main stream.
- b. **DESIGNATED FLOOD** means a flood, which may occur in any given year, of such magnitude as to equal a flood having a 200-year recurrence interval, based on a frequency analysis of unregulated historic flood records or by regional analysis where there is inadequate stream flow data available. Where a large watercourse or body of water is controlled by a major dam, the designated flood shall be set on a site specific basis.
- c. **DESIGNATED FLOOD LEVEL** means the observed or calculated elevation for the Designated Flood, which is used in the calculation of the Flood Construction Level.
- d. **FLOOD CONSTRUCTION LEVEL** means a Designated Flood Level plus Freeboard, or where a Designated Flood Level cannot be determined, a specified height above a Natural Boundary, Natural Ground Elevation, or any obstruction that could cause ponding.
- e. **FLOODPLAIN** means an area which is susceptible to flooding from an adjoining watercourse, lake, or other body of water and is designated in Section 1501.2 of this bylaw.
- f. **FLOODPLAIN SETBACK** means the required minimum distance from the Natural Boundary or other reference line of a watercourse, lake, or other body of water to any landfill or structural support required to elevate a floor system or pad above the Flood Construction Level, so as to maintain a floodway and allow for potential land erosion.
- g. **FLOODPLAIN WATERCOURSE** means any natural or man-made depression with well defined banks and a bed of 0.6 m, (1.968 feet) or more below the surrounding land serving to give direction to a current of water including rivers, creeks, springs, ravines, swamps and gulches, whether usually containing water or not.
- h. **FREEBOARD** means a vertical distance added to a Designated Flood Level, used to establish a Flood Construction Level.

- i. **G.S.C.** means Geodetic Survey of Canada datum.
 - j. **HABITABLE AREA** means any space or room, including a manufactured home, that is or can be used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater.
 - k. **MANUFACTURED HOME** means a single family dwelling built in an enclosed factory environment, in one or more sections, intended to be occupied in a place other than of its manufacture. Manufactured homes include **MOBILE HOMES** and **MODULAR HOMES** which are either completely self-contained dwelling units, or are incomplete dwelling units which are fastened together and completed on site. All new manufactured homes must be constructed to either the CAN/CSA Z240 (mobile home) standard, the National Building Code of Canada, or the Provincial Building Code where manufactured.
 - l. **NATURAL BOUNDARY** means the visible high water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself, as defined in Section 1 of the *Land Act*, and also includes the edge of dormant side channels of any lake, river, stream, or other body of water, and marshes.
 - m. **NATURAL GROUND ELEVATION** means the undisturbed ground elevation prior to site preparation.
 - n. **PAD** means a paved surface on which blocks, posts, runners or strip footings are placed for the purpose of supporting a manufactured home, or a concrete pad for supporting a Habitable Area.
 - o. **STANDARD DYKE** means a dyke built to a minimum crest elevation equal to the Flood Level or Flood Construction Level and meeting standards of design and construction approved by the Ministry of Water, Land and Air Protection and maintained by an ongoing authority such as a local government body.
2. Floodplain Designation

The following land is designated as Floodplain:

- a. Land shown as Floodplain on Schedules "G.1" and "G.2", being the Floodplain maps attached to and forming part of this Bylaw.
- b. Land lower than the Flood Construction Levels specified in Section 1501.3.a of this bylaw.
- c. Land within the Floodplain Setbacks specified in Section 1501.3.b of this bylaw.

3. Floodplain Specifications

a. Flood Construction Levels:

The following elevations are specified as Flood Construction Levels, EXCEPT THAT WHERE MORE THAN ONE (1) FLOOD CONSTRUCTION LEVEL IS APPLICABLE, THE HIGHER ELEVATION SHALL BE THE FLOOD CONSTRUCTION LEVEL:

- i. the Flood Construction Level for a specific property, as determined by interpolation from those Flood Construction Levels shown on Land shown as Floodplain on Schedules “G.1” and “G.2”, being the Floodplain maps attached to and forming part of this bylaw; or
- ii. 1.5 m (4.921 feet) above the Natural Boundary of any watercourse, lake, marsh or pond.
- iii. Notwithstanding the Flood Construction Level requirements cited herein the following types of development are hereby exempted from the requirements, in respect to the Flood Construction Level provisions of this section:
 - A renovation of an existing building or structure that does not involve an addition thereto;
 - An addition to a building or structure that would increase the size of the building or structure by less than 25 percent of the floor area existing at the date of adoption of this bylaw provided that the degree of conformity regarding setbacks is not increased;
 - That portion of a building or structure to be used as a carport, garage or entrance foyer;
 - Farm buildings other than dwelling units and closed-sided livestock housing;
 - Hot water tanks and furnaces behind Standard Dykes;
 - Closed-sided livestock housing behind Standard Dykes;
 - Heavy Industry behind Standard Dykes;
 - On-loading and off-loading facilities associated with water-oriented industry and portable sawmills;
 - Farm dwelling units provided that they are located on parcels 8 hectares or greater in size that are located within the Agricultural Land Reserve, provided that they are located with the underside of a wooden floor system or the top of the Pad of any Habitable Area (or in the case of a Manufactured Home or Unit the top of Pad or the ground surface on which it is located) no lower than 1 metre above the Natural Ground Elevation taken at any point on the perimeter of the building, or no lower than the Flood Construction Levels specified herein whichever is lesser;
 - Closed-sided livestock housing not behind Standard Dykes provided that they are located with the underside of a wooden

floor system or the top of the Pad (or in the case of a Manufactured Home or Unit, the top of Pad or the ground surface on which it is located) no lower than 1 metre above the Natural Ground Elevation taken at any point on the perimeter of the building, or no lower than the Flood Construction Levels specified herein whichever is the lesser;

- Industrial uses, other than main electrical switchgear, provided that they are located with the underside of a wooden floor system or the top of the Pad (or in the case of a Manufactured Home or Unit, the top of Pad or the ground surface on which it is located) no lower than 1 metre above the Natural Ground Elevation taken at any point on the perimeter of the building, or no lower than the Flood Construction Levels specified herein minus freeboard. Main electrical switchgear shall be no lower than the Flood Construction Level.

b. Floodplain Setbacks:

Unless a greater setback is determined through an assessment under the Riparian Areas Regulation, the following distances are specified as Floodplain Setbacks, EXCEPT THAT WHERE MORE THAN ONE (1) FLOODPLAIN SETBACK IS APPLICABLE, THE HIGHER ELEVATION SHALL BE THE FLOODPLAIN SETBACK:

- i. 30 m (98.42 feet) from the Natural Boundary of the Shuswap River;
- ii. 15 m (49.21 feet) from the Natural Boundary of any other watercourse, lake, marsh, or pond, or
- iii. 15 m (49.21 feet) from any Standard Dyke right-of-way, or structure for flood protection or seepage control.

4. General Provisions

- a. The underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater shall be above the Flood Construction Level specified in Section 1501.3.a above.
- b. Any landfill required to support a floor system or pad shall not extend within any setback from a watercourse or body of water specified in this bylaw.
- c. Structural support or compacted landfill or a combination of both may be used to elevate the underside of the floor system or the top of the pad above the Flood Construction Level. Where landfill is used, the face of the landfill slope shall be protected against erosion from flows, wave action, ice, and other debris.

- d. The Flood Level or Flood Construction Level for any watercourse identified in Sections 1501.3.a and b above shall be taken perpendicular to the natural boundary of the watercourse at its highest perpendicular point.
- e. The Building Inspector, or such person appointed by Council of the City of Enderby may require that a British Columbia Land Surveyor's certificate be required to verify compliance with the Floodplain Elevations and Setbacks specified in Sections 1501.3.a and 1501.3.b of this bylaw. The cost of verification shall be assumed by the landowner.
- f. Pursuant to Section 910(5) of the *Local Government Act*, the City of Enderby may grant exemptions from the application of floodplain setbacks and flood construction elevations provided that:
 - The property owner submits a written request for an exemption to the City of Enderby Council; and
 - The exemption is consistent with the Provincial Guidelines; or
 - A professional engineer or geoscientist, or other prescribed person, certifies that the property can be safely used for the intended use.

1502 RIPARIAN AREA REGULATION PROVISIONS

The Riparian Area Regulations apply to all Development related to residential, commercial and/or industrial activities.

1. Interpretation

For the purposes of this Section, the following definitions shall apply:

- a. **DEVELOPMENT** means any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial activities to the extent that they are subject to local government powers under the Local Government Act:
 - a) removal, alteration, disruption or destruction of vegetation;
 - b) disturbance of soils;
 - c) construction or erection of buildings and structures;
 - d) creation of non-structural impervious or semi-impervious surfaces;
 - e) flood protection works;
 - f) construction of roads, trails, docks, wharves, and bridges;
 - g) provision and maintenance of sewer and water services;
 - h) development of drainage systems;
 - i) development of utility corridors;
 - j) subdivision as defined in Section 872 of the Local Government Act.
- b. **HIGH WATER MARK** means the high water mark or water level in a watercourse that is reached during annual flood events, as indicated by the presence of soil and/or vegetation that due to the frequent presence of water is distinctly different from the vegetation of adjacent upland areas.

- c. **QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP)** means an applied scientist or technologist acting alone or together with another qualified environmental professional, if
- the individual is registered and in good standing in BC with an appropriate professional organization constituted under an act, acting under that associations code of ethics and subject to disciplinary action by that association,
 - the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
 - the individual is acting within that individual's area of expertise.
- d. **RIPARIAN ASSESSMENT AREA** means the area within 30 metres of the high water mark of a riparian watercourse; within 30 metres of the top of the ravine bank in the case of a ravine less than 60 metres wide; and within 10 metres of the top of the ravine bank in the case of a ravine 60 metres wide or greater.
- e. **TOP OF RAVINE BANK** means the first significant break in a ravine slope where the break occurs such that the grade beyond the break is flatter than 3:1 for a minimum distance of 15 metres measured perpendicularly from the break, and the break does not include a bench within the ravine that could be developed.
- f. **RIPARIAN WATERCOURSE** means any natural or man-made depression with well defined banks serving to give direction to a current of water, including rivers, creeks, springs, ravines, swamps, and gulches and any of the following that provides fish habitat: a pond, lake, river, creek or brook, and; a ditch, spring or wetland that is connected by surface flow to a riparian watercourse.

2.. Riparian Area Setbacks

Development may not occur within the Riparian Assessment Area unless:

- a lesser setback is determined by an assessment completed by a QEP under the Riparian Area Regulations, or
- an approval is granted under the Riparian Area Regulation by the applicable provincial or federal agency, or
- in the case of a subdivision as defined in Section 872 of the Local Government Act, where no modifications are proposed within the Riparian Assessment Area and a Section 219 covenant has been registered on the title of the property restricting development within the Riparian Assessment Area and it has been deemed that a sufficient building envelope, suitable building site and sewage disposal area can be provided.

1503 FARMING AREA PROVISIONS

1. Interpretation

For the purposes of this Section, the following definitions shall apply:

AGRICULTURAL UNIT means equal to the live weight of 455 kg (1000 lbs) of livestock, poultry or farmed game or any combination of them equalling 455 kg.

AGRICULTURAL WASTE STORAGE FACILITY means a facility used to contain agriculture liquid or solid waste, or biosolids prior to use or disposal, but does not include a vehicle or any mobile equipment used for transportation or disposal of agriculture solid or liquid waste. An agriculture waste storage facility includes a structure, reservoir, lagoon, cistern, gutter, tank or bermed area for containing agricultural waste prior to its use or disposal.

CHANNELIZED STREAM means permanent or relocated streams that have been dyked, diverted or straightened and carry drainage flows from headwaters or significant sources of groundwater. Reaches of channelized streams may be confined by roads and fences and in many cases also meander through fields. Channels that divert irrigation water from a stream but return overflow water back to a stream in a manner that allows fish access are classified as channelized streams.

CONFINED LIVESTOCK AREA means an outdoor, non grazing area where livestock, poultry or farmed game is confined by fences, other structures or topography including feedlots, paddocks, corrals, exercise yards and holding area, but not including seasonal feeding areas.

CONSTRUCTED CHANNELS AND DITCHES means man made drainage channels that carry drainage water from more than one property but do not carry water from headwaters or significant sources of groundwater. Flows in agricultural constructed channels may be year round and are not regulated. Constructed channels may also deliver water for irrigation purposes.

IMPERVIOUS SURFACE means a building or constructed surface made of concrete, asphalt, plastic or other material that does not permit water to soak into the ground.

NATURAL STREAM means watercourses that have not been significantly altered by human activity and are predominantly in their natural state as defined by the watercourse definition in this Section.

SEASONAL FEEDING AREA means an area used for forage or other crop production and used seasonally for feeding livestock, poultry or farmed game that is primarily sustained by supplemental feed, but does not include a confined livestock area or grazing area.

SOLID AGRICULTURAL WASTE means agricultural waste that is 20% or more solid matter and will not flow when piled.

TOP OF BANK means the first break in a bank slope where the break occurs such that the grade beyond the break is flatter than 3:1 for a minimum distance of 15 m measured horizontally from the break. For multiple banks, the setback distance will be measured from the top of the bank that is farthest from the center of the stream.

WATERCOURSE means the Water Act Regulation of “stream” and includes a natural watercourse or source of water supply, whether usually containing water or not, ground water, and a lake, river, creek, spring, ravine, swamp, wetland and gulch.

TABLE 1

Building and Facilities Setbacks from Watercourses for Riparian Protection in Farming Areas^{*ad}

| Watercourse Type | Category 1 ^{**} | Category 2 ^{**} | Category 3 ^{***} | Category 4 ^{***} |
|---|---|--|--|--|
| | Confined livestock area > 10 agricultural units | <ul style="list-style-type: none"> - Agricultural Waste Storage Facility - Chemical, compost and woodwaste storage - Confined Livestock Area < 10 agricultural units - Incinerator - Mushroom barn - On-farm composting - On-farm soilless medium production and storage - Silo -Petroleum storage | <ul style="list-style-type: none"> - Brooder house - Hatchery - Fur farming shed - Livestock barn - Livestock shelter - Milking facility - Stable | <ul style="list-style-type: none"> - Boiler Room - Cidery - Cold frame - Crop storage - Detention pond - Direct farm marketing - Granary - Greenhouse - Machinery Storage - On farm processing - On farm product preparation - Retention pond - Impervious surfaces |
| Natural Stream | 30m | 15m | 15m | 15m |
| Channelized Streams | 30m | 15m | 15m | 2 X channel width ^b Minimum 10 m Maximum 15m |
| Constructed Channels and Ditches ^c | 30m | 15m | 5m | 5m |

Floodplain Provisions may require larger setbacks in some instances and will then override the setback standards shown here.

*** Categories 1 and 2 are set by the Agricultural Waste Control Regulation under the Environmental Management Act.*

**** Unless a lesser setback is determined by an assessment completed by a Qualified Environmental Professional and in accordance with Floodplain regulations.*

^a Setback distances are measured horizontally from the watercourse top of bank to the outside of the foundation wall.

^b Channel width is determined from the top of bank to top of bank.

^c There is no differentiation between constructed channels and constructed ditches for the purposes of building setbacks, only for drainage maintenance purposes.

^d The setback from a domestic water intake for uses noted within this table is 30 m.

Schedule "G" to accompany the "Corporation of the City of Enderby Zoning By-law No. 966, 1987".

I hereby certify this to be a true and correct copy of Schedule "G" attached to and forming part of the "Corporation of the City of Enderby Zoning By-law No. 966, 1987".

Corporate Officer