



## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Tuesday, April 7, 2015  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of March 16, 2015](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

Chris Henderson – Rossworn Henderson LLP Chartered Accountants  
Re: Auditor's Report 2014 Financial Statements

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS**

**8. REPORTS**

Mayor and Council

[2014 Audited Financial Statements](#)

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**9. NEW BUSINESS**

- a. [RDNO – Composter Rebates](#) – Information Bulletin dated March 19, 2015

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- b. [Shuswap Watershed Council](#) – Memo from Chief Administrative Officer dated March 24, 2015

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- c. [Bylaw Enforcement Officer and Dog Control Officer Appointment](#) – Memo from Assistant Corporate Officer and Planning Assistant dated March 24, 2015

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- d. [Digital Billboard Sponsorship Application – Enderby & District Garden Club](#) – Memo from Assistant Corporate Officer and Planning Assistant dated March 24, 2015

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- e. [Regent Avenue Stormwater Pump Station Tender Award](#) – Memo from Chief Administrative Officer dated March 24, 2015 pg 53-58
- f. [Volunteer Firefighter Compensation](#) – Memo from Deputy Chief Financial Officer dated March 26, 2015 pg 59
- g. [BC Healthy Communities Active Transportation Planning Process – Phase II](#) – Memo from Assistant Corporate Officer and Planning Assistant dated March 31, 2015 pg 60-62
- h. [Recommended Dates and Public Process for 2015 Financial Plan](#) – Memo from Deputy Chief Financial Officer dated March 31, 2015 pg 63

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, March 16, 2015 at 4:30 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson  
Deputy Financial Officer – Barry Gagnon  
Assistant Corporate Officer and Planning Assistant – Kurt Inglis  
The Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Baird, seconded by Councillor Shishido that the agenda be approved as circulated.

Carried Unanimously

### **ADOPTION OF MINUTES**

#### **Regular Meeting Minutes of March 2, 2015**

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the minutes of the regular meeting of March 2, 2015 be adopted as circulated.

Carried Unanimously

### **REPORTS**

#### **Councillor Schreiner**

- Barnes Park open house had a good turnout.
- RCMP stakeholders meeting – went over successes and challenges over 2014.
- Enderby Return-It Centre has advised that they have applied to be able to accept plastic bags for recycle.

#### **Councillor Baird**

- Has spoken with principals of the local schools regarding spring clean-up. AL Fortune has been cleaned. MV Beattie is setting up a schedule for the kids to clean up.
- Appointed Chair of the Personnel Committee for Okanagan Regional Library.
- Attended the talent show at MV Beattie with Mayor McCune.

#### **Councillor Shishido**

- Followed up with resident regarding street light outage. BC Hydro has repaired.
- New owners at Bottle Depot have cleaned up the premises. Discussed need to recycle plastic bags.

#### Councillor Knust

- EDCRC:
  - FACT Committee had a booth at seed swap. Very well attended.
  - Many people unaware of location of EDCRC for gleaning program.
  - Waiting for location for the Hut.
  - Gleaning program to open up account to purchase tables, buckets, insurance etc. for gleaning program.
  - Kibble Cupboard (pet food donations) to be incorporated into FACT Hut.
  - EDCRC busy applying for grants.
  - Pantry program is accessible on Tuesdays from 9:30 – noon and are always looking for donations.
- Attended AL Fortune production of “Grease” and also the grad/staff hockey game.
- Thistle do Nicely grand re-opening is taking place this Friday with Mayor McCune cutting the ribbon.

#### Councillor Case

- Attended the Shuswap Trail Alliance annual general meeting. Since 2006-07 they have done over \$4 million in trail projects. Air Canada Encore magazine features Cliffs, Riverwalk and Larch Hills.
- Attended wake for Grant Russell. It was very well attended.

#### Councillor Davyduke

- Completed the webinar on reading municipal statements.
- Attended the production of “Grease” twice.

#### Mayor McCune

- RDNO budget decrease from assessment figures and transfer of some services to Vernon.
- Attended the Shamrock Tea and spoke about importance of volunteerism. Also, invited them to annual clean up event.
- BC Transit is undergoing aggressive public consultation process. Encouraged to take the survey. Salmon Arm route is a definite issue.
- Took tour of Wil Richardson’s property on Knoll.

#### 2014 Climate Action Survey Report

Moved by Councillor Case, seconded by Councillor Shishido that the report be received and filed.

Carried Unanimously

#### Building Permit Detail Report – February 2015

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

Carried Unanimously

### **NEW BUSINESS**

#### **Digital Billboard Sponsorship Application – Enderby and District Lions Club**

Moved by Councillor Schreiner, seconded by Councillor Davyduke that Council approve the Enderby and District Lions Club sponsorship application valued at \$5,000 in-kind.

Carried Unanimously

#### **Digital Billboard Sponsorship Application – Enderby in Motion**

Moved by Councillor Baird, seconded by Councillor Shishido that Council approve the Enderby in Motion sponsorship application valued at \$700 in-kind.

Carried Unanimously

#### **Enderby Lions Club – Correspondence dated March 4, 2014**

Re: Request to hold Beer Garden at Gazebo during Funtastic

Moved by Councillor Case, seconded by Councillor Schreiner that permission be granted to the Enderby and District Lions Club to hold a beer garden at Riverside Park at the following dates and times:

June 26	5:00 pm – 1:00 am
June 27	11:00 am – 1:00 am
June 28	11:00 am – 1:00 am
June 29	11:00 am – 7:00 pm

Carried Unanimously

#### **Enderby Arts Festival Road Closure Request – Memo from Assistant Corporate Officer and Planning Assistant dated March 5, 2015**

Moved by Councillor Baird, seconded by Councillor Knust that the application be received for information.

Carried Unanimously

#### **Discussion:**

Businesses west of George Street feel left out of the event. Councillor Case will bring this up at the annual general meeting next week.

#### **Enderby Return-It Recycling Depot – Correspondence dated March 3, 2015**

Re: Now accepting recycle paint products

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

Carried Unanimously

#### **Environmental Leadership and Sustainability Award Nominations Open – Information Bulletin from RDNO dated March 4, 2015**

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

Carried Unanimously

Community to Community Forum – Regional Employment Lands Action Plan – Correspondence from RDNO dated February 16, 2015

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

Carried Unanimously

Regional Parkland Legacy Fund – Correspondence from RDNO dated February 16, 2015

The Chief Administrative Officer reported that this topic came before Council in 2013. At that time there wasn't a strong appetite.

Mayor McCune reported that this has come back up for discussions through land donations to RDNO. In the discussions moving forward, RDNO is looking for each community to respond again.

Moved by Councillor Case, seconded by Councillor Baird that the Regional District of North Okanagan be advised that the City of Enderby is supportive of exploring the concept of a parkland legacy fund that balances regional and sub-regional initiatives.

Carried Unanimously

Street Lighting on Larsen Avenue and Local Improvement Program – Memo from Chief Administrative Officer dated March 10, 2015

Alyson Witts addressed Council:

- Already practising CEPTED and one light would help those efforts.
- Reference to past "variances" of the day does not address the facts of today. Shouldn't have to wait for the future development of the rest of Gilowski's property.
- Reference made to amenities that her tax dollars pay for that she does not benefit from but that benefit the broader community.
- Claimed that a Neighbourhood Local Improvement Program would be a minefield for neighbourhood quarrels and litigation.

Jonathan Turpin addressed Council:

- Larsen Avenue used by a few local cars, but lots of pedestrians. It is a short cut to the Riverwalk.
- Improvement Program would be very expensive.
- Requiring a petition to identify neighbourhood support could get very messy.
- Would like to start with a light on the existing pole on the north east corner of Victor & Larsen and then installing lighting on the rest of the street.
- Noted that the City did not spend the entirety of its budget line item for street lighting in 2012, and that it should use that surplus to fund his street light request.
- His street light request is a broader community issue.

Moved by Councillor Case, seconded by Councillor Knust that Council allocates \$10,000 in the 2015 budget for the installation of a street light on Larsen Avenue east of Victor Street subject to receiving a petition or demonstration that the neighbourhood wants such a light installed;

AND THAT, subject to the condition above, Council allocates \$325 to new energy costs and \$450 to new infrastructure renewal costs on an ongoing basis;

AND FURTHER THAT Council direct staff to continue addressing neighbourhood-level customization requests on a case-by-case basis and allocates staff time accordingly.

Carried Unanimously

Digital Billboard Policy Amendment – Memo from Assistant Corporate Officer and Planning Assistant dated March 12, 2015

Moved by Councillor Case, seconded by Councillor Baird that Council rescinds the Digital Billboard Policy and adopts the new Digital Billboard Policy as circulated.

Carried Unanimously

#### **PUBLIC QUESTION PERIOD**

None.

#### **CLOSED MEETING RESOLUTION**

Moved by Councillor Baird, seconded by Councillor Schreiner 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) and (k) of the *Community Charter*.

#### **ADJOURNMENT**

The regular meeting reconvened at 6:43 p.m.

The regular meeting adjourned at 6:43 p.m.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

**THE CORPORATION OF THE CITY  
OF ENDERBY**

**CONSOLIDATED FINANCIAL STATEMENTS**

**December 31, 2014  
(Audited)**

**ROSSWORN HENDERSON LLP**  
Chartered Accountants



**THE CORPORATION OF THE CITY OF ENDERBY**  
December 31, 2014

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## **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, 2014 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 generally accounting principles as prescribed by the Public Sector Accounting Board, 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 generally accepted 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, 2014, and its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian generally accounting principles as prescribed by the Public Sector Accounting Board.

February 27, 2015  
Enderby, BC



Chartered Accountants

# THE CORPORATION OF THE CITY OF ENDERBY

## Consolidated Statement of Financial Position

As at December 31, 2014

	2014	2013
<b>Financial assets</b>		
Cash	\$ 492,582	\$ 974,751
Temporary investments	7,626,357	6,980,610
Accounts receivable (Note 3)	604,203	424,397
Deposit - Municipal Finance Authority (Note 4)	57,453	52,736
	<u>8,780,595</u>	<u>8,432,494</u>
<b>Liabilities</b>		
Accounts payable (Note 5)	478,132	449,179
Deferred revenue (Note 6)	834,975	941,836
Reserve - Municipal Finance Authority (Note 4)	57,453	52,736
Long term debt (Note 7)	3,324,885	3,704,383
	<u>4,695,445</u>	<u>5,148,134</u>
<b>Net financial assets</b>	<u>4,085,150</u>	<u>3,284,360</u>
<b>Non-financial assets</b>		
Prepaid expenses	59,715	41,486
Capital assets (Note 8)	24,706,275	24,855,797
	<u>\$ 28,851,140</u>	<u>\$ 28,181,643</u>
<b>Accumulated surplus</b>	<u>\$ 28,851,140</u>	<u>\$ 28,181,643</u>
<b>Represented by:</b>		
Trust funds	192,746	187,562
Operating fund	3,756,595	3,841,779
Reserves	2,474,659	2,052,912
Statutory reserves	1,045,749	947,977
Equity in tangible capital assets	21,381,391	21,151,413
	<u>\$ 28,851,140</u>	<u>\$ 28,181,643</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, 2014

	2014 Budget	2014 Actual	2013 Actual
<b>Revenue</b>			
Taxation - net (Note 11 )	\$ 1,773,827	\$ 1,746,318	\$ 1,668,585
Grants and subsidies (Note 12)	1,915,670	1,446,891	1,544,802
Sale of services (Note 13)	1,476,217	1,571,997	1,325,657
Other revenue from own sources	54,182	68,679	66,881
Interest and penalties	118,371	209,318	177,609
Recognition of restricted revenues		11,765	
	<u>5,338,267</u>	<u>5,054,968</u>	<u>4,783,534</u>
<b>Expenditures</b>			
General government services	901,294	755,779	689,806
Protective services	194,910	242,465	253,864
Transportation services	516,848	929,858	903,575
Environmental health services	132,767	109,735	121,819
Community development services	37,744	18,248	27,688
Recreational and cultural services	69,188	63,021	74,159
Area F services	833,507	815,013	805,690
Water supply	537,514	780,948	915,805
Sewer services	496,235	670,404	658,022
	<u>3,720,007</u>	<u>4,385,471</u>	<u>4,450,428</u>
Excess revenue over expenses	\$ 1,618,260	\$ 669,497	\$ 333,106
Loss on disposal of tangible capital assets			(123,712)
Annual surplus	<u>1,618,260</u>	<u>669,497</u>	<u>209,394</u>
Consolidated fund balance, beginning of year	<u>28,181,643</u>	<u>28,181,643</u>	<u>27,972,249</u>
Consolidated fund balance, end of year	\$ 29,799,903	\$ 28,851,140	\$ 28,181,643

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 Net Financial Assets

For the year ended December 31, 2014

	2014	2013
<b>Annual surplus</b>	<b>\$ 669,497</b>	<b>\$ 209,394</b>
<b>Amortization of tangible capital assets</b>	<b>1,209,055</b>	<b>1,213,027</b>
<b>Change in prepaid expenses</b>	<b>(18,225)</b>	<b>(18,336)</b>
<b>Loss on sale of tangible capital assets</b>		<b>130,712</b>
<b>Aquisition of tangible capital assets</b>	<b>(1,059,537)</b>	<b>(961,048)</b>
<b>Increase (decrease) in net financial assets</b>	<b>800,790</b>	<b>573,749</b>
<b>Net financial assets, beginning of year</b>	<b>3,284,360</b>	<b>2,710,611</b>
<b>Net financial assets, end of year</b>	<b>\$ 4,085,150</b>	<b>\$ 3,284,360</b>

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, 2014

	2014	2013
<b>Cash flows from operating activities</b>		
Cash receipts	\$ 4,558,983	\$ 4,742,832
Cash payments to suppliers and employees	(3,027,141)	(3,339,890)
Interest received	209,318	177,609
Interest paid	(138,546)	(153,881)
	<u>1,602,614</u>	<u>1,426,670</u>
<b>Financing activities</b>		
Proceeds of long term debt	312,000	1,735,000
Debt repayment	(691,499)	(728,187)
	<u>(379,499)</u>	<u>1,006,813</u>
<b>Investing activities</b>		
Increase in capital assets (net of disposals)	(1,059,537)	(961,048)
Decrease (increase) in temporary investments	(645,747)	(1,336,419)
Proceeds on disposition		7,000
	<u>(1,705,284)</u>	<u>(2,290,467)</u>
Increase (decrease) in cash	(482,169)	143,016
Cash, beginning of year	974,751	831,735
Cash, end of year	<u>\$ 492,582</u>	<u>\$ 974,751</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, 2014

	2014	2013
Balance beginning of year	\$ 21,151,413	\$ 22,540,920
Contributions from revenue for:		
Acquisition of capital assets	1,059,537	961,048
Debt payments	648,181	670,641
Loss from sale/write down of tangible capital assets		(130,712)
Actuarial adjustments	43,315	57,543
Debt issued	(312,000)	(1,735,000)
Amortization	(1,209,055)	(1,213,027)
Balance end of year	\$ 21,381,391	\$ 21,151,413
Represented by:		
General	\$ 11,055,029	\$ 10,452,272
Water	5,467,194	5,733,105
Sewer	4,859,168	4,966,036
Balance end of year	\$ 21,381,391	\$ 21,151,413

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, 2014

	2014		2013	
Cash	\$	19,406	\$	15,211
Temporary Investments		168,219		165,936
Interest earned		3,632		2,612
Other amounts collected		1,489		3,803
Surplus	\$	192,746	\$	187,562

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 Operating Surplus**

For the year ended December 31, 2014

	2014	2013
<b>Operating Surplus</b>		
Balance beginning of year	\$ 3,841,779	\$ 2,757,265
Annual surplus	669,497	209,394
Amortization	1,209,055	1,213,027
Transfers from (to) reserves	(524,700)	(514,386)
Capital expenditures	(1,059,537)	(961,047)
Debt issued	312,000	1,735,000
Debt principal payments	(691,499)	(728,186)
Capital disposal		130,712
<b>Balance end of year</b>	<b>\$ 3,756,595</b>	<b>\$ 3,841,779</b>
<b>Represented by:</b>		
General	2,102,080	2,416,262
Water	531,975	532,080
Sewer	735,224	608,053
Area F Services	387,316	285,384
<b>Balance end of year</b>	<b>\$ 3,756,595</b>	<b>\$ 3,841,779</b>

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, 2014

	Tax sale lands reserve		Gas tax agreement		2014	2013
Balance beginning of year	\$	65,694	\$	882,283	\$ 947,977	\$ 838,278
Add: Amounts received during year				170,446	170,446	125,966
Interest earned		1,265		17,679	18,944	11,549
Less: Amount spent of projects		(7,645)		(83,973)	(91,618)	(27,816)
Balance end of year	\$	59,314	\$	986,435	\$ 1,045,749	\$ 947,977

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 Reserve Fund Activities

For the year ended December 31, 2014

	2014	2013
Balance beginning of year	\$ 2,052,912	\$ 1,644,154
Additions		
Other contributions	633,543	557,418
Return on investments	39,619	22,340
Net interfund transfers		
Capital fund	(251,415)	(171,000)
	\$ 2,474,659	\$ 2,052,912
Summary of Reserve Fund Positions		
General reserve		
Fire department building and equipment	\$ 87,551	\$ 196,327
Asset management	112,110	44,469
Computer equipment	42,071	44,049
Streets	352,742	285,175
Fortune Parks	121,809	100,278
Equipment reserves	220,440	152,502
Other	468,406	412,280
	1,405,129	1,235,080
Sewer reserve		
Future sewer capital	409,090	319,264
	409,090	319,264
Water reserve		
Future water capital	660,440	498,568
	660,440	498,568
	\$ 2,474,659	\$ 2,052,912

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, 2014

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### 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

Temporary 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 1.71% (2013 - 1.73%).

# THE CORPORATION OF THE CITY OF ENDERBY

## Summary of Significant Accounting Policies

For the year ended December 31, 2014

### 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

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, 2014

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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. 1539, 2014 adopted May 5, 2014. 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 public sector accounting standards. 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.

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 3. Accounts receivable

	2014	2013
Federal Government	\$ 38,593	\$ 19,512
Trade receivables	314,473	156,475
Taxes receivable - current	185,989	189,314
arrears	65,148	59,096
	<u>\$ 604,203</u>	<u>\$ 424,397</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	2014	2013
General fund	\$ 39,681	\$ 21,780	\$ 61,461	\$ 50,482
Sewer fund	31,946	16,922	48,868	48,391
Water fund	31,200	18,751	49,951	49,423
	<u>\$ 102,827</u>	<u>\$ 57,453</u>	<u>\$ 160,280</u>	<u>\$ 148,296</u>

### 5. Accounts payable

	2014	2013
Trade payables	\$ 384,063	\$ 307,749
Wages payable	94,069	141,430
	<u>\$ 478,132</u>	<u>\$ 449,179</u>

### 6. Deferred revenue

	2014	2013
Deferred grants	\$ 71,274	\$ 177,216
Development cost charges	499,116	502,906
Prepaid revenue	174,594	173,407
Refundable deposits	89,991	88,307
	<u>\$ 834,975</u>	<u>\$ 941,836</u>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 7. Long term debt

Bylaw number	Purpose	Term remaining	% rate	2014	2013
<b>General fund</b>					
1525	Road upgrades	20	3.300	\$ 312,000	\$
	Road upgrades	1		513,203	1,026,407
1494	Storm system upgrade	29	3.150	834,844	850,000
1502	Road upgrades	19	3.150	657,164	680,000
1503	Road upgrades	19	3.150	198,116	205,000
	Arena upgrades	1	pr + 1	23,400	56,800
				<b>2,538,727</b>	<b>2,818,207</b>
<b>Water fund</b>					
1214	System construction	3	5.950	55,941	72,841
1195	System construction	2	7.250	79,153	115,925
1317	System upgrade				
				<b>135,094</b>	<b>188,766</b>
<b>Sewer fund</b>					
1167	Sewage construction	1	3.000	5,961	11,638
1259	Sewage treatment plant	5	5.990	108,000	126,877
1474	System upgrade	17	3.250	358,069	372,596
1475	System upgrade	17	3.250	179,034	186,299
				<b>651,064</b>	<b>697,410</b>
<b>Total long term debt - all funds</b>				<b>\$ 3,324,885</b>	<b>\$ 3,704,383</b>

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

	General fund	Water fund	Sewer fund
2015	\$ 591,956	\$ 56,356	\$ 48,357
2016	57,148	59,174	44,196
2017	59,434	19,564	46,072
2018	61,811		48,028
2019	64,284		50,068
2020 and subsequent periods	1,704,094		414,343
	<b>\$ 2,538,727</b>	<b>\$ 135,094</b>	<b>\$ 651,064</b>



# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 8. Capital assets

	Cost	Accumulated amortization	2014	2013
<b>General fund</b>				
Land	\$ 1,659,516	\$	\$ 1,659,516	\$ 1,651,871
Building sites and parks	2,401,432	(1,191,168)	1,210,264	1,234,158
Engineering structures	257,683	(201,775)	55,908	30,962
Furniture & equipment	16,757	(1,160)	15,597	
Hydrants	186,643	(136,180)	50,463	53,399
Mobile equipment	2,142,435	(993,970)	1,148,465	961,096
Planters	118,329	(70,260)	48,069	52,600
Roads	12,746,736	(6,043,376)	6,703,360	7,035,684
Storm sewers	6,609,475	(4,522,520)	2,086,955	2,206,958
Assets under construction	615,160		615,160	43,753
	26,754,166	(13,160,409)	13,593,757	13,270,481
<b>Water fund</b>				
Buildings	966,257	(537,244)	429,013	453,478
Water mains	9,163,385	(5,725,056)	3,438,329	3,621,357
Water system	3,923,116	(2,188,171)	1,734,945	1,847,036
	14,052,758	(8,450,471)	5,602,287	5,921,871
<b>Sewer fund</b>				
Buildings	133,966	(36,841)	97,125	100,474
Sanitary sewer system	4,649,061	(1,875,214)	2,773,847	2,924,755
Sewer mains and lift stations	4,848,854	(2,297,787)	2,551,067	2,638,216
Assets under construction	88,192		88,192	
	9,720,073	(4,209,842)	5,510,231	5,663,445
	\$ 50,526,997	\$ (25,820,722)	\$ 24,706,275	\$ 24,855,797

### 9. Commitments and subsequent events

- (a) During the year, the City approved Upgrades to Mill Avenue Loan Authorization Bylaw Number 1544, 2014 in the amount of \$450,000.
- (b) The amount of vacation and banked time pay that has been accrued and is included in accounts payable for the current year. The estimated total liability for wages and benefits at December 31, 2014 is approximately \$66,669 (2013 -\$257,744). Of this amount \$66,669 (2013 -\$141,430) has been accrued and included in accounts payable.

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

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### 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 pension 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 182,000 active members and approximately 75,000 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 \$77,033 (2013 - \$77,604) for employer contributions to the Plan in fiscal 2014.

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 11. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2014	2013
<b>Taxation</b>			
General municipal purposes	\$ 1,276,470	\$ 1,247,907	\$ 1,165,595
1% utility taxes	52,039	51,964	60,781
Water parcel	226,470	227,354	224,252
Sewer parcel	218,848	219,105	217,953
Collections for other governments			
School District	949,060	954,786	936,537
Policing	133,459	134,276	131,339
Regional District	359,729	361,934	352,770
Regional Hospital District	126,439	113,885	108,735
Municipal Finance Authority	77	77	77
B.C. Assessment Authority	25,044	25,211	25,028
Regional library	99,958	100,568	97,186
	3,467,593	3,437,067	3,320,253
<b>Transfers</b>			
School District	949,060	954,786	936,537
Regional Hospital District	126,439	113,885	108,735
Regional District	359,729	361,933	352,764
Municipal Finance Authority	77	77	77
B.C. Assessment Authority	25,044	25,211	25,028
Okanagan Regional Library	99,958	100,581	97,188
Policing	133,459	134,276	131,339
	1,693,766	1,690,749	1,651,668
	\$ 1,773,827	\$ 1,746,318	\$ 1,668,585

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 12. Government grants and transfers

	Budget	2014	2013
<b>Federal</b>			
Community works fund - Gas tax	\$	\$ 170,446	\$ 125,966
<b>Provincial</b>			
Conditional	747,399	79,270	45,352
Fortune Parks - conditional			19,307
Small communities protection	454,827	453,849	453,295
Street lighting	700	1,269	704
Water conservation - conditional		1,000	182,136
	1,202,926	535,388	700,794
<b>Other</b>			
Animal control	6,112	19,512	19,231
Cemetery	25,155	40,068	39,416
Fortune Parks	681,477	681,477	659,395
	712,744	741,057	718,042
	\$ 1,915,670	\$ 1,446,891	\$ 1,544,802

### 13. Sales of Service

	Budget	2014	2013
Animal control	\$ 9,450	\$ 11,780	\$ 9,988
Building permits	250	1,082	1,660
Business licenses	11,710	12,497	14,150
Cemetery	15,000	12,444	18,740
Fire protection	224,775	215,230	71,762
Fortune Parks	151,000	233,599	152,248
Garbage collection and disposal	112,837	113,182	125,729
Sewer user fees	482,589	494,738	476,942
Water user fees	468,606	477,445	454,438
	\$ 1,476,217	\$ 1,571,997	\$ 1,325,657

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2014

### 14. Expenditures by object

	Budget	2014	2013
Advertising and publications	\$ 18,000	\$ 8,209	\$ 8,136
Amortization		1,209,055	1,213,027
Contracted services	439,441	339,912	361,549
Council grants	142,452	124,099	119,089
Insurance	73,288	63,537	71,918
Interest and bank charges	160,727	138,546	153,881
Maintenance	1,098,906	1,038,806	1,001,371
Materials and supplies	436,745	235,131	264,416
Professional fees	35,050	21,719	19,480
Salaries and benefits	1,237,174	1,141,893	1,179,199
Training, travel and conferences	66,550	53,009	48,574
Other costs	11,674	11,555	9,788
	\$ 3,720,007	\$ 4,385,471	\$ 4,450,428

### 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, 2014

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### 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, 2014

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### 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 1).

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**THE CORPORATION OF THE CITY OF ENDERBY**  
 Consolidated Schedule of Segment Disclosure - Service

For the year ended December 31, 2014

Schedule 1

General revenue fund												2014
	General government	Protective services	Transportation services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	Consolidation			
Revenues												
Taxation	\$ 1,299,859	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,746,318	
Grants and subsidies	249,716		455,118		741,057		1,000				1,446,891	
Sales of services	13,579	215,230		113,182	257,823		477,445				1,571,997	
Other revenue from own sources	68,679										68,679	
Interest and penalties	155,657		11,765		5,157	5,186	29,887	13,431			209,318	
											11,765	
Expenses												
Advertising and publications	1,787,490	215,230	443,353	113,182	1,004,037	5,186	735,686	727,274			5,054,968	
Amortization	5,936				2,273						8,209	
Contracted services	46,336	73,610	498,423		29,695		319,584	241,407			1,209,055	
Council grants	64,652	32,000		107,410	55,278	80,502		70			339,912	
Insurance	14,221				109,878						124,099	
Interest and bank charges	49,349				14,188						63,537	
Maintenance	70,359				887		35,840	31,460			138,546	
Material and supplies	38,987	69,385	313,612		188,209		205,380	223,233			1,038,806	
Professional fees	115,413	995	1,638	248	107,605		5,163	4,069			235,131	
Salaries and benefits	20,109				1,610						21,719	
Training, travel and conferences	420,291	50,957	155,104	2,077	257,245	767	135,958	119,494			1,141,893	
Transfers	27,834	15,518			1,245		5,766	2,646			53,009	
	(117,708)		(38,919)		46,900		73,257	48,025			11,555	
Excess (deficiency) of revenue and expenses	755,779	242,465	929,858	109,735	815,013	81,269	780,948	670,404			4,385,471	
Loss on disposal of tangible capital assets	1,031,711	(27,235)	(486,505)	3,447	189,024	(76,083)	(45,262)	56,870			669,497	
Annual surplus	\$ 1,031,711	\$ (27,235)	\$ (486,505)	\$ 3,447	\$ 189,024	\$ (76,083)	\$ (45,262)	\$ 56,870	\$	\$	669,497	



**THE CORPORATION OF THE CITY OF ENDERBY**  
**Consolidated Schedule of Segment Disclosure - Service**

For the year ended December 30, 2013

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	Consolidation	2013
<b>Revenues</b>										
Taxation	\$ 1,226,380	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,668,585
Grants and subsidies	171,318				737,349		224,252	217,953		1,544,802
Sales of services	15,810	71,762			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
<b>Expenses</b>										
Advertising and publications	5,771				2,365					8,136
Amortization	43,849	86,987			28,430		331,035	241,407		1,213,027
Contracted services	52,880	32,821	481,319	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					71,918
Interest and bank charges	75,829				1,438					153,881
Maintenance	32,463	76,760	301,594		161,900	1,971	40,406	36,208		1,001,371
Material and supplies	52,853	418	5,585		107,740		212,123	214,560		264,416
Professional fees	19,480						93,690	4,130		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
Excess (deficiency) of revenue and expenses	689,806	253,864	903,575	121,819	805,690	101,847	915,805	658,022		4,450,428
Loss on disposal of tangible capital assets	911,423	(182,102)	(449,576)	3,910	112,635	(95,434)	(20,635)	52,885		333,106
	(123,712)									(123,712)
<b>Annual surplus</b>	\$ 787,711	\$ (182,102)	\$ (449,576)	\$ 3,910	\$ 112,635	\$ (95,434)	\$ (20,635)	\$ 52,885		\$ 209,394

# THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2014

Schedule II

	Fortune Parks	Animal control	Cemetery	2014	2013
<b>Revenue</b>					
Grants and subsidies	\$ 681,477	\$ 19,512	\$ 40,068	\$ 741,057	\$ 737,349
Sale of services	233,599	11,780	12,444	257,823	180,955
Interest and penalties	3,717	272	1,168	5,157	21
	918,793	31,564	53,680	1,004,037	918,325
<b>Expenditures</b>					
Advertising	2,273			2,273	2,365
Amortization	29,695			29,695	28,430
Contracted services	39,013	16,265		55,278	52,538
Grants	105,438		4,440	109,878	109,039
Insurance	14,188			14,188	18,905
Interest and bank charges	887			887	1,438
Maintenance	172,636	3,092	12,481	188,209	161,900
Materials and supplies	107,605			107,605	107,740
Professional fees	1,610			1,610	
Salaries and benefits	249,523	1,088	6,634	257,245	276,878
Training, travel and conferences	1,245			1,245	65
	724,113	20,445	23,555	768,113	759,298
<b>Annual surplus (deficit)</b>	\$ 194,680	\$ 11,119	\$ 30,125	\$ 235,924	\$ 159,027
<b>Transfer to/from general fund</b>					
Computer support	\$ 7,897	\$	\$	\$ 7,897	\$ 7,740
Finance overhead charges	21,373	2,204	5,140	28,717	28,158
Insurance allocation	2,240		560	2,800	2,746
Public works equipment allocation			3,716	3,716	4,048
Lease		3,770		3,770	3,700
	31,510	5,974	9,416	46,900	46,392
Net change in financial assets	163,170	5,145	20,709	189,024	112,635
Opening surplus	206,567	15,112	63,706	285,385	253,331
Debt principal repayments	(33,400)			(33,400)	(66,800)
Capital expenditures	(63,787)			(63,787)	(29,211)
Transfer to reserves	(19,600)			(19,600)	(13,000)
Transfer to/from capital	29,695			29,695	28,430
<b>Area F accumulated surplus</b>	\$ 282,645	\$ 20,257	\$ 84,415	\$ 387,317	\$ 285,385



# INFORMATION BULLETIN

REGIONAL DISTRICT OF NORTH OKANAGAN

9848 Aberdeen Road  
Coldstream, BC V1B 2K9

## FOR IMMEDIATE RELEASE

DATE: March 19, 2015

CONTACT: Karmen Morgan, Waste Reduction Coordinator

PHONE/EMAIL: 250-550-3743 / [karmen.morgan@rdno.ca](mailto:karmen.morgan@rdno.ca)

### RDNO Offers Composter Rebates

The Regional District of North Okanagan (RDNO) is pleased to announce the 2015 Composter Rebate Program. The RDNO will offer a \$30 rebate to North Okanagan residents who purchase an approved composter at a participating retailer between now and September 30<sup>th</sup>. Participating retailers are:

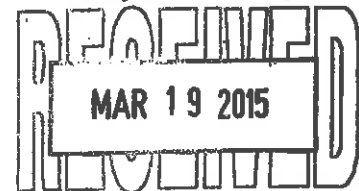
**Armstrong** Shepherd's Home Hardware Building Centre

**Enderby** Central Hardware Timber Mart

**Lumby** Irly Bird Building Centres

**Vernon** Briteland Holdings Ltd.  
Fishers Hardware Ltd.  
Swan Lake Nurseryland

RONA Home Centre  
Canadian Tire  
Home Building Centre



There are several approved models to choose from at the participating retailers; Garden Gourment Composters, Rotating and Tumbling Composters, Terra Composter, Free Garden Earth or Earth Machine Composter and one vermicomposter, Briteland's BioBin. Residents are encouraged to contact their retailer of choice to select the model best suited to the quantity of organics they produce.

Rebate application forms, including a legible sales receipt are to be submitted to the RDNO office for processing. Rebate application forms are available at participating retailer, online at [www.rdno.ca/recycle](http://www.rdno.ca/recycle) (composting), and at the RDNO office located at 9848 Aberdeen Road in Coldstream.

To help residents understand how to use their newly purchased composter, the RDNO is hosting a free composting workshop on **Saturday, May 23<sup>rd</sup> from 1:00 p.m. to 2:00 p.m.** at the Xerindipity Demonstration Garden in Polson Park. Registration is not required for the workshop, but seating is limited.

For further information, please contact the RDNO at [recycle@rdno.ca](mailto:recycle@rdno.ca) or by calling 250-550-3700.

-30 -

**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)

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 24, 2015  
Subject: Shuswap Watershed Council

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**RECOMMENDATION**

THAT Council does not support establishment of a service by the Regional District of the North Okanagan for participation and funding of the Shuswap Watershed Council;

AND THAT Council authorizes staff to share its water quality monitoring information with the Shuswap Watershed Council upon request;

AND FURTHER THAT Council reaffirms its resolution of May 5, 2014 supporting the Shuswap River Watershed Sustainability Plan.

**ALTERNATE RECOMMENDATION**

THAT Council supports the establishment of a service by the Regional District of the North Okanagan for participation and funding of the Shuswap Watershed Council.

**BACKGROUND**

The Shuswap Watershed Council has asked the Regional District of the North Okanagan to consider creating a service for participation and funding of the Shuswap Watershed Council. While the mission and activities of the Shuswap Watershed Council are laudable, staff note overlap with RDNO's Shuswap River Watershed Sustainability Plan. As such, it is more efficient to support the latter and encourage communication and cooperation between the two groups; for instance, this could include sharing monitoring data, bio-remediation best practices, and educational resources. Council, at its regular meeting of May 5, 2014, resolved to support the Shuswap River Watershed Sustainability Plan.

As the City of Enderby undertakes monitoring for its community water and wastewater services, this information could be shared with the Shuswap Watershed Council to advance its own work.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



# REGIONAL DISTRICT OF NORTH OKANAGAN

## 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)

OFFICE OF: CORPORATE AND ADMINISTRATIVE SERVICES

OUR FILE No.: 0530/IPWatersheds

March 24, 2015

Regional District of North Okanagan  
Attn: L. Mellott, General Manager, EA Services  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9

Township of Spallumcheen  
Attn.: C. Paiement, Administrator  
4144 Spallumcheen Way  
Spallumcheen BC, V0E 1B6

City of Armstrong  
Attn.: M. Stickney, Administrator  
PO Box 40  
Armstrong, BC V0E 1B0

City of Enderby  
Attn.: T. Bengtson, Administrator  
PO Box 400  
Enderby, BC V0E 1V0

Village of Lumby  
Attn.: T. Kadla, Administrator  
PO Box 430  
Lumby, BC V0E 2G0

Dear Sir or Madam;

**Re: Shuswap Watershed Council**

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At the regular meeting of the Board of Directors held on March 18, 2015, the Board considered the above-noted matter and resolved:

*"That the request from Shuswap Water Council be forwarded to all jurisdictions located within the Shuswap watershed drainage area for consideration of establishing a service to participate in and provide funding for the Shuswap Watershed Council."*

We respectfully request that this matter be considered at your respective Councils and that the decision be forwarded back to our office in order that the Board of Directors may determine participant interest in establishing a service for the Shuswap Watershed Council.

Yours truly,

Paddy Juniper  
Deputy Corporate Officer

Enc.

**From:** Mike Simpson [<mailto:msimpson@fraserbasin.bc.ca>]  
**Sent:** Friday, January 30, 2015 4:14 PM  
**To:** Rick Fairbairn  
**Cc:** Director Demenok; Director Martin; Erin Vieira; David Sewell  
**Subject:** Shuswap Watershed Council

Hello Chair Fairbairn

Shuswap Watershed Council Chair Paul Demenok asked me to forward some material on the Shuswap Watershed Council to you. This is similar material to what he and I presented at the Sept 17, 2014 RDNO board meeting.

Attached please find the following:

- Program terms of reference for the Shuswap Watershed Water Quality Program – what the proposed water quality program is all about
- Developmental year plan – the activities undertaken in 2014
- Terms of reference for the Shuswap Watershed Council – note that the Council is composed of representation from CSRD, RDNO, TNRD, City of Salmon Arm, District of Sicamous, the provincial government, Shuswap Nation Tribal Council and local stewardship groups

The latest water quality report, summarizing three years of intensive data collection and analysis in the entire Shuswap watershed is available to download at [http://www.fraserbasin.bc.ca/Library/TR/wqm\\_summary\\_2011-2013.pdf](http://www.fraserbasin.bc.ca/Library/TR/wqm_summary_2011-2013.pdf) - hard copies of this report were distributed to your office last summer.

Looking forward to having RDNO representation at the next Shuswap Watershed Council meeting in Sorrento on March 4, 2015. Please advise us of the appointees to the Shuswap Watershed Council at your earliest convenience.

Mike Simpson, MA, RPF  
Manager, Shuswap Watershed Council  
c/o Fraser Basin Council  
250-314-9660 Kamloops  
250-299-1202 Cell  
[www.shuswapwater.ca](http://www.shuswapwater.ca)

**Shuswap Watershed Water Quality Program (Commencing 2015)**  
**TERMS OF REFERENCE v.5**  
**Revised as at June 16<sup>th</sup> 2014**

At a strategic planning meeting held September 11, 2013, the Shuswap Lake Integrated Planning Process (SLIPP) Steering Committee reflected on the three year SLIPP pilot project, and provided input on a vision, objectives and other elements of a successor program, the 'Shuswap Watershed Water Quality Program'. These terms of reference are based on the input provided at that meeting, the subsequent Steering Committee meeting of October 22, 2013, and individual input from Steering Committee members during November. These terms of reference were approved by the Steering Committee on December 4<sup>th</sup> 2013 and revised on June 16<sup>th</sup> 2014.

## **WHAT IS IT?**

The Shuswap Watershed Water Quality Program (SWWQP) is proposed to be a collaborative program.

**VISION of the Shuswap Watershed Water Quality Program:** Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

## **OBJECTIVES of the Shuswap Watershed Water Quality Program**

**1. COLLABORATE with all water quality monitoring partners and regulatory agencies to maintain and enhance the quality of water in the Shuswap watershed for the following reasons:**

- To ensure that standards for safe drinking water are met or exceeded
- To support the economic and recreational benefits of good water quality including tourism, boating, fishing, swimming and sustainable development
- To avoid duplication of effort, save time and money, and work with partners through a fair and equitable resourcing of the program

### **Strategies:**

- Identify sources and causes of pollution and degradation
- Explore and develop action plans designed to remedy pollution
- Recommend implementation/action tasks to partner agencies; OR
- Undertake actions directly through SWWQP (subject to funding)
- Encourage new or modified management approaches that improve water quality
- Oppose further diversions of water from the Shuswap watershed
- Support in principle the development of community sewer and water systems in rural areas of the CSRD where there is significant benefit to doing so

### **Goals/metrics associated with this objective:**

- Water quality is within existing guidelines (or establish our own through this process)
- Number, type and extent of algae blooms
- Number of water quality issues caused by humans or human activity, vs. natural causes
- Number of boil water notices or water quality advisories issued
- Number of beach closures
- Number of new or modified management approaches due to water quality information

## **2. COORDINATE and report on water quality information in the Shuswap watershed**

### **Strategies:**

- Coordinate all collection and analysis of water quality monitoring data in the Shuswap watershed in a cost-effective manner
- Utilize science and objective data to support decision making
- Provide broad and open access to these data

### **Goals/metrics associated with this objective:**

- Number of partners involved in data gathering and collection
- Partner evaluation of SWWQP data collection, coordination and reporting
- Proportion of total budget contributed
- Leveraging of in-kind time and expenses

## **3. COMMUNICATE with, inform and engage residents, visitors and the public and private sectors about water quality and the activities of the program**

### **Strategies:**

- Provide the public with educational communications about the quality of the water in the Shuswap watershed
- Engage residents and all relevant interests to participate in water quality enhancement

### **Goals/metrics associated with this objective:**

- Number of residents and relevant interest groups in the public and private sectors engaged
- Number of students or classes engaged
- Evaluation of SWWQP communication by residents and all relevant interest groups
- Participation at meetings
- Number of website hits or downloads of information
- Engagement levels on social media sites

## **4. From time to time, the Shuswap Watershed Council will consider projects that EDUCATE recreational users about safety on the water**

### **Strategies:**

- Distribute information promoting safety in or on the water
- Meet with agencies/businesses/organizations with a safety mandate to determine effective ways that SWWQP can promote safety and minimize duplication

### **Goals/metrics associated with this objective:**

- Number of safety partners engaged with
- Number of interactions/meetings with residents, visitors and public and private sector groups
- Number of safety related incidents on the water

## **WHERE?**

The program covers the entire Shuswap watershed, including all tributaries that drain into it, and recognizing downstream effects to Ashcroft. See map on the last page of this document.



## WHO IS INVOLVED?

Partnerships with all orders of government and all relevant interests committed to achieving the objectives of SWWQP will need to be developed in 2014 to address the following:

- What is the governance structure
- What is the role of SWWQP
- What is the role of SWWQP partners, within the SWWQP partnership, and outside of it

Recognizing that partners have their own enforcement roles and legislation, there shall be no enforcement role for the SWWQP as a program or organization.

See *Developmental Year Plan* for the orders of government and relevant interest groups to be engaged in development of the governance structure.

## WHEN WILL IT BE DELIVERED?

The SWWQP is proposed to commence on January 1, 2015 for a five year period. Annual performance reviews will be conducted, with a core review to be conducted at the end of year three (by December 31, 2017) with the possibility of a two year extension.

As SLIPP concludes its three year pilot project on March 31, 2014, it is proposed 2014 is a developmental year with three categories of activities:

1. Continued water quality monitoring
2. Development of the SWWQP including input from all relevant interests
3. Development of governance structure and secured funding

See the *Developmental Year Plan* for details on the proposed 2014 activities and a budget.

## HOW WILL IT BE FUNDED AND HOW MUCH WILL IT COST?

The goal is to have permanent, fair and equitable funding from all partners in place, and to determine this in the 2014 developmental year. Third party sources such as trusts, foundations and grants from federal and provincial governments may provide additional funding.

An initial draft, annual budget for the SWWQP commencing in 2015 is anticipated to range between \$200 000 to \$350 000 per year. The low end of the range will cover basic communication activities, coordination of a low level of water quality monitoring activities, management and administration. The higher end of the range would cover more activities and would likely involve more comprehensive water quality monitoring and reporting, a safety education program, and remediation activities.

A final budget for SWWQP will be developed in 2014 based on detailed program costs for water quality monitoring and protection, safety education and communications, as well as the degree of support expressed for each program from the engagement undertaken in 2014.



# **Shuswap Watershed Water Quality Program 2014 DEVELOPMENTAL YEAR PLAN v.3 Draft as at November 25, 2013**

At a strategic planning meeting held September 11, 2013, the SLIPP Steering Committee reflected on the three year SLIPP pilot project, and provided input on a proposed relevant interest group engagement strategy for the draft Shuswap Watershed Water Quality Program. This *2014 developmental year plan* is based primarily on the input provided at that meeting, the subsequent meeting held October 22, 2013 and individual input from Steering Committee members during November.

The developmental year and activities proposed in this document commence on January 1, 2014 and end December 31, 2014.

This document complements the draft Shuswap Watershed Water Quality Program (SWWQP) terms of reference, version 3.

**Purpose** - the purpose of the developmental year is to research, seek input, and prepare a strategic plan for the proposed SWWQP commencing January 1, 2015. Activities in the developmental year are proposed in the following categories, with details below:

1. Continued water quality monitoring
2. Development of the SWWQP plan including input from all relevant interests
3. Development of governance structure and secured funding

## **1. Continued Water Quality Monitoring**

Continue water quality monitoring in 2014, to a lesser degree than what is being conducted during the SLIPP pilot project from April 2011 through March 2014. The following was proposed at the July 16, 2013 Technical Team meeting for 2014 monitoring activities:

- Deep station monitoring - maintain sampling in Salmon Arm, Main Arm, Mara Lake
- Near shore monitoring - continue IHA partnership program; continue algal tile partnerships with stewardship groups; continue beach and drinking water sampling; continue groundwater seepage sampling as needed
- Watershed monitoring - continue sampling in Newsome and White Creek watersheds for another two years to identify nutrient and bacteria sources; continue sampling in Shuswap River watershed to identify nutrient sources; continue sampling at mouths of Salmon and Shuswap Rivers

**Deliverables by Dec 31, 2014:** Water quality data collected and shared as per agency and partner standards

## **2. Development of the Shuswap Watershed Water Quality Program**

Develop the details and seek broad support for the SWWQP, utilizing the draft terms of reference created at the Sept 11, 2013 meeting as a starting point. This will involve the following:

- a) Develop a long-term water quality monitoring program
- b) Develop a water quality remediation program
- c) Develop a safety education program
- d) Obtain input from relevant interest groups on the proposed SWWQP

**e) Develop a communications strategy and program**

***a) Develop a long-term water quality monitoring program***

Determine the frequency, intensity and methods of water quality monitoring that is needed, so as to provide the best combination of good science and cost effectiveness.

**Deliverables by Sept 30, 2014:**

- A 5 year water quality monitoring plan

***b) Develop a water quality remediation program***

Determine which bio-remediation strategies could be utilized and effective in the Shuswap watershed. Engage expertise in agrology, water quality remediation, watershed management, and point sources of pollution.

**Deliverables by Sept 30, 2014:**

- A report outlining remediation strategies that are economically viable and biologically effective with recommendations for implementation

***c) Develop a safety education program***

Develop a strategic and tactical plan to implement a safety education program for all users of lakes and rivers in the Shuswap watershed.

**Deliverables by Sept 30, 2014:**

- A strategic and tactical plan outlining elements of a safety education program

***d) Engage with relevant interest groups***

Utilizing the draft terms of reference for the SWWQP, and building on the extensive database developed during SLIPP, all relevant interests in the public and private sectors will be engaged during 2014. This will include but not limited to the following:

- All orders of government, including First Nations
- Agriculture, including dairy and ranching
- Watershed groups
- Business/tourism/hospitality, including chambers of commerce, marinas, houseboat industry
- Development and building
- Real estate and appraisal
- Resource management industries, including forestry and mining
- Community, residential, and property owner associations
- Interest groups, including recreation, fish and wildlife, naturalists
- Academic institutions

Engagement will be through the following various methods:

- Host seven community meetings throughout the Shuswap watershed (one per CSRD electoral area, and one each in Salmon Arm, TNRD and RDNO)
- Present to specific organizations and groups - ask to be put on their agenda
- Present to municipal and First Nations Councils, regional district boards
- Post material on websites, utilize social media and seek online feedback

**Deliverables by Sept 30, 2014:**

- Broad public support for the new program based on extensive engagement
- Summary report on engagement input

**e) Communications strategy and program**

Based on input received throughout 2014, develop a communications strategy and program that will keep relevant interest groups and the public informed and engaged on SWWQP programs, expenditures, and topics.

**Deliverables by Sept 30, 2014:**

- A communications strategy and program that meets the needs of relevant interest groups and the public, involving a combination of electronic and print material, website, social media, media releases, newsletters, and physical presence at events
- Updated database of contacts

**Overall deliverables by Sept 30, 2014:**

- All of the above components of the SWWQP will be compiled, printed and published as a five year plan for the SWWQP

**3. Governance Structure and Secured Funding**

(Note that this component may be completed under the direction and funding of CSRD - to be determined.)

Develop an optimal governance framework for SWWQP, addressing the following questions:

- What is the best way to organize the SWWQP in terms of legal status, operational processes, governing bodies/committees, and funding?
- What is the best way to organize the SWWQP in terms of technical expertise, public engagement and representation, secretariat services, and implementation approaches?
- How can we ensure that the SWWQP will deliver, and is delivering best value?

The following are the orders of government to engage through various methods as needed (phone, written, email, face to face meetings) (may be done in conjunction with item 2d above):

Order of Government	Organization
Federal	<ul style="list-style-type: none"><li>▪ Fisheries and Oceans Canada</li><li>▪ Agriculture and Agri-Food Canada</li><li>▪ Environment Canada</li><li>▪ Transport Canada</li></ul>
Provincial	Ministries of: <ul style="list-style-type: none"><li>▪ Agriculture</li><li>▪ Environment</li><li>▪ Forests, Lands and Natural Resource Operations</li><li>▪ Transportation and Infrastructure</li></ul> Interior Health Authority
First Nations (need to confirm if other bands claim territory within the watershed)	Secwepemc (Shuswap) <ul style="list-style-type: none"><li>▪ Adams Lake Indian Band</li><li>▪ Neskonlith Indian Band</li><li>▪ Splatshin First Nation</li><li>▪ Little Shuswap Lake Indian Band</li><li>▪ Shuswap Nation Tribal Council?</li></ul> Syilx (Okanagan) <ul style="list-style-type: none"><li>▪ Okanagan Indian Band</li><li>▪ Upper Nicola Band</li><li>▪ Okanagan Nation Alliance?</li></ul>

Order of Government	Organization
Local Government (9 different organizations)	Thompson Nicola Regional District <ul style="list-style-type: none"> <li>▪ Electoral Areas I, J, L, P</li> <li>▪ Village of Chase</li> <li>▪ City of Kamloops</li> <li>▪ Others downstream?</li> </ul> Columbia Shuswap Regional District <ul style="list-style-type: none"> <li>▪ Electoral Areas C, D, E, F</li> <li>▪ District of Sicamous</li> <li>▪ City of Salmon Arm</li> </ul> North Okanagan Regional District <ul style="list-style-type: none"> <li>▪ Electoral Areas D, E, F</li> <li>▪ Village of Lumby</li> <li>▪ City of Enderby</li> </ul>

Secure 5 years of funding for the SWWQP that is fair and equitable. Investigate and leverage to the maximum amount possible third party grants and other non-local government sources of funding.

**Deliverables by Sept 30, 2014:**

- A governance model fully supported by the partners with secured funding that is fair and equitable
- Grants from appropriate third parties applied for or secured

**Management, Oversight and Direction**

Fraser Basin Council will provide management and delivery of the developmental year activities. A Steering Committee will provide oversight and direction (terms of reference, composition to be discussed on December 4, 2013 or at a subsequent meeting).

**Deliverables by Dec 31, 2014:**

- Quarterly meetings held within the developmental period

## 5. Budget

The following is a proposed budget (cash only) for activities during the developmental year:

<b>INCOME</b>		
<i>Source</i>	<i>Amount (\$)</i>	<i>Comments</i>
Surplus SLIPP funds	40 000	In place as 2013/14 contingency; estimate
TNRD (including municipalities)	53 600	Not approved in budget to date. Service in place.
CSRD	166 400	Up to \$240 000; not approved in budget to date.
RDNO (including municipalities)	?	Funding requests have been made to RDNO
City of Salmon Arm	20 000	Not approved in budget to date
Other - third party grants, Shuswap Nation Tribal Council	?	Funding requests have been made to Shuswap Nation Tribal Council through SLIPP representatives
<b>total</b>	<b>&gt;280 000</b>	
<b>EXPENSES*</b>		
<i>Item</i>	<i>Amount (\$)</i>	<i>Comments</i>
<b>1. Water Quality Monitoring</b>		
Deep Station Monitoring	36 000	From WQTT meeting July 16, 2013
Near Shore Monitoring	10 000	From WQTT meeting July 16, 2013
Effects of Specific Activities	0	From WQTT meeting July 16, 2013
Watershed Monitoring	29 000	From WQTT meeting July 16, 2013
Coordination	5000	Coordination, meetings of technical teams
<b>subtotal</b>	<b>80 000</b>	Historic budget under SLIPP was \$130 000/yr
<b>2. Development of 5 year SWWQP</b>		
Long term WQ monitoring plan	10 000	Work with technical team, expert consultants
Water remediation strategy	40 000	Expert consultant to be hired
Safety education program	10 000	FBC to develop with input from safety agencies
Interest group engagement		
▪ Community meetings - venues, catering, fees; scheduling, organizing and hosting; compiling results and feedback	36 000	Seven community meetings around Shuswap
▪ Presentations to local governments, first nations, others	20 000	Potential for presentations to 9 local governments, and 9 first nations groups
▪ Communications content, printing, website, social media, materials and supplies	20 000	
Travel costs - mileage, meals	10 000	For interest group engagement, meetings
Communications strategy	5000	FBC to develop based on input from engagement
Write, print and publish the components of the SWWQP as a plan	15 000	FBC to develop
<b>subtotal</b>	<b>166 000</b>	
<b>3. Governance structure, funding</b>	<b>14 000</b>	<b>Engagement, governance options</b>
Finance and administration	20 000	Financial management and contracting
<b>Total</b>	<b>280 000</b>	

\* all expenses include FBC staff time for coordination, doing the work, and/or hiring and managing consultants to do the work.

## **Shuswap Watershed Council 'Developmental Year' Terms of Reference**

### **Background**

In June of 2013, the Shuswap Lake Integrated Planning Process (SLIPP) Steering Committee voted unanimously to develop a new program for Shuswap Lake that would focus on water quality, and to a lesser extent safety. Through the fall of 2013, the SLIPP Steering Committee developed a Terms of Reference for a new water quality program, which would commence in 2015. 2014 would serve as the period where SLIPP would end (March 31, 2014 as planned) and a 'developmental year' would take place for the new watershed water quality program.

The purpose of the developmental year is to research, seek input, and prepare a strategic plan for the proposed watershed water quality program commencing January 1, 2015. Activities in the developmental year are proposed in the following categories:

- Continued water quality monitoring
- Development of the watershed water quality program plan including input from all relevant interests
- Development of governance structure and secured funding

Refer to *Developmental Year Plan v3.pdf* (approved by SLIPP Steering Committee December 4, 2013) for more details about activities in 2014.

### **Shuswap Watershed Council Purpose**

The Shuswap Watershed Council provides direction and public representation to the developmental year as it is implemented by the Fraser Basin Council (the program managers). It will also oversee the implementation of the remaining items in the SLIPP work plan.

The *Developmental Year Plan v3.pdf* is the guiding document for the work of the Shuswap Watershed Council.

### **Shuswap Watershed Council Role**

The role of the Shuswap Watershed Council is to:

- Provide direction in the implementation of developmental year activities
- Oversee the implementation of the developmental year activities
- Assume responsibility for the development of the new watershed water quality program
- Increase collaboration of all relevant interests in the Shuswap watershed
- Monitor risks and quality, provide course corrections as needed
- Work toward designing a fair and equitable governance and funding model for the new water quality program (for implementation in 2015 and beyond)
- Approve budgets



- Resolve conflicts as necessary
- Participate in the public engagement strategy, as needed

### Shuswap Watershed Council Membership

The Shuswap Watershed Council is composed of 17 members noted in the table below.

Partner	Representation	Voting rights
City of Salmon Arm	1 member	All*
Columbia Shuswap Regional District	4 members (1 from each of Areas C, D, E, F)	All*
District of Sicamous	1 member	Financial pending
Lower Shuswap Stewardship Society	1 member	None
North Okanagan Regional District	2 members	Financial pending
Salmon River Watershed Roundtable	1 member	None
Shuswap Nation	2 members	Non-financial Financial pending
Thompson-Nicola Regional District	2 members	All*
SLIPP Public Advisory Committee	1 member	None
Technical Team	2 members	None

*\* It is presumed that Shuswap Watershed Council members that are assigned all voting rights have contributed funds to the developmental year. This is required for financial voting eligibility. See Decision Making, below, for clarification.*

### Additional membership criteria include:

- Members from municipalities and regional districts must be elected officials
- All members will be appointed to the Shuswap Watershed Council at the discretion of their respective municipality, regional district, tribal council, or society
- Members will serve for the duration of the committee (see *Term*, below)
- The Shuswap Watershed Council will elect a Chair and Vice Chair from among its members for the duration of the committee (see *Chair and Vice Chair Roles*, below)
- Resource and regulatory agencies may provide support to the Shuswap Watershed Council as needed. These could include but are not limited to the Ministry of Environment, the Ministry of Agriculture, the Ministry of Forests,

**Lands and Natural Resources, the Interior Health Authority, and Fisheries and Oceans Canada.**

### **Decision Making**

**The following voting rights apply:**

- **Quorum for non-financial decisions is 50% of Shuswap Watershed Council membership**
- **Non-financial decisions will be made by simple majority. Local government and Shuswap Nation members are eligible to vote on non-financial decisions.**
- **Quorum for financial decisions is 75% of Shuswap Watershed Council membership with financial voting eligibility**
- **Financial decisions require a two thirds majority. Voting on financial decisions is limited to Shuswap Watershed Council members that have dedicated funds to the developmental year.**
- **Technical Team, Public Advisory Committee, the LSSS, and the SRWR do not have voting rights**
- **Each Shuswap Watershed Council member with voting rights is assigned one vote**
- **Alternates are permitted and will be selected by the respective representative body**
- **Participation may take place via teleconference**

### **Election of Chair and Vice Chair**

**In addition to the voting rights explained above, the election of a chair and vice chair will take place as follows:**

- **Elections will take place at the first meeting of the calendar year**
- **Chair and Vice Chair appointments are for one year**
- **Nominees must be present at the meeting, OR**
- **Nominations may be submitted to the Program Manager in advance of the Shuswap Watershed Council meeting at which elections take place. This requires a letter of nomination from the nominator and a letter of acceptance from the nominee.**
- **Elections will take place by secret ballot, unless election is made by acclamation**
- **As explained above, decisions are made by simple majority and quorum is 50%**

### **Chair and Vice Chair Roles and Responsibilities**

**Further to the purpose and role of the Shuswap Watershed Council as described above, the role of the Chair will be to:**

- **Champion and be an ambassador for the development of the new water quality program**
- **Provide leadership and ensure committee members are aware of their role and responsibilities**

- **Bring issues and correspondence before the Shuswap Watershed Council for discussion**
- **Be a spokesperson for the development of the new water quality program**
  - **Communicate the decisions of the Shuswap Watershed Council**
- **Chair Shuswap Watershed Council meetings**
- **Collaborate with program managers on communications**
- **Liaise with program managers on the following, but not limited to:**
  - **Setting meeting agendas**
  - **Key program deliverables and achievements**
  - **Controversial issues**
- **Approve invoices from the program managers**


**The role of the Vice Chair will be to:**

- **Support the Chair in the activities described above**
- **Act as Chair in the Chair's absence**

### **Term**

**The term of the Shuswap Watershed Council 'Developmental Year' is January 1<sup>st</sup> – December 31<sup>st</sup> 2014.**

### **Funding and Compensation**

**The contribution agreement (see ) sets out the financial contributions from Shuswap Watershed Council members.**

**Shuswap Watershed Council members will fund their own expenses for participation on the Shuswap Watershed Council.**

### **Shuswap Watershed Council Administration**

- **The Shuswap Watershed Council will meet quarterly**
- **Meeting dates will be convenient to the majority of the members**
- **The program managers will be responsible for recording decisions and action items, facilitation, and arranging special presentations as needed. They will arrange for a venue and refreshments.**
- **The program managers will prepare and distribute the agenda and relevant meeting materials**

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
Date: March 24, 2015  
Subject: Bylaw Enforcement Officer and Dog Control Officer Appointment

---

**RECOMMENDATION**

THAT Council designates Laura Dunbar as a Bylaw Enforcement Officer and Dog Control Officer.

**BACKGROUND**

Due to Staff restructuring with BC Commissionaires, Laura Dunbar will now be acting as the dedicated Bylaw Enforcement Officer and Dog Control Officer for the City of Enderby.

Council needs to designate Ms. Dunbar as a Bylaw Enforcement Officer so that she has the powers of such an Officer, pursuant to Section 264 of the *Community Charter* which states:

(1) A Council may, by bylaw,

(b) designate as a bylaw enforcement officer a person who comes within a class of persons prescribed by regulation[...]

Furthermore, Council needs to designate Ms. Dunbar as a Dog Control Officer so that she has the powers to enforce the *City of Enderby Dog Control Bylaw No. 1469, 2010* as well as the powers granted to a Dog Control Officer under Section 49 [Special powers in relation to dangerous dogs] of the *Community Charter*.

Respectfully submitted,



Kurt Inglis

Assistant Corporate Officer and Planning Assistant

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

**To:** Tate Bengtson, Chief Administrative Officer  
**From:** Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
**Date:** March 24, 2015  
**Subject:** Digital Billboard Sponsorship Application - Enderby & District Garden Club

---

**RECOMMENDATION**

THAT Council considers the Enderby & District Garden Club's sponsorship application valued at \$1,400 in-kind.

**BACKGROUND**

The Enderby & District Garden Club has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$1,400 (2 weeks of advertising) for messaging related to the their plant sale and flower show.

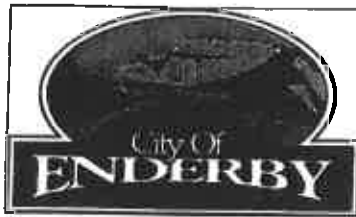
The Enderby & District Garden Club is a not-for-profit organization and therefore qualifies for a digital billboard sponsorship from Council.

Respectfully Submitted,



Kurt Inglis  
Assistant Corporate Officer and Planning Assistant

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

## **Digital Billboard Sponsorship Application**

Please Note: This form must be submitted at least 60 days prior to the requested start date of initial messaging.

Name of Organization/Society: ENDERBY & DISTRICT GARDEN CLUB

Name of Applicant: DIANNE NADÉAU

Phone Number: 250-838-6048

Email: DIANNE\_NADEAU@TELUS.NET

Nature of Messaging: ANNOUNCEMENT OF

(community events, programming, SALE AND FLOWER SHOW

announcements, etc.)

Annual Sponsorship Needs: PLANT SALE - 7 DAYS

FLOWER SHOW - 7 DAYS

Requested Value of Sponsorship: \$ 1400.00

(NOTE: Each message will be displayed for a minimum of one week, which may be non-consecutive days, to a maximum of three weeks. One week of messaging = \$700 in-kind value.)

Dianne Nadéau  
Signature of Applicant

May. 23, 2015  
Date

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 24, 2015  
Subject: Regent Avenue Stormwater Pump Station Tender Award

---

**RECOMMENDATION**

THAT Council awards the tender for the Regent Avenue Stormwater Pump Station project to Maddocks Construction Ltd.;

AND THAT Council authorizes staff to revise the project to obtain a mobile rather than fixed back-up power generator at a cost of \$100,000 from prior year's surplus and reserves;

AND FURTHER THAT Council authorizes staff to obtain and install the third pump at a cost of \$52,000 using prior year's surplus and reserves.

**ALTERNATE RECOMMENDATION**

THAT Council awards the tender for the Regent Avenue Stormwater Pump Station project to Maddocks Construction Ltd.;

AND THAT Council authorizes staff not to proceed with obtaining and installing back-up power and the third pump at this time.

**BACKGROUND**

The City of Enderby received a Building Canada grant for \$666,666 towards the \$1,000,000 estimated costs of upgrading the Regent Avenue Stormwater Pump Station. Note that the \$1,000,000 included certain owner-supplied items, such as pumps and appurtenances, as well as engineering and contingency, which would compose the difference between the tender price and the project price. The project was tendered in February 2015. The lowest bidder was Maddocks Construction at \$742,738.00 plus GST.

Once owner-supplied items, contingency, and engineering are factored into the tender price, the overall project cost is estimated at \$1,216,131.10. However, a number of adjustments have been proposed by Monaghan Engineering which would enable the project to hit the estimated cost without compromising the overall objective. The adjustments are:

- 1) Deletion of back-up power;
- 2) Deletion of third pump;

- 3) Modifications to the electrical building; and
- 4) Modifications to the hatch covers.

The total savings for the above adjustments would be \$206,900.00, which brings the total costs within the initial estimate (note that the project includes a \$39,000 contingency).

While the third and fourth adjustments do not materially affect the project, staff recommend a revised approach to the first adjustment and proceeding with the plan to supply and install the third pump as part of the current works, for reasons explained below. The costs would be funded through prior year's surplus and reserves. This financing concept is consistent with the Building Canada funding application commitments made by the City of Enderby.

With respect to back-up power, there is an alternative for a mobile back-up generator to be sourced rather than a fixed generator. This will save approximately \$50,000, but will still cost \$100,000 due to its required size. The downside is that the mobile generator will need to be set up by Public Works prior to high water every season; however, this will be a relatively minimal operation that is no different than current practice. The upside is that the mobile generator may be deployed for other back-up power purposes when high water is not in effect, which adds flexibility to the City's assets, particularly in emergency response scenarios. Given the nature of flooding in Enderby, which is often caused by storm events that produce power outages, staff strongly advise that not proceeding with back-up power could compromise the performance of the lift station when demand for its pumping capabilities is most critical.

The deletion of the third pump will save approximately \$52,000. Note that the pump chamber, outfall piping, and Tideflex valve would be installed as part of the current works so that the third pump could be added at a later date. The advantage to the three-pump configuration is that it can better handle mid-range storm events. However, when the pump is installed at a later date, the costs will be approximately \$15,500 higher due to reduced supplier discounts and additional charges for freight, installation, commissioning, programming, and engineering. There will also be some operational savings, particularly in terms of power, that will be realized by having a flexible pump configuration that can scale between low, medium, and high flows. Given this, proceeding with the supply and installation of the third pump as part of the current works, funded through prior year's surplus and reserves would be the most prudent course.

In summary, by proceeding with the recommendation to modify the electrical building and hatches while funding a mobile generator and the third pump from surplus and reserves, the additional costs will be \$152,000. Staff confirms that this amount is available for this purpose.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer





March 16, 2015  
File 1584.4

Tate Bengtson  
City of Enderby  
619 Cliff Avenue  
PO Box 400  
Enderby BC V0E 1V0

Dear Mr. Bengtson:

**Reference: Recommendation of Award – Regent Avenue Stormwater Pump Station**

Tenders for the above captioned project were received and opened on March 12, 2015 at 2pm in our office. We have attached the summary of the bids for your records. These numbers have been checked for accuracy and verified. The totals before GST for each bid were as follows:

Maddocks Construction Ltd.	\$ 742,738.00
Sawchuck Developments Co. Ltd.	\$ 774,411.00
CEWE Infrastructure Ltd.	\$ 977,500.00

All bids noted above included proper securities and acknowledgment of Addendums 1, 2, and 3. The tender from CEWE Infrastructure contained one minor mathematical error, which we have corrected as outlined in the tender documents and the correct value is shown above.

Maddocks Construction Ltd. is the low bidder with a tender price of \$742,738.00 plus GST. The total project budget is \$1,000,000.00 plus GST. This total project budget, includes all engineering, environmental, and geotechnical works required for design, approvals, tendering, construction services, as-built drawings and project certification, as well as the costs for BC Hydro to provide the required three phase power to the site. Based on the low tender price, the project is currently approximately 11% over budget.

After analyzing the tender and evaluating the project scope, we are confident we can revise and delete some of the items within the Contract, without compromising the overall objective and/or function of the pump station. Any revisions or deletions would be incorporated to ensure the pump station operates to meet its original purpose, while allowing for future additions to be easily incorporated as funds become available to the City.

---

3710B 28<sup>th</sup> Street  
Vernon BC V1T 9X2  
250-503-1023

An example of the possible future additions to the pump station would be the supply and installation of the second 80hp pump, which was proposed as optional work in the current tender. The current pump station would still be constructed such that the second 80hp pump could easily be purchased by the City and installed at any time in the future, without the need for any major modifications or adjustments to the pump station. Another example would be to delete the fixed in place generator and provide a portable generator at some point in the future. This portable generator may also provide some additional benefit to the City as it could allow the City to move the generator around to other locations (e.g. the water treatment plant), for the majority of the year when it would not be necessary at the proposed pump station because the river would be low enough to allow stormwater to drain by gravity. We would review the current design and ensure any necessary works to allow a portable generator to be easily connected in the future.

We recommend awarding the Contract to Maddocks Construction Ltd., and then we can negotiate the revisions and deletions to the Contract, working with the Contractor to provide the best value for the City. Even if there was time to revise the design and re-issue the tender for the project, we would not recommend this as past experience has shown that this is often detrimental to the project as tender prices tend to rise substantially on projects that are re-issued. Also, we have confirmed that any of the items that will be revised and/or deleted, would not affect the ranking of the tenders submitted, as Maddocks' tender price will remain the lowest. To safeguard the City against any risk in the tender process, it is also important that the City award the Contract to Maddocks, prior to any negotiation regarding the project.

Although our office has not worked with Maddocks Construction in the past, they are a very reputable, local company and have successfully completed many projects of similar scope, as well as projects with much larger scope. Therefore, we recommend that the City of Enderby accept the tender submitted by Maddocks Construction and award the contract to them. Upon confirmation of same, we will prepare and issue the award letter.

Should you have any questions or require further clarification, please do not hesitate to contact the undersigned at your convenience.

Sincerely,

Monaghan Engineering & Consulting Ltd.



Curtis Hodges, P.Eng  
Project Manager

Attachment

Appendix 1 - Schedule of Quantities and Unit Prices

**Regent Avenue Stormwater Pump Station**  
**1584.4**  
**City of Enderby**  
**February, 2015**

**SCHEDULE OF QUANTITIES AND PRICES**  
(See paragraph 5.3.1 of the Instructions to Tenderers - Part II)

(All prices and Quotations including the Contract Price shall include all Taxes, but shall not include GST. GST shall be shown separately.)

**SUMMARY SHEET**

	<b>Maddocks</b>	<b>Sawchuk Amended</b>	<b>CEWE Amended</b>
03 Concrete	\$169,164.00	\$234,742.00	\$215,616.00
26 Electrical	\$232,831.00	\$208,423.00	\$280,945.00
31 Earthworks	\$131,907.00	\$122,449.00	\$151,601.00
32 Roads and Site Improvements	\$53,539.00	\$49,685.00	\$61,409.00
33 Utilities			
Waterworks	\$14,610.00	\$10,038.00	\$18,540.00
Storm Sewers	\$111,708.00	\$117,409.00	\$146,922.00
Miscellaneous	\$28,979.00	\$31,665.00	\$102,467.00
<b>TENDER PRICE</b>	<b>\$ 742,738.00</b>	<b>\$ 774,411.00</b>	<b>\$ 977,500.00</b>
<b>GST @ 5%</b>	<b>\$ 37,136.90</b>	<b>\$ 38,720.55</b>	<b>\$ 48,875.00</b>
<b>TENDER PRICE (Including GST)</b>	<b>\$ 779,874.90</b>	<b>\$ 813,131.55</b>	<b>\$ 1,026,375.00</b>

**Total Project Cost Estimate  
Regent Avenue Stormwater Pump Station  
March 16, 2015**

Item	Current Cost	Possible Deletions	Revised Cost
<b>Design and Tendering</b>			
Civil	\$ 55,000.00	\$ -	\$ 55,000.00
Electrical	\$ 10,000.00	\$ -	\$ 10,000.00
Structural	\$ 7,560.00	\$ -	\$ 7,560.00
Geotechnical	\$ 7,500.00	\$ -	\$ 7,500.00
Environmental	\$ 2,500.00	\$ -	\$ 2,500.00
Subtotal	\$ 82,560.00	\$ -	\$ 82,560.00
<b>Outside Utility Costs (Hydro only; no Gas)</b>			
	\$ 90,000.00	\$ -	\$ 90,000.00
<b>Construction Costs</b>			
Construction Contract	\$ 742,738.00	-\$ 169,389.55	\$ 573,348.45
Engineering Pre-Construction Services	\$ 1,500.00		\$ 1,500.00
Pumps and Appurtenances	\$ 166,751.14	-\$ 37,500.00	\$ 129,251.14
Commissioning and Start-up (pump supplier)	\$ 14,000.00		\$ 14,000.00
Engineering Const. Services	\$ 57,190.00		\$ 57,190.00
Commissioning and PLC Programming	\$ 6,460.00		\$ 6,460.00
Contingency (5%)	\$ 49,431.96		\$ 39,087.48
Subtotal	\$ 1,038,071.10	-\$ 206,889.55	\$ 820,837.07
<b>Post Construction Costs</b>			
As-Builts	\$ 2,500.00		\$ 2,500.00
Substantial and Total Performance	\$ 1,500.00		\$ 1,500.00
Project Certification	\$ 1,500.00		\$ 1,500.00
Subtotal	\$ 5,500.00	\$ -	\$ 5,500.00
<b>Total Project Subtotal</b>	<b>\$ 1,216,131.10</b>	<b>-\$ 206,889.55</b>	<b>\$ 998,897.07</b>
<b>GST</b>	<b>\$ 60,806.55</b>	<b>-\$ 10,344.48</b>	<b>\$ 49,944.85</b>
<b>Total Project Including GST</b>	<b>\$ 1,276,937.65</b>	<b>-\$ 217,234.03</b>	<b>\$ 1,048,841.92</b>

*Agenda*

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, CAO

From: Barry Gagnon, Deputy CFO

Date: March 26, 2015

Subject: Volunteer Firefighter Compensation

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**RECOMMENDATION**

THAT the rates for Volunteer Fire Fighters compensation for 2014 to 2018 be amended to incorporate percentage increases consistent with the approved City-CUPE Collective Agreement per Table 1.

Table 1:

Position	Rate of Pay				
	2014	2015	2016	2017	2018
	2%	2%	1.75%	1.75%	2%
Fire Fighter	\$14.55 / hr	\$14.84 / hr	\$15.10 / hr	\$15.36 / hr	\$15.67 / hr
Captain	\$511.02/annum	\$521.24/annum	\$530.36/annum	\$539.64/annum	\$550.44/annum
Training Officer	\$511.02/annum	\$521.24/annum	\$530.36/annum	\$539.64/annum	\$550.44/annum
Fire Chief	\$6,064.94/annum	\$6,186.22/annum	\$6,294.48/annum	\$6,404.63/annum	\$6,532.72/annum
Deputy Fire Chief	\$4,548.18/annum	\$4,639.14/annum	\$4,720.33/annum	\$4,802.93/annum	\$4,898.99/annum
Bookkeeper	\$486.54/annum	\$496.27/annum	\$504.96/annum	\$513.79/annum	\$524.07/annum
Inspections	\$39.02 / hr	\$39.80 / hr	\$40.49 / hr	\$41.20 / hr	\$42.02 / hr
Investigations	\$39.02 / hr	\$39.80 / hr	\$40.49 / hr	\$41.20 / hr	\$42.02 / hr


**BACKGROUND**

Past practise has been that the Fire compensation rates increase consistent with CUPE approved rates. This recommendation has been reviewed with Chief Alstad and he approved.

Respectfully submitted,



Barry Gagnon  
Deputy Financial 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: March 31, 2015

Subject: BC Healthy Communities Active Transportation Planning Process - Phase II

---

#### **RECOMMENDATION**

THAT Council endorses the Riverwalk as the project focus for Phase II of the BC Healthy Communities Active Transportation Planning process;

AND THAT Council directs Staff to send correspondence to Splat sin Staff informing them of Council's resolution.

#### **BACKGROUND**

In July of 2013, the City of Enderby received a grant under the Healthy Communities Capacity Building Fund in order to initiate an Active Transportation Planning process which would encompass the Enderby and Splat sin communities. An Active Transportation Project Team was subsequently formed which included representation from the City of Enderby, Splat sin, Interior Health, and the Shuswap Trail Alliance.

The purpose of the process was to develop a framework upon which active transportation opportunities could be implemented throughout the Enderby and Splat sin communities in order to foster healthier, active lifestyles for residents and help achieve environmental, social, and economic sustainability. The planning process utilized a grassroots approach to public consultation which included a survey, two community workshops, community comment maps at key Enderby and Splat sin facilities, and a class project with Steve Rodwell's Grade 7 class at MV Beattie Elementary School.

The outcomes of the process were represented within the Enderby-Splat sin Active Transportation Plan which was adopted by both Councils in late 2014.

The City of Enderby and Splat sin were successful in receiving a grant under Phase II of the BC Healthy Communities Capacity Building Fund. This grant will fund Phase II of the Enderby-Splat sin Active Transportation Planning process which will involve developing an Implementation Strategy for an active transportation project which connects the Enderby and Splat sin communities and spans both jurisdictions. The preferred deliverables for Phase II include:

- i. Completion of a site survey;
- ii. Development of a conceptual design;
- iii. Identification of preferred standards and specifications for works;

- iv. Development of an engineered cross section; and
- v. Completion of as much preliminary and detailed design work as possible.

The deadline for expending all grant funds is September 2015.

The three potential projects identified within the Enderby-Splatsin Active Transportation Plan which connect the two communities and span both jurisdictions are:

1. Installing a multi-use pathway along Vernon Street;
2. Developing the CP Rail line into a walking/cycling corridor; and
3. Enhancing the Riverwalk and extending it to the south.

Each is evaluated in turn.

### **Vernon Street**

The Enderby-Splatsin Active Transportation Plan identified the installation of a multi-use pathway along Vernon Street as a strategy for improving connectivity, enhancing safety, and facilitating accessibility. Vernon Street is a key walking corridor which connects the Enderby and Splatsin communities while also linking to Barnes Park.

The Vernon Street corridor is currently in poor condition and requires a significant capital investment. The City of Enderby has already engaged an engineer to complete some preliminary engineering work and develop a proposed cross section for the roadway; this proposed cross section contemplates a 2.0 m sidewalk on the western side of Vernon Street from King Avenue to Cliff Avenue which will provide a safe, accessible route for pedestrians to travel. The right-of-way width of Vernon Street, at least from King Avenue to Cliff Avenue, is too narrow to accommodate a separated multi-use pathway for pedestrians and cyclists, as contemplated in the Enderby-Splatsin Active Transportation Plan.

### **CP Rail Line**

Developing the CP Rail line into a walking/cycling corridor was identified in the Enderby-Splatsin Active Transportation Plan as a strategy for improving connectivity, promoting recreation, and enhancing tourism. The CP Rail corridor runs through several North Okanagan communities and the Splatsin have been successful in securing a significant portion of this route.

Future ownership of the remainder of the CP Rail Line has yet to be determined and there are several matters that should be clarified before corridor land use planning commences. As all funds related to Phase II of the BC Healthy Communities Active Transportation Planning process must be expended by September 2015, Staff advise that the timeline may not provide a sufficient window to expend the funds.

## Riverwalk

Enhancing the Riverwalk and extending it to the south was identified in the Enderby-Splatsin Active Transportation Plan as a strategy for improving connectivity, promoting recreation, enhancing tourism, and facilitating accessibility; as the Riverwalk is already a well-established destination for locals and tourists alike, an enhancement and extension of this route would only help to solidify the Enderby and Splatsin communities as a tourist destination while also facilitating improved access and connectivity to the commercial cores of both communities. Furthermore, a southern extension of the Riverwalk would have the added benefit of increasing connectivity between the two communities in much the same way a separated multi-use pathway along Vernon Street would.

It should be noted that there are currently no external processes or timelines which would impact potential planning for a Riverwalk enhancement and southern extension, therefore this project may be a suitable focus for Phase II of the Active Transportation Planning process.

The Splatsin-Enderby Joint Committee has considered the three possible projects for Phase II of the Active Transportation Planning process and recommended that the Enderby and Splatsin Councils endorse the Riverwalk as the preferred project focus.

Respectfully Submitted,



Kurt Inglis

Assistant Corporate Officer and Planning Assistant



Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

**To:** Tate Bengtson, CAO  
**From:** Barry Gagnon, Deputy CFO  
**Date:** March 31, 2015  
**Subject:** Recommended Dates and Public Process for 2015 Financial Plan

---

**Recommendation:**

THAT Council approve the following timeline and public process for the 2015 Financial Plan:

April 07, 2015		Council provided with 1st draft for their review
April 13, 2015	3:30	Special Council Meeting For Financial Plan
April 14-16, 2015		Post Financial Plan Draft and notice on web site and bulletin board
April 20, 2015	4:30	Regular Council Meeting - Public Input. 1st, 2nd, 3rd Readings of Bylaws subject to public input
May 04, 2015	4:30	Regular Council Meeting - Adoption of Bylaws

**Background:**

Council must adopt a Financial Plan annually, by bylaw, before the annual property tax bylaw is adopted. Council must also undertake a process of public consultation regarding the proposed financial plan before it is adopted. Consistent with previous years, the above recommendation includes posting the financial plan and public notice on our web site and bulletin board and bringing the plan to an open council meeting for public input.

Respectfully Submitted



Barry Gagnon  
Deputy Chief Financial Officer

