

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, March 21, 2016, 2016  
**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 7, 2016](#)

pg 3-7

**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

Chris Henderson – Rossworn Henderson LLP Chartered Accountants

Re: Auditor's Report 2015 Financial Statements

Shirley Fowler – Communities in Bloom

Re: Information about Program

pg 8

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS – Adoption**

[Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016](#)

A bylaw to amend Dog Control Bylaw No. 1469, 2010

pg 9-10

[Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016](#)

A bylaw to amend Building Bylaw No. 1582, 2015

pg 11-12

**8. REPORTS**

[2015 Audited Financial Statements](#) – Memo from Chief Financial Officer dated March 16, 2016

pg 13-41

Mayor and Council

[Building Permit Detail Report – February 2016](#)

pg 42

**9. NEW BUSINESS**

- a. [North Enderby Timber Permit Amendment Referral](#) – Memo from Chief Administrative Officer dated March 22, 2016 pg 43-49
- b. [Revision of Gunter-Ellison Water Service Agreement](#) – Memo from Chief Administrative Officer dated March 16, 2016 pg 50-55
- c. [Information Kiosk at Belvidere Park](#) – Memo from Chief Administrative Officer dated March 15, 2016 pg 56-61
- d. [Breastfeeding Art Expo](#) – Correspondence dated March 16, 2016 pg 62  
Re: Use of Breezeway for public event
- e. [Electoral Area F Official Community Plan Referral](#) – Memo from Assistant Corporate Officer and Planning Assistant dated March 17, 2016 pg 63-80

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, March 7, 2016 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

Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Assistant Corporate Officer and Planning Assistant – Kurt Inglis  
The Press and Public

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### **APPROVAL OF AGENDA**

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

Carried

### **ADOPTION OF MINUTES**

#### Regular Meeting Minutes of February 15, 2016

Moved by Councillor Schreiner, seconded by Councillor Knust that the minutes of the regular meeting of February 15, 2016 be adopted as circulated.

Carried

#### Special Meeting Minutes of February 22, 2016

Moved by Councillor Schreiner, seconded by Councillor Knust that the minutes of the special meeting of February 22, 2016 be adopted as circulated.

Carried

### **DEVELOPMENT MATTERS**

#### 0002-16-OR-END

That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014

Applicant: George Potrie and Debra Potrie C/o Planning Protocol 2 Inc.

The Assistant Corporate Officer and Planning Assistant presented the application and provided an overview of his report.

## **BYLAWS – 2 Readings**

### **Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016**

A bylaw which proposes to change the future land use designation of 174 Salmon Arm Drive from Residential Low Density to Residential Medium Density

Moved by Councillor Case, seconded by Councillor Baird that Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 which proposes to change the future land use designation of the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014, and located at 174 Salmon Arm Drive from Residential Low Density to Residential Medium Density be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 and in accordance with Section 477 of the Local Government Act, Bylaw No. 1592 be considered in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan, Bylaw No. 1592 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 as outlined in the report from the Assistant Corporate Officer and Planning Assistant dated February 26, 2016 be considered appropriate consultation for the purposes of Sections 475 and 476 of the *Local Government Act*.

Carried

### **Zoning Bylaw Amendment Bylaw N. 1593, 2016**

A bylaw which proposes to rezone 174 Salmon Arm Drive from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone

Moved by Councillor Knust, seconded by Councillor Davyduke that Zoning Bylaw Amendment Bylaw No. 1593, 2016 which proposes to rezone the property legally described as That Part of Lot 1 Shown on Plan B1074, Section 27, Township 18, Range 9, W6M, KDYD, Plan 1094 Except (1) Plan 13014, (2) Part Which Lies to the South of Plan 13014 and to the South of a Line Adjoining the South East Corner of Lot B Plan 1702 and the South West Corner of Lot 1 Plan 13014, and located at 174 Salmon Arm Drive from the Residential Single Family (R.1) zone to the Residential Apartment and Multi-Family (R.3) zone be given First and Second Reading and forwarded to a Public Hearing;

AND THAT, should Council adopt Official Community Plan Bylaw Amendment Bylaw No. 1592, 2016 and Zoning Bylaw Amendment Bylaw No. 1593, 2016 following the Public Hearing, the amendments shall be of no force or effect until a covenant is registered on the title of the property requiring any new development which increases its density to provide a report sealed by a qualified registered professional demonstrating that adequate fire flows are available to service the proposed building(s) prior to the issuance of a building permit.

Carried

## **BYLAWS – 3 Readings**

### Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016

A bylaw to amend Building Bylaw No. 1582

Moved by Councillor Schreiner, seconded by Councillor Case that Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016 be given three readings.

Carried

### Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016

A bylaw to amend Dog Control Bylaw No. 1469

Moved by Councillor Knust, seconded by Councillor Baird that Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016 be given three readings.

Carried

## **BYLAWS – Adoption**

### Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016

A bylaw to amend the Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013

Moved by Councillor Knust, seconded by Councillor Davyduke that Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1588, 2016 be adopted.

Carried

### Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016

A bylaw to amend Bylaw Notice Enforcement Bylaw No. 1581, 2015

Moved by Councillor Baird, seconded by Councillor Schreiner that Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1589, 2016 be adopted.

Carried

## **REPORTS**

### Councillor Baird

- Better signage being installed around town. “Free parking” signs for Russell and North city parking lots.
- More planters to be installed around town.

### Councillor Davyduke

Enterprise Challenge is being offered through Community Futures. There are 23 participants in the region. Community Futures has lots of resources and information. There is up to \$30,000 in prizes being offered. We should encourage local businesses to take part next year.

### Councillor Schreiner

- Attended an economic development session in Sicamous hosted by Community Futures. Ideas will be brought forward at a future Committee-of-the-Whole meeting.
- Attended an RCMP stakeholders Inter-Agency session in Vernon.
- Communities in Bloom – Shirley Fowler will be invited to make a presentation on the project.

Mayor McCune

Attended economic development session with Councillor Schreiner.

Chief Administrative Officer

Street sweeping is scheduled for next week. This year there will be 4 trucks. It is being advertised in the newspaper, the digital billboard, and on social media.

**NEW BUSINESS**

Upgrades to Cliff Avenue – Borrowing – Alternate Approval Process – Memo from Chief Financial Officer dated February 29, 2016

Moved by Councillor Schreiner, seconded by Councillor Baird that Council initiate the Alternate Approval Process;

AND THAT the total number of electors to which the approval process applies be 238;

AND THAT the report respecting the basis on which the total number of electors has been determined be made available to the public;

AND THAT Council approves the elector response form attached to the February 29, 2016 memorandum from the Chief Financial Officer;

AND THAT notice of the Alternate Approval Process be published in the March 16<sup>th</sup> and March 23<sup>rd</sup>, 2016 editions of the Okanagan Advertiser newspaper;

AND THAT Council establishes the deadline for elector responses in relation to the approval process as 4:30 p.m. on Monday, April 25, 2016.

Carried

Vernon Fire-Rescue Services – Reserve Funding – Memo from Chief Financial Officer dated February 29, 2016

Moved by Councillor Baird, seconded by Councillor Schreiner that Council approves providing Vernon Fire-Rescue Services with \$3,306 to fund the Fire Training Centre Reserve.

Carried

Appointment of Deputy Corporate Officer – Memo from Chief Administrative Officer dated March 3, 2016

Moved by Councillor Case, seconded by Councillor Baird that Council appoints Jennifer Bellamy as Deputy Corporate Officer.

Carried

## **PUBLIC QUESTION PERIOD**

*Tim Schmidt of 125 Gunter-Ellison Road* asked for an update on his discussions with the Chief Administrative Officer regarding wildfire interface planning. The Chief Administrative Officer responded that he has spoken with Tom Kadla, CAO for the Village of Lumby, about the process. He is working with Splatsin and staff intend to bring an application to Council in the future once the partnerships with neighbouring jurisdictions are established. The Community Wildfire Plan will need to be updated.

Regarding 174 Salmon Arm Drive, has thought been given to a booster station to meet fire flows? The Chief Administrative Officer responded that there are a number of strategies that may be used to meet flows, and the solution will need to be determined by the developer based on what is most cost-effective once the nature of the future development is known.

## **CLOSED MEETING RESOLUTION**

Moved by Councillor Baird, seconded by Councillor Case 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) (j) of the *Community Charter*.

Carried

## **ADJOURNMENT**

The regular meeting reconvened at 5:54 p.m.

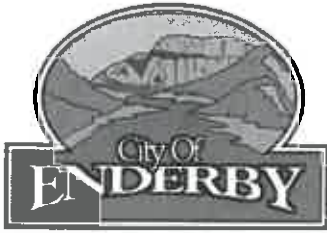
Moved by Councillor Knust, seconded by Councillor Baird that the regular meeting adjourn at 5:54 p.m.

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**



**REQUEST TO APPEAR AS A DELEGATION**

On 21 March 2016  
Day Month Year

Date of Request March 10/2016

Name of Person Making Request Tate, on behalf of Shirley Fowler

Name and Title of Presenter(s) Shirley Fowler  
Communities in Bloom

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

Details of Presentation information about  
Communities in Bloom

**Desired Action from Council (check all that apply)**

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

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

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



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1594

A BYLAW TO AMEND DOG CONTROL BYLAW NO. 1469, 2010

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WHEREAS Council of the City of Enderby has adopted "The City of Enderby Dog Control Bylaw No. 1469, 2010";

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

1. This bylaw may be cited as the "The City of Enderby Dog Control Bylaw No. 1469, 2010 Amendment Bylaw No. 1594, 2016".
2. Section 5 of "City of Enderby Dog Control Bylaw No. 1469, 2010" is deleted and Section 5 attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 7<sup>th</sup> day of March, 2016.

READ a SECOND time this 7<sup>th</sup> day of March, 2016.

READ a THIRD time this 7<sup>th</sup> day of March, 2016.

ADOPTED this      day of      , 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## **5. CONTROL OF DOGS**

- 5.1 No owner of a dog shall allow such dog to be under the care, custody, and control of a person who is not competent and strong enough to control the dog.
- 5.2 No owner of a dog shall allow such dog to be unlawfully at Large.
- 5.3 No owner of a dog shall allow such dog to:
- a. molest passers by; approach a person in a menacing fashion or apparent attitude of attack;
  - b. bite, inflict injury, assault or otherwise attack a person;
  - c. chase vehicles or cyclists;
  - d. chase, harass, bite, inflict injury, assault or otherwise attack any other animal;
  - e. damage property, other than that of the owner;
  - f. bark excessively.
- 5.4 No dog owner shall allow such dog to deposit any faecal material on public or private property without the express consent of the property owner. Any such deposited faecal material shall immediately be removed from the property and disposed of in a suitable refuse container or other suitable disposal method.
- 5.4.1 An owner of a dog shall, when on public or private property without the express consent of a property owner, be in possession of at least one dog fecal matter disposal bags for the purpose of removing any fecal matter that their dog may deposit.
- 5.5 An owner of a Dangerous Dog, in addition to the other provisions of this bylaw:
- a. shall at all times that the dangerous dog is not on the property of the owner, keep the dog muzzled, and restrained on a leash strong enough to hold the dog, and which is no longer than six (6) feet, and be under the continuous care, custody and control of a person competent and strong enough to control the dog;
  - b. shall, at all times that the dangerous dog is on the property of the owner:
    - i. keep the dangerous dog confined indoors; or
    - ii. if the dangerous dog is outdoors;
      - a. keep the dog tethered; or
      - b. keep the dog in an enclosure to prevent the dangerous dog from escaping.
- 5.6 Unless otherwise posted through signage, a person is permitted to allow any dog to enter upon and remain within any public beaches, swimming areas, or parks as long as the dog is under the care, custody and control of a person who is competent and strong enough to control the dog.

THE CORPORATION OF THE CITY OF ENDERBY

**BYLAW NO. 1595**

A BYLAW TO AMEND BUILDING BYLAW No. 1582, 2015

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WHEREAS Council of the City of Enderby has adopted "The City of Enderby Building Bylaw No. 1582, 2015";

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

1. This bylaw may be cited as the "The City of Enderby Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1595, 2016".
2. Schedule "A" of "City of Enderby Building Bylaw No. 1582, 2015" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 7<sup>th</sup> day of March, 2016.

READ a SECOND time this 7<sup>th</sup> day of March, 2016.

READ a THIRD time this 7<sup>th</sup> day of March, 2016.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE "A" – CLIMATE VALUES**

Area	Design Temperature				Degree Days Below 18°C	15 Min. Rain mm	One Day Rain mm	Ann. Tot. Ppn. mm	Ground Snow Load kPa		Hourly Wind Pressures		
	January		July 2.5%						S <sub>S</sub>	S <sub>R</sub>	1/10 kPa	1/30 kPa	1/100 kPa
	2.5% °C	1% °C	Dry °C	Wet °C									
Enderby	--	--	--	--	--	--	--	3.3	0.1	--	--	--	

## THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** March 16, 2016  
**Subject:** 2015 Financial Statements

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Recommendation

THAT Council approves the 2015 Audited Consolidated Financial Statements as presented.

Background

Section 171 of the Community Charter requires the municipal auditor to report to the council on the annual financial statements of the municipality. Canadian Auditing Standards requires Council to approve the financial statements before the auditor will date the audit report.

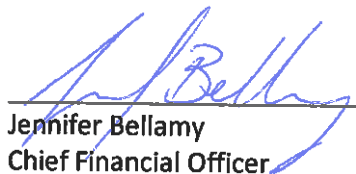
Attached are the 2015 Audited Consolidated Financial Statements prepared by Rossworn Henderson LLP. Below is a summary of the major changes from 2014 and the 2015 budget:

- Cash - Increase of \$1.0 million from 2014. The balance kept in the City's operating account is based on short term cash flow requirements. Due to the timing of term maturities, there is an increase in the operating account at the end of the year.
- Temporary Investments - Decrease of \$2.0 million from 2014. In addition to the timing on term maturities as stated above, the decrease is also a result of the capital project work done in 2015 such as the completion of the upgrades to Mill Avenue and Belvedere Street and the upgrades started on Vernon Street.
- Accounts Receivable - Increase of \$691,000 from 2014. 2015 was the first year of billing utilities separate from property taxes. Included in accounts receivable is \$381,000 in utility user fees owing from the September to December billing period. Also included in accounts receivable is a \$245,000 receivable from the Emergency Management BC for the grant portion of the work done on the Regent Avenue Lift Station Upgrade project.
- Tangible Capital Assets - Increase of \$1.3 million from 2014. The City did a total of \$2.6 million in capital projects in 2015. This amount is offset by \$1.2 million in current year amortization and \$47,000 to reduce the net value of road work replaced (total cost less accumulated amortization).
- Revenue - Increase of \$775,000 from 2014 primarily due to the increase in grant revenue for the Regent Avenue Lift Station Upgrade project. Overall revenues are consistent with budget.

- Expenditures - Increase of \$827,000 from budget. The expenditures include \$1.2 million in amortization which is not a budget item. Excluding amortization the City's 2015 expenditures are below budget by \$387,000 (many of which are either grant funded or surplus funded). This amount primarily consists of special projects budgeted but not completed in 2015 which have been pushed forward to 2016. Below is a breakdown of the remaining amounts for larger items included in the 2015 budget:

Item	Budget Amount	Funding Source	Status
Subdivision Servicing Bylaw Review and Update	24,700	Gas Tax	Deferred.
DCC Bylaw Review and Update	18,500	Gas Tax	Deferred.
Downtown Revitalization	10,000	Surplus	Integrate with Cliff Ave project.
Unused contract services	20,000	Taxation	Not needed. Contributes to 2015 surplus.
Heritage - OCP Implementation	10,000	Taxation	Project revised.
Mabel Lake Dock Improvements	20,000	Surplus	To be done in Spring 2016.
Sewer Oxidation Ditch Retrofits	40,000	Surplus	Defer for further project planning.
Sewer Lift Station Alarms	33,000	User Fees / Frontage Tax	Defer for further project planning.
Sewer Annual Upgrades	20,000	User Fees / Frontage Tax	Defer for further project planning.

Respectfully submitted,

  
 Jennifer Bellamy  
 Chief Financial Officer

**THE CORPORATION OF THE CITY  
OF ENDERBY**

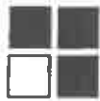
**CONSOLIDATED FINANCIAL STATEMENTS**

**December 31, 2015  
(Audited)**

**THE CORPORATION OF THE CITY OF ENDERBY**  
December 31, 2015

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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, 2015 and the consolidated statement of financial activities, consolidated statement of change in net financial assets, and consolidated statement of change in financial position for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

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

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

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

### Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Enderby as at December 31, 2015, and its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

March 21, 2016  
Enderby, BC

Chartered Accountants

Rossworn Henderson LLP is a Limited Liability Partnership registered in British Columbia

# THE CORPORATION OF THE CITY OF ENDERBY

## Consolidated Statement of Financial Position

As at December 31, 2015

	2015	2014
<b>Financial assets</b>		
Cash	\$ 1,528,006	\$ 492,582
Temporary investments	5,584,706	7,626,357
Accounts receivable (Note 3)	1,295,587	604,203
Deposit - Municipal Finance Authority (Note 4)	59,153	57,453
Tax sale proceeds subject to redemption	13,490	
	<u>8,480,942</u>	<u>8,780,595</u>
<b>Liabilities</b>		
Accounts payable (Note 5)	591,075	478,132
Deferred revenue (Note 6)	712,986	834,975
Reserve - Municipal Finance Authority (Note 4)	59,153	57,453
Long term debt (Note 7)	3,076,420	3,324,885
	<u>4,439,634</u>	<u>4,695,445</u>
<b>Net financial assets</b>	<u>4,041,308</u>	<u>4,085,150</u>
<b>Non-financial assets</b>		
Prepaid expenses	50,835	59,715
Capital assets (Note 8)	25,998,702	24,706,275
	<u>\$ 30,090,845</u>	<u>\$ 28,851,140</u>
<b>Accumulated surplus</b>	<u>\$ 30,090,845</u>	<u>\$ 28,851,140</u>
<b>Represented by:</b>		
Trust funds	198,996	192,746
Operating fund	3,406,196	3,756,595
Reserves	2,398,179	2,474,659
Statutory reserves	1,165,194	1,045,749
Equity in tangible capital assets	22,922,280	21,381,391
	<u>\$ 30,090,845</u>	<u>\$ 28,851,140</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, 2015

	2015 Budget	2015 Actual	2014 Actual
<b>Revenue</b>			
Taxation - net (Note 11)	\$ 1,833,881	\$ 1,804,336	\$ 1,746,318
Grants and subsidies (Note 12)	2,073,444	2,249,496	1,446,891
Sale of services (Note 13)	1,327,062	1,455,566	1,571,997
Other revenue from own sources	223,213	68,998	68,679
Interest and penalties	164,538	191,333	209,318
Recognition of restricted revenues		60,162	11,765
	<u>5,622,138</u>	<u>5,829,891</u>	<u>5,054,968</u>
<b>Expenditures</b>			
General government services	724,040	668,752	755,779
Protective services	199,967	231,845	242,465
Transportation services	628,667	1,077,442	929,858
Environmental health services	96,979	95,756	109,735
Community development services	34,300	20,704	18,248
Recreational and cultural services	68,915	80,498	63,021
Area F services	879,892	864,975	815,013
Water supply	523,569	855,983	780,948
Sewer services	560,999	648,560	670,404
	<u>3,717,328</u>	<u>4,544,515</u>	<u>4,385,471</u>
Excess revenue over expenses	1,904,810	1,285,376	669,497
Gain (loss) on disposal of tangible capital assets		(45,671)	
Annual surplus	<u>\$ 1,904,810</u>	<u>\$ 1,239,705</u>	<u>\$ 669,497</u>
Consolidated fund balance, beginning of year	<u>28,851,140</u>	<u>28,851,140</u>	<u>28,181,643</u>
Consolidated fund balance, end of year	<u>\$ 30,755,950</u>	<u>\$ 30,090,845</u>	<u>\$ 28,851,140</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 Change in Net Financial Assets**

For the year ended December 31, 2015

	2015	2014
<b>Annual surplus</b>	<b>\$ 1,239,705</b>	<b>\$ 669,497</b>
<b>Amortization of tangible capital assets</b>	<b>1,214,061</b>	<b>1,209,055</b>
<b>Change in prepaid expenses</b>	<b>8,879</b>	<b>(18,225)</b>
<b>Loss on sale of tangible capital assets</b>	<b>45,671</b>	
<b>Acquisition of tangible capital assets</b>	<b>(2,552,158)</b>	<b>(1,059,537)</b>
<b>Increase (decrease) in net financial assets</b>	<b>(43,842)</b>	<b>800,790</b>
<b>Net financial assets, beginning of year</b>	<b>4,085,150</b>	<b>3,284,360</b>
<b>Net financial assets, end of year</b>	<b>\$ 4,041,308</b>	<b>\$ 4,085,150</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, 2015

	2015	2014
<b>Cash flows from operating activities</b>		
Cash receipts	\$ 4,811,695	\$ 4,558,983
Cash payments to suppliers and employees	(3,061,981)	(3,027,141)
Interest received	191,333	209,318
Interest paid	(146,652)	(138,546)
	<u>1,794,395</u>	<u>1,602,614</u>
<b>Financing activities</b>		
Proceeds of long term debt	450,000	312,000
Debt repayment	(698,464)	(691,499)
	<u>(248,464)</u>	<u>(379,499)</u>
<b>Investing activities</b>		
Increase in capital assets (net of disposals)	(2,552,158)	(1,059,537)
Decrease (increase) in temporary investments	2,041,651	(645,747)
	<u>(510,507)</u>	<u>(1,705,284)</u>
Increase (decrease) in cash	1,035,424	(482,169)
Cash, beginning of year	<u>492,582</u>	<u>974,751</u>
Cash, end of year	<u>\$ 1,528,006</u>	<u>\$ 492,582</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 Cemetery Trust Funds**

For the year ended December 31, 2015

	2015		2014	
Cash	\$	21,287	\$	19,406
Temporary Investments		171,459		168,219
Interest earned		3,548		3,632
Other amounts collected		2,702		1,489
Surplus	\$	198,996	\$	192,746

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, 2015

	2015	2014
<b>Operating Surplus</b>		
Balance beginning of year	\$ 3,756,595	\$ 3,841,779
Annual surplus	1,239,705	669,497
Amortization	1,214,061	1,209,055
Transfers from (to) reserves	(49,214)	(524,700)
Capital expenditures	(2,552,158)	(1,059,537)
Debt issued	450,000	312,000
Debt principal payments	(698,464)	(691,499)
Capital disposal	45,671	
<b>Balance end of year</b>	<b>\$ 3,406,196</b>	<b>\$ 3,756,595</b>
<b>Represented by:</b>		
General	1,604,851	2,102,080
Water	611,450	531,975
Sewer	785,453	735,224
Area F Services	404,442	387,316
<b>Balance end of year</b>	<b>\$ 3,406,196</b>	<b>\$ 3,756,595</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 Reserve Fund Activities**

For the year ended December 31, 2015

	2015	2014
Balance beginning of year	\$ 2,474,659	\$ 2,052,912
<b>Additions</b>		
Other contributions	721,219	633,543
Return on investments	44,522	39,619
<b>Net interfund transfers</b>		
Capital fund	(842,221)	(251,415)
	<u>\$ 2,398,179</u>	<u>\$ 2,474,659</u>
 <b>Summary of Reserve Fund Positions</b>		
<b>General reserve</b>		
Cemetery	\$ 3,500	\$
Fire department building and equipment	120,850	87,551
Asset management	181,496	112,110
Computer equipment	46,812	42,071
Streets	5,667	352,742
Fortune Parks	157,212	121,809
Equipment reserves	284,225	220,440
Other	287,791	468,406
	<u>1,087,553</u>	<u>1,405,129</u>
 <b>Sewer reserve</b>		
Future sewer capital	602,771	409,090
	<u>602,771</u>	<u>409,090</u>
 <b>Water reserve</b>		
Future water capital	707,855	660,440
	<u>707,855</u>	<u>660,440</u>
	<u>\$ 2,398,179</u>	<u>\$ 2,474,659</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 Statutory Reserve Fund Activities**

For the year ended December 31, 2015

	Tax sale lands reserve		Gas tax agreement		2015	2014
Balance beginning of year	\$	59,314	\$	986,435	\$ 1,045,749	\$ 947,977
Add: Amounts received during year				170,446	170,446	170,446
Interest earned		1,096		18,706	19,802	18,944
Less: Amount spent of projects				(70,803)	(70,803)	(91,618)
Balance end of year	\$	60,410	\$	1,104,784	\$ 1,165,194	\$ 1,045,749

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, 2015

	2015	2014
Balance beginning of year	\$ 21,381,391	\$ 21,151,413
Contributions from revenue for:		
Acquisition of capital assets	2,552,158	1,059,537
Debt payments	648,659	648,181
Loss from sale/write down of tangible capital assets	(45,671)	
Actuarial adjustments	49,804	43,315
Debt issued	(450,000)	(312,000)
Amortization	(1,214,061)	(1,209,055)
Balance end of year	\$ 22,922,280	\$ 21,381,391
Represented by:		
General	\$ 12,855,069	\$ 11,055,029
Water	5,346,711	5,467,194
Sewer	4,720,500	4,859,168
Balance end of year	\$ 22,922,280	\$ 21,381,391

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, 2015

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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 generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional 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. Temporary 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 1.44% (2014 - 1.71%).

# THE CORPORATION OF THE CITY OF ENDERBY

## Summary of Significant Accounting Policies

For the year ended December 31, 2015

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### 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.

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.

# **THE CORPORATION OF THE CITY OF ENDERBY**

## **Summary of Significant Accounting Policies**

**For the year ended December 31, 2015**

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### **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. 1569, 2015 adopted May 4, 2015. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.

### **l. Use of estimates**

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

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

### 3. Accounts receivable

	2015	2014
Federal Government	\$ 73,263	\$ 38,593
Trade receivables	1,009,965	314,473
Taxes receivable - current	143,247	185,989
arrears	69,112	65,148
	\$ 1,295,587	\$ 604,203

### 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	2015	2014
General fund	\$ 48,087	\$ 26,925	\$ 75,012	\$ 61,461
Sewer fund	24,907	12,996	37,903	48,868
Water fund	31,200	19,232	50,432	49,951
	\$ 104,194	\$ 59,153	\$ 163,347	\$ 160,280

### 5. Accounts payable

	2015	2014
Trade payables	\$ 494,039	\$ 384,063
Wages payable	97,036	94,069
	\$ 591,075	\$ 478,132

### 6. Deferred revenue

	2015	2014
Deferred grants	\$ 3,721	\$ 71,274
Development cost charges	448,082	499,116
Prepaid revenue	158,534	174,594
Refundable deposits	102,649	89,991
	\$ 712,986	\$ 834,975

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

### 7. Long term debt

Bylaw number	Purpose	Term remaining	% rate	2015	2014
<b>General fund</b>					
1544	Road upgrades	20	2.200	\$ 450,000	\$
1525	Road upgrades	19	3.300	301,522	312,000
	Road upgrades				513,203
1494	Storm system upgrade	28	3.150	819,083	834,844
1502	Road upgrades	18	3.150	633,415	657,164
1503	Road upgrades	18	3.150	190,956	198,116
	Arena Upgrades		pr + 1		23,400
				<b>2,394,976</b>	<b>2,538,727</b>
<b>Water fund</b>					
1214	System construction	2	5.950	38,196	55,941
1195	System construction	1	7.250	40,542	79,153
				<b>78,738</b>	<b>135,094</b>
<b>Sewer fund</b>					
1167	Sewage construction		3.000		5,961
1259	Sewage treatment plant	4	5.990	88,268	108,000
1474	System upgrade	16	3.250	342,959	358,069
1475	System upgrade	16	3.250	171,479	179,034
				<b>602,706</b>	<b>651,064</b>
<b>Total long term debt - all funds</b>				<b>\$ 3,076,420</b>	<b>\$ 3,324,885</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
2016	\$ 75,346	\$ 59,174	\$ 44,196
2017	78,281	19,564	46,072
2018	81,330		48,028
2019	84,497		50,068
2020	87,789		27,575
2021 and subsequent periods	1,987,733		386,767
	<b>\$ 2,394,976</b>	<b>\$ 78,738</b>	<b>\$ 602,706</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

### 8. Capital assets

	Cost	Accumulated amortization	2015	2014
<b>General fund</b>				
Land	\$ 1,659,516	\$	\$ 1,659,516	\$ 1,659,516
Building sites and parks	2,524,282	(1,272,323)	1,251,959	1,210,264
Engineering structures	306,882	(206,530)	100,352	55,908
Furniture & equipment	26,780	(3,944)	22,836	15,597
Hydrants	186,643	(138,989)	47,654	50,463
Mobile equipment	2,142,435	(1,108,054)	1,034,381	1,148,465
Planters	118,329	(74,791)	43,538	48,069
Roads	13,135,349	(6,058,029)	7,077,320	6,703,360
Storm sewers	6,907,248	(4,640,625)	2,266,623	2,086,955
Assets under construction	1,745,867		1,745,867	615,160
	28,753,331	(13,503,285)	15,250,046	13,593,757
<b>Water fund</b>				
Buildings	966,257	(561,708)	404,549	429,013
Water mains	9,197,623	(5,908,370)	3,289,253	3,438,329
Water system	3,923,116	(2,302,551)	1,620,565	1,734,945
Assets under construction	111,081		111,081	
	14,198,077	(8,772,629)	5,425,448	5,602,287
<b>Sewer fund</b>				
Buildings	133,966	(40,190)	93,776	97,125
Sanitary sewer system	4,649,061	(2,014,829)	2,634,232	2,773,847
Sewer mains and lift stations	4,975,237	(2,385,595)	2,589,642	2,551,067
Assets under construction	5,558		5,558	88,192
	9,763,822	(4,440,614)	5,323,208	5,510,231
	\$ 52,715,230	\$ (26,716,528)	\$ 25,998,702	\$ 24,706,275

### 9. Commitments and subsequent events

- (a) The City has committed to purchasing a used Hydrovacuum Flusher Truck in 2015 for \$205,440 but will not take possession of the unit until 2016. As a result this transaction is not reflected in the financial statements.
- (b) The amount of vacation and banked time pay has been accrued and is included in accounts payable for the current year. The estimated total liability for wages and benefits at December 31, 2015 is approximately \$97,036 (2014 -\$94,069). Of this amount \$76,137 (2013 - \$66,669) 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, 2015

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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 scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme 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 administering the plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2014, the Plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2012, indicated a \$1,370 million funding deficit for basic pension benefits on a going concern basis.

The Corporation for the City of Enderby paid \$68,706 (2014 - 77,033) for employer contributions to the plan in fiscal 2015. The Corporation of the City of Enderby expects to pay \$70,891 for employer contributions in the next fiscal year.

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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Corporation of the City of Enderby paid \$68,706 (2014 - \$77,033) for employer contributions to the Plan in fiscal 2015.

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

### 11. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2015	2014
<b>Taxation</b>			
General municipal purposes	\$ 1,324,848	\$ 1,295,547	\$ 1,247,907
1% utility taxes	53,165	53,141	51,964
Water parcel	232,033	231,987	227,354
Sewer parcel	223,611	223,665	219,105
<b>Collections for other governments</b>			
School District	918,870	923,388	954,786
Policing	136,785	137,548	134,276
Regional District	359,187	361,177	361,934
Regional Hospital District	109,650	110,261	113,885
Municipal Finance Authority	75	76	77
B.C. Assessment Authority	23,734	23,878	25,211
Okanagan Regional Library	100,720	101,292	100,568
	<b>3,482,678</b>	<b>3,461,960</b>	<b>3,437,067</b>
<b>Transfers</b>			
School District	918,870	923,388	954,786
Policing	136,785	137,548	134,276
Regional District	358,975	361,191	361,933
Regional Hospital District	109,638	110,250	113,885
Municipal Finance Authority	75	76	77
B.C. Assessment Authority	23,734	23,878	25,211
Okanagan Regional Library	100,720	101,293	100,581
	<b>1,648,797</b>	<b>1,657,624</b>	<b>1,690,749</b>
	<b>\$ 1,833,881</b>	<b>\$ 1,804,336</b>	<b>\$ 1,746,318</b>

**THE CORPORATION OF THE CITY OF ENDERBY**

**Notes to Financial Statements**

For the year ended December 31, 2015

**12. Government grants and transfers**

	Budget	2015	2014
<b>Federal</b>			
Community works fund - Gas tax	\$	\$ 170,446	\$ 170,446
<b>Provincial</b>			
Conditional	757,130	748,274	79,270
Fortune Parks - conditional	74,578	31,697	
Small communities protection	434,000	462,824	453,849
Street lighting	700	1,111	1,269
Water conservation - conditional			1,000
	1,266,408	1,243,906	535,388
<b>Other</b>			
Animal control	6,283	20,059	19,512
Cemetery	25,155	40,068	40,068
Fortune Parks	775,598	775,017	681,477
	807,036	835,144	741,057
	\$ 2,073,444	\$ 2,249,496	\$ 1,446,891

**13. Sales of Service**

	Budget	2015	2014
Animal control	\$ 9,200	\$ 6,755	\$ 11,780
Building permits	250	650	1,082
Business licenses	11,710	13,692	12,497
Cemetery	13,000	13,599	12,444
Fire protection	90,807	80,753	215,230
Fortune Parks	145,100	179,963	233,599
Garbage collection and disposal	97,017	95,834	113,182
Sewer user fees	490,744	553,606	494,738
Water user fees	469,234	510,714	477,445
	\$ 1,327,062	\$ 1,455,566	\$ 1,571,997

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

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### 14. Expenditures by object

	Budget	2015	2014
Advertising and publications	\$ 11,500	\$ 10,303	\$ 8,209
Amortization		1,214,061	1,209,055
Contracted services	341,554	297,131	339,912
Council grants	148,139	116,071	124,099
Insurance	69,435	73,346	63,537
Interest and bank charges	149,343	146,651	138,546
Maintenance	1,177,956	1,200,487	1,038,806
Materials and supplies	456,835	158,554	235,131
Professional fees	33,500	25,104	21,719
Salaries and benefits	1,243,644	1,230,707	1,141,893
Training, travel and conferences	73,550	60,229	53,009
Other costs	11,872	11,871	11,555
	<u>\$ 3,717,328</u>	<u>\$ 4,544,515</u>	<u>\$ 4,385,471</u>

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### 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.

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### 16. Comparative figures

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

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2015

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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, 2015

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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, 2015

Schedule I

	General revenue fund								2015 Consolidation
	General government	Protective services	Transportation services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	
<b>Revenues</b>									
Taxation	\$ 1,348,684						\$ 231,987	\$ 223,665	\$ 1,804,336
Grants and subsidies	918,720		463,935		866,841				2,249,496
Sales of services	14,342	80,753		95,834	200,317		510,714	553,606	1,455,566
Other revenue from own sources	68,998								68,998
Interest and penalties	132,541				4,532	6,250	32,570	15,440	191,333
Restricted revenues recognized	60,162								60,162
	2,543,447	80,753	463,935	95,834	1,071,690	6,250	775,271	792,711	5,829,891
<b>Expenses</b>									
Advertising and publications	6,356				3,947				10,303
Amortization	60,243	62,160	504,803		33,925		322,158	230,772	1,214,061
Contracted services	9,628	14,556		93,621	67,793	98,717	10,861	1,955	297,131
Council grants	10,379				105,692				116,071
Insurance	50,931				22,415				73,346
Interest and bank charges	82,281				288				146,651
Maintenance	48,988	74,752	418,472		203,969		35,840	28,242	1,200,487
Material and supplies	35,138	4,113	2,523	134	100,952		2,920	12,774	158,554
Professional fees	25,104								25,104
Salaries and benefits	422,275	54,786	188,629	2,001	275,964	2,485	164,920	119,647	1,230,707
Training, travel and conferences	34,523	21,478	20		786		185	3,237	60,229
Transfers	(117,094)		(37,005)		49,243		69,187	47,540	11,871
	668,752	231,845	1,077,442	95,756	864,974	101,202	855,983	648,561	4,544,515
Excess (deficiency) of revenue and expenses	1,874,695	(151,092)	(613,507)	78	206,716	(94,952)	(80,712)	144,150	1,285,376
Loss on disposal of tangible capital assets	(45,671)								(45,671)
<b>Annual surplus</b>	\$ 1,829,024	\$ (151,092)	\$ (613,507)	\$ 78	\$ 206,716	\$ (94,952)	\$ (80,712)	\$ 144,150	\$ 1,239,705

**THE CORPORATION OF THE CITY OF ENDERBY**

Consolidated Schedule of Segment Disclosure - Service

For the year ended December 30, 2014

Schedule I (cont'd)

	General revenue fund								2014 Consolidation
	General government	Protective Services	Transportation Services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	
<b>Revenues</b>									
Taxation	\$ 1,299,859	\$	\$	\$	\$	\$	\$ 227,354	\$ 219,105	\$ 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	494,738	1,571,997
Other revenue from own sources	68,679								68,679
Interest and penalties	155,657				5,157	5,186	29,887	13,431	209,318
Restricted revenues recognized			11,765						11,765
	<b>1,787,490</b>	<b>215,230</b>	<b>466,883</b>	<b>113,182</b>	<b>1,004,037</b>	<b>5,186</b>	<b>735,686</b>	<b>727,274</b>	<b>5,054,968</b>
<b>Expenses</b>									
Advertising and publications	5,936				2,273				8,209
Amortization	46,336	73,610	498,423		29,695		319,584	241,407	1,209,055
Contracted services	64,652	32,000		107,410	55,278	80,502		70	339,912
Council grants	14,221				109,878				124,099
Insurance	49,349				14,188				63,537
Interest and bank charges	70,359				887		35,840	31,460	138,546
Maintenance	38,987	69,385	313,612		188,209		205,380	223,233	1,038,806
Material and supplies	115,413	995	1,638	248	107,605		5,163	4,069	235,131
Professional fees	20,109				1,610				21,719
Salaries and benefits	420,291	50,957	155,104	2,077	257,245	767	135,958	119,494	1,141,893
Training, travel and conferences	27,834	15,518			1,245		5,766	2,646	53,009
Transfers	(117,708)		(38,919)		46,900		73,257	48,025	11,555
	<b>755,779</b>	<b>242,465</b>	<b>929,858</b>	<b>109,735</b>	<b>815,013</b>	<b>81,269</b>	<b>780,948</b>	<b>670,404</b>	<b>4,385,471</b>
Excess (deficiency) of revenue and expenses	1,031,711	(27,235)	(462,975)	3,447	189,024	(76,083)	(45,262)	56,870	669,497
Loss on disposal of tangible capital assets									
<b>Annual surplus</b>	<b>\$ 1,031,711</b>	<b>\$ (27,235)</b>	<b>\$ (462,975)</b>	<b>\$ 3,447</b>	<b>\$ 189,024</b>	<b>\$ (76,083)</b>	<b>\$ (45,262)</b>	<b>\$ 56,870</b>	<b>\$ 669,497</b>



**THE CORPORATION OF THE CITY OF ENDERBY**

Enderby/Area F Services

For the year ended December 31, 2015

Schedule II

	Fortune Parks	Animal control	Cemetery	2015	2014
<b>Revenue</b>					
Grants and subsidies	\$ 806,714	\$ 20,059	\$ 40,068	\$ 866,841	\$ 741,057
Sale of services	179,963	6,755	13,599	200,317	257,823
Interest and penalties	3,293	236	1,003	4,532	5,157
	<b>989,970</b>	<b>27,050</b>	<b>54,670</b>	<b>1,071,690</b>	<b>1,004,037</b>
<b>Expenditures</b>					
Advertising	3,947			3,947	2,273
Amortization	33,925			33,925	29,695
Contracted services	54,600	13,193		67,793	55,278
Grants	101,212		4,480	105,692	109,878
Insurance	22,415			22,415	14,188
Interest and bank charges	288			288	887
Maintenance	183,743	1,915	18,311	203,969	188,209
Materials and supplies	100,952			100,952	107,605
Professional fees					1,610
Salaries and benefits	267,858	1,110	6,996	275,964	257,245
Training, travel and conferences	786			786	1,245
	<b>769,726</b>	<b>16,218</b>	<b>29,787</b>	<b>815,731</b>	<b>768,113</b>
<b>Annual surplus (deficit)</b>	<b>\$ 220,244</b>	<b>\$ 10,832</b>	<b>\$ 24,883</b>	<b>\$ 255,959</b>	<b>\$ 235,924</b>
<b>Transfer to/from general fund</b>					
Computer support	\$ 8,055	\$	\$	\$ 8,055	\$ 7,897
Finance overhead charges	21,801	2,246	5,243	29,290	28,717
Insurance allocation	2,285		572	2,857	2,800
Public works equipment allocation			5,231	5,231	3,716
Lease		3,810		3,810	3,770
	<b>32,141</b>	<b>6,056</b>	<b>11,046</b>	<b>49,243</b>	<b>46,900</b>
Net change in financial assets	188,103	4,776	13,837	206,716	189,024
Opening surplus	282,647	20,256	84,415	387,318	285,385
Debt principal repayments	(23,400)			(23,400)	(33,400)
Capital expenditures	(209,042)			(209,042)	(63,787)
Transfer to reserves	12,428		(3,500)	8,928	(19,600)
Transfer to/from capital	33,925			33,925	29,695
<b>Area F accumulated surplus</b>	<b>\$ 284,661</b>	<b>\$ 25,032</b>	<b>\$ 94,752</b>	<b>\$ 404,445</b>	<b>\$ 387,317</b>



**Regional District of North Okanagan**  
**Building Permit Detail Report for Feb 2016**

**THERE ARE NO PERMITS FOR THE PERIOD**  
**For Area: Enderby**

Day:	Permit:	Owner:	Construction Location:	Builder:	Permit Desc:	Value:	Cumulative TOTAL:
Area:	Cost:				Units:	Fir Area:	

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 11, 2016  
Subject: North Enderby Timber Permit Amendment Referral

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**RECOMMENDATION**

THAT Council forwards this memorandum and the attached correspondence between the Chief Administrative Officer and Ben Hendrickson of North Enderby Timber Ltd. to the designated Manager for Environmental Protection for the Ministry of Environment.

**BACKGROUND**

The enclosed correspondence from North Enderby Timber was submitted to the City of Enderby in accordance with the Public Notification Regulation flowing from the *Environmental Management Act*. Staff have inquired of North Enderby Timber to verify the nature of the application. The correspondence of this inquiry is enclosed with this memorandum. Given the nature of the permit amendment as described by North Enderby Timber, staff recommend that the correspondence simply be advanced to the designated Manager for Environmental Protection for the Ministry of Environment without further comment. The Manager will consider the correspondence as part of his decision.

Respectfully submitted,

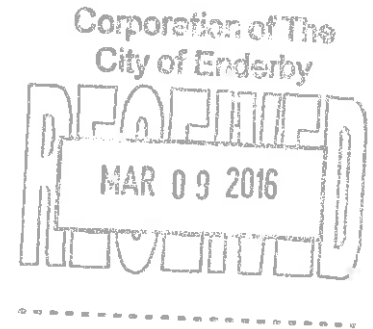


Tate Bengtson  
Chief Administrative Officer

**NORTH  
ENDERBY  
TIMBER LTD.**



*Quality Cedar Products*



March 3, 2016

Application File (Tracking) # 336072

**City of Enderby**  
619 Cliff Avenue  
P.O. Box: 400  
Enderby, BC V0E 1V0  
Canada

Fax #250-838-6007  
Email: [info@cityofenderby.com](mailto:info@cityofenderby.com)

Attention: Honorable Mayor & Council

**Re: Application Pursuant to the Environmental Management Act on  
behalf of North Enderby Timber Ltd.,  
dated February 17<sup>th</sup>, 2015**

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We enclose, for your information, a copy of the above referenced application for a major Permit amendment under the provisions of the Environmental Management Act.

It is our intention to complete the consultation process for this application as expeditiously as possible. Accordingly, if you wish to comment or make recommendations with respect to this application, you are requested to do so within 30 days of the date of this letter. Please forward a copy of all correspondence to the Manager, Environmental Protection, Ministry of Environment, Regional Operations, South Region, 2080-A Labieux Road, Nanaimo, BC V9T 6J9 and or email to [Safwan.Soufan@gov.bc.ca](mailto:Safwan.Soufan@gov.bc.ca). Please refer to the above Tracking number in your correspondence.

Our staff contact for this particular application is Ben Hendrickson at telephone # 250-838-9668. Should you require additional time it will be necessary for you to contact us at the above noted address or telephone number. Additional time may be given if the circumstances warrant it.

Yours truly,

Ben Hendrickson  
General Manager  
North Enderby Timber Ltd.

## ENVIRONMENTAL PROTECTION NOTICE

### Application for a Permit Amendment under the Provisions of the *Environmental Management Act*

North Enderby Timber Ltd. at PO Box 428, Enderby, BC, V0E 1V0, intend to submit this amendment application to the Director to amend Permit PA-04697, issued October 3, 1997 last amended on August 25, 2004 which authorizes the discharge of contaminants to the air from lumber manufacturing operations.

The land upon which the facility is situated and the discharge occurs is Lot 2, Plan 1548, Section 2, Township 19, Range 9, W6M, KDYD located at 6253 & 6261 Highway 97A, Enderby, BC within the Regional District of North Okanagan Area F.

The amendment requests that the following conditions be changed: Authorized Discharge Period of Modified Silo Burner **from** thirty-five calendar days per year **to** when there is no alternative means of disposing of wood residue because of an emergency and at the discretion of the Director. Also the discharge of saw dust, wood chips & shavings **from** 510 M<sup>3</sup>/min discharging into TWO CYCLONES **to** 935 M<sup>3</sup>/min discharging into ONE MULTI-CYCLONE & 65 M<sup>3</sup>/min discharging into ONE HIGH PRESSURE CYCLONE hog & chip system. This will increase the capacity to capture fugitive dust. Also the addition of THREE LUMBER DRY KILNS with 300 M<sup>3</sup>/min combined total venting for all 3 kilns.

Any person who may be adversely affected by the proposed amendment and wishes to provide relevant information may, within 30 days after the last date of posting, publishing, service or display, send written comments to the applicant, with a copy to the Regional Manager, Environmental Protection, Ministry of Environment, Regional Operations, South Region, 2080-A Labieux Road, Nanaimo, BC V9T 6J9 and or email to [Safwan.Soufan@gov.bc.ca](mailto:Safwan.Soufan@gov.bc.ca). The identity of any respondents and the contents of anything submitted in relation to this application will become part of the public record.

Dated this 2nd day of March, 2016.

Contact person: Ben Hendrickson

Telephone No. 250-838-9668

## Tate Bengtson

---

**From:** GM [benh@netimber.ca]  
**Sent:** March-10-16 6:45 PM  
**To:** tbengtson@cityofenderby.com  
**Subject:** RE: North Enderby Timber Ltd. Permit Application

Hi Tate,

North Enderby Timber has very little PM 10 and/or PM 2.5 as cedar processing produces much larger and heavier particles (higher moisture, larger kerfs and larger shavings etc.). However, the velocity changes in the cyclones and the vent combining will definitely reduce this particulate.

Regards,

Ben Hendrickson

---

**From:** Tate Bengtson [mailto:tbengtson@cityofenderby.com]  
**Sent:** Thursday, March 10, 2016 6:32 PM  
**To:** GM  
**Subject:** RE: North Enderby Timber Ltd. Permit Application

Hi Ben,

Thank you for your response. This should give me sufficient background information to present the matter to Council.

I think that the only other thing that Council may wish to ask about is if the changes will result in increased discharge of PM 10 and/or PM 2.5, notwithstanding the overall decrease in sawdust discharged to air? If I understand the background properly, it sounds like both kinds of PM are decreasing.

Regards,

Tate

---

**From:** GM [mailto:benh@netimber.ca]  
**Sent:** March-10-16 6:05 PM  
**To:** tbengtson@cityofenderby.com  
**Subject:** RE: North Enderby Timber Ltd. Permit Application

March 10, 2016

Hello Tate,

The dry kilns are increase by 200 percent as we are adding 2 more kilns and only have one existing. The emissions of cyclones will increase from 510 cubic meters to 1000 cubic meters per minute. This seems like another large increase but in fact we are adding 15 % increase for future collection and the rest of the increase is to separate fugitive dust that has been captured by works over the past few years. Worksafe BC has requisitioned the implementation of several new dust collection systems to comply with the revised Explosive Dust Control Program initiatives in the past 4 years. What was the normal amount of sawdust emitting from saw systems is no longer normal operating conditions. Considering the new collection and treatment there should be a noticeable decrease in the overall sawdust emanating from our

operations. In the future as we increase collection and isolation of wood waste and sawdust we will seek minor amendments from the Ministry to reflect the pollution control improvements.

Regards,

Ben Hendrickson

---

**From:** Tate Bengtson [<mailto:tbengtson@cityofenderby.com>]

**Sent:** Thursday, March 10, 2016 5:31 PM

**To:** GM

**Subject:** RE: North Enderby Timber Ltd. Permit Application

Thanks Ben – I was thinking along the same line as you, too. Can you confirm which emission(s) is/are increased by 10 percent?

Regards,

Tate

---

**From:** GM [<mailto:benh@netimber.ca>]

**Sent:** March-10-16 10:32 AM

**To:** [tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

**Subject:** RE: North Enderby Timber Ltd. Permit Application

March 10, 2016

Hello Tate,

We felt it would be a minor amendment, however anytime the permit discharge is to be increased over 10 percent on any emission then it is considered a major amendment.

Regards,

Ben Hendrickson, GM

North Enderby Timber Ltd.

---

**From:** Tate Bengtson [<mailto:tbengtson@cityofenderby.com>]

**Sent:** Thursday, March 10, 2016 8:58 AM

**To:** GM

**Subject:** FW: North Enderby Timber Ltd. Permit Application

Hi Ben,

This message bounced back yesterday. I am re-sending.

Tate

---

**From:** Tate Bengtson [<mailto:tbengtson@cityofenderby.com>]

**Sent:** March-09-16 5:48 PM

**To:** 'GM'

**Subject:** RE: North Enderby Timber Ltd. Permit Application

Thank you, Ben. This appears very positive. Could you advise as to why the proposed changes to your permit did not fall within the minor amendment definition provided for under the EMA's Public Notification Regulation?

Regards,

Tate Bengtson  
Chief Administrative Officer  
City of Enderby  
P.O. Box 400, 619 Cliff Avenue  
Enderby, BC V0E 1V0

Telephone: 250-838-7230 | Fax: 250-838-6007

Email: [tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com) | Website: <http://www.cityofenderby.com>

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**From:** GM [<mailto:benh@netimber.ca>]

**Sent:** March-09-16 11:20 AM

**To:** [tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

**Subject:** North Enderby Timber Ltd. Permit Application

March 9, 2016

Mr. Bengston

I failed to mention that we are also requesting a change to the permit that will decrease the burning of wood waste from 35 days to no days per year unless there is some sort of emergency that prevents us from recycling the waste elsewhere. The Ministry of Environment Regional Director would have to provide a temporary approval to North Enderby Timber Ltd. for us to fire up the burner again after this amendment is approved. This is a large reduction in our emissions, reducing the environmental impact from our operations.

Best regards,

Ben Hendrickson  
General Manager  
North Enderby Timber Ltd.  
Ph#250-838-9668



## Tate Bengtson

---

**From:** GM [benh@netimber.ca]  
**Sent:** March-08-16 4:53 PM  
**To:** tbengtson@cityofenderby.com  
**Subject:** North Enderby Timber Ltd. permit amendment

March 8<sup>th</sup>, 2016

Dear Mr. Bengston,

Thank you for your enquiry pertaining to the North Enderby Timber Ltd. (NET) permit amendment application. The works that we refer to in the notice you received have little impact on the environment. NET is planning to upgrade the dust collection system by optimizing the capture of the dust particulate through changing venting and air flow velocities within the cyclone chambers. Instead of venting 3 low pressure cyclones into the atmosphere we plan to capture the venting of the 2 higher volume cyclones into the 1 lower volume cyclone, thus eliminating 2 of the vent discharges that contribute to fugitive dust going to the atmosphere. This will decrease the amount of sawdust emanating from our operations. We are closing off the venting of high pressure low volume smaller cyclones that's only purpose was to disburse wood chip transfer, this flow will divert into the chip storage bins instead.

The application also reflects the inclusion of 1 existing and 2 new/used lumber dry kilns. This emission will be water vapour in the form of steam released through a series of vents and the typical products of combustion of natural gas. Combustibles and VOC's released by the drying lumber should be consumed by the kiln burner system as all of the kilns are direct fired.

I hope this satisfies your concerns. If you require any further information please contact me anytime via email or phone.

Best regards,

Ben Hendrickson  
General Manager  
North Enderby Timber Ltd.  
Ph#250-838-9668

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 16, 2016  
Subject: Revision of Gunter-Ellison Water Service Agreement

---

**RECOMMENDATION**

THAT Council approves the revised Gunter-Ellison Water Supply Agreement;

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute the Water Supply Agreement for Gunter-Ellison Road Water Local Service Area.

**BACKGROUND**

The enclosed revision to the Gunter-Ellison Water Supply Agreement reflects the City's migration to a metered, consumption-based water rate structure. It also clarifies other aspects of Agreement, such as service levels and responsibilities, in a manner that is consistent with past practice. This includes water quality testing and advisories, bylaw enforcement, and repairs.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

## AGREEMENT

**Between:** The Corporation of the City of Enderby  
(Hereinafter called "Enderby").

**And:** The Regional District of North Okanagan  
(Hereinafter called "RDNO")

**Regarding:** Water Supply Agreement - Gunter-Ellison Road Water Local Service Area

---

**WHEREAS** the RDNO has established a local service area by adoption of the Gunter-Ellison Road Water Local Service Establishment Bylaw No. 1600, 2000, as amended;

**AND WHEREAS** under Section 263 of the Local Government Act, the RDNO has the authority to make agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, other than the exercise of regulatory authority, including agreements respecting the undertaking, provision and operation of activities, works and services;

**AND WHEREAS** under Sections 8(1) and 23 of the *Community Charter*, Enderby has the authority to enter into agreements with public authorities respecting activities and services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities and services;

**AND WHEREAS** the RDNO has agreed to contract with Enderby to have Enderby provide domestic supply of potable water, including billing, operations, maintenance and repair service in connection with that part of the waterworks system within the Gunter-Ellison Road Water Local Service Area.

**NOW THEREFORE** in consideration of the foregoing Recitals, the mutual promises set out herein and the payment of \$10.00 by each of the parties hereto to the other (the receipt and sufficiency of which is acknowledged by the RDNO and Enderby), the RDNO and Enderby hereby agree, each with the other, as follows:

1. Enderby shall supply water to the Gunter-Ellison Road Water Local Service Area in an amount not less than that required to supply water in a quality and quantity typical of service to Enderby water customers, subject to the conditions and limitations set forth in City of Enderby Watering and Sprinkling Regulation Bylaw No.1468, 2010, as amended from time to time.
2. Enderby shall be responsible for all water quality testing and monitoring to ensure that water quality is consistent with the quality of the Enderby treated water and in general conformance with Interior Health Authority Standards.
3. In the event of a water advisory or notice, Enderby shall provide notice to affected customers within the Gunter-Ellison Road Water Local Service Area in a manner similar to that provided to other customers of Enderby's community water system, and shall also provide the same notice to the RDNO.
4. Enderby shall undertake the billing and collection of water fees and charges from Customers within the Gunter-Ellison Road Water Local Service Area in accordance with the domestic

rates and fees specified in the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time, to offset the cost for Enderby to treat and supply potable water, and operate and maintain the Gunter-Ellison Road Water Local Service Area.

5. Where a property owner does not pay the invoice provided by Enderby within the specified time period, Enderby will provide notice annually to the RDNO of the amount including interest charges as of December 31<sup>st</sup> and the RDNO shall collect all outstanding fees as taxes in arrears associated with this agreement from the properties in the Gunter-Ellison Road Water Local Service Area. The RDNO will compensate Enderby for the outstanding fees within 30 days of such notice.
6. The RDNO will ensure that all Enderby water related bylaws apply within the Gunter-Ellison Road Water Local Service Area, and Enderby will ensure that all bylaws of Enderby regarding water supply and distribution apply within the Gunter-Ellison Road Water Local Service Area. All bylaws shall be enforced by RDNO and Enderby will observe and report to the RDNO any violations with respect to water supply under this agreement.
7. Properties eligible for water service are as shown on the attached Schedule "A" of the Gunter-Ellison Road Water Local Service Establishment Bylaw No. 1600, 2000, as amended. No water system extensions, new services or increased water allocation to properties within the specified area shall be permitted unless expressly authorized by Enderby.
8. Subject to Article 9, Enderby shall be responsible for maintenance, operation and minor repair of the water distribution system including curb stops, blow-offs and water meters lying within the Gunter-Ellison Road Water Local Service Area. This responsibility shall be reviewed on an annual basis and shall not be withdrawn without consultation and minimum one year's notice to the RDNO.
9. The RDNO shall be responsible for the costs of major repairs such as watermain and/or service breaks and the replacement of all components of the water distribution system lying within the Gunter-Ellison Road Water Local Service Area. Should these components fail or no longer provide the level of reliability required in a typical municipal water supply system, then the RDNO shall facilitate the replacement of the components of the water system. In the event of a major repair, Enderby shall perform the works using its own crew, or otherwise retain a contractor which it commonly uses for such tasks. Enderby may recover such reasonable costs from the RDNO.
10. Building permits within the Gunter-Ellison Road Water Local Service Area shall be approved only after the conditions of Enderby with regard to water supply are satisfied. All connections must be inspected by Enderby prior to backfill.
11. The RDNO shall ensure all new connections/buildings that require a water service in the Gunter-Ellison Road Water Local Service Area shall be equipped with an appropriately sized, radio-frequency-enabled water meter, the make, model and accessory equipment as specified by Enderby. The water meter shall be placed ahead of all branch lines, tees, irrigation connections, or other connections and its location and installation shall in all respects be in conformity with the City of Enderby Watering and Sprinkling Bylaw No. 1468, 2010 as amended from time to time.

12. Prior to connection to the water distribution system, and at any time otherwise in accordance with City of Enderby Watering and Sprinkling Bylaw No. 1468, 2010 as amended from time to time, all properties in the service area must be assessed to ensure compliance with contamination, cross-connection, and backflow prevention regulations. The RDNO shall advise Enderby of any known hazardous or potentially hazardous situation as soon as reasonably possible.
13. The RDNO shall ensure inspection and operational effectiveness of all backflow prevention devices, and supply copies of test reports to Enderby on a regular basis.
14. The RDNO shall pay to Enderby a connection fee for each parcel at the time of water service connection. The connection fee shall be equivalent to the City of Enderby Fees and Charges Bylaw No.1479, 2010 as amended from time to time.
15. The RDNO shall pay to Enderby a capital cost contribution fee for each parcel at the time of water service connection. The capital cost contribution fee shall be equivalent to Enderby's Development Cost Charge for water at the time of connection. For certainty, the in-stream protection provided under Section 568 of the *Local Government Act* shall be of no effect when determining the Development Cost Charge equivalent.
16. Notwithstanding Article 1, under no circumstances will Enderby be expected to provide sufficient flow for fire demand or non-domestic uses.
17. Freedom of Information
  - a. All inquiries, including freedom of information requests related to the service area, will be handled by the RDNO and, in the event that it is not feasible for certain of these activities to be handled by the RDNO, Enderby may bill RDNO to recover its actual costs with prior written approval from the RDNO.
  - b. The parties agree and consent to the disclosure of the Agreement as a matter of public record and acknowledge that applicable laws may require disclosure of information provided by one party to the other party pursuant to, or in connection with, this Agreement.
18. The RDNO shall indemnify and save harmless Enderby from and against all claims, demands, losses, costs, damages, actions, suits, proceedings, fines or assessments by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributed to the breach of any provisions of this Agreement. This covenant shall survive the termination of this Agreement.
19. Enderby shall indemnify and save harmless the RDNO from and against all claims, demands, losses, costs, damages, actions, suits, proceedings, fines or assessments by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributed to the breach of any provisions of this Agreement. This covenant shall survive the termination of this Agreement.

20. Termination

- a. Either party to this Agreement (the "Terminating Party") may terminate this Agreement for material breach by the other party (the "Defaulting Party"); PROVIDED THAT the Terminating Party first provides written notice of such breach or failure to perform to the Defaulting Party and such breach is not corrected within sixty (60) calendar days or such longer period as the Parties may agree or such longer period as may reasonably be required to cure such default if such rectification would reasonably require more than sixty (60) days to complete.
- b. The Defaulting Party shall be given such period of time to correct the breach and if such breach is not corrected within said time period, to the reasonable satisfaction of the Terminating Party, this Agreement may be terminated by the Terminating Party.
- c. In the event of termination, the RDNO shall pay Enderby all amounts due and payable pursuant to this Agreement up to the date of termination (prorated for less than a full month, if necessary) plus any additional costs owing to Enderby pursuant to this Agreement.

- 21. Except where otherwise stated herein, this agreement shall continue indefinitely unless modified or terminated by mutual consent of the parties.
- 22. This Agreement shall be the entire agreement between the Parties in relation to the subject matter hereof, and will supersede and replace all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject matter hereof. This Agreement may only be amended or modified by a further written agreement of the RDNO and Enderby.

Attachment: Schedule "A" of the Gunter-Ellison Road Water Local Service Establishment Bylaw No. 1600, 2000, as amended

Dated at Coldstream, B.C., this \_\_\_\_\_ day, \_\_\_\_\_ 2016.

THE CORPORATION OF THE  
CITY OF ENDERBY

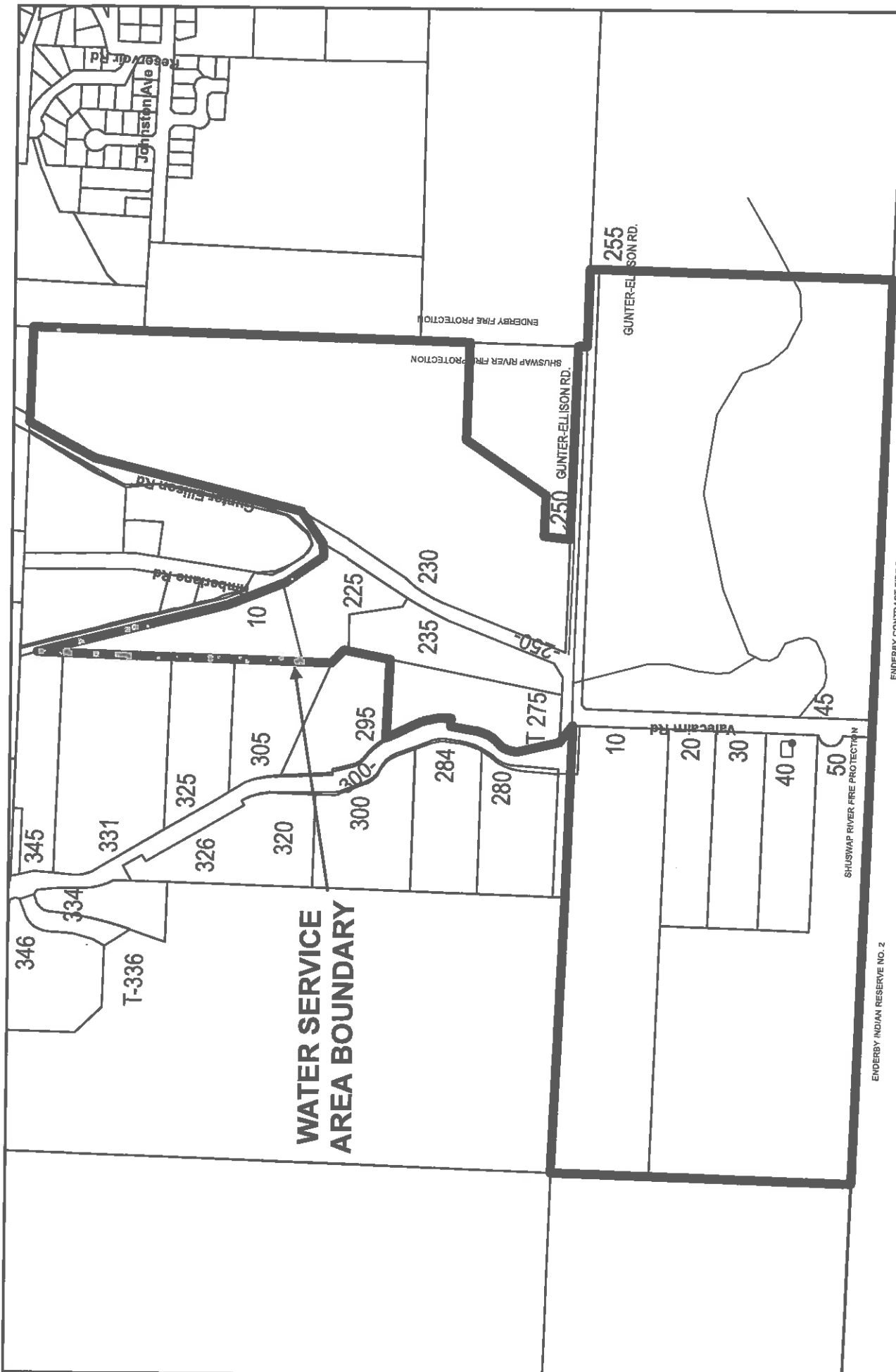
REGIONAL DISTRICT OF  
NORTH OKANAGAN

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MUNICIPAL CLERK

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



**WATER SERVICE  
AREA BOUNDARY**

This map was compiled by RDNO, using data believed to be accurate, however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either express or implied, including but not limited to warranties of sustainability or particular purpose or use.

Plot Date: Mar 15, 2016

Scale: 1:7,500  
Plot Size: 11" x 8.5"



**SCHEDULE "A"  
GUNTER-ELLISON ROAD WATER SERVICE AREA**

ENDERBY INDIAN RESERVE NO. 2

ENDERBY CONTRACT FIRE PROTECTION



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: March 15, 2016  
Subject: Information Kiosk at Belvidere Park

---

**RECOMMENDATION**

THAT Council approves the Enderby & District Chamber of Commerce's request to install an information kiosk at Belvidere Park;

AND THAT Council requests that the brochure holders of the information kiosk be protected against wind.

**BACKGROUND**

The Enderby & District Chamber of Commerce has made a request to install an information kiosk at Belvidere Park. The kiosk will be grant funded by Destination BC and the Chamber has confirmed that there will be no funding request made of the City of Enderby or the Enderby & District Services Commission.

The matter was reviewed with Public Works, Planning, and Building. There are no utility or siting conflicts and the structure, given its size, would be exempt from building permit requirements provided it does not create a hazard. The structure would be owned by the Chamber. The structure will be built upon an existing concrete pad that was previously used for a picnic table. The picnic table was removed several years ago as it was at the end of its lifecycle.

While the brochure holders are not shown on the concept design, staff recommend that Council requests that the brochure holders be protected against wind so as to prevent brochures from escaping their respective holders.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer





P.O. Box 1000, 700 Railway Street, Enderby, BC V0E 1V0  
Telephone: 250-838-6727 | Fax: 250-838-0123  
[www.enderbychamber.com](http://www.enderbychamber.com) | [info@enderbychamber.com](mailto:info@enderbychamber.com)

March 10, 2016

City of Enderby  
619 Cliff Avenue  
P.O. Box 400  
Enderby, BC  
V0E 1V0

Re: Information Kiosk at Belvidere Park

Dear Mayor and Council:

The Enderby & District Chamber of Commerce would like to request approval to put up an information kiosk at the north end of Belvidere Park. The kiosk would be built on the existing cement slab adjacent to the interior walking path in Belvidere Park.

The Shuswap River is a popular destination for many visitors and does not have an open or closed time and river users need to be able to access information when it is convenient for them. Our Visitor Information Centre is limited in the hours of operation and in order to enhance our visitors experience and safety the information kiosk will give the users vital information on the river conditions, water levels, paddle & float times, and contact information for shuttle services. By providing access to a map and details of the Shuswap River, visitors can will be educated and use the river safely and with confidence. While the kiosk is located in a high traffic park, those visitors who are only there for a picnic lunch, float or paddle the river and not there for visitor services will have an opportunity to learn more about the river and gain new insight on the ecological value of the river, the length between hand launch sites, and some of the First Nation history of the Shuswap River. We will be incorporating brochure holders at the kiosk that will provide detailed maps of Enderby with accommodations, retail and eateries to encourage visitors to extend their stay in Enderby. The kiosk will have an interactive component with Facebook and twitter link to direct visitors to the [exploringenderby.com](http://exploringenderby.com) site for more detailed information as well as hash tags to follow on twitter with real time updates on the river conditions.

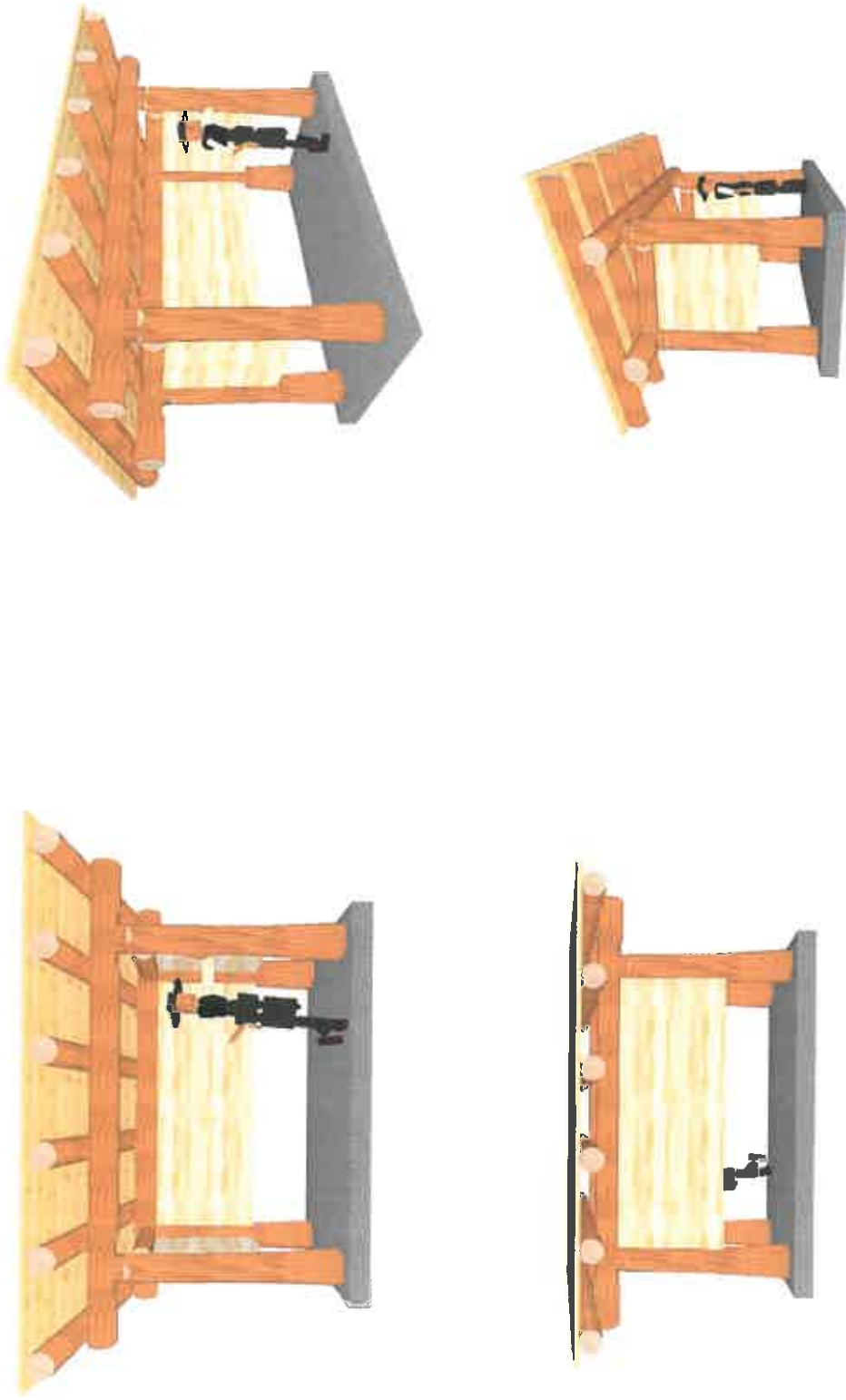
The building of the kiosk structure has a timeline of 2 weeks after all designs have been finalized. The development of the detailed map is approximately 2 weeks. The projected date for completion is May 20, 2016.

I have attached the design concept by Sperlich Log Construction.

Sincerely,

Corinne Van De Crommenacker  
General Manager  
Enderby & District Chamber of Commerce  
Encl.

**Enderby and District Chamber of Commerce shelter building**

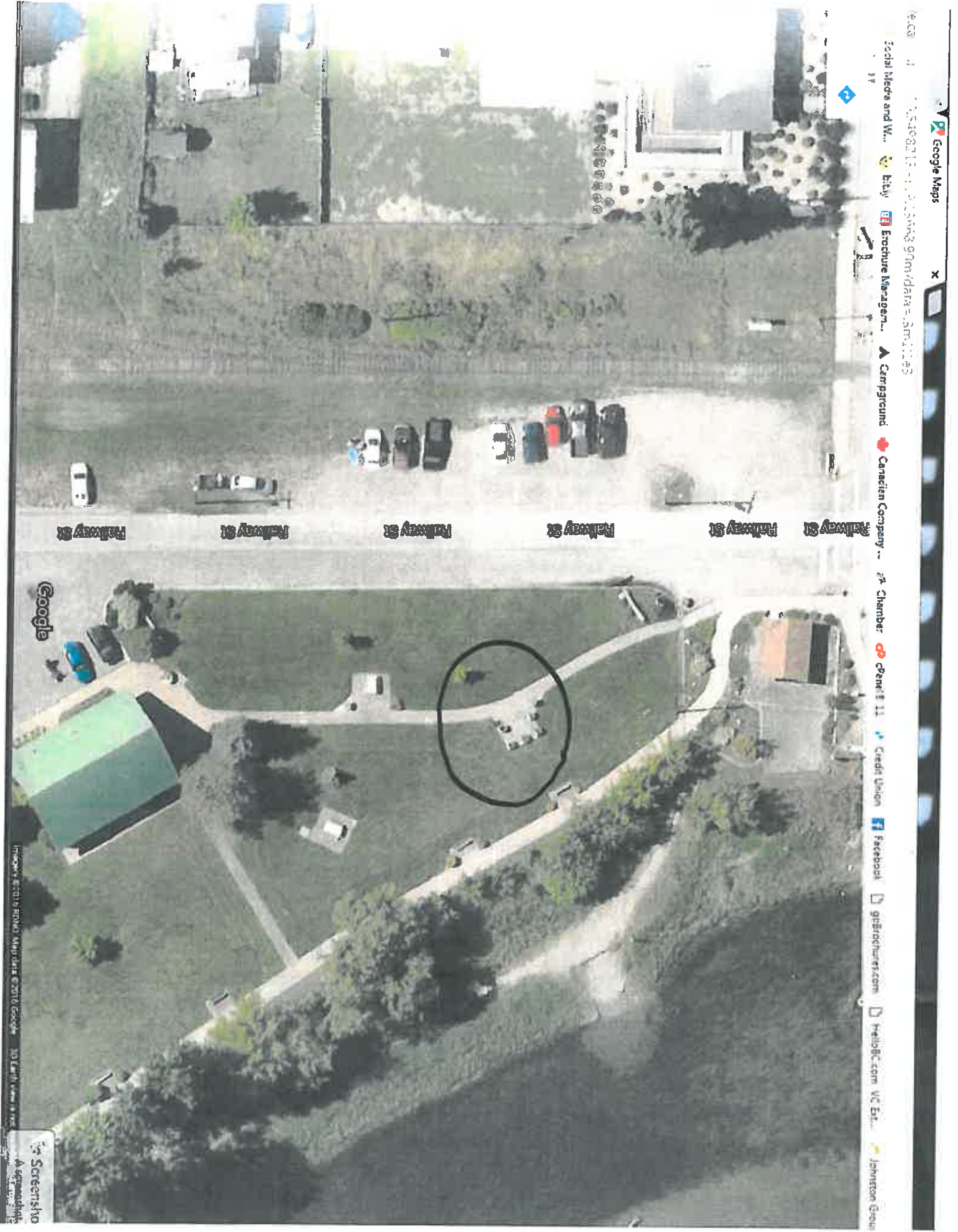


Copyright ©  
**Speerich Log Construction Inc.**  
 201 Sanderson Rd. Enderby BC V0E 1V2  
 Tel: 250-676-7455 Fax: 250-676-7456

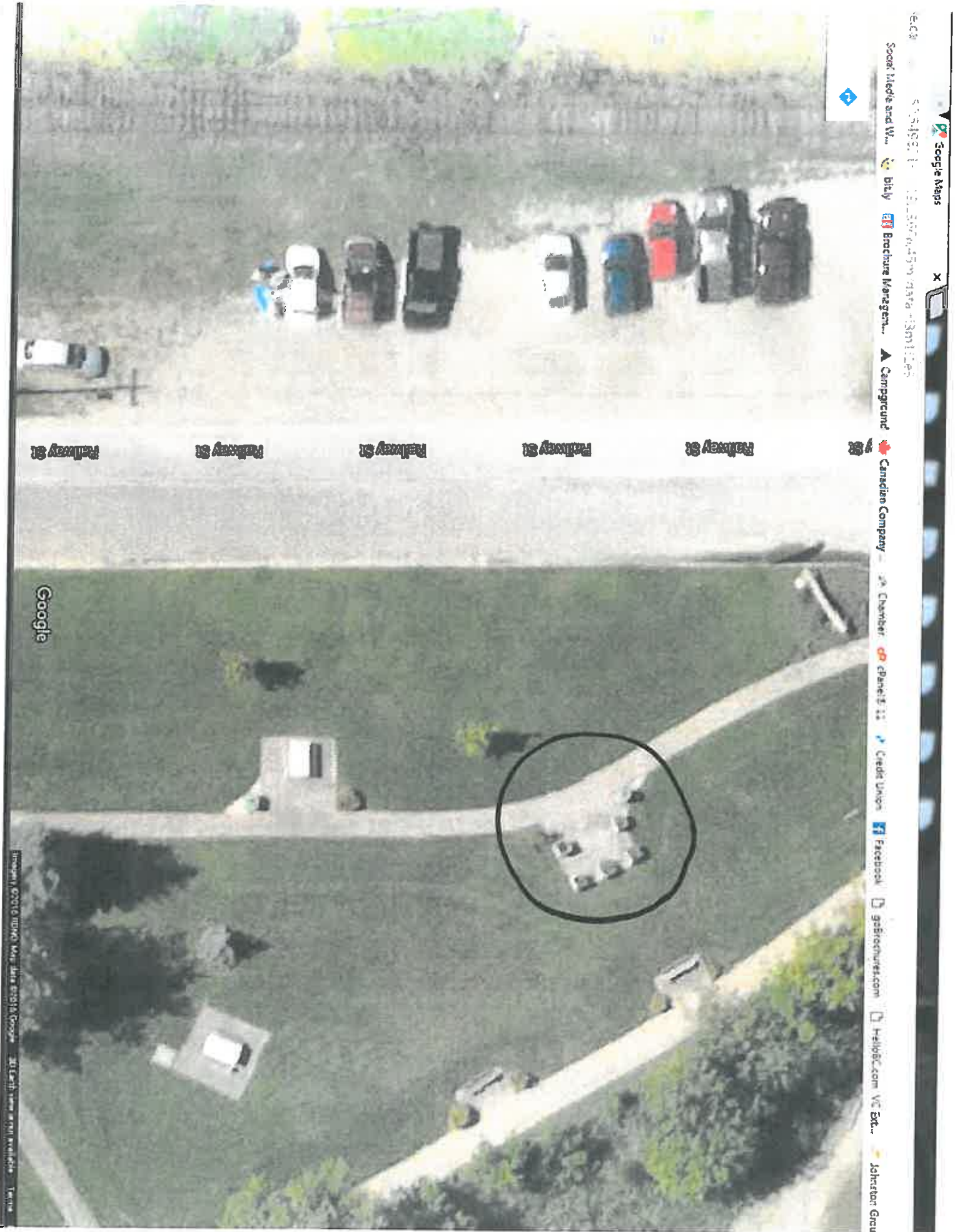
**Custom Log & Timber plans**

Projekt:	shelter	Position:	
Plannummer:	000	Drawing Started:	03-12-2015
Imp:	X	Last Edit:	03-12-2015
Scale:	1 /	Printed:	15-12-2015









**Tate Bengtson**

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**From:** Jasmin Wright [jasminwright83@gmail.com]  
**Sent:** March-16-16 9:50 PM  
**To:** tbengtson@cityofenderby.com  
**Subject:** use of breezeway

Hello Tate

I recently called the City of Enderby to look into using the breezeway for a small public event on Friday, April 8th. I was informed that I need to write up a brief proposal-type letter with the details of the event so that you can present it to council at the upcoming meeting on Monday, March 21st.

I am working at the Outreach Coordinator for the Runaway Moon Theatre group at this time. We have partnered with Interior Health to participate in a Breastfeeding Art Expo. This event involves 15 artists who are creating art with community participation being a main focus along with the promotion of breastfeeding.

Runaway Moon is planning to build a breastfeeding fountain. Our community involvement has been to hold workshops at local area parent-tot groups where we build plasticine models of miniature breastfeeding fountains. These models will inspire the larger fountain that will be built later this year. We are hoping to hold a community workshop where participants are invited to imagine their own fountains.

When we were talking about this event we thought the breezeway would be a lovely place. We would like to set up a couple of tables (that don't block that access of the breezeway and leave room for people to walk through) and invite folks who are downtown to join us in creating. The date we have in mind is Friday, April 8th from about 11am to 2pm. We are hoping to use the library as our back up location in case of rain.

Our plan after this event is to display the fountains in local Enderby businesses leading up the Mother's Day. Around Mother's Day we are planning a Smashing Tea Party where participants can come to help us create the mosaic surface tiles for the fountain.

Please feel welcome to contact me if you need any further information about this project and the event we are hoping to put on for the community. You can call me at (250) 838-9247 or email me at [jasminwright83@gmail.com](mailto:jasminwright83@gmail.com)

Take care,  
Jasmin Wright

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 17, 2016  
Subject: Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016 Referral

---

**RECOMMENDATION**

THAT Council provides no comment regarding the referral of Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016.

**BACKGROUND**

At the Regular Meeting of the Board of Directors for the Regional District of North Okanagan (RDNO) held on February 24, 2016, the Board gave First Reading to *Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016* which proposes to replace *Electoral Area "F" Official Community Plan Designation Bylaw No. 1934, 2004*.

Pursuant to Sections 475 of the *Local Government Act*, the Regional District of North Okanagan has referred the following documents to the City of Enderby for review and comment:

- Bylaw No. 2702, 2016; and
- Planning Department Report dated February 2, 2016.

Staff have reviewed the aforementioned documents and have no concerns. The RDNO Staff Report is attached and Bylaw No. 2702, 2016 will be circulated under separate cover, as well as being available on the RDNO website.

Respectfully Submitted,



---

Kurt Inglis  
Assistant Corporate Officer and Planning Assistant



# 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 : PLANNING DEPARTMENT

OUR FILE No.: 3900.2702  
OCP Bylaw 2702, 2016

February 25, 2016

- [✓] First Nations
  - Okanagan Indian Band, Attn.: Randy Marchand, Lands Supervisor
  - Spltasin Nation, Attn.: Ray Cormier, Title and Rights Director
  - Okanagan Nation Alliance
- [✓] School District #83
- [✓] Agricultural Land Commission – Attn: Martin Collins, Regional Planner
- [✓] Columbia Shuswap Regional District – Attn: Gerald Christie, Manager, Development Services
- [✓] Department of Fisheries and Oceans Canada
- [✓] City of Enderby – Attn: Tate Bengston, Chief Administrative Officer
- [✓] City of Salmon Arm – Attn: Kevin Pearson, Director of Development Services
- [✓] Integrated Land Management Branch
- [✓] Interior Health Authority – Attn: Tanya Osborne, Community Health Facilitator
- [✓] Ministry of Agriculture
- [✓] Ministry of Energy, Mines and Petroleum – Attn: Russ Francis, Policy and Performance Management Analyst
- [✓] Ministry of Environment
- [✓] Ministry of Forests, Lands and Natural Resource Operations
- [✓] Ministry of Forests, Lands and Natural Resource Operations – Ecosystems Section
- [✓] Ministry of Transportation and Infrastructure
- [✓] Township of Spallumcheen – Attn: Corey Paiement, Chief Administrative Officer
- [✓] RDNO
  - Herman Halvorson, Electoral Area "F" Director
  - Stephen Banmen, Chief Financial Officer
  - Nicole Kohnert, Regional Engineering Services Manager
  - Keith Pinkoski, Manager, Parks

Dear Sir or Madam:

**Re: Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016**

At the Regular Meeting of the Board of Directors held on February 24, 2016, the Board gave First Reading to *Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016*. Bylaw No. 2702 proposes to *replace Electoral Area "F" Official Community Plan Designation Bylaw No. 1934, 2004*.

Pursuant to Sections 475, 476, and 471 of the *Local Government Act* we enclose the following documents for your review and comment:

- Bylaw No. 2702, 2016;
- Planning Department Report dated February 2, 2016.

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9

Phone: 250-550-3700  
Fax: 250-550-3701  
Web: www.rdno.ca  
E-Mail: info@rdno.ca



February 25, 2016

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We respectfully request that you review Bylaw No. 2702, 2016 and the accompanying information at your earliest convenience and advise this office of any concerns and/or comments that your organization may have.

Please contact Ashley Bevan, Executive Assistant at [ashley.bevan@rdno.ca](mailto:ashley.bevan@rdno.ca) or (250) 550-3751 to request electronic copies of the maps.

Please be advised that if we do not receive a response from your office within 30 days of the date of this letter, we will assume that the interests of your organization are not affected by the proposed.

Yours truly,



Marnie Skobalski, MCIP, RPP  
Planner

/ab

Enclosures

cc.: Director Halvorson [w/o enclosures]



**REGIONAL DISTRICT  
of  
NORTH OKANAGAN**

# REPORT

File No.: 3067.03.06

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**TO: Electoral Area Advisory Committee**  
**FROM: Planning Department**  
**DATE: February 2, 2016**  
**SUBJECT: Bylaw No. 2702, 2016 (Electoral Area "F" Official Community Plan)**

---

**RECOMMENDATION:**

That it be recommended to the Board of Directors, Bylaw No. 2702, 2016 being the Electoral Area "F" Official Community Plan, be given First Reading; and further,

That it be recommended to the Board of Directors that Bylaw No. 2702, 2016 be referred to various agencies, First Nations, the Regional District Chief Financial Officer, and Regional Engineering Services Manager in accordance with Sections 475, 476, and 471 of the *Local Government Act*; and further

That staff be directed to initiate public consultation in accordance with Section 475 of the *Local Government Act* and as described in the Planning Department Report dated February 2, 2016.

**BACKGROUND:**

The current Electoral Area "F" Official Community Plan (OCP) was adopted in September 2005. Since that time there have been a number of amendments to the OCP including adoption of the Kingfisher Local Area Plan, changes to provincial legislation and the adoption of the RDNO Regional Growth Strategy (RGS) Bylaw which all need to be reflected in the updated OCP.

On August 20, 2014 the Board of Directors endorsed the Terms of Reference for the review and update of the Electoral Area "F" Official Community Plan. Funding for the review in the amount of \$77,600 from the Community Works Fund was confirmed at the September 17, 2014 Regular Meeting of the Board.

In October / November of 2014 an introductory letter regarding the OCP review was sent to pertinent senior government agencies, local First Nations, neighbouring local governments, School District No. 83, and RDNO Engineering and Parks Departments inviting input and involvement.

Initial community meetings regarding the OCP review were held in November 2014 with Electoral Area "F" community associations including: Mara, Grandview Bench, Ashton Creek and Kingfisher/Mabel Lake. In addition, the RDNO hosted four public meetings/information events including two public open houses in Grindrod and Ashton Creek and two Focus Group discussions in Grindrod and Kingfisher/Mabel Lake.

In early 2015, an online and mail-out survey was open for feedback from January to the end of February. A total of 309 surveys were submitted by the survey deadline and these have been compiled and summarized. A few additional surveys have been received since the end of February and while not tallied in the results compilation, the feedback from these surveys has also been considered. Input obtained from the open houses, focus groups and surveys was presented in an Interim Report to the Electoral Area Advisory Committee at their meeting of July 9, 2015.

Following-up on a suggestion made during the focus group discussions, an information booth regarding the OCP Review was set up at the Kingfisher Farmers Market on August 12, 2015 and the RDNO Planner was on hand to speak with both year-round and seasonal residents.

The surveys, agency referrals and public consultation events generated a significant amount of constructive feedback which has helped to inform the up-date and review of the Electoral Area "F" Official Community Plan.

#### Sections 475, 476 and 477 of the *Local Government Act*

Section 475 of the *Local Government Act* states that during the amendment of an OCP, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. Specifically, local governments must consider whether consultation is required with the board of the regional district in which the area covered by the plan is located, the board of any regional district that is adjacent to the area covered by the plan, the council of any municipality that is adjacent to the area covered by the plan, First Nations, boards of education and Provincial and Federal governments and their agencies.

Section 476 of the *Local Government Act* states that if a local government proposes to amend an OCP for an area that includes the whole or any part of one or more school districts, the local government must consult with the board of education at the time of preparing or amending the OCP.

Section 477 of the *Local Government Act* requires that, after First Reading, a local government consider an Official Community Plan amendment in conjunction with its Financial Plan and any applicable Solid Waste Management Plan.

#### **BUDGET and SCHEDULE UPDATE:**

The budget for the review of the Official Community Plan includes staff time and disbursements for a total of \$77,600. The total budget, costs incurred to January 15, 2016, and budget remaining for the project are outlined in **Table 1**. Staff are confident the total project costs will not exceed the approved budgeted amount.

**Table 1: Budget Status**

Electoral Area "F" OCP Review 2014 – 2016	Budgeted Amounts	Spent to January 15, 2016	Total Budget Remaining
<b>Staff Time</b>	<b>\$ 62,500.00</b>	<b>\$ 45,936.80</b>	<b>\$ 16,563.20</b>
<b>Disbursements</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Venues	1,000.00	448.77	551.23
Printing Costs	300.00		300.00
Mail outs/Phone Surveys	6,000.00	2,041.12	3958.88
Materials	400.00		400.00
Graphic Design	2,000.00		2,000.00
Advertising	3,000.00	1,910.80	1,089.20
Steering Committee Meals	900.00	340.08	559.92
Staff & Steering Committee Mileage	1,500.00	706.12	793.88
<b>Total Disbursements</b>	<b>\$ 15,100.00</b>	<b>\$ 5,446.89</b>	<b>\$ 9,653.11</b>
<b>Total Time + Disbursements</b>	<b>\$ 77,600.00</b>	<b>\$ 51,383.69</b>	<b>\$ 26,216.31</b>

At the time the OCP Review Terms of Reference were prepared in July 2014, it was anticipated that the first draft of the new OCP would be ready for review by May – June 2015 and that First Reading of the new OCP Bylaw would occur in September 2015. However, various consultation initiatives, compilation of public and agency input, and preparation of an Interim Report were ongoing through to August of 2015 and in this regard preparation of Draft 1 did not get fully underway until late summer. An updated project schedule is presented in **Table 2**.

**Table 2: Updated Schedule**

Tasks: Electoral Area "F" OCP Review	Timeline	Progress
<b>Project Initiation</b>		
Board approves Terms of Reference for the Electoral Area "F" OCP review	Aug 2014	Complete
Government Agencies notified and invited to participate	Sept 2014	Complete
Appointment of the Electoral Area "F" OCP Review Steering Committee	Oct 2014	Complete
Webpage and Graphics Development for Planning Process	Oct 2014	Complete
<b>Phase 1: OCP Review &amp; Update</b>	<b>Timeline</b>	<b>Progress</b>
High level review of existing OCP	Nov 2014	Complete
Initiate Public Consultation to establish Community Vision, Goals and Objectives	Jan – June 2015	Complete
Detailed review and development of goals and objectives	June – Aug 2015	Complete
Detailed review & development of land use designations & policies	July – Aug 2015	Complete
Detailed review of development permit area policies	July – Aug 2015	Complete

Review Sensitive Habitat Inventory and Foreshore Inventory Mapping (DPA) and Biodiversity Conservation Strategy.	July – Aug 2015	Complete
Staff prepare Draft 1 of OCP	Sept 2015 - Jan 2016	Complete
<b>Phase 2: OCP Bylaw Drafting, Review &amp; Adoption</b>	<b>Timeline</b>	<b>Progress</b>
Report to Board for 1 <sup>st</sup> Reading and referral to relevant agencies, municipalities, First Nations, and adjacent Regional Districts	Feb 2016	Ongoing
Public Review of Draft OCP - Checking In: Did We Get it Right?	Feb – March 2016	Next Step
Bylaw revisions based on referral and public comments	March 2016	Future Step
Staff prepare Draft 2 of OCP	March 2016	Future Step
Report to Board for 2 <sup>nd</sup> Reading and referral to Public Hearing	April 2016	Future Step
Public Hearing and 3 <sup>rd</sup> Reading	May 2016	Future Step
Report to Board for 4 <sup>th</sup> Reading / Adoption	May / June 2016	Future Step

The updated project schedule is structured to allow for the draft Official Community Plan to be introduced to the Regional District Board for First Reading prior to the public review process. This sequence will allow the Board to familiarize themselves with the document in advance of discussion with Area "F" residents.

**Public Review of Draft OCP - Checking In: Did We Get it Right?**

Following First Reading of the OCP Bylaw, the required agency referrals will be undertaken. A meeting of the Steering Committee (consisting of members of Electoral Area "F" Advisory Planning Commission and public representatives) will be convened to discuss the draft OCP and to review the Phase 2 public consultation program. It is anticipated that public review and feedback on the draft OCP will be invited through a variety of media in an effort to reach a broad spectrum of Electoral Area "F" residents. Media and methods to be utilized would include, but not necessarily be limited to, posting updated information and links to the draft OCP on the RDNO website, a mail-out to all Electoral Area "F" property owners including a postage paid feedback form, media release(s), advertising in local newspapers, an email update to community contacts gathered during Phase 1, and public open houses at the Ashton Creek Community Hall and the Grindrod Community Hall. All forms of communication will provide information on where to obtain or view the draft OCP, how to provide feedback, who to contact at RDNO for more information, and details on when and where the public open house sessions will be held.

Staff will then consider comments and suggestions received from the review, referral, and public consultation process and any recommended changes to the Plan will be presented to the Board at the time of Second Reading.

**DISCUSSION:**

Staff completed the initial round of public consultation in August 2015 and have prepared a draft of the updated Official Community Plan in consideration of the Terms of Reference, public and agency feedback received during the consultation process, as well as to reflect changes to provincial legislation and the adoption of the Regional Growth Strategy and Kingfisher Local Area Plan. While addressing the unique circumstances and characteristics of the Electoral Area "F" region, the draft

OCP also establishes certain consistencies with the OCP's of other RDNO Electoral Areas. Through its policies and Development Permit system, the draft OCP aims to address priority issues without creating onerous new regulations which, based on public feedback, are clearly not desired by the community.

	Task Identified in Terms of Reference	How Task is Proposed to be Addressed
1.	<p>Review of current OCP:</p> <ul style="list-style-type: none"> <li>• Identify obsolete references or policies;</li> <li>• Identify policy wording that is ambiguous, unclear or contradictory;</li> <li>• Identify policies that have been implemented and which could be removed or amended;</li> <li>• Identify policies &amp; provisions that are not consistent with the RGS, the LGA, other provincial policies or current case law;</li> <li>• Identify any gaps or issues based on current practice and community values.</li> </ul>	<p>Overall review of current OCP completed.</p> <ul style="list-style-type: none"> <li>• Obsolete references and policies have been updated or eliminated if no longer relevant.</li> <li>• Wording and maps are intended to be clear and unambiguous.</li> <li>• Policy directives which have been implemented have been updated or eliminated.</li> <li>• Consistency with the RGS and provincial legislation has been considered.</li> <li>• Proposed policies are intended to reflect community values as expressed through public consultations.</li> <li>• Proposed policies and mapping are intended to fill existing gaps.</li> </ul>
2.	<p>Updated information to improve the inventory of environmental features (Biodiversity Conservation Strategy).                      Explore development of policies and guidelines for the protection of the natural environment based on the Biodiversity Conservation Strategy.</p>	<p>Environment Policies:</p> <ul style="list-style-type: none"> <li>• support Strategic Directions of the Biodiversity Conservation Strategy;</li> <li>• support user-friendly access to Sensitive Ecosystem Inventory &amp; Sensitive Habitat Inventory Mapping;</li> <li>• utilize map data from the Biodiversity Conservation Strategy at the rezoning stage to consider potential environmental impacts of development of parcels less than 7.2 ha;</li> <li>• encourage collaboration with First Nations and other gov't and non-gov't groups to inventory, map, and conserve ecosystems.</li> </ul>
3.	<p>Review existing Development Permit guidelines to improve language, format, layout, delegation and exemptions.</p>	<p>Overall review of DP system has been undertaken to address purpose, clarity, guidelines, exemptions, format, etc. For further details, see section headed <u>Proposed Development Permit System</u> (below).</p>
4.	<p>Update OCP to ensure consistency with Provincial Riparian Areas Regulation (RAR).</p>	<p>Riparian Area DP system proposed consistent with RAR. DP exemptions proposed if RAR criteria met.</p>
5.	<p>Investigate the incorporation of greenhouse gas reduction, energy conservation and water conservation</p>	<p>Energy and Conservation chapter proposed to include greenhouse gas emission reduction target consistent with RGS. Proposed policies raise</p>

	policies.	awareness, support innovation and encourage conservation without added regulations.
6.	Include the size of accessory buildings or additions as being exempt from wildfire interface Development Permit guidelines. Update exemption section as it relates to the RDNO Fire Prevention Officer (This position no longer exists).	For information on the proposed Wildfire Hazard DP Area, see section headed <u>Proposed Development Permit System</u> (below). Reference to Fire Prevention Officer in the OCP has been omitted as this position no longer exists.
7.	Explore development of policies for the protection of significant natural features such as water bodies, wetlands, ecosystems and landscapes.	No "terrestrial ESA" DP system is proposed, however, for lands with High or Very High Conservation Value under application to rezone to any zone permitting lots less than 7.2 ha, OCP Environment policy is proposed to recommend confirmation of a suitable building site & driveway access on land not ranked as High or Very High together with the option for a covenant to define the building/driveway areas, or submission of a QEP report including a site-specific review & recommendations.
8.	Explore incorporating the Sensitive Habitat Inventory Mapping (SHIM), Foreshore Inventory Mapping (FIM) & Shoreline Management Guidelines (SMG) for the Shuswap River and Mabel Lake into the Riparian Development Permit area guidelines.	SHIM mapping has been completed for Area "F" however RDNO staff do not have the expertise to interpret & incorporate the SHIM, FIM & SMG data into DP guidelines. The Riparian DP system is intended to address development in areas subject to RAR & to protect fish habitat through the process of assessment by a QEP (Qualified Environmental Professional) and the map data (forming part of the SRWSP) is available to both QEPs and the public.
9.	Explore developing policy to address implementation of the Shuswap River Watershed Sustainability Plan (SRWSP).	The goals of the SRWSP are brought forward in the Objectives of the OCP Environment section. OCP Environmental policies are oriented to address the objectives.
10.	Review and update OCP designations and mapping of properties removed from the ALR in 2009.	It is the intent of both the current and new OCP that the Agricultural OCP designation apply to lands within the ALR. A number of parcels in the area of Crossman Road/Highway 97B, Kingfisher, and Hidden Lake Road were removed from the ALR in 2009 but retained the Agricultural designation in the current OCP. As part of this OCP review it is proposed that any lands currently designated Agricultural that have been removed from ALR, be redesignated to correspond to the zoning of the property. Such redesignations would resolve a few anomalies left over from the '09 ALR review and are considered, by staff to be compatible with surrounding properties.

11.	Develop policies that discourage subdivision of ALR lands and addresses development footprints e.g. building envelope sizes.	Proposed policies are consistent with other RDNO OCPs and discourage subdivision within the ALR. Proposed Agricultural policy encourages compact arrangement of buildings but would not regulate building envelope sizes.
12.	Dependent upon community consultation, consider the need to develop more specific triggers / requirements pertaining to the rezoning of properties from Country Residential zone to Small Holdings zone (e.g. need to establish neighbourhood support for smaller lots).	"Rural Residential" & "Rural Low Density" sections of current OCP are proposed to be combined into a single section headed "Rural Lands". In consideration of the Vacant Land Inventory summarized in Table 3 of the draft OCP, a policy is proposed to acknowledge that the current supply of vacant lots would accommodate expected population growth and associated housing needs for at least 10 years. Rural Lands policies related to applications to amend the OCP and Zoning Bylaw specify requirements generally consistent with other RDNO OCPs
13.	Review Fortune Parks agreement/mandate. Update the OCP to reflect the current agreement and provision of parks, trails and public access within the plan area, specifically as it relates to Mabel Lake, Shuswap River and Mara Lake.	OCP "Parks, Trails, and Recreation" objectives reflect the Vision of the Enderby & Area 'F' Services Parks Master Plan. OCP policies reference the park additions & improvements identified in the Parks Master Plan for sites in Area "F" and reflect the Parks Master Plan Recommendations.
14.	Identify and reference potential trails within the plan area (Trail development with the Shuswap Trail Alliance? incorporate maps and appendices).	Reflecting the Parks Master Plan, potential trails are listed in the OCP but are not mapped as detailed trail plans are not available. Trail mapping should be undertaken in consultation with public and user groups and with the involvement of the Enderby & Area 'F' Joint Services Committee.
15.	Work with adjacent First Nations to develop policy on culture and heritage within the plan area. Explore opportunities for evaluating culture and heritage values as it pertains to development.	"Community, Heritage, Arts, and Culture" objectives and policies aim to cultivate a climate of support and inclusion by respecting, honoring and celebrating diversity of all area residents. Opportunities to dialogue with local First Nations will be explored in the upcoming referral and consultation phase.
16.	Work with Splantsin to identify how their community Land Use Planning documents correspond to land use planning in Electoral Area "F". Identify opportunities for collaboration and efficiencies.	Further discussion regarding the relationship between the OCP and Splantsin's Comprehensive Community Plan is anticipated in upcoming consultations.
17.	Consider adding home occupation policies to support the existing OCP Economic Objectives.	Policies in support of home occupations have been included in the "Growth Management" and "Commercial Lands" sections.



18.	Update the OCP to reflect the RDNO Regional Growth Strategy, including the development of a Regional Context Statement to meet the requirements of section 865 of the <i>Local Government Act</i> .	Draft OCP reflects the Regional Growth Strategy with the inclusion of objectives and policies in the "Growth Management" section and includes a "Regional Context Statement".
19.	Develop policy to reflect the RGS goals and strategies regarding rural protection areas and growth areas.	
20.	Develop policy with regard to integrated transportation including active transportation & connectivity infrastructure.	Objectives and policies in the "Transportation" and "Parks, Trails, and Recreation" sections support alternate forms of transportation, particularly trails, on-road routes, and connections between parks.
21.	Develop targets for the reduction of greenhouse gases, and policies and actions to achieve the targets.	The "Energy and Conservation" section includes an objective, consistent with the Regional Growth Strategy, to achieve greenhouse gas (GHG) emission reduction targets of 15% by 2020 and 26% by 2030 from 2007 levels. A suite of policies are proposed support this objective.
22.	Consider developing a DPA for the protection of the natural environment.	Public input received during the 2014-15 consultation phase indicated that additional local government regulations were not wanted by the community at this time. In this regard, a Development Permit system to address "upland" (non-riparian) areas is not proposed.
23.	Review policy options that address community housing needs e.g. aging in place, down-sizing, multiple families on one property and secondary suites.	Since current OCP was adopted, the Zoning Bylaw has been amended to allow secondary suites on lots 1 ha or larger. More than one dwelling is permitted in Rural zones subject to meeting parcel size criteria. On-site disposal restricts potential for multiple dwellings. OCP objectives & policies are proposed which support measures enabling aging in place such as improved communications (broader cell coverage, high speed internet), locally based delivery of seniors' services, and social support and connectivity.
24.	Revisit policies for Recreation Commercial Developments.	Proposed policies for Recreation Commercial development are included in the "Commercial Lands" section of the draft OCP. Policies specify criteria to be considered for proposed new commercial development.
25.	Review policy wording to ensure consistency with the Zoning Bylaw and Subdivision Servicing Bylaw.	Consistency with other RDNO bylaws has been considered.

## **Proposed Map Schedules "C" and "D"**

### **Schedule "C" – General Land Use**

- The Agricultural designation has been updated to reflect lands removed from the ALR as a result from 2009 ALR boundary adjustment or by approved exclusion applications. Such lands are proposed to be designated consistent with their underlying zoning and with consideration to compatibility with the zoning of surrounding properties.
- With respect to the current OCP, designations referring to a "future" land use designation (i.e. "Future Country Residential", "Future Small Holding" etc.) have been the source of some confusion as it is not readily apparent that an OCP amendment would be required in order to rezone land to the specified "future" designation. For example, an OCP amendment would be required to transition from "Future Country Residential" to "Country Residential".

Recognizing that the word "future" expresses the apparent intent of the current OCP, it is proposed that (with one exception) the updated OCP omit the word "future" from the General Land Use Map (OCP Schedule "C"). In this regard, lands currently designated "Future Country Residential", "Future Small Holding", etc. are proposed to be designated "Country Residential", "Small Holding" and so on. The one exception, pertains to a "Future Commercial" designation currently applied to a parcel of land located on the north side of Black Road just west of the intersection with Grandview Bench Road. This location is proposed to remain designated "Future Commercial" and a corresponding policy (in the Commercial Lands section) is proposed to explain that the designation indicates the general location of a potential neighbourhood commercial use that would be considered through a rezoning process not requiring OCP amendment. The proposed policy offers no assurance that a rezoning application would be approved.

### **Schedule "D" – High and Very High Conservation Values**

- Map data from "A Biodiversity Conservation Strategy for the Okanagan Region", Okanagan Collaborative Conservation Program, 2014 is proposed to be included in the OCP as Schedule "D".
- It is anticipated that this map schedule would be referred to by staff in reports to the Board for any OCP/Zoning bylaw amendment applications. A proposed OCP policy would recommend that, for lands with High or Very High Conservation values, any application to rezone property to a zone that would permit lot area of less than 7.2 ha (i.e. Country Residential, Small Holding, Residential) should include confirmation of a suitable building site and driveway access outside the High / Very High Value area, and would provide the Board of Directors with the option to require a covenant to define the building/driveway areas. Alternatively, it is proposed that the applicant could submit a QEP report to assess the area and provide recommendations. This proposed policy reflects the findings of "A Biodiversity Conservation Strategy" which points out that housing densities as low as one unit per 16 ha can hinder wildlife movement.
- Map Schedule "D" is *not* intended to be a Development Permit Area map and is intended for information rather than regulatory purposes.

## **Proposed Development Permit System**

The following Development Permit Areas are proposed:

### **1. Riparian Development Permit Area**

**Purpose:** Protection of the natural environment, its ecosystems and biological diversity

**Area:** The proposed Riparian DP Area is consistent with Riparian Assessment Area as defined in the provincial Riparian Areas Regulation (RAR). For example, in a non-ravine setting this would equate to a 30 metre strip on both sides of a stream, measured from the high water mark. Diagrams illustrating the Riparian Assessment Area in both a non-ravine and ravine setting are proposed to be included in the OCP.

**Guidelines:** Consistent with the OCPs for Electoral Areas "B" and "C", and "D" and "E", the submission requirements specify that RDNO must be in receipt of notification from the Province that a Riparian Areas Assessment Report has been received by the Province, demonstrating that the proposed development meets the requirements of the Riparian Areas Regulation.

**Exemptions:**

- RAR criteria are met (i.e. RDNO is in receipt of notification from Province that an Assessment Report has been received and meets RAR criteria); or
- RAR does not apply to the proposed development.
- Emergency actions taken by RDNO, Crown agency staff, or their agents to address flooding etc.

## 2. Fall Creek Slide Development Permit Area (Schedule "E")

**Purpose:** Protection of development from hazardous conditions

**Area:** In the current OCP, the designation of the Fall Creek Slide Development Permit Area is linked to a report by Thurber Engineering which analyzed the cause and effects of a series of slides which occurred in the area in 1990 and mapped areas of hazard ranging from Low to High.

The proposed Fall Creek Slide DP Area consists of Hazard Areas 0 to 4 as identified in the Thurber report. Mapping of the Hazard Areas is not included in the current OCP and it is necessary to refer to the Thurber report to determine what degree of hazard applies and to refer to an Operational Procedure to determine what DP guidelines apply to any given property.

The draft OCP proposes Hazard Areas 0 to 4 (as defined in the Thurber report) be designated as the Fall Creek Slide Development Permit Area and that the mapping be included as Schedule "E" of the new OCP.

**Guidelines:** It is proposed that development in Hazard Areas 0 or 1 would require a covenant which indemnifies RDNO from any losses or damages caused by flooding or other hazards associated with the Fall Creek Slide Area.

Development in Hazard Areas 2 to 4 would require a covenant which includes an indemnification (as above) and which also requires that all construction and land alteration must meet the requirements specified by a Qualified Professional Geotechnical Engineer. The covenant is to include confirmation from the Engineer that the area proposed for development is safe to use for the intended purpose and/or describes what measures should be taken to ensure this is the case.

The proposed guidelines also note that if the Engineer concludes that the proposed development cannot be safely constructed on the land, the DP may be refused.

**Exemptions:**

- Interior renovations, repairs, or alterations to a building or structure;
- Accessory or agricultural buildings or structures which are less than 55 square metres in building area (footprint) where no variances are required.
- Deck additions where no variances are required, fences, and retaining structures less than 1.2 m in height.

- Proposed subdivision where it has been deemed to the satisfaction of RDNO that building sites and driveway accesses would be within Hazard Rating areas 2 to 4;
- Proposed subdivision for the purpose of lot consolidation or road widening whereby no additional parcels would not be created;
- Prior to issuance of a Building Permit within Hazard Area 0 or 1, a covenant has been registered which indemnifies the RDNO from any losses or damages caused by flooding or other hazards associated with the Fall Creek Slide Area.
- Prior to subdivision or issuance of a Building Permit within Hazard Areas 2 to 4, a covenant has been registered which indemnifies the RDNO (as noted above) and which states that all construction and land alteration must meet the requirements specified by a Qualified Professional Geotechnical Engineer. The covenant is to include confirmation from the Engineer that the area proposed for development is safe to use for the intended purpose, and/or describes what measures should be taken to ensure this is the case.
- Emergency actions taken by RDNO, Crown agency staff, or their agents to address flooding etc.
- Development addressed in a report prepared by a Qualified Professional which concludes that the proposed development is not subject to hazards associated with the Fall Creek Slide Area.

### 3. Shuswap River Floodplain Development Permit Area (Schedule "F")

**Purpose:** Protection of development from hazardous conditions

**Area:** Lands adjacent to the Shuswap River and its lake system and designated as Commercial or Industrial on Schedule "C", and all lands within the Provincially designated Shuswap River Floodplain as shown on Schedule "F", are designated as the Shuswap River Floodplain Development Permit Area. The proposed DP Area is consistent with the DP Area in the current OCP.

**Guidelines:** A covenant would be required prior to subdivision or issuance of a Building Permit which indemnifies the Regional District and specifies that the development must meet the Flood Construction Level and Floodplain Setbacks specified in the Zoning Bylaw. The Board of Directors may consider requests for exemption from the Flood Construction Level and Floodplain Setbacks. Where a Qualified Professional concludes that the proposed development cannot be safely constructed on the land, the DP may be refused.

**Exemptions:**

- Interior renovations;
- Development within the floodplain for which a covenant has been registered requiring compliance with Flood Construction Levels and Floodplain Setbacks and which indemnifies RDNO from any losses or damage caused by flooding;
- Development consistent with types of development listed in Zoning Bylaw as exempt from Flood Construction Level;
- Accessory and agricultural buildings and structures with footprint less than 55 square metres;
- Proposed subdivision for the purpose of lot consolidation or road widening whereby no additional parcels would be created;
- Emergency actions taken by RDNO, Crown agency staff, or their agents to address flooding etc.

#### 4. Wildfire Hazard Development Permit Area (Schedule "G")

**Purpose:** Protection of development from hazardous conditions

**Area:** The proposed Wildfire Hazard Development Permit Area mapping is shown in Schedule "G" and is based on data from the 2015 Provincial Strategic Threat Analysis provided by the Ministry of Forests, Lands, and Natural Resource Operations, BC Wildfire Service. The Development Permit Area Designation would only apply to subdivision within areas with a Wildfire Hazard Rating of Moderate and High as shown on proposed Schedule "G".

**Guidelines:** Prior to subdivision a report by a Registered Professional Forester (RPF) would be required which assesses the proposed development and provides recommendations to minimize the risk of wildfire hazard. A covenant would be required to include the RPF's recommendations and to indemnify the RDNO from any losses or damage caused by wildfire.

**Exemptions:**

- Subdivision for the purpose of lot consolidation, boundary adjustment, or road widening whereby no additional parcels would be created;
- Provision of Registered Professional Forester's report which concludes the proposed development is within an area with a wildfire hazard rating less than Moderate;
- A Wildfire Hazard DP has previously been issued and a suitable covenant has been registered; or
- A covenant meeting the criteria of the Wildfire Hazard DP Guidelines has been registered and the conditions have been met and will not be affected.

#### 5. Form and Character Development Permit Area

**Purpose:** Establishment of objectives for the form and character of commercial, industrial, and multi-family residential development

**Area:** The Form and Character DP designation would apply to all properties that are zoned or become zoned for Commercial, Industrial, Multi-Family, or Comprehensive Development uses.

**Guidelines:** As in the current OCP, one general set of guidelines would apply to all Form and Character development types. Proposed guidelines are similar to the current guidelines and address the general character of landscaping, parking and access, building mass, design, and finish, and view corridors.

**Exemptions:**

- Subdivision which would not result in contravention of the Zoning Bylaw with respect to existing development;
- Interior renovations and signs;
- Building additions or alterations which are less than 25% of the existing building area (footprint);
- Accessory buildings or structures which are less than 55 square metres, no higher than one storey (6 m), and where no variances are required.

#### Current Development Permit Area - DL 2415

It is to be noted that DL 2415 (at Mabel Lake) is currently designated as a Development Permit Area for protection of development from hazardous conditions (slope instability). As this area has largely been developed is now subdivided into multiple parcels, it is proposed that DL 2415 not be designated as a Hazardous Conditions Development Permit Area in the updated OCP.

### **Summary of Changes**

- 1) Inclusion of a Regional Context Statement and Regional Growth Strategy maps in Growth Management section.
- 2) Policy suggests that, for OCP amendment applications, the Regional Board may direct an applicant to hold a Public Information Meeting prior to Public Hearing.
- 3) Integration of the goals of the Shuswap River Watershed Sustainability Plan (SRWSP) into the proposed OCP's Environment and Natural Areas section, demonstrates Regional District's commitment to uphold the intent of the SRWSP.
- 4) Importance of agriculture to local economy and food security is reflected in policy support for farmers' markets, community gardens, and agricultural awareness initiatives.
- 5) Clear statement of minimum parcel size (30.5 ha) for land designated Agricultural is consistent with the RDNO's Large Holding (L.H) zoning. (A minimum lot size is not currently specified in the Agricultural designation.)
- 6) Policy supports boundary adjustment subdivisions within the ALR which would allow for more efficient use of land for agricultural purposes.
- 7) Policy suggests that exclusion of land from the ALR is not supported given ALR boundary review completed in 2009.
- 8) An agrologist's report is encouraged (but not required) to accompany ALC applications in order to confirm site specific agricultural capability conditions.
- 9) Grouping of new buildings and structures on ALR land is encouraged to minimize amount of farmland taken out of farm use.
- 10) The role of resource-based industries as part of healthy local economy is acknowledged.
- 11) Responsible management of provincial and private managed forest land is encouraged in accordance with applicable legislation (which is referenced).
- 12) Provincial action in implementation of the Filmon Firestorm Report (2003) is encouraged; specifically assessment and reduction of fuel build-up surrounding settlement areas.
- 13) Province is encouraged to refer mining applications to RDNO, to consider community and environmental impacts (including surface and groundwater), and to consult with public prior to issuing permits.
- 14) Industrial zoning or an approved Temporary Use Permit (TUP) would be required for processing of minerals, sand, gravel or rock. In the absence of Industrial OCP designation, TUPs would require OCP amendment to designate an area where a temporary use would be permitted.
- 15) Rural Lands policies are proposed to be generally consistent with other RDNO Electoral Area OCPs (i.e. parcel sizes, and confirmation of water supply at OCP/Zone amendment stage). The Rural Lands policies of the OCP would be considered in the review of any OCP and/or Zoning amendment applications to any of the four Rural zones (LH, NU, CR, and SH).
- 16) Permanent Residential development on lots less than 1 ha in size, is proposed to be addressed separately from Comprehensive Resort Development. Policy notes that, in keeping with Provincial policy, new lots less than 1 ha must be connected to community sanitary sewer.
- 17) The Comprehensive Resort Development (CRD) designation is not specific to any given area but is intended to address any development proposal which, due to complexity, scale and/or type of use(s), does not conform to other land use designations. Lands designated CRD would also be a Development Permit Area to address form and character of development.

- 18) Policy encourages RDNO to collaborate with local and senior governments and First Nations regarding options for future of the former railway corridor between Armstrong and Sicamous.
- 19) Ministry of Transportation and Infrastructure is encouraged to consider improvements to parking and circulation on Enderby - Mabel Lake Road between Rivermouth Road and Large Road/Dolly Varden Road.
- 20) While general standards for water and sewer servicing are outlined in the OCP, details regarding servicing requirements for development are proposed to be omitted from OCP as they are specified in the Regional District Subdivision Servicing Bylaw.
- 21) Sustainable, renewable, alternative energy systems are encouraged.
- 22) Expansion of high speed internet, cellular phone, cable, and natural gas services are encouraged.
- 23) OCP policies and mapping support the implementation of the Regional Growth Strategy, Shuswap River Watershed Sustainability Plan, and the Biodiversity Conservation Strategy.
- 24) Policy recommends that proposals to rezone property to any zone that would permit a minimum lot area of less than 7.2 ha, involving land rated High or Very High Conservation Value, should include confirmation that a building site and driveway access (meeting RDNO standards) could be provided outside the High / Very High area; or include a QEP report to assess the proposed development, the potential habitat impacts, and to provide recommendations. This is proposed as a recommendation, not a requirement. The Board of Directors would have the option to require a covenant to ensure that the building site and driveway access is provided outside the High / Very High area.
- 25) Inclusion of greenhouse gas emission reduction targets are proposed consistent with the Regional Growth Strategy (15% reduction by 2020, 26% reduction by 2030 from 2007 levels).
- 26) Energy and water conservation policies are proposed to assist with achieving the targets by encouraging RDNO to lead by example, raise awareness, and encourage citizens to take steps to improve efficiencies. The policies do not place additional requirements on private land owners.
- 27) Policies support implementation of the Enderby and Area 'F' Services Parks Master Plan. Projects identified and prioritized in the Parks Master Plan are listed in the OCP. Detailed mapping is not available therefore identified projects are not necessarily shown on the proposed OCP maps.
- 28) Community, Heritage, Arts and Culture policies encourage activities which build sense of community and encourage participation in community events and social activities by all age groups. Provisions which support 'aging in place' are reflected in OCP policies.
- 29) Arts and cultural activities, services, and programs are encouraged in support of the social, physical, and emotional well-being of area residents.
- 30) Proposed policy confirms that RDNO would provide information to the public regarding the requirements of the Archaeology Branch with respect to development and construction.
- 31) No changes are proposed to the Kingfisher Local Area Plan which will form Schedule "B" of the new OCP.

#### **SUMMARY:**

It is recommended that Electoral Area "F" Official Community Plan Bylaw No. 2702, 2016 be considered for First Reading in conjunction with the Regional District's Financial Plan and Waste Management Plan and that the Bylaw be referred to various agencies and First Nations in accordance with requirements of the *Local Government Act*.

It is further recommended that staff be directed to engage in public consultation as described in this report to present the proposed Official Community Plan to the public. Upon consideration of any feedback that may be provided by the Board of Directors, public, or other agencies, staff will prepare a report regarding the feedback and any recommended changes to the Bylaw for consideration by the Board when the Bylaw is brought back to the Board for consideration of Second Reading.

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