

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, June 6, 2016
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**
[Regular Meeting Minutes of May 16, 2016](#) pg 2-4
3. **PUBLIC AND STATUTORY HEARINGS**
4. **PETITIONS AND DELEGATIONS**
5. **DEVELOPMENT MATTERS**
6. **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**
7. **BYLAWS**
8. **REPORTS**
Mayor and Council
[2015 Annual Report](#) pg 5-44
[2015 Drinking Water Annual Report](#) pg 45-56
9. **NEW BUSINESS**
 - a. [Vadim Software Upgrade](#) – Memo from Chief Financial Officer dated May 17, 2016 pg 57
 - b. [RDNO Air Quality Service Establishment](#) – Memo from Chief Administrative Officer dated May 23, 2016 pg 58-85
 - c. [Purchasing Policy Update](#) – Memo from Chief Financial Officer dated May 31, 2016 pg 86-93
10. **PUBLIC QUESTION PERIOD**
11. **CLOSED MEETING RESOLUTION**
Closed to the public, pursuant to Section 90 (1) (c), (k) and 90 (2) (b) of the *Community Charter*
12. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, May 16, 2016 at 4:30 p.m. in the Council Chambers of City Hall

Present: Acting Mayor Brian Schreiner
Councillor Tundra Baird
Councillor Brad Case
Councillor Shawn Shishido

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

APPROVAL OF AGENDA

The following items were added to the agenda under Bylaws – Adoption:

- Parks, Recreation and Culture Fees Amendment Bylaw Bo. 1596, 2016 (summer ice rental)
- Fees and Charges Amendment Bylaw No. 1602, 2016 (excessive nuisance abatement fees)

Moved by Councillor Baird, seconded by Councillor Case that the agenda be approved as amended.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of May 2, 2016

Moved by Councillor Shishido, seconded by Councillor Case that the minutes of the regular meeting of May 2, 2016 be adopted as circulated.

Carried

BYLAWS – Adoption

Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1596, 2016

Moved by Councillor Shishido, seconded by Councillor Baird that Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1596, 2016 be adopted.

Carried

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1602, 2016

Moved by Councillor Shishido, seconded by Councillor Baird that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1602, 2016 be adopted.

Carried

REPORTS

Councillor Baird

Councillor Baird reminded Council that May 19th is PFD Day (Personal Floatation Device).

RCMP Victim's Assistance – Q1 Report

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

Building Permit Detail Report – April 2016

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

Carried

2015 Climate Action / Carbon Neutral Progress Survey Report

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

Carried

NEW BUSINESS

RCMP Vernon/North Okanagan Detachment – Correspondence dated April 22, 2016

Re: 2016 – 2017 Strategic Plan

Moved by Councillor Case, seconded by Councillor Baird that Council authorize a letter of acknowledgement be sent to the RCMP.

Carried

Okanagan Boys and Girls Club – Correspondence dated May 2, 2016

Re: After School Recreation Programs

Moved by Councillor Case, seconded by Councillor Shishido that the Area Director for the North Okanagan Boys and Girls Clubs be invited to a Council meeting to present a detailed description of the programs and cost breakdown.

Carried

Clayton Castle EOCP Certification – Memo from Chief Administrative Officer dated May 9, 2016

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

Carried

Enderby and District Lions Club – Special Occasion License Exemption Request for Beer Garden – Memo from Assistant Corporate Officer and Planning Assistant dated May 11, 2016

Moved by Councillor Baird, seconded by Councillor Shishido that Council grant a Special Occasion License Exemption to the Enderby and District Lions Club to permit a beer garden at the Lions Gazebo in Riverside Park from June 30 to July 3, 2016 consistent with the following schedule:

June 30	from 5:00 pm to 1:00 am
July 1	from 11:00 am to 1:00 am
July 2	from 11:00 am to 1:00 am
July 3	from 11:00 am to 7:00 pm

Carried

PUBLIC QUESTION PERIOD

None

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) (c), (e) and (k) of the *Community Charter*.

Carried

ADJOURNMENT

The regular meeting reconvened at 6:00 p.m.

The following item was released from In-Camera:

Municipal Service Agreements – Splatsin – Memo from Chief Financial Officer dated May 11, 2016

Moved by Councillor Baird, seconded by Councillor Shishido that Council approve the Municipal Type Service Agreements with Splatsin substantially as circulated; and

THAT Council authorize the Mayor and Corporate Officer to execute the Municipal Type Service Agreements on behalf of the City of Enderby, provided there are no substantial changes to the agreements; and

THAT this matter be removed from in camera after the Municipal Type Service Agreements are finalized and executed.

Carried

Moved by Councillor Baird, seconded by Councillor Case that the regular meeting adjourn at 6:00 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: May 20, 2016
Subject: 2015 Annual Report

RECOMMENDATION

THAT Council Approves the 2015 Annual Report.

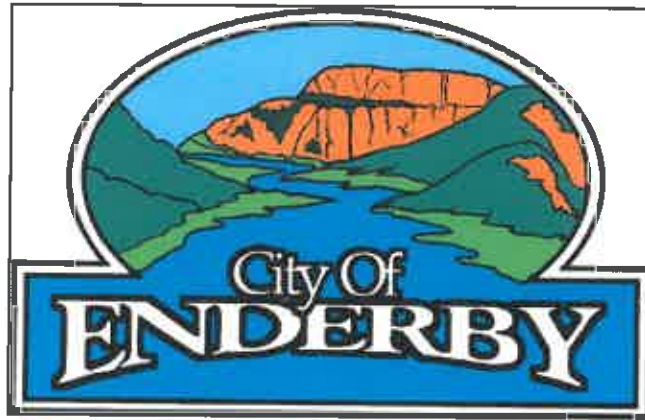
BACKGROUND

Attached is the 2015 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Section 98 and 99 of the Community Charter. The Report also includes other financial information, such as Council and staff remuneration, as required under the Financial Information Act.

The Annual Report was made available for public inspection Friday, May 20, 2016.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer



2015

ANNUAL REPORT

ANNUAL REPORT FOR THE CITY OF ENDERBY
FOR THE YEAR 2015

1. Audited Financial Statements

The 2015 Audited Financial Statements were presented and approved by Council on March 21, 2016. These along with other financial information are included in the attached Statement of Financial Information.

2. Statement of Permissive Property Tax Exemptions

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2015:

Name	Civic Address	Amount
Pioneer Place Society	1104 Belvedere Street	\$ 11,302
Enderby & District Senior Citizen's Complex Inc No S12884	606 Stanley Avenue	\$ 1,960
Enderby & District Senior Citizen's Complex Inc No S12884	1011 George Street	\$ 2,047
Enderby Seniors Housing Society	708 Granville Avenue	\$ 11,229
Enderby Fraternal Hall Society	507 Mill Avenue	\$ 723
Royal Canadian Legion Branch # 98	909 Belvedere Street	\$ 3,323
St. Andrew's United Church – Trustees	606 Regent Avenue	\$ 507
St. Andrew's United Church – Trustees	1110 Belvedere Street	\$ 347
Enderby Evangelical Chapel	104 Meadow Crescent	\$ 802
Enderby Evangelical Chapel	706 Mill Avenue	\$ 433
Synod Diocese Kootenay Armstrong-Enderby Parish	602 Knight Avenue	\$ 539
Synod Diocese Kootenay Armstrong-Enderby Parish	608 Knight Avenue	\$ 262
Enderby Jehovah Witnesses	115 George Street	\$ 2,074
Roman Catholic Pastor/Kamloops	1406 George Street	\$ 699
Imperial Oil Ltd. (City Hail parking lot)	907 George Street	\$ 2,813
City of Enderby (Drill Hall)	208 George Street	\$ 4,659
City of Enderby (Drill Hall parking lot)	206 George Street	\$ 1,118
City of Enderby (Drill Hall parking lot)	204 George Street	\$ 1,815
City of Enderby (Museum)	903 George Street	\$ 6,076
City of Enderby (Riverside Park & House)	112 Kildonan Avenue	\$ 7,987
City of Enderby (Info Centre)	700 Railway Street	\$ 1,828
Total Tax Exemptions for 2015		\$ 62,543

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

This section reports on municipal services, operations, and progress in achieving 2015 objectives.

Conservation and Green Energy

- Completed Infill and Redevelopment Analysis and implemented recommendations as part of Zoning Bylaw revision.
- Implemented a metered water rate structure to promote water conservation.

Cooperation and Partnerships

- Worked with Enderby Memorial Terrace Society, BC Housing, and other stakeholders in support of Phase 2 of the Memorial Terrace development.
- Partnered with Splatsin on Phase 2 of the Enderby-Splatsin Active Transportation Planning process which involved the development of a shovel-ready plan for the enhancement and extension of the Riverwalk.

Infrastructure, Asset Management, and Drainage

- Completed most of the Regent Avenue stormwater lift station upgrade.
- Reconstructed Mill Avenue from George Street to Belvedere Street.
- Reconstructed Belvedere Street from Cliff Avenue to Mill Avenue.
- Reconstructed Vernon Street from Cliff Avenue to Hubert Avenue. Vernon Street from Hubert Avenue to King Avenue will be reconstructed in Spring 2016.
- Continued crack sealing program to improve lifespan of roads.
- Continued to invest 1% new taxation in asset management.
- Began planning for upgrade of sanitary sewer lift station alarm system.
- Planned for purchase of new aerator for oxidation ditch.
- Planned for upgrades to program controls at water treatment plant.

Recreation, Public Spaces, and Programs

- Completed a conceptual plan for Barnes Park, which included a renewed Spray Park and other features which promote active living.
- Purchased green gym equipment for Barnes Park with installation completed in Spring 2016.
- Developed a conceptual plan for Belvedere Hand Launch upgrades.
- Planted new trees in Riverside Park north of the Arena and along Cliff Avenue between Sicamous Street and High Street.
- Organized the third annual Our Enderby Community Clean-Up Challenge.
- Contributed to the River Ambassadors Program.
- Repainted pool basin.
- Provided new programs through Recreation Services.
- Purchased and installed new playground equipment at Grindrod Park.
- Obtained a new Scoreboard and Time Clock at the Arena through an agreement with the North Okanagan Minor Hockey Association.
- Hosted first Friday Night Lights downtown celebration.
- Developed the *Crime Prevention Through Environmental Design - Best Practices Guide* in order to improve safety within the community.
- Implemented a Neighbourhood Watch program.

Health, Safety and Food Security

- Continued to participate in North Okanagan Emergency Management.
- Provided space for the Harvest Hut.
- Hosted inter-agency meetings for social support providers.
- Commenced source protection planning for drinking water sources.

General and Operational

- Completed implementation of a GIS mapping solution.
- Continued to provide a case managed approach to development applications.
- Prepared for direct delivery of Building Inspection service as of January 1, 2016.

4. Declaration and Identification of Disqualified Council Members

None.

5. Annual Development Cost Charges Report

	Balance Dec 31/14	Received in 2015	Interest Earned in 2015	Expended in 2015	Balance Dec 31/2015
Sewer	56,811		1,050		57,861
Water	286,996		5,304		292,300
Storm Sewer	59,164		997	60,161	0
Roads/Curbs	96,145		1,776		97,921
Total	499,116	-	9,127	60,161	448,082

6. Off-Street Parking Reserve Fund for 2015

There are currently no funds in this reserve.

7. Objectives and Progress Measures for 2016

This section describes objectives and progress measures for 2016.

Cooperation and Partnerships

- Support Phase 2 of the Memorial Terrace seniors housing development.
- Continue to enhance cooperation with Splatsin.

Infrastructure and Asset Management

- Complete construction of the Regent Avenue pump station upgrade.
- Repave sections of Fire Hall grounds.
- Obtain replacement hydrovac truck.
- Reconstruct Vernon Street from Hubert Avenue to King Avenue.
- Reconstruct Cliff Avenue from George Street to Bawtree Bridge.
- Upgrade sewer lift station alarm system and improve oxidation ditch aeration.
- Upgrade program controls at water treatment plant.
- Continue to invest 1% new taxation in asset management.
- Complete infrastructure planning for Brickyard industrial area.
- Complete Subdivision Servicing Bylaw renewal.

Recreation, Public Spaces and Programs

- Install green gym equipment in Barnes Park.
- Explore opportunities for implementing different amenities identified within the Barnes Park Conceptual Plan, including a spray park.
- Improve ball diamond #3 in Riverside Park.
- Implement Belvedere Hand Launch upgrades.
- Organize the 4th Annual Our Enderby Clean-Up Challenge.
- Contribute to the River Ambassadors Program.

- Replace spectator heaters at the Arena.
- Complete the renewal of the Arena boards.
- Purchase and install parent-and-tot swing at Barnes Park.

Social Health, Food Security, and Public Safety

- Continue to provide space for Harvest Hut.
- Continue to host interagency meetings of social support providers.
- Complete source protection planning for drinking water sources.
- Recommence cross connection control program.
- Commence phasing in of new self contained breathing apparatuses for the Fire Department.
- Support Fire Department to achieve standards identified in the *Structure Firefighters Competency and Training Playbook*.
- Collect and review pre-incident fire plans for all complex buildings in the fire protection area.
- Implement vacant commercial and industrial buildings inspection policy.

General and Operational

- Complete Building Bylaw and deliver Building Inspection function directly.
- Prepare for transition to new emergency management program at the end of 2016.
- Add community economic profile to website.

City of Enderby

2015

Statement of Financial Position

Copy is available to be viewed at the counter at no charge

Individual pages at a cost of \$0.50 + GST per page

Or the complete package at a prescribed fee of \$5.00 + GST



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The Corporation of the City of Enderby

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Website: www.cityofenderby.com

Where the Shuswap Meets the Okanagan

Management Report

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

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

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

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

On behalf of the Corporation of the City of Enderby

A handwritten signature in blue ink, appearing to read 'Jennifer Bellamy', is written over a horizontal line.

Jennifer Bellamy
Chief Financial Officer



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The Corporation of the City of Enderby
Where the Shuswap Meets the Okanagan

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

Jennifer Bellamy
Chief Financial Officer

Greg McCune
Mayor, City of Enderby

Date

Date

**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

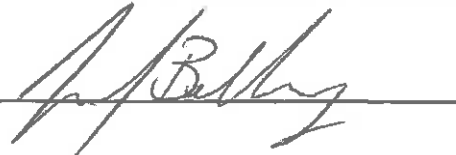
THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Position

As at December 31, 2015

	2015	2014
Financial assets		
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>
Liabilities		
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>
Net financial assets	<u>4,041,308</u>	<u>4,085,150</u>
Non-financial assets		
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>
Accumulated surplus	\$ 30,090,845	\$ 28,851,140
Represented by:		
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
Revenue			
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
	5,622,138	5,829,891	5,054,968
Expenditures			
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
	3,717,328	4,544,515	4,385,471
Excess revenue over expenses	1,904,810	1,285,376	669,497
Gain (loss) on disposal of tangible capital assets		(45,671)	
Annual surplus	\$ 1,904,810	\$ 1,239,705	\$ 669,497
Consolidated fund balance, beginning of year	28,851,140	28,851,140	28,181,643
Consolidated fund balance, end of year	\$ 30,755,950	\$ 30,090,845	\$ 28,851,140

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

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
Cash flows from operating activities		
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>
Financing activities		
Proceeds of long term debt	450,000	312,000
Debt repayment	(698,464)	(691,499)
	<u>(248,464)</u>	<u>(379,499)</u>
Investing activities		
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
Operating Surplus		
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	
Balance end of year	\$ 3,406,196	\$ 3,756,595
Represented by:		
General	1,604,851	2,102,080
Water	611,450	531,975
Sewer	785,453	735,224
Area F Services	404,442	387,316
Balance end of year	\$ 3,406,196	\$ 3,756,595

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
Additions		
Other contributions	721,219	633,543
Return on investments	44,522	39,619
Net interfund transfers		
Capital fund	(842,221)	(251,415)
	<u>\$ 2,398,179</u>	<u>\$ 2,474,659</u>

Summary of Reserve Fund Positions

General reserve

Cemetery	\$ 3,500	\$ 87,551
Fire department building and equipment	120,850	112,110
Asset management	181,496	42,071
Computer equipment	46,812	5,667
Streets	5,667	157,212
Fortune Parks	157,212	220,440
Equipment reserves	284,225	287,791
Other	287,791	468,406
	<u>1,087,553</u>	<u>1,405,129</u>

Sewer reserve

Future sewer capital	<u>602,771</u>	<u>409,090</u>
	602,771	409,090

Water reserve

Future water capital	<u>707,855</u>	<u>660,440</u>
	707,855	660,440
	<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

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

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

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.

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
General fund						
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
				2,394,976		2,538,727
Water fund						
1214	System construction	2	5.950	38,196		55,941
1195	System construction	1	7.250	40,542		79,153
				78,738		135,094
Sewer fund						
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
				602,706		651,064
Total long term debt - all funds				\$ 3,076,420	\$	3,324,885

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
	\$ 2,394,976	\$ 78,738	\$ 602,706

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
General fund				
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
Water fund				
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
Sewer fund				
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

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.

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
Taxation			
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
Collections for other governments			
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
	3,482,678	3,461,960	3,437,067
Transfers			
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
	1,648,797	1,657,624	1,690,749
	\$ 1,833,881	\$ 1,804,336	\$ 1,746,318

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
Federal			
Community works fund - Gas tax	\$	\$ 170,446	\$ 170,446
Provincial			
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
Other			
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

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>

15. Financial instruments

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

16. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2015

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

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).

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	
Revenues									
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
Expenses									
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		35,840	28,242	146,651
Maintenance	48,988	74,752	418,472		203,969		249,912	204,394	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)
Annual surplus	\$ 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)

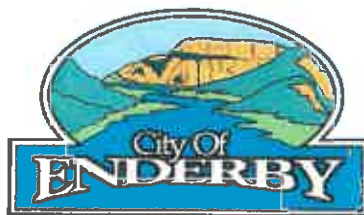
	General revenue fund								
	General government	Protective Services	Transportation Services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	2014 Consolidation
Revenues									
Taxation	\$ 1,299,859	\$	\$	\$	\$	\$	\$ 227,354	\$ 219,105	\$ 1,746,318
Grants 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
	1,787,490	215,230	466,883	113,182	1,004,037	5,186	735,686	727,274	5,054,968
Expenses									
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
	755,779	242,465	929,858	109,735	815,013	81,269	780,948	670,404	4,385,471
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									
Annual surplus	\$ 1,031,711	\$ (27,235)	\$ (462,975)	\$ 3,447	\$ 189,024	\$ (76,083)	\$ (45,262)	\$ 56,870	\$ 669,497

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
Revenue					
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
	989,970	27,050	54,670	1,071,690	1,004,037
Expenditures					
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
	769,726	16,218	29,787	815,731	768,113
Annual surplus (deficit)	\$ 220,244	\$ 10,832	\$ 24,883	\$ 255,959	\$ 235,924
Transfer to/from general fund					
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
	32,141	6,056	11,046	49,243	46,900
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
Area F accumulated surplus	\$ 284,661	\$ 25,032	\$ 94,752	\$ 404,445	\$ 387,317



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The Corporation of the City of Enderby
Where the Shuswap Meets the Okanagan

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Website: www.cityofenderby.com

THE CORPORATION OF THE CITY OF ENDERBY

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

"This municipality for the year ended December 31, 2015, has not given any guarantees or indemnities under the Guarantees or Indemnities Regulation."

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

**City of Enderby
Schedule of Employee Remuneration & Expenses
for Year Ended December 2015**

1 (1) (e)

Elected Officials

Name	Position	Remuneration	Expenses	Total
Tundra Baird	Councillor	9,276	3,182	12,458
Brad Case	Councillor	8,496	3,297	11,794
Roxanne Davyduke	Councillor	8,856	3,150	12,007
Raquel Knust	Councillor	8,616	3,549	12,165
Greg McCune	Mayor	15,912	3,479	19,391
Brian Schreiner	Councillor	8,916	4,274	13,190
Shawn Shishido	Councillor	7,896	849	8,745
Total		67,970	21,780	89,750

Other Employees

Employees with Remuneration Exceeding \$75,000

Name	Position	Remuneration	Expenses	Total
Tate Bengtson	Chief Administrative Officer	104,302	631	104,933
Clayton Castle	Public Works Lead Hand	78,876	340	79,216
Kevin Walters	Systems Operator	76,206	1,583	77,789
		259,384	2,554	261,938

Employees with Remuneration of \$75,000 or Less

Consolidated total of other employees with remuneration of \$75,000 or less	684,632	11,674	696,305
Totals	944,015	14,228	958,243

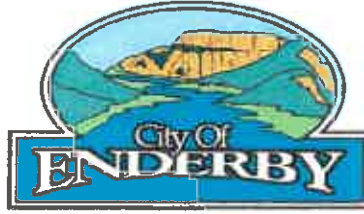
Reconciliation:

Total remuneration - elected officials	67,970
Total remuneration - other employees	944,015
Subtotal	1,011,985
Reconciling Items:	
Benefits not taxable neither paid directly to employee	182,327
Accruals	3,439
Payroll expenses not directly attributable to employees	32,956
Total per Audited Financial Statements	1,230,707
Variance	<u><u>0</u></u>

**City of Enderby
 Schedule of Payments to Suppliers of Goods & Services
 for Year Ended December 2015**

1 (1) (f)

Supplier	Amount
ASPHALT SOLUTIONS	64,202
BAIRD BROS. LTD.	99,629
B.C. HYDRO & POWER AUTHORITY	351,418
BEE JAY'S EXCAVATING LTD	57,591
CAPRI INSURANCE	49,955
CORIX WATER PRODUCTS LP	34,213
ELECTRIC MOTOR & PUMP SERVICE LTD.	35,015
ENDERBY & DISTRICT CHAMBER OF COMMERCE	121,035
FLETCHER PAINE ASSOCIATES LTD	57,664
GROUP SOURCE	55,932
GTI PETROLEUM	28,578
HENDERSON RECREATION EQUIPMENT LIMITED	34,385
MADDOCKS CONST.	556,187
MODERN ENERGY MNGT	172,753
MONAGHAN ENGINEERING & CONSULTING LTD	330,169
MOUNCE CONSTRUCTION	571,167
MOUNTAIN VIEW ELECTRIC LTD	50,574
MUNICIPAL PENSION PLAN	69,173
NEDCO-DIV OF REXEL CANADA ELECTRICAL INC	38,115
R355 ENTERPRISES LTD	568,115
RECEIVER GENERAL	40,843
REG. DIST. OF NORTH OKANAGAN	144,563
SUMMER SCAPE DESIGNS	64,782
TIP-IT WASTE SOLUTIONS	93,685
WATERHOUSE ENVIRONMENTAL SERVICES CORP	27,979
XYLEM	199,303
Total Payments to Suppliers Exceeding \$25,000	<u>3,917,023</u>
Payments to Suppliers of \$25,000 or Less	955,520
Payments of Grants & Contributions Exceeding \$25,000	-
Payments of Grants & Contributions of \$25,000 or Less	116,071
Subtotal	<u>4,988,614</u>
Reconciling Items:	
Employee Remuneration	1,230,707
Capital Expenditures	- 2,552,158
Expenses included in Remuneration	- 218,638
Amortization	1,214,061
Accruals, GST adjustments & other miscellaneous items	- 118,071
Total per Audited Financial Statements	<u>4,544,515</u>
Variance	<u><u>0</u></u>



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The Corporation of the City of Enderby
Where the Shuswap Meets the Okanagan

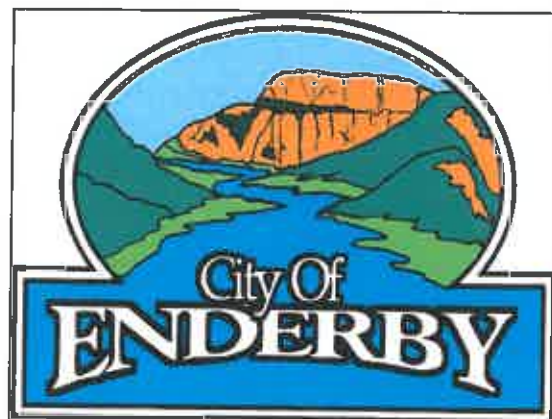
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Website: www.cityofenderby.com

THE CORPORATION OF THE CITY OF ENDERBY

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between The Corporation of the City of Enderby and its non-unionized employees during fiscal year 2015.

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



DRINKING WATER ANNUAL REPORT 2015



May 23, 2016

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Executive Summary

The City of Enderby operates and maintains a community water distribution system in accordance with the Drinking Water Protection Act and the Guidelines for Canadian Drinking Water Quality. In 2015, the total water distributed from the City of Enderby Water Treatment Plant was 623,185 m³. The maximum one-day demand was on June 15 at 5,160 m³. In a month-by-month comparison with 2014, there are some fluctuations which are most likely attributed to the introduction of metered water rates and the unusual weather patterns, notably the early freshet and similarly early onset of summer high temperatures.

In 2015, the City of Enderby spent \$679,144 to provide safe drinking water, whereas in 2014 the City spent 461,364. The main cost drivers were investment in capital renewal (\$145,319) and labour and material costs which are receiving upward pressure as a result of maintenance challenges and emergency repairs associated with an aging system. It is anticipated that these operations and maintenance expenses will, on average, continue to escalate as the City of Enderby contends with its infrastructure deficit, which requires sustained capital investment.

The total replacement value for the City of Enderby water distribution system (such as pipes and pumps) is \$18,365,949. The remaining value after depreciation is \$10,205,180. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$3,579,153. The remaining value after depreciation is \$2,345,832. In 2015, \$151,297 was contributed to the City of Enderby water reserve fund and \$116,081 was withdrawn. The balance of the City of Enderby's water reserve fund as of December 31, 2014 is \$707,854.

The City had to contend with an unusual number of major events in 2015, which included the Shuswap Well booster pump failure, 7 water breaks, intake repairs, and two major repairs to the Water Treatment Plant. The City also had to perform a permanent repair to a section of Highway 97A where a water main had broken several years previous, as the temporary repair was failing.

The City continues its monitoring program and nothing of concern was discovered in the drinking water system. The City's Public Works staff are working towards obtaining certifications which match the classification of the treatment and distribution systems. The City completed a major step in its water conservation plan with the commencement of metered consumption billing in 2015. The City intends to revive its Cross Connection Control program in 2016 and will use a risk-based approach to addressing hazards. Finally, the City's Drinking Water Emergency Response Plan was most recently updated in March 2016.

Introduction

The City of Enderby operates and maintains a community water distribution system in accordance with the Drinking Water Protection Act and associated Regulations, as well as the Guidelines for Canadian Drinking Water Quality. Pursuant to Section 15(b) of the British Columbia Drinking Water Protection Act and Section 11 of the British Columbia Drinking Water Regulations, the City of Enderby provides the following Annual Drinking Water Report for 2015.

The goal of the City of Enderby is to provide clean, safe, and reliable drinking water. Our drinking water meets or exceeds the criteria used by the Federal-Provincial-Territorial Committee on Drinking Water in its definition of “high quality drinking water.” The Committee defines high quality drinking water as:

free of both disease-causing organisms and chemicals in concentrations that have been shown to cause health problems. Such drinking water has minimal taste and odour, making it aesthetically acceptable to the public for drinking.¹

High quality drinking water must meet requirements with respect to the following:

- Maximum acceptable concentrations of microbiological contaminants such as bacteria, protozoa, and viruses such as *Giardia*, *Cryptosporidium*, and *Escherichia coli*;
- Maximum acceptable levels of turbidity;
- Maximum acceptable chemical and physical parameters;
- Aesthetic objectives related to taste, colour, and odour; and
- Operational guidance values.

The City accomplishes these requirements through a multi-barrier approach to treatment. A multi-barrier approach is required as “the limitations or failure of one or more barriers may be compensated for by the effective operation of the remaining barriers. This compensation minimizes the likelihood of contaminants passing through the entire system and being present in sufficient amounts to cause illness to consumers.”²

There are a variety of potential hazards to drinking water which must be controlled. These threats involve chemical and microbiological contaminants that may be introduced at the source or intake, during treatment, or during distribution. These hazards are an ever-present threat to our drinking water supply which must be controlled. The City observes a robust water quality monitoring regime and uses multi-barrier treatment to manage these threats and protect the public.

Water System Overview

The Enderby water system consists of 3 main sources:

1. Brash Creek (surface water – decommissioned);
2. Shuswap Well (ground water; suspected of being under the direct influence of surface water); and
3. Shuswap River (surface water).

The total amount of pipe in the distribution system is 30,266 meters. This consists of 11,648 meters of PVC pipe and 18,618 meters of concrete pipe.

¹ Federal-Provincial-Territorial Committee on Drinking Water and the CCME Water Quality Task Group, “From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water” (Ottawa, Ontario: 2004), 14.

² *Ibid.*, 17.

All water is chlorinated prior to distribution. The Shuswap River surface water is filtered through a two-stage rapid filtration system which reduces turbidity and minimizes the threat of giardia and cryptosporidium. The Shuswap Well is normally piped to the Water Treatment Plant clearwell.

Under normal operation, water from the Shuswap River is filtered and chlorinated, then pumped from the clearwell through the UV disinfection system and into the distribution system to a water reservoir. Water from the Shuswap Well is chlorinated on-site and pumped to the clearwell, then through the UV disinfection system and to the reservoirs. There is a total of 3,782 m³ of reservoir capacity. Depending on demand, both systems can operate in conjunction. Each system can be isolated and run to the reservoirs alone. All water supplies can be operated with a portable generator.

It should be noted that, when water is drawn from the Shuswap Well supply, a number of customers east of the Enderby Bridge who are most proximate to the well source receive water that is not disinfected with UV light and has limited chlorine contact time. When all supply is from the Shuswap River source, all customers receive fully treated water.

Under current operating parameters, the combined source capacity of the Shuswap River and the Shuswap Well is 4,753 m³ per day. The ultimate source capacity, with infrastructure changes and assuming the capability to operate the Shuswap Well for twenty-four hours per day, is 6,135 m³.

Annual Consumption Data

Note: the below figures only describe the Water Treatment Plant effluent flow meter; this does not reflect the full quantity of water sent from the Shuswap Well, some of which is distributed to residents east of the Bawtree Bridge without being captured by the effluent flow meter.

In 2015, the total water distributed from the Water Treatment Plant was 623,185 m³. The maximum one-day demand was on June 15 at 5,160 m³. At the time of this report, a potential error in one of the City's flow meters is being investigated, which may result in revision to the reported numbers.

In 2014, the total water distributed from the City of Enderby Water Treatment Plant was 624,476 m³ and the maximum one-day demand was 4,445 m³ on July 15. In 2013, the total water distributed from the Water Treatment Plant was 631,787 m³ and the maximum one-day demand was on August 21 at 4,429 m³.

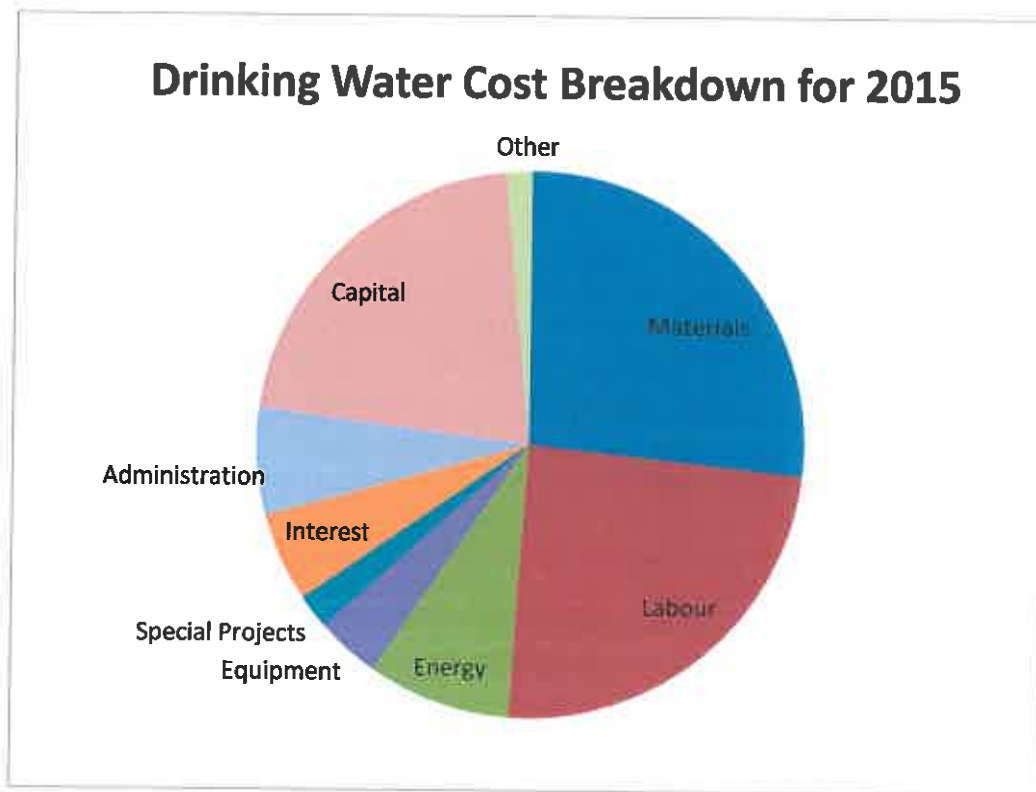
The following chart shows maximum and average daily demands from the Water Treatment Plant by month for 2014 and 2015. There are some fluctuations in usage which are most likely attributed to the introduction of metered water rates and the unusual weather patterns, notably the early freshet and similarly early onset of summer high temperatures.

Month	2014 Max. Daily Demand (m ³)	2014 Avg. Daily Demand (m ³)	2015 Max. Daily Demand (m ³)	2015 Avg. Daily Demand (m ³)
January	3131	1599	1310	1033
February	2314	1539	1666	1132
March	1889	1530	1506	1206
April	2362	1769	1744	1203
May	3500	2122	4808	2785
June	3579	2538	5160	3341
July	4445	2999	3093	2509
August	3197	2106	2610	2196
September	2058	1429	2395	1693
October	1811	1028	2725	1654
November	1336	1052	3933	1094
December	1430	1079	1586	1163*

* Adjusted to control for a prolonged outage associated with a repair.

Drinking Water Cost Breakdown

In 2015, the City of Enderby spent \$679,144 to provide safe drinking water. This includes water treatment processes such as chlorination, ultraviolet, and filtration as well as improvement, repair, and maintenance of the distribution system. The costs by expense category are:



The following chart describes the dollar value associated with each expense category and compares these values to 2014:

Category	2014 Value	2015 Value
Materials	141,256	181,490
Labour	135,958	164,920
Energy	59,055	58,165
Equipment	29,433	26,082
Special Projects	5,163	13,781
Interest	35,840	35,840
Administration	43,824	43,105
Capital	-	145,319
Other	10,835	10,442
Total	461,364	679,144

The main drivers causing costs to increase with respect to materials and labour involved the unusually high quantity and challenging quality of major events, which required a greater resource allocation than typical. Please see "Major Events," below. The remaining difference is the result of capital investment primarily associated with water main lifecycle replacement.

Water System Assessment and Infrastructure Deficit

The total replacement value for the water distribution system (such as pipes and pumps) is \$18,365,949. As of December 31, 2015, the total depreciation is \$8,160,769. The remaining value is \$10,205,180.

The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet) is \$3,579,153. As of December 31, 2015, the total depreciation is \$1,233,321. The remaining value is \$2,345,832.

In 2015, \$151,297 was contributed to the City of Enderby water reserve fund and \$116,081 was withdrawn. The interest earned on the reserve fund was \$12,198. The balance of the water reserve fund as of December 31, 2014 is \$707,854.

The City invested \$145,319 into capital assets during 2015.

In order to address its infrastructure deficit, the City has committed to an incremental water utility tax increase of 1% per year. This amount will be dedicated to asset management.

Completed Major Projects and Forthcoming Major Projects

There were several major water infrastructure projects in 2015:

1. Completed major filter repair.
2. Completed clearwell valve repair.
3. Completed assessments of all confined spaces.
4. Commenced metered water billing.
5. Obtained jar testing equipment.

6. Partial completion of Vernon Street distribution system upgrades.

Some 2015 projects were deferred, such as the cleaning of Reservoir 2, the renewal of the cross-connection control program, and the completion of source protection planning. Subject to available resources, these projects will be completed in 2016. Also planned for 2016 is a renewal of the Water Treatment Plant's programmable logic controllers, installation of wifi communication to the Shuswap Well, and the purchase of a new chlorine analyzer.

In 2016, the major capital projects will include the completion of the remainder of the Vernon Street distribution system upgrades and the renewal of the supply lines on Cliff Avenue. The latter send water from the Water Treatment Plant to the Reservoirs and, as such, are among the most critical water mains in the City.

Major Events

The City had to contend with a number of emergency repairs and maintenance challenges in 2015. It is anticipated that, as the City's assets age, the costs involved in operations and maintenance will continue to escalate. These challenges include:

1. Shuswap Well booster pump failure in February.
2. Water break on Reservoir Road in April.
3. Water break in alley behind Cliff Avenue in May.
4. Hydrant replaced in June after being damaged by a vehicle.
5. Water break on Preston Crescent in June.
6. Water break on Mabel Lake Road in July.
7. Water break on Salmon Arm Drive in July.
8. Air relief valve repair on Mabel Lake Road in August.
9. Water break on Highway 97A in August.
10. Water break on Howard Avenue in September.
11. Repair to Water Treatment Plant filters in September-October.
12. Repair to clearwell valve in November-December.
13. Permanent repair made to a segment of Highway 97A which was damaged by a water break several years previous; required as a result of the failure of the temporary repair applied immediately following the break.
14. Water intake works to try and remove flow restrictions.

Water Quality Monitoring

Daily samples are collected at the Shuswap Well and Riverbank sites and tested for pH, temperature, and turbidity. Daily samples are also collected at the Water Treatment Plant and tested for testing pH, temperature, turbidity, and colour. The clearwell is also tested on a daily basis for pH, temperature, turbidity, colour, and free and total chlorine.

Weekly system checks and distribution samples are tested for chlorine residuals to ensure a minimum of 0.20 mg/L of free chlorine is found at the furthest points in the distribution system. Residuals were above the minimum threshold for all sample locations and dates.

At least once per month, samples are collected at 10 monitoring stations for microbiological testing, including 3 sites in east Enderby, 4 sites in west Enderby, 3 sites in central Enderby. Monthly samples are also collected at the Shuswap Well and the Water Treatment Plant effluent point, as well as at both water sources. No Coliforms or E. Coli – which are measured in Colony-Forming Units (CFU) - were detected at any of the sample points with the following exceptions:

- 1) The Shuswap River raw (source) water sample location, which had Coliform counts ranging from undetectable to 410 CFU per 100 mL and E. Coli levels ranging from undetectable to 34 CFU per 100 mL. As Coliforms and E. Coli occur naturally in the environment, these levels are expected and are not indicative of the drinking water but rather the pre-treated water.
- 2) The clearwell had a Coliform count of 1 CFU per 100 mL on October 27, 2015. The clearwell was sampled the following week and nothing was detected. The detection was suspected to be the result of cross-contamination during the sampling process. Sampling practices were subsequently amended to reduce the potential for contaminating the equipment.

No E. Coli was detected at any point in the distribution system.

The BCA filter backwash is sampled on a bi-monthly schedule for pH, conductivity, turbidity, total suspended solids, aluminum, and microbiology.

On a quarterly basis, trihalomethane (THM) samples are collected from the Brash PRV, Booster #1, and Valcain stations. THMs are by-products caused by the chemical reaction between chlorine and organic matter naturally present in water. High levels of THMs can have adverse health effects and, as a result, the *Guidelines for Canadian Drinking Water Quality* set a maximum acceptable concentration of 0.1 mg/L. All THM tests from the above sample stations reported a range well below the maximum acceptable concentration, with concentrations ranging from 0.004 to 0.038 mg/L.

The Shuswap Well is tested monthly for nitrogen levels (including nitrates and nitrites) and microbiology. The Shuswap River is sampled monthly for microbiology. Both sources are sampled quarterly for total organic carbon.

The Shuswap River is sampled annually for comprehensive testing. The Shuswap Well is sampled every two years for comprehensive testing. Comprehensive tests were performed on the Shuswap River on August 25, 2015 as follows:

Test	Unit	Result
Coliforms, Total	CFU/100 mL	>= 110
Chloride	mg/L	0.44
Fluoride	mg/L	<0.10
Nitrate as N	mg/L	<0.010
Nitrite as N	mg/L	<0.010
Sulfate	mg/L	6.1
UV Transmittance @ 254nm	% T	91.7
Colour, True	CU	<5
Alkalinity, Total as CaCO ₃	mg/L	46

Test	Unit	Result
Cyanide, Total	mg/L	<0.010
Turbidity	NTU	0.8
pH	pH units	7.89
Conductivity (EC)	uS/cm	101
Hardness, Total (Total as CaCO ₃)	mg/L	45.9
Solids, Total Dissolved	mg/L	52.2
Aluminum, total	mg/L	<0.05
Antimony, total	mg/L	<0.001
Arsenic, total	mg/L	<0.005
Barium, total	mg/L	<0.05
Beryllium, total	mg/L	<0.001
Boron, total	mg/L	<0.04
Cadmium, total	mg/L	<0.0001
Calcium, total	mg/L	15.3
Chromium, total	mg/L	<0.005
Cobalt, total	mg/L	<0.0005
Copper, total	mg/L	0.006
Iron, total	mg/L	<0.10
Lead, total	mg/L	<0.001
Magnesium, total	mg/L	1.8
Manganese, total	mg/L	0.004
Mercury, total	mg/L	<0.00002
Molybdenum, total	mg/L	<0.001
Nickel, total	mg/L	<0.002
Phosphorus, total	mg/L	<0.2
Potassium, total	mg/L	<0.2
Selenium, total	mg/L	<0.005
Silicon, total	mg/L	<5
Silver, total	mg/L	<0.0005
Sodium, total	mg/L	0.4
Uranium, total	mg/L	0.0003
Vanadium, total	mg/L	<0.01
Zinc, total	mg/L	<0.04
Background Colonies	CFU/100 mL	> 200

Environmental Operators Certification

City of Enderby operators are progressing in obtaining their EOCIP certifications. Interior Health requires that the City has a designated chief operator certified at Level III for Water Treatment and Level II for Water Distribution, but has accepted the existing level of certifications on the understanding that the City is working towards full compliance.

As of December 31, 2015, City of Enderby operators are certified as follows:

Name	Title	Water Treatment	Water Distribution
Kevin Walters	Systems Operator I	Level II	Level I
Clayton Castle	Lead Hand	Level I	Operator-in-Training
Jamie Prevost	Utility Worker III	Operator-in-Training	Operator-in-Training
Ray Brown	Utility Worker III	Operator-in-Training	Operator-in-Training
Jerremy Kozub	Utility Worker I	Operator-in-Training	Operator-in-Training

Water Conservation Plan

The City of Enderby's Water Conservation Plan establishes strategies to reduce water demand throughout the community. Reducing water demand helps to protect our water resources, mitigate requirements for infrastructure expansion, and reduce operating and maintenance costs.

As of December 31, 2015, the City of Enderby has achieved a number of strategies within its Water Conservation Plan, including:

1. Education

- a. Implementing a Water Conservation Education program which uses informational materials to raise awareness of our water resources.
- b. Continuing compliance patrols and enforcement by a City of Enderby Bylaw Enforcement Officer with respect to sprinkling regulations.

2. Metering and Rates

- a. Adopted a rate structure which balances conservation and equity.
- b. Amended the Building Bylaw to include requirements for water meters.
- c. Amended the Service Agreement with Splatsin to require water meters on reserve connections serviced by the City.
- d. Amended policy for out-of-town service connections (e.g. Area F customers) to require water meters on connections serviced by the City.
- e. Completed water meter installations on all residential, commercial, industrial and civic properties.

3. Loss Control

- a. Completed a Loss Control Program in 2012, which estimated the total Unaccounted For Water at 6.5% or 12.05 m³ per hour.
- b. Completed a Leak Detection Audit to identify and repair water leaks within municipal infrastructure.

4. Planning for the Future

- a. Nearing completion of a Water Study to update for 20-year growth projections and infrastructure implications.

Cross Connection Control Program

In 2003, Interior Health required all large water purveyors (City of Enderby included) to implement a cross connection control program as a condition of operating permit. The purpose of the program is to protect public health by ensuring that the drinking water provided by the City of Enderby is not contaminated due to a backflow incident.

The City adopted a Cross Connection Control Program in 2004 and began the program implementation with assessments of a number of commercial, industrial, institutional and agricultural customers in June, 2004. Under Enderby’s program, owners were expected to implement the recommendations in a timely manner and were responsible for all costs associated with their backflow prevention systems.

For a number of reasons, including cost and internal capacity limitations, the Cross Connection Control Program has not been fully implemented. It is worth noting that, based on anecdotal information, the City of Enderby’s progress compares favorably with other communities.

Below is a synopsis of the categories and status as of December 31, 2013:

Hazard	Quantity	Surveyed	Not Surveyed	Vacant	Compliant*
High	54	51	0	3	36 (71%)
Medium	44	24	18	2	12 (29%)
Low	90	32	55	2	18 (21%)
TOTAL:	188	107	73	7	66 (37%)

*Compliance percentages are based only on occupied sites which have been assessed/surveyed.

The City of Enderby intends to revive the Cross Connection Control program in 2016, and will follow a risk-based approach that focuses on premises isolation.

Emergency Response Plan

The City of Enderby Drinking Water Emergency Response Plan was completed in early 2013. The Emergency Response Plan includes provisions for public notification and response procedures for emergency situations, such as backflow incidents, broken water mains, chlorinator failure, source and/or reservoir contamination, and spills or vehicle accidents affecting the distribution system. It also provides an emergency contact directory.

The Emergency Response Plan was most recently reviewed in March 2016. At this time, a GIS map of the distribution system was added, as well as written procedures for positive bacteriological results such as E. coli and coliforms.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: May 17, 2016
Subject: Vadim Software Upgrade

Recommendation:

THAT Council authorizes staff to purchase the Vadim software upgrade in the amount of \$15,200;

AND THAT Council approves funding the expenditure through computer reserves.

Background:

Vadim Software is the City's financial software provider. The City's financial reporting, property taxes, utility billing, etc. is all ran through Vadim.

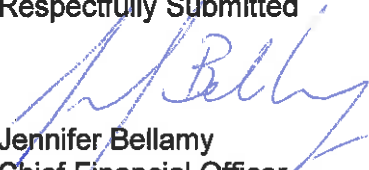
At the end of 2016, Vadim will no longer provide support to the version of the software that the City uses. If the City purchases the new software by June 30, 2016, the cost of the upgrade will be \$15,200. If the City waits until after June 30th, the cost of the upgrade increases to \$20,500.

The current software that the City uses is over ten years old, has reporting limitations and poses efficiency challenges for staff. The new software has improved functionality and efficiency and will address the issues brought forward by staff.

Other software providers were discussed with neighboring communities. Due to financial constraints, the City is limited in its options and each software program presents its own set of challenges. Changing providers would also present additional costs and staff resources.

As this capital upgrade was not included on the financial plan presented to Council, staff is seeking approval for the expenditure.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: May 23, 2016
Subject: RDNO Air Quality Service Establishment

RECOMMENDATION

THAT Council responds to the Regional District of the North Okanagan indicating that it does not wish to participate in a re-established Air Quality Service;

AND THAT Council continues to support its existing air quality initiatives;

AND THAT Council directs Staff to report back with dust control measures currently performed by the Ministry of Transportation and Infrastructure on Highway 97A through or near to Enderby;

AND FURTHER THAT Council directs Staff to review "Part V – Nuisance Smoke/Open Air Burning" of the City of Enderby Good Neighbour Bylaw No. 1517, 2013 for consistency and best practices after the Ministry of Environment adopts revisions to its Open Burning Smoke Control Regulation.

ALTERNATE RECOMMENDATION

THAT Council responds to the Regional District of the North Okanagan indicating that it wishes to participate in a re-established Air Quality Service.

BACKGROUND

The Regional District of the North Okanagan has circulated information to member municipalities about the re-establishment of the Air Quality Service, which was active from 2006 to 2009 (see attached). The City of Enderby did not participate in the previous Air Quality Service.

The City of Enderby currently has a variety of clean-air initiatives, including a prohibition on open burning and nuisance smoke unless a permit is obtained for one of a limited set of reasons (see attached bylaw excerpt). Under the permit, open burning may only occur when Environment Canada's ventilation index is 55 or better. The ventilation index is a numerical value related to the potential of the atmosphere to disperse airborne pollutants. A value of 55 or better is classified by Environment Canada as "Good." A sample ventilation index report is attached.

The City also performs curbside pick-up of prunings every spring and RDNO's recycling and disposal facilities now accept yard and garden waste for free year-round. The City is a signatory to the Climate Action Charter and is moving towards becoming carbon neutral.

Staff recommend that it may be timely to review the Ministry of Transportation and Infrastructure's current air quality initiatives as applied to Highway 97A near or through Enderby. This can be a significant source of dust which is beyond the City's ability to control operationally.

Staff note that the Ministry of Environment appears to be concluding a multi-year consultation process that will result in a revision to its Open Burning Smoke Control Regulation (OBSCR). An information update from the Ministry on its policy intentions is attached. It is anticipated that this revision will identify best practices that could be incorporated into the City's bylaw.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS:

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

E - CHERRYVILLE
F - ENDERBY (RURAL)

OFFICE OF: CORPORATE SERVICES

OUR FILE No.: 0560.03

May 17, 2016

City of Vernon
3400 - 30 St
Vernon, BC V1T 5E6
Attention: Patti Bridal

District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6
Attention: Keri-Ann Austin

Village of Lumby
1775 Glencaird St Box 430
Lumby, BC V0E 2G0
Attention: Tom Kadla

Township of Spallumcheen
4144 Spallumcheen Way
Spallumcheen, BC V0E 1B6
Attention: Cindy Graves

City of Armstrong
3570 Bridge St. Box 40
Armstrong, BC V0E 1B
Attention: Natalie Garbay

City of Enderby
619 Cliff Avenue, Box 400
Enderby, BCp V0E 1V0
Attention: Tate Bengtson

Re: Air Quality

At the regular meeting of the Board of Directors held on May 4, 2016, the Board considered the above-noted matter and resolved:

That the staff report, including the Service Establishment Checklist, dated April 26, 2016 re: Air Quality be circulated to member jurisdictions for review and comment with regard to the level of interest in participating in the creation of an air quality service.

Accordingly, we ask that this matter be brought forward for consideration and advise our office if there is any interest from your jurisdiction in participating in an air quality service.

If you require any further information, please do not hesitate to contact the undersigned.

Yours truly,

Paddy Juniper
Deputy Corporate Officer

/ch

Enc.



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

File No.: 0560/Air Quality

TO: Board of Directors
FROM: Corporate Services
DATE: April 26, 2016
SUBJECT: Air Quality

RECOMMENDATION:

That the staff report, including the Service Establishment Checklist, dated April 26, 2016 re: Air Quality be received for information and direction.

SUMMARY:

At the Board of Directors meeting held on October 21, 2015 the following resolution was passed:

That the matter of a proposed Air Quality Function be referred to a future Committee of the Whole for discussion.

DISCUSSION:

At the Committee of the Whole meeting held on October 7, 2015 Ralph Adams and Tarek Ayache (Air Quality Meteorologists) with the Ministry of Environment attended and provided a verbal summary of air quality monitoring and airshed planning in the Regional District.

The Regional District of North Okanagan does not have an Air Quality Service. In order to proceed to establish an Air Quality Service the first step would be to work through the "Service Establishment Checklist" attached to this report to consider the scope of such a service and whether or not there is sufficient support to move forward to establish this service.

Attachments:

- Service Establishment Checklist
- Report Dated May 25, 2015

Submitted by:


Paddy Juniper
Deputy Corporate Officer

Approved for Inclusion:


David Sewell
Chief Administrative Officer

SERVICE ESTABLISHMENT CHECKLIST

Proposed Service: _____

Board Considerations

Purpose of Service: _____

Scope of Service: _____

Service Area Boundaries: _____

Participating Areas: _____

Participating Area Approval Method: _____

Cost Recovery Method: _____

Maximum Requisition: _____

Governance / Voting: _____

Service Review Provisions: _____

Withdrawal Provisions: _____

Participant Considerations

Service delivery: _____

Potential conflicts / overlaps with existing services: _____

Measurable goals: _____

Anticipated outcomes: _____

Start-up / Transition plan: _____



REGIONAL DISTRICT
NORTH OKANAGAN

REPORT

File No.: 5282.10

TO: Board of Directors
FROM: Chief Administrative Officer
DATE: May 25, 2015
SUBJECT: Air Shed Quality Service History

RECOMMENDATION:

That the report titled 'Air Shed Quality Service History' dated May 25, 2015 be received for information.

DISCUSSION:

In response to a request for direction regarding the establishment of a service to support an Air Shed Quality Management Committee, staff has been requested to provide supporting information including the history of the Regional District's Air Quality Function.

The Regional District of North Okanagan created an air quality function through the adoption of Regional Air Quality Service Establishment Bylaw No. 2025, 2005. The participants in this service were:

- Township of Spallumcheen
- City of Armstrong
- City of Vernon
- Village of Lumby
- Electoral Area 'B'
- Electoral Area 'C'

This service was governed in part through the Air Quality Stakeholders Advisory Committee. Through this Committee, an Air Quality Action Plan was drafted in 2005 and revised in 2008. It does not appear that this Action Plan was formally ratified.

A report detailing the accomplishments and 2008 goals is included as Attachment 'A'.

Included in the operations of the Air Quality function was a partnership with the Regional District of Central Okanagan and the Regional District of Okanagan Similkameen in forming the Okanagan Airshed Coalition. The stated purpose of this partnership as expressed in a Memorandum of Understanding (Attachment 'B') was:



REGIONAL DISTRICT
of
NORTH OKANAGAN

MEMO

File No.: 0540

TO: Committee of the Whole
FROM: Corporate Services
DATE: September 28, 2015
SUBJECT: Air Quality

At the Board of Directors meeting held on June 3, 2015 the following resolution was passed:

Air Quality

That a Committee of the Whole meeting be scheduled to determine which jurisdictions would be interested in establishing an Air Quality Service.

Further to the resolution carried, a Committee of the Whole has been scheduled for 2:30 pm October 7, 2015. The following staff from the Ministry of Environment will attend to provide a brief summary of the air quality monitoring and airshed planning in the Regional District.

- Ralph Adams - Air Quality Meteorologist (Kamloops)
- Tarek Ayache - Air Quality Meteorologist (Penticton)

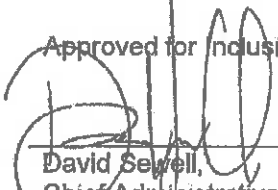
Reference attachment:

- Staff report dated May 25, 2015 (provided at the June 3, 2015 Board of Directors' meeting)

Submitted by:


Paddy Juniper
Deputy Corporate Officer

Approved for inclusion:


David Sewell,
Chief Administrative Officer

Report to: Board of Directors
From: Corporate Services
Re: Air Shed Quality Service History

File No: 5282.10
May 25, 2015
Page 2 of 2

"...is to develop a comprehensive strategy for air quality management by assessing issues, prioritizing problems, and developing appropriate actions to protect public health and the environment."

The Coalition Committee structure consisted of political representatives. This Coalition dissolved with the failure of the RDNO to sign this MOU.

At the March 18, 2010 regular Meeting of the Board of Directors, the following motion was carried:

"That as recommended by the Committee of the Whole, the Air Quality service (110) be abandoned and that no funds be requisitioned in 2010."

On March 16, 2011 Regional Air Quality Service Establishment Repeal Bylaw No. 2468, 2010 was adopted and ended the legal authority for the Air Quality function.

Financially, the service was funded through a requisition with minor contributions from Provincial grants and donations. Requisition levels were:

2006	-	\$42,651
2007	-	\$26,000
2008	-	\$38,000
2009	-	\$49,576
2010	-	\$0

The Regional District of Okanagan Similkameen does not currently have an Air Quality function.

The Regional District of Central Okanagan's (RDCO) Air Quality function is a joint initiative of the City of Kelowna, RDCO, District of Peachland, District of West Kelowna, Westbank First Nation and the District of Lake Country. The RDNO Air Quality Program is managed by the City of Kelowna under contract.

Submitted by:


David Sewell, Chief Administrative Officer

Agenda No.: 7.E.4.b
 RB In-Cam _____
Date: Sept 3/08



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

File No.: 5280.02

TO: Regional Board and Chair Oglow
FROM: Nicole Marzinzik, B.Sc., Air Quality Coordinator
DATE: August 21, 2008
SUBJECT: Air Quality Stakeholder Committee - Accomplishments and 2008 Goals

RECOMMENDATION:

THAT the Regional Board accept, for information, the report dated August 21, 2008 from the Air Quality Coordinator on the Air Quality Stakeholder Committee's accomplishments since the development of the 2005 Air Quality Action Plan and the status of the Committee's 2008 goals.

ISSUE:

The Air Quality Stakeholder Committee wishes to provide the Regional Board with an update of their accomplishments since the development of the 2005 Air Quality Action Plan. The Committee also wishes to provide the Regional Board with an update on the status of the Committee's 2008 goals which were set by the Air Quality Stakeholder Committee and endorsed by the Regional Board (Appendix A).

DISCUSSION:

The Regional District of North Okanagan Air Quality Action Plan was completed in 2005. Since the plan was developed, the Air Quality Stakeholder Committee has accomplished a number of the tasks described in the plan.

Accomplishments

Through the Air Quality Stakeholder Committee:

1. Hosted an Orchard Chipping Demonstration event.
Funding for the demonstration was provided by the Regional District of Central Okanagan, Environment Canada and the Regional District of North Okanagan's Air Quality Stakeholder Committee. A & B Contracting provided the tub grinder.
2. Developed Smart Burning packages to hand out to those applying for open burning permits through the Regional District.
3. Hosted two Burn Smart Workshops, one on March 16, 2005 and again on April 2, 2008.
4. Hosted six Clean Air Day events 2003 - 2008
5. Provided input at Vernon OCP stakeholder sessions and requested the Air Quality Stakeholder Committee be invited to participate in any upcoming OCP sessions in other member municipalities.

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6. Worked with the Vernon Fire Chief on Vernon's burning bylaw review.
7. Provided minimum open burning standards for consideration by all RDNO member municipalities. A number of these recommendations were included in the City of Vernon and District of Coldstream Burning Bylaws.
8. Hosted a Dust "Best Management Practices" workshop in February 2006. The workshop included Public Works managers from local municipalities and Argo Road maintenance. Discussed current practices in each municipality and networked on shared contacts and opportunities.
9. Initiated an Idling Reduction Initiative. The goals of this project were to gather information on the current idling practices and policies of municipal (public works) and school district fleets within the RDNO, install No-Idling signage at idling hotspots in our communities and to make recommendations for further idling reduction strategies within the RDNO.

Through partnerships:

10. Lobbied for a tipping fee reduction for yard and garden waste during open burn periods. Resulted in six weeks of free tipping of yard and garden waste in the spring and in the fall at RDNO Recycling and Disposal Facilities.
11. Lobbied for the re-opening of an investigation into a Regional Yard Waste Composting Facility capable of handling residential and agricultural organic wastes. This review was completed as part of the Solid Waste Management Plan review and a yard waste composting facility will be constructed at the Greater Vernon Recycling and Disposal Facility in late 2008 or 2009.
12. Lobbied the provincial government to create a provincial toll-free line for venting and air quality information during open burning times. Such a line now exists.
13. Developed a "Burn/Don't Burn" Public Advisory System for the RDNO using the RDNO website, front desk, email. Each morning:
 - a. the RDNO website is updated with a Burn/Don't Burn message.
 - b. staff send an email to relevant stakeholders, including fire departments.
 Note that the RDNO is willing to do this for other municipalities if the open burning periods could be harmonized.
14. Published several articles in local newspapers in conjunction with other environmental stakeholders
15. Participated yearly in the Environmental Mind Grind education event. This involves helping:
 - a. develop study package materials,
 - b. coordinate the event, and
 - c. judge the air quality portion of the event.
16. Participated in the Great Okanagan Wood Stove Exchange Program since 2001, resulting in the changeout of 1040 wood stoves in the Okanagan Valley
17. Applied for and received, in 2007, a \$20,000 provincial grant to conduct a baseline feasibility study for an Okanagan Valley-wide comprehensive strategy for Air Quality management.
18. Will be participating in the BC Scrap-It program. This new program will tentatively begin in Fall 2008. An agreement with the RDNO and the BC Scrap-It program is being developed. The Scrap-It Program will work to reduce greenhouse gas emissions and improve air quality by getting older vehicles off the road. The Program offers qualifying vehicle owners incentives to scrap their older vehicle. The incentive values are based on the greenhouse gas reduction that occurs when an old vehicle is scrapped and an incentive is used as a replacement.

Incentives valued at \$2,000 or more are offered for replacements with the highest greenhouse benefit. Other incentives being developed include transit passes, electric bike rebates, and transit pass / bicycle rebate combinations.

Other Major Efforts:

19. Reviewed and summarized open burning bylaws throughout the region
20. Developed minimum open burning bylaw standards and forwarded these recommendations to member municipalities for their consideration. This was an attempt to harmonize open burning bylaws throughout the North Okanagan. Some municipalities and Electoral Areas adopted some of the recommendations; however others chose to not adopt the minimum standards recommended by the AQSC.
21. Drafted an Outdoor Solid Fuel Burning Appliance Bylaw; however this regulatory bylaw was not supported by the Regional Services Committee. Nonetheless, out of this effort the Electoral Areas decided to contribute \$1500 towards a Smart Burning education campaign specifically for the rural areas. This campaign will occur in Fall 2008.
22. Hosted a Meeting of the Minds roundtable discussion on the topics of open burning and the Mountain Pine Beetle. The purpose of the meeting was to determine areas of responsibility and to discuss how to improve communications, management, protection and enforcement between the different stakeholders.

Useful information was shared and suggestions were made to improve communication between jurisdictions and the public. Agencies learned about each other and how responsibilities and enforcement overlap in some cases. Next steps include the dissemination of information (contact list and delineation of jurisdiction in all areas of the RDNO) to all offices associated with the two issues and introduction of a best practices guide for open burning that may evolve into an RDNO policy, that could address air quality and other environmental issues in the rural as well as the urban areas.

Respectfully submitted,



Nicole Marzinzik, B.Sc.
Air Quality Coordinator
Attachments

APPENDIX A- Update on Air Quality Stakeholder Committee 2008 Goals

1. Anti Idling

- a. Identify the top 25 idling locations in the Regional District of North Okanagan and work with other agencies (i.e. Local Councils, School Boards, Fleet Operators etc.) to post Anti-Idling signage at the top 25 idling locations.

GOAL: For anti-idling signage to be installed in at least the top 25 idling locations in the Regional District of North Okanagan by the end of 2008.

Update: An anti-idling project was started in the last quarter of 2007 and continues today. Major fleet operators, municipalities and the school district have become involved. School District 22 committed to installing signs at its 19 local schools as well as in the bus yard area. School District 83 already has signs in place. Public works officials at the different municipalities are committed to displaying two signs each, one at their yard offices and the other at a idling "hot-spot". Additional work to encourage anti-idling policies is underway. Additionally, staff is working with provincial departments on possible other idling initiatives the province is developing.

- b. Develop a corporate anti-idling policy and encourage other agencies (i.e. Local Councils, School Boards, Fleet Operators etc.) to adopt the corporate anti-idling policy or encourage them to develop their own anti-idling policies.

GOAL: For all local governments in the RDNO to adopt anti-idling policies for their fleets by the end of 2008.

Update: Not yet complete. Plans are underway to forward an anti-idling policy to the Regional Board in early Fall 2008, after which other local governments will be encouraged to do so as well (template for a policy to be forwarded as an incentive).

- c. Implement an Anti Idling public education campaign using newspaper and radio ads.

GOAL: To dedicate at least \$1500 to anti idling advertising and education in 2008.

Update: Complete. \$1500 was dedicated to a radio campaign, in conjunction with Clean Air Day.

2. Wood Stove Exchange Program

- a. Participate in this program in 2008 and ensure that up to date information is available regarding the program on the RDNO website.

GOAL: For a minimum of 50 pollution spewing, old, ugly, inefficient wood stoves within the RDNO to be replaced with modern, low emission wood stoves in 2008.

Update: 112 stoves were changed out throughout the Okanagan Similkameen, 24 of them from the North Okanagan, representing 21% of the wood stoves.

The Okanagan Airshed Coalition has submitted their funding application for 2009. Due to the success of this year's campaign, the Coalition feels confident about doubling their change-out goal for 2009 to 224 stoves.

3. Clean Air Day

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- a. Participate in Clean Air Day 2008 by setting up a display at a public location (such as the Village Green Mall) and providing educational literature on air quality issues to local residents.

GOAL: To provide educational literature on air quality issues to at least 250 residents during a display at a public location on Air Quality Day 2008.

Update: A successful Clean Air Day was held at two Tim Horton's drive-through locations to focus on unnecessary idling. The goal of the event was to provide literature on best practices and inform the public of the harmful effects of idling. Approximately 600 customers received direct communications from committee members, staff and volunteers. As a result of this event and discussions with the managers at both locations, a letter was sent to Tim Horton's Head Office recommending permanent anti-idling signage be installed at all Tim Hortons' drive-thru's.

4. Dealing With Smoke From Beetle Kill

- a. Encourage local governments and the provincial government to consider air quality issues when formulating strategies to deal with beetle kill wood.

GOAL: To contact all local governments in the RDNO and the provincial government by letter, by the end of February 2008, encouraging them to formulate a strategy to deal with the issue of beetle kill wood and requesting that air quality be considered when considering alternatives to dispose of beetle kill wood.

Update: On April 3, 2008 the RDNO hosted a roundtable discussion with relevant stakeholders to accumulate information, study ways to assist affected landowners with wood disposal and recycling, and explore alternatives to open burning, as it pertains to beetle kill wood.

5. Increasing Awareness of Burning Practices and Regulations in the RDNO

- a. Undertake a media campaign during the spring and fall burn periods which will inform residents of the burning regulations within the various jurisdictions within the RDNO, provide information on best practices for burning, provide information on alternatives to burning and provide residents with contact information if they have questions or concerns.

GOAL: That the AQSC develop media campaigns for the spring and fall burning periods in 2008 and that a minimum of \$1500 be spent on advertising during each of these burn periods.

Update: Complete for Spring 2008. Fall 2008 being planned. Additional \$1500 has been dedicated to the fall educational campaign, specifically for the rural Electoral Areas by the Electoral Area directors.

6. Participation in the 2009 Solid Waste Calendar

- a. Participate in the RDNO Solid Waste Calendar in 2009.

GOAL: That the AQSC purchase two months in the 2009 RDNO Solid Waste

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Calendar and that the AQSC will finalize the topics and content of the two months by the end of September 2008 for inclusion in the 2009 calendar.

Update: Complete. Although the Committee has yet to receive an official partnership request from the Solid Waste department, the Committee has committed in their budget to develop public education campaigns for two months in the 2009 Calendar. The copy has been written for both months. The themes are "Anti-Idling" and "Don't Light Tonight".

7. Dust Control Including Road Maintenance Strategies.

- a. The AQSC will contact local municipalities and road maintenance contractors to determine their current dust management strategies in the context of the application of traction materials to roads during the winter and that a summary of current practices be compiled.

GOAL: *To contact all local municipalities and road maintenance contractors to determine their current dust management strategies in the context of the application of traction materials to roads during the winter and that a summary of current practices be compiled by the end of May 2008.*

Update: Not complete. Scheduled completion of summary scheduled for October 2008.

- b. The AQSC will contact all local governments in the RDNO to determine what regulations they have with respect to dust control during land development and that a summary of current regulations be compiled.

GOAL: *That the AQSC contact all local governments within the RDNO to determine what regulations they have with respect to dust control during land development (including parking lot surfacing requirements) and that a summary of current regulation be compiled by the end of May 2008.*

Update: Not complete. Scheduled completion of summary scheduled for October 2008.

- c. That the AQSC review current practices with regards to road maintenance practices and development dust control regulations and make recommendations to improve current practices to improve air quality.

GOAL: *That the AQSC review current road maintenance practices and development dust control regulations (including parking lot surfacing requirements) and make recommendations to improve current practices to improve air quality by the end of July 2008.*

Update: Not complete. Scheduled completion date set for November AQSC meeting.

8. Education for Committee in Order to Have a Stronger Position When Making Recommendations.

- a. AQSC members are encouraged to bring forward information regarding any conferences or seminars related to air quality issues for AQSC information and review. The AQSC will determine if attendance would be beneficial and if funds are available to allow a member or members to attend.

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GOAL: That at least 4 AQSC committee members attend a conference or seminar on air quality issues during 2008.

Update: Several Committee members attended the Clean Air Forum in Penttton in March and found it useful. The opportunity to discuss inter-regional issues and programs was valuable.

9. Air Quality Action Plan

- a. That the AQSC undertake a complete review of the current Air Quality Action Plan.

GOAL: That the AQSC undertake a complete review of the current Air Quality Action Plan, and that an updated Air Quality Action Plan be completed by the end of 2008.

Update: The review is well underway. Comments and suggestions for an amended version of the plan have been compiled and reviewed by the Committee and their stakeholders. The plan is being re-drafted and will be forwarded to the Regional Board in Fall 2008.

Memorandum of Understanding

FOR THE FORMATION OF AN OKANAGAN SIMILKAMEEN AIRSHED COALITION THAT
WILL COOPERATIVELY DEVELOP INITIATIVES TO IMPROVE OUTDOOR AIR QUALITY
IN THE OKANAGAN SIMILKAMEEN AIRSHED

BETWEEN: REGIONAL DISTRICT OF NORTH OKANAGAN (RDNO),
incorporated under the "*Local Government Act*" of the Province of British
Columbia, and having its Offices at 9848 Aberdeen Road, Vernon, British
Columbia V1B 2K9

OF THE FIRST PART

AND: REGIONAL DISTRICT OF CENTRAL OKANAGAN (RDCO),
incorporated under the "*Local Government Act*" of the Province of British
Columbia, and having its Offices at 1450 K.L.O. Road, Kelowna, British
Columbia V1W 3Z4

OF THE SECOND PART

AND: REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN (RDOS),
incorporated under the "*Local Government Act*" of the Province of British
Columbia, and having its Offices at 101 Martin Street, Penticton, British
Columbia V2A 5J9

OF THE THIRD PART

BACKGROUND

Air pollution threatens public health, vegetation and agricultural crops. It can also damage materials, reduce visibility, and affect tourism. The Central Okanagan, North Okanagan and Okanagan-Similkameen Regional Districts are forming a partnership to develop strategies for Valley-wide improvements in air quality. The official partnership name is the "Okanagan Similkameen Airshed Coalition".

Population growth, waste disposal practices, topography and weather patterns have contributed to air quality problems in the Okanagan Similkameen Airshed. The Okanagan Similkameen Airshed is roughly defined as the Okanagan Valley consisting of the Regional District of North Okanagan, the Regional District of Central Okanagan and the Regional District of Okanagan-Similkameen. Air quality monitoring has shown that the air in the Okanagan Airshed is either fair or poor on many days throughout the year. With the population expected to increase by 50% over the next 20 years, there is a need for airshed management planning to make sure the air stays clean while the area grows.

Suspended particulate matter (PM₁₀) and ground level ozone (O₃) are two pollutants of concern in the Okanagan and in the Similkameen. However, expanded research and monitoring is of interest to all three Regional Districts to better understand the air quality of the Airshed. Of the six pollutants continuously monitored at the Central Okanagan air quality monitoring station only suspended particulate matter and ozone exceeded Provincial air quality objectives. Particulate sources include smoke from burning, sand and dust from roads, industrial emissions and vehicle exhaust. Elevated levels of ground level ozone are formed by the reactions of gases produced by the combustion of fossil fuels (mainly vehicle exhaust) in the presence of sunny, warm weather.

COALITION PURPOSE

The three Regional Districts are entering a partnership with the goal of improving outdoor air quality in the Okanagan Similkameen Airshed and, thereby, improving health and quality of life. The purpose of this partnership is to develop a comprehensive strategy for air quality management by assessing issues, prioritizing problems, and developing appropriate actions to protect public health and the environment. The partnership will provide the following benefits:

- A forum for exchange of information among federal, provincial, regional and municipal governments pertaining to airshed analysis, management, and policy development.
- Increased co-operation and collaboration among federal, provincial, regional and municipal governments to achieve an integrated airshed approach to resolving air quality problems in the Okanagan Valley and Similkameen Valley.
- Increased leverage when applying for provincial or federal funding.
- Expanded monitoring and research to better understand the air quality of the Okanagan Similkameen Airshed.
- Common policy and program development on clean air strategies.
- More efficient and effective communications strategies to raise public awareness of air quality issues.

COALITION COMMITTEE STRUCTURE

The Okanagan Similkameen Airshed Coalition Committee (OSACC) will consist of six elected officials, two from each Regional District (RDNO, RDCO and RDOS). Each elected regional representative will be a voting member and resolutions will be by majority. The Okanagan Similkameen Airshed Coalition Committee will meet a minimum of four times per year to focus on Okanagan Similkameen Airshed management issues.

COALITION GUIDELINES

- 1) The Okanagan Similkameen Airshed Coalition Committee will consist of six elected officials, two from each Regional District (RDNO, RDCO and RDOS). Each elected official will have one vote.
- 2) A committee chair will be determined on an annual basis by majority vote.
- 3) Each Regional District may provide at least one technical representative (non-voting), with approval of their Regional District Boards, to participate in the Okanagan Similkameen Airshed Coalition Committee.
- 4) The OSACC may utilize the expertise of stakeholders, and that the stakeholders will be asked to participate in meetings in planning for projects, public workshops, educational programs, public displays, preparing media releases and other air quality initiatives.
- 5) An agreement from each Regional District Board is required for application for funding for airshed research and emission reduction programs using the Coalition name (Okanagan Similkameen Airshed Coalition) and the names of each Regional District.

- 6) Funding proposals, research projects or planning works for the Coalition must be of a Regional nature and apportioned equitably based on assessment to each Regional District unless otherwise agreed.
- 7) All recommendations and meeting minutes of the OSACC will be referred to each Regional District Board Chair.
- 8) The Coalition may not obligate the Regional Districts to any financial or staffing commitments without the prior approval of the individual Regional District Boards.
- 9) This Memorandum of Understanding will be reviewed and updated within one year.

IN WITNESS WHEREOF the parties have duly executed this Agreement this 27th day of April, 2009, in the Province of British Columbia.

REGIONAL DISTRICT OF NORTH OKANAGAN by its authorized signatory

_____ Authorized Signature	_____ Authorized Signature
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REGIONAL DISTRICT OF CENTRAL OKANAGAN by its authorized signatory

_____ Authorized Signature	_____ Authorized Signature
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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN by its authorized signatory

_____ Authorized Signature	_____ Authorized Signature
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- (b) remove snow, ice or *rubbish* from sidewalks and footpaths;
- (c) clean, stack or cover any material;
- (d) clear the *real property* of brush, trees, noxious weeds or other growths;
- (e) cut *grass* or *weeds* present on the *real property*;
- (f) prune trees or shrubs;
- (g) remove *rubbish*, or cut grass, weeds or other growth from adjacent *boulevards* or *laneways*
- (h) otherwise remediate, maintain or repair the *real property* as specified in the notice, so as to bring it into compliance with this Bylaw.

- 4.14 If the owner of *real property* or other responsible person fails to comply with the *Bylaw Enforcement Officer's* compliance order within the time period specified in such notice, the *City*, by its workers or others, may at all reasonable times and in a reasonable manner, enter the *real property* and bring about such compliance at the cost of the defaulting owner or other responsible person. Such costs shall consist of all costs and expenses incurred by the *City* to achieve compliance with this Bylaw including, without limitation, administrative costs, costs to attend property by *City* employees or its contractors and the costs of removal, clean up and disposal.
- 4.15 If an owner of *real property* or other responsible person defaults in paying the cost referred to in Section 4.14 to the *City* within 30 days after receipt of a demand for payment from the *City*, the *City* may either recover from the owner or other responsible person, in any court of competent jurisdiction, the cost as a debt due to the *City*, or direct that the amount of the cost be added to the *real property* tax roll as a charge imposed in respect of work or service provided to the *real property* of the owner, and be collected in the same manner as property taxes.
- 4.16 Service of a demand for payment referred to in Section 4.15 will be sufficient if a copy of the demand is served personally or mailed by regular mail to the owner of the *real property* as shown on the current year's *real property* assessment roll.

PART V – NUISANCE SMOKE/OPEN AIR BURNING

- 5.1 Schedule "E" contains definitions of terms used in Part V.

5.2 GENERAL REGULATIONS

Except as specifically allowed under this Bylaw, no *person* shall light, ignite, start or burn any fire in the open air or in any portable incinerator, *outdoor fireplace* or other portable appliance or device in the open air for any purpose.

When specifically allowed to burn under this bylaw, no *person* may start a fire if wind and weather are such that to do so is likely to be hazardous or when banned under Provincial regulation or when the Ministry of Forests has implemented a *campfire* or burning ban that includes the *City* of Enderby area.

For burning permitted under Section 5.3.5 or authorized by Permit under Section 5.4, no *person* may start a fire unless the ventilation index as provided by Environment Canada for the Okanagan Valley is 55 or better.

An *inspector* may order the extinguishing of any fire producing *smoke* in violation of this bylaw.

If this section is not complied with, the owner of the premises must pay immediately, upon receipt of an invoice from the *City*, all fees for any attendance by the Department at the premises as calculated under *City of Enderby Fees and Charges Bylaw*. Failure for the owner to pay the fee will result in those costs being added to the property taxes of the premises.

5.3 EXEMPTIONS TO OPEN AIR BURNING PROHIBITION

Subject to the *City of Enderby Fire Protection Bylaw* the following exemptions apply to allow for open burning:

5.3.1 FIRE DEPARTMENT

Notwithstanding any other provision of this Bylaw, the Fire Department may burn buildings, structures, or other materials for the purpose of training its personnel or for the purpose of elimination of hazards or any other purpose.

5.3.2 CITY OF ENDERBY

Notwithstanding any other provision of this Bylaw, the *City* may burn wood waste for the purpose of disposing of the wood waste collected from *City* operations including any curb side pick up program.

5.3.3 OUTDOOR COOKING

Notwithstanding Section 5.2, outdoor cooking of foods in barbecues or grills using propane, natural gas or charcoal is permitted.

5.3.4 OUTDOOR FIREPLACES

Notwithstanding Section 5.2, *outdoor fireplaces* that use fuel of seasoned wood, charcoal briquettes, propane or natural gas, being used for the purpose of cooking, providing heat or providing light.

5.3.5 AGRICULTURAL USES

Notwithstanding Section 5.2, outdoor burning by lighting, igniting, starting or maintaining any outdoor fire of any kind within the *City*, during daylight hours, to allow orchard, berry, and vineyard pruning's generated on site on properties within those zones that allow Intensive, Limited, or Restricted Agricultural use under the *City of Enderby Zoning Bylaw*.

5.3.6 WOOD-FIRED HEATING AND ENERGY RECOVERY

Notwithstanding Section 5.2, CSA approved wood-fired heating and energy recovery systems are permitted.

5.3.7 CAMPGROUND FIRES

Notwithstanding Section 5.2, campfires are permitted in an approved campground.

5.4 BURNING PERMITS

5.4.1 Council hereby delegates to the Chief Administrative Officer and Fire Chief the power to issue or refuse to issue Burning Permits in the form of Schedule "G" and to establish conditions and restrictions for Burning Permits for open air burning of materials:

- (i) accumulated from urban interface clearing,
- (ii) accumulated from agricultural pruning,
- (iii) accumulated from land clearing,

- (iv) to remove a fire hazard, or
- (v) for a special public function

- 5.4.2 The owner or occupier of a property may apply for a Burning Permit upon paying the permit fee specified in City of Enderby Fees and Charges Bylaw. The fee is for inspection of a property to ensure all permit requirements are made.
- 5.4.3 The holder of a Burning Permit shall comply with this Bylaw and other applicable bylaws and all terms and conditions set out in the Burning Permit.
- 5.4.4 No *person* to whom a Burning Permit has been issued may burn Trade Waste, tires, animal carcasses, oil, tar, asphalt shingles, battery boxes, plastic materials, or any similar material which may produce heavy black *smoke*, on or in any fire.
- 5.4.5 Every holder of a Burning Permit shall place a competent *person* in charge of the fire at all times and shall provide that person with sufficient equipment and water supply to prevent the fire from getting beyond control or causing damage or becoming dangerous. A fire shall be considered out of control when it spreads beyond the boundaries of the parcel of land on which it was started, or threatens to do so, or when it endangers any *person*, Building or property.
- 5.4.6 At any time the Chief Administrative Officer or Fire Chief may on account of hazardous fire conditions cancel or suspend a Burning Permit or may impose further conditions and restrictions.
- 5.4.7 The Chief Administrative Officer or Fire Chief may suspend or cancel a Burning Permit for the failure of the permit holder to comply with a term or condition of the Burning Permit or the failure of the permit holder to comply with this Bylaw.

PART VI – PANHANDLING

6.1 Schedule “F” contains definitions of terms used in Part VI.

6.2 Restrictions on Panhandling

- 6.2.1 No person shall *panhandle* within 15 metres of:
 - a) an entrance to a bank, credit union or trust company;
 - b) an *automated teller machine*;
 - c) an *after hours depository*;
 - d) a *bus stop* or bus shelter;
 - e) a pay telephone;
 - f) a public toilet;
 - g) where the City has provided for a license of occupation to a third party;
 - h) the entrance to any liquor store or cold beer and wine store; or
 - i) a place where a commercial passenger vehicle regularly stops to pick up or disembark passengers.
- 6.2.2 No person shall panhandle from a person who is:
 - a) in, on, or disembarking from a commercial passenger vehicle;
 - b) in the process of getting in, out of, on or off of a vehicle;
 - c) occupying a motor vehicle that is parked, stopped at a *traffic control signal*, or standing temporarily for the purposes of loading and unloading.
- 6.2.3 No person shall panhandle in a manner that would cause a reasonable person to be concerned for his or her safety or security.
- 6.2.4 No person shall continue to panhandle from a person, or follow that person, after that person has made a negative response;

SCHEDULE "E"

In Part V of this Bylaw:

"Campfire" – means a contained outdoor fire, not exceeding one meter (3ft) in diameter and one meter (3ft) in height;

"Extinguished" shall mean no visible flame, sparks, glowing embers or smoke;

"Inspector" means a Bylaw Enforcement Officer, Peace Officer, Fire Chief or his designate;

"Outdoor Fireplace" means a secured container, which is commercially manufactured, certified by the Canadian Standards or a similar entity, and designed with a chamber to hold an outdoor fire, used for heat, light, or cooking purposes;

"Person" shall mean natural persons of either sex, associations, corporations, or co-partnerships, whether acting by themselves or by a servant, agent, or employee, and the heirs, executors, administrators, or assigns or other legal representatives of such persons to whom the context shall apply according to law;

"Smoke" means the gases, particulate matter and all other products of combustion emitted in the atmosphere when a substance or material is burned, including without limitation smoke, dust, gas, sparks, ash, soot, cinders and fumes.

Venting Index

Sunday May 22, 2016

You can find the [old venting reports](#) here.

FLCN39 CWVR 221330

SMOKE CONTROL FORECAST FOR BC AND YUKON ISSUED BY ENVIRONMENT CANADA AT 7:00 AM PDT
SUNDAY 22 MAY 2016 FOR TODAY.

MIXING HEIGHTS IN METRES ABOVE SEA LEVEL. AVERAGE WINDS IN KM/H.

22-MAY-2016

SOUTHERN INTERIOR

	7:00 AM			TODAY 4:00 PM			TOMORROW 4:00 PM		
	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M
FRASER CANYON	16/POOR	5	482	54/FAIR	7	1703	51/FAIR	7	1572
KAMLOOPS	30/POOR	12	682	99/GOOD	18	2145	99/GOOD	13	3068
OKANAGAN	19/POOR	4	931	41/FAIR	11	1059	53/FAIR	5	2440
CASTLEGAR	26/POOR	7	960	19/POOR	14	629	23/POOR	4	1156
CRANBROOK	14/POOR	7	1059	29/POOR	9	1369	32/POOR	8	1522
REVELSTOKE	19/POOR	7	703	10/POOR	4	472	25/POOR	2	1984
GOLDEN	15/POOR	7	930	15/POOR	9	913	73/GOOD	10	2470

FORECAST UPPER WINDS FOR THIS AFTERNOON

	900M	1800M	2700M
PENTICTON	N 10	NE 12	NE 29
CRANBROOK	NW 11	NE 28	N 21

CENTRAL INTERIOR

	7:00 AM			TODAY 4:00 PM			TOMORROW 4:00 PM		
	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M
QUESNEL	12/POOR	5	646	81/GOOD	13	2128	99/GOOD	12	3229
100 MILE	21/POOR	16	1079	99/GOOD	21	2650	99/GOOD	17	3597
WILLIAMS LAKE	40/FAIR	8	986	99/GOOD	19	2736	99/GOOD	16	3793
PUNTZI MTN	13/POOR	9	998	99/GOOD	17	3235	99/GOOD	12	3896
PRINCE GEORGE	13/POOR	5	842	65/GOOD	7	2692	96/GOOD	10	3595
BURNS LAKE	16/POOR	6	918	99/GOOD	13	3594	99/GOOD	20	3545
SMITHERS	14/POOR	6	677	99/GOOD	13	3529	99/GOOD	17	3121
MCBRIDE	14/POOR	6	893	48/FAIR	7	1936	53/FAIR	5	2700
CLEARWATER	26/POOR	6	940	57/GOOD	13	1245	54/FAIR	5	2458

FORECAST UPPER WINDS FOR THIS AFTERNOON

	900M	1800M	2700M
PR. GEORGE	E 13	E 10	E 10
SMITHERS	SE 8	SE 16	SE 23

NORTHERN BC/YUKON

	7:00 AM			TODAY 4:00 PM			TOMORROW 4:00 PM		
	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M
FORT NELSON	15/POOR	13	463	82/GOOD	12	2152	99/GOOD	20	2381
FT ST JOHN	11/POOR	6	754	76/GOOD	11	2367	99/GOOD	18	2647
WHITEHORSE	18/POOR	10	871	73/GOOD	13	1996	99/GOOD	14	3157
DAWSON	76/GOOD	29	1007	94/GOOD	20	1771	95/GOOD	13	2579
WATSON LAKE	14/POOR	16	743	62/GOOD	4	3888	99/GOOD	16	2949

FORECAST UPPER WINDS FOR THIS AFTERNOON

	900M	1800M	2700M
DEASE LAKE	S 19	S 26	S 21
WATSON LAKE	SW 21	S 18	S 16
WHITEHORSE	S 17	S 23	S 23
MAYO	S 24	S 28	S 33

COAST

	7:00 AM			TODAY 4:00 PM			TOMORROW 4:00 PM		
	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M	VI	WND KM/H	MXG HT M
VANCOUVER	22/POOR	9	271	65/GOOD	15	916	40/FAIR	11	580
FRASER VALLEY	53/FAIR	19	579	71/GOOD	20	858	39/FAIR	13	528
SQUAMISH	15/POOR	3	410	37/FAIR	6	992	26/POOR	6	596
SRN VAN ISLD	60/GOOD	23	542	32/POOR	13	375	21/POOR	6	410
CNTRL VAN ISLD	15/POOR	12	371	33/POOR	4	1240	57/GOOD	12	950
NRN VAN ISLD	14/POOR	10	114	85/GOOD	26	897	67/GOOD	24	623
TERRACE	13/POOR	4	419	99/GOOD	19	2755	90/GOOD	14	2049
STEWART	9/POOR	0	33	15/POOR	7	155	23/POOR	6	448

FORECAST UPPER WINDS FOR THIS AFTERNOON

	900M	1800M	2700M
VANCOUVER	W 4	E 12	E 26
SANDSPIT	E 8	SE 25	SE 25
PORT HARDY	NW 3	N 7	N 10

VENTILATION GUIDELINES:

POOR: 0-33

FAIR: 34-54

GOOD: 55-100

VENTILATION INDICES NORMALLY DROP TO POOR AFTER SUNSET.

END/

Open burning in context

Open burning of vegetation is the largest source of fine particulate matter pollution in B.C., as well as a significant source of other air pollutants. Open burning is undertaken for a variety of purposes and in a wide range of settings:

- Waste disposal/fire hazard abatement for forest and agriculture industries
- Community fire hazard reduction
- Land clearing for agriculture and development
- Transportation and utility rights of way
- Other natural resource industries
- Clean up of debris for rural landowners

Burning of vegetative debris is a prescribed activity under the provincial *Environmental Management Act*. Rules under which this burning is authorized are provided in the Open Burning Smoke Control Regulation (OBSCR). The regulation affects anyone burning vegetative debris, although most agricultural practices and some backyard burning activities are exempt from the provisions.

Consultations on revising the OBSCR

A ministry audit in 2004 identified concerns with the regulation. Since that time the ministry has conducted extensive consultations, with intentions papers seeking public comment in 2008 and 2010 and engagement with a stakeholder review group through 2011-13. For detailed information and summaries of public comments see the ministry's [open burning regulatory review website](#). The ministry has reviewed comments received through 2013 and as a result, has substantively updated the proposed revisions to the regulation.

Key features of the proposed revisions

Smoke sensitivity zones

The revised regulation will establish three smoke sensitivity zones covering the entire province. This will replace the two category system ("cities, towns and villages" and "everything else") used in the current regulation. The zones will be delineated on maps that will be part of the final regulation.

The **high smoke sensitivity zone** includes a buffer of 10 km around densely populated areas, modified based on the topography

Key Points

This update provides information on revisions proposed by the ministry and the planned path forward.

The proposed revisions are intended to:

- Improve air quality in populated areas
- Simplify burning requirements in remote areas
- Support enforcement, encourage use of cleaner technologies and provide flexibility for community wildfire protection

Key features of the revisions:

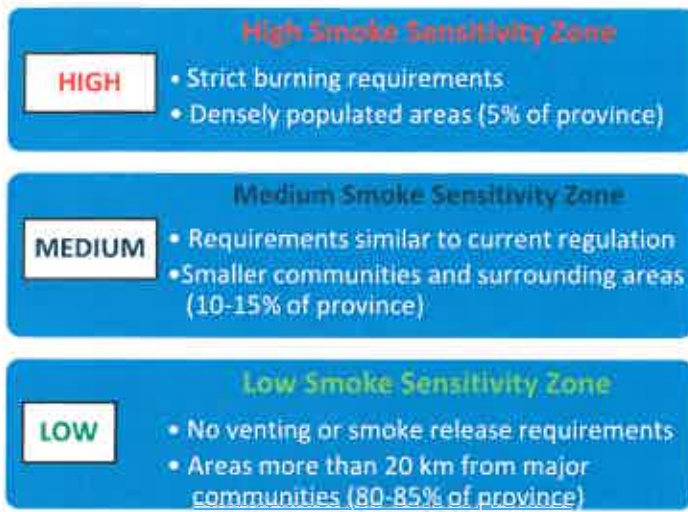
- Establishes three smoke sensitivity zones, covering the entire province
- Smoke management plans may be established on a case by case basis
- Setback distances will be increased
- Provisions addressing prohibited materials, community wildfire protection plans, burning of diseased vegetative debris, use of air curtain incinerators, burning at log sorts, best management practices and reporting

Additional Information

For an overview on how smoke from different sources is managed in BC see: [A Smoke Management Framework for BC](#) under the "reports" tab at: www.bcairquality.ca. The site also provides general information on [Air Quality in B.C.](#)

The existing Open Burning Smoke Control Regulation can be accessed [here](#). Guidance material on complying with the regulation is available [here](#).

Open Burning Smoke Control Regulation (OBSCR)—Policy Intentions



of specific communities. Burning requirements in this zone are most restrictive. One day burns are permitted with a “good” venting index forecast and two day burns are permitted if the venting index is forecast to be “good” on day one and “fair” or better on day two. The ministry’s aim is to require rapid burns during periods of good venting to reduce human exposure to smoke. The ministry estimates that less than 5% of the province’s land area will be in this zone. The primary change to burning rules in this zone is the shorter burn period than in the current regulation (from sunrise on day one to sunset on day two, versus 72 or 96 hours in the current regulation).

An estimated 10-15% of the province will be designated as **medium smoke sensitivity zone**. The zone encompasses settled rural areas, and buffers of up to 10 km around high smoke sensitivity zones, 1-5 km around smaller communities that are not part of the high smoke sensitivity zone and 1-3 km around provincial numbered highways. Burning in this zone will require a forecast of at least two days of “fair” or better venting index. Burn periods are up to four days in length (sunrise day one to sunset day four). Relative to current requirements the venting index requirements are more permissive, however the burn periods are slightly shorter.

The **low smoke sensitivity zone**, covering roughly 80% of the province, will be subject to the general burning provisions set out in the regulation. These general

requirements include a prohibition on causing smoke impacts to communities. However, burns in this zone will not be subject to specified limits with respect to venting index or burn duration. Delineation of this zone, where the risk of smoke impacts on populations is low, should greatly simplify open burning over much of the province. However if the removal of venting and smoke release requirements causes local pollution problems the ministry still has the option to impose stricter burning requirements in selected areas of the low smoke sensitivity zone.

Smoke management plans

The revised regulation will empower the ministry to substitute requirements on a case by case basis, in place of the “default” requirements in the regulation. These substitution powers could be used to approve existing smoke management plans or to develop new ones where appropriate.

Setback distances

Setback distances for burning will be increased to 500 metres from residences or businesses and 1,000 metres (1 km) from schools, hospitals and care facilities.

Setback distances will be reduced to 50 metres in specific situations – community wildfire protection or management of diseased vegetative debris. Burning within the specified setback distances under these situations will need to follow best management practices set out in the regulation.

Burning within the increased setback distances but still more than 100 metres from residences or businesses and 500 metres from schools, hospitals and care facilities (the same setbacks as the current regulation) will be allowed if specified conditions are followed:

- One day burns only
- Venting index “good”
- Vegetative debris being burned is “seasoned” in accordance with the definition in the regulation
- Neighbours are notified

Additional proposed revisions

Prohibited materials

The prohibited materials list in the current regulation will be expanded, with the addition of several materials unsuitable for open burning. Note however, that the addition of accelerant materials intended to assist rapid combustion will remain legal – as this reduces air pollutant emissions.

Community wildfire protection plans

A specific provision for burning that takes place under “community wildfire protection plans” will facilitate burning that is required for the critical goal of reducing wildfire hazard to communities. This will allow burning with reduced setbacks and only “fair” venting index, provided notice is given to adjacent residences and businesses.

Diseased vegetative debris

A specific provision for burning diseased vegetative debris will facilitate the priority disposal of diseased material that might put farms or forests at risk. This provision will allow burning with reduced setbacks and only “fair” venting index for vegetative debris that is verified as diseased.

Use of air curtain incinerators

The ministry encourages use of air curtain incinerators – which reduce open burning emissions by up to 95%. The revised regulation will include provisions for reduced setback requirements and relaxed venting requirements when air curtain incinerators are used.

Burning at log sorts

Provisions governing burning at log sorts for each smoke management zone will be revised (replacing the requirement to obtain a permit in all but the high smoke sensitivity zone). Existing permits for log sorts will not be affected.

Best management practices (BMPs)

Best management practices – such as seasoning vegetative debris before burning, minimizing soil content in piles and constructing piles to maximize airflow, will be required. Seasoned vegetative debris will be defined as debris meeting one of the following criteria: containing

<30% moisture content; seasoned at least four months; or standing dead.

Power to prohibit open burning

The ministry will retain the ability to prohibit open burning during periods of poor air quality or when pollution is occurring from open burning. The criterion for prohibiting open burning is B.C.’s ambient air quality objective for fine particulate matter.

New reporting requirements

New reporting requirements will be included in revised provisions to allow the ministry to better track emissions from open burning. Implementation of reporting requirements will follow enactment of the regulation by a specified period (e.g., one year) to enable development of an efficient reporting system.

Custom ventilation forecasts

The revised regulation will allow use of custom ventilation forecasts. These provide location-specific forecasts of the atmosphere’s ability to disperse smoke.

The path forward

The ministry plans to conduct a series of webinars on the proposed revisions, including a general overview webinar and information targeted to municipal, agriculture and forestry interests. If you are interested in participating in one of these webinars, please contact the email or mail addresses below.

If you have any questions or comments about the ministry’s proposed revisions, please submit them by e-mail or mail to the addresses below **by June 30th, 2016**.

Email: OBSCR@gov.bc.ca

Mail: PO Box 28159 Westshore RPO
Victoria B.C. V9B 6K8

All comments received through the webinars, mail or email will be compiled and reviewed by ministry staff prior to final drafting of the revised regulation. The ministry intends to complete revisions to the regulation in 2016.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: May 31, 2016
Subject: Purchasing Policy Update

Recommendation:

THAT Council approves the proposed Purchasing Policy.

Background:

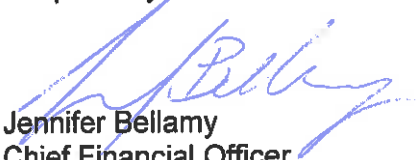
Purchasing Policies are put in place to help guide staff with the procurement process and to help ensure that value for money is being achieved. It is recommended that Purchasing Policies are reviewed regularly to ensure they are effective.

The proposed purchasing policy has the following revisions:

1. Spending Authority - Inside employees have been added to the employees with purchasing authority schedule for office supplies and advertising.
2. Purchase Orders - Although purchase orders are currently used, the requirement to use them has been added to the policy.
3. Procedural Policy Exemption - Currently, when a purchase is made where it has been deemed appropriate to exempt the purchase from the policy, the reasoning for the exemption is not formally documented. An example of where a policy exemption would be used would be for situations where there is lack of competition or a specialized purchase where a call for proposal would be a waste of resources and provide no benefit to taxpayers. The proposed policy includes a form that must be completed when an exemption is appropriate. The form would also be completed during circumstances where policy compliance may not be apparent (i.e. where quotes were requested but the number of quotes received were below the minimum requirement).
4. Verbal Quotations - The current policy requires that a minimum of three verbal quotations be obtained for any purchases between the value of \$1,001 - \$3,500. This requirement has been removed in the proposed policy. Although staff would still obtain quotes when deemed appropriate, many purchases within this range relate to instances where a policy exemption would be used. Completing policy exemption forms for each of these purchases would not be beneficial.

Also attached is the current purchasing policy for reference.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

PROPOSED POLICY

Policy Title	PURCHASING POLICY
---------------------	--------------------------

Effective Date	Adopted by Mayor & Council Regular Meeting of _____	Replaces September 3, 2013
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POLICY STATEMENT

The City of Enderby will procure all goods and services in accordance with this policy. The City will seek to obtain services or make its purchases from reliable suppliers, recognizing that although price is important, other elements of value, including quality, ability to deliver at required times, service, and customer relations constitute the true cost to the taxpayer.

APPLICATION

The policy applies to all purchases made on behalf of and contracts entered into by the City, excluding contracts of employment and supply of utilities.

PURCHASING AUTHORITY

1. All purchases must be provided for in the approved budget. Unbudgeted purchases require Council approval prior to the purchase.
2. To allow for the efficient operation of the City, spending authority within the following limits are delegated:

Employee	Spending Limit	Type of Goods
Chief Administrative Officer (CAO)	Full Authority within approved budget	All
Chief Financial Officer (CFO)	Full Authority within approved budget	All
Assistant to Statutory Officer	\$500	All
Department Heads and Fire Chief	\$ 1,000	Parts & Supplies
Remaining Recreation & Public Works Employees	\$ 250	Parts & Supplies
Inside Employees	\$ 500	Office Supplies & Advertising

3. All purchases must be approved by the employee with the appropriate spending authority, whether through the use of a purchase order or an alternate form of approval.

4. In accordance with Section 4 of the Schedule of the Community Charter, an officer's deputy or a designated person acting in the officer's place will have the authority of the said officer.
5. In the event of an emergency the CAO is authorized to make unbudgeted purchases in order to reduce the extent of damage. Council is to be informed at the next available opportunity.

UNAUTHORIZED PURCHASES

Any employee who wilfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.

PETTY CASH

Purchases of up to \$50 may be purchased through the use of petty cash without a purchase order. Petty cash slips must be signed by those persons having the authority to sign purchase orders.

PURCHASING PROCEDURES

The following purchasing procedures must be followed:

Value	Procedure
\$ 0 - \$3,500	No quotation required
\$ 3,501 - \$25,000	Written quotations required
\$ 25,000 and greater	Public Tender / Call for Proposal required

1. Where the price offered and all other values are equal, preference will be given to a local supplier to promote community sustainability.
2. The following payments are not subject to the above procedures:
 - a. Debt payments
 - b. Utility payments
 - c. Grants
 - d. Taxation requisitions
 - e. Payroll
 - f. Goods/services provided by other governments
 - g. Professional Consultants (Engineers, lawyers, etc.)

QUOTATIONS

1. A minimum of three competitive quotations or bids will be requested where competition exists, except where goods, services or construction are urgently required and delay would be injurious to the public interest, or where fewer than three suppliers are available and capable of performance.

2. Where a vendor has been selected under this section and where similar goods will be required at a later date, the above requirements do not have to be followed for the future purchase of similar products from the same vendor, provided that there is no substantial change in pricing.

PUBLIC TENDERS / CALLS FOR PROPOSAL

Public Tenders or Calls for Proposal are to be sought for construction or refurbishing of major assets, the procurement of equipment and/or service contracts when the cost is estimated to exceed \$25,000.

All public procurement greater than \$50,000 must be reported to Council.

SERVICE CONTRACTS

Service contracts may be entered into, for a duration of not more than five years, for items such as:

- Animal control
- Auditing services
- Externally owned machinery and/or operators
- Financial services
- Fuel supply
- Lease agreements
- Maintenance agreements
- Service agreements

PROCEDURAL POLICY EXEMPTION

Where circumstances warrant an exemption from policy an Exemption from Purchasing Policy form must be completed and approved by the CAO prior to making the purchase. In the event that the CAO is requesting the exemption, the form must be approved by the CFO.

This form is also to be used for documentation for cases where policy compliance may not be apparent (i.e. lack of competition).



EXEMPTION FROM PURCHASING POLICY

Date: _____

Supplier/Contractor: _____

Item/Service to be Purchased: _____

Policy Item: _____

Reason for Exemption: _____

Requested By: _____

Approved By: _____

Chief Administrative Officer

CURRENT POLICY

Policy Title	PURCHASING POLICY
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Effective Date September 3, 2013	Adopted by Mayor & Council Regular Meeting of September 3, 2013	Replaces April 2, 2002
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POLICY STATEMENT

The City of Enderby will procure all goods, services and construction of assets in accordance with this policy. The City will seek to obtain services or make its purchases from reliable suppliers, recognizing that although price is important, other elements of value, including quality, ability to deliver at required times, service and customer relations, constitute the total cost to the City.

APPLICATION

The policy applies to all purchases made on behalf of and contracts entered into by the City, excluding contracts of employment and supply of utilities.

PURCHASING AUTHORITY

1. All purchases must be provided for in the detailed financial plan. Any purchases not budgeted for require Council approval prior to the purchase.
2. To allow for the efficient operation of the City's departments, the following authority levels are delegated:

Employee	Spending Limit	Type of Goods
Chief Administrative Officer (CAO)	Full Authority within approved budget	All
Chief Financial Officer	Full Authority within approved budget	All
Assistant to Statutory Officer	\$500	All
Department Head	\$ 1,000	Parts & Supplies
Remaining Recreation & Public Works Employees	\$ 250	Parts & Supplies
Fire Chief	\$ 1,000	Fire Department Parts & Supplies

3. In accordance with Section 4 of the Schedule of the Community Charter, an officer's deputy or a designated person acting in the officer's place will have the authority of the said officer.
4. In the event of an emergency the CAO is authorized to make unbudgeted purchases in order to reduce the extent of damage. Council is to be informed at the next available opportunity.

UNAUTHORIZED PURCHASES

Any employee who wilfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.

PETTY CASH

Purchases of up to \$50 may be purchased through the use of petty cash without a purchase order. Petty cash slips must be signed by those persons having the authority to sign purchase orders.

PURCHASING PROCEDURES

The following purchasing procedures must be followed:

Value	Procedure
0 - \$1,000	No quotation required
\$1,001 - \$3,500	Verbal quotation required
\$3,501 - \$25,000	Written quotations required
\$25,000 and greater	Public Tender / Call for Proposal required

1. Where the value offered and all other things being equal, preference will be given to a local supplier to promote community sustainability.
2. The following payments are not subject to the above procedures:
 - a. Debt payments
 - b. Utility payments
 - c. Grants
 - d. Taxation requisitions
 - e. Payroll
 - f. Goods/services provided by other governments
 - g. Professional Consultants (Engineers, lawyers, etc.)

QUOTATIONS

1. A minimum of three competitive quotations or bids will be requested where competition exists, except where goods, services or construction are urgently required and delay would

be injurious to the public interest or where only one supplier is available and capable of performance.

2. Where a vendor has been selected under this section and where similar goods will be required at a later date, the above requirements do not have to be followed for the future purchase of similar products from the same vendor, provided that there is no substantial change in pricing.

PUBLIC TENDERS / CALL FOR PROPOSALS

Public Tenders or Calls for Proposals are to be sought for construction or refurbishing of major assets, the procurement of equipment and/or service contracts when the cost is estimated to exceed \$25,000.

All public procurement greater than \$50,000 must be reported to Council.

SERVICE CONTRACTS

Service contracts may be entered into over a long-term duration, for items such as:

- Animal control
- Auditing services
- Externally owned machinery and/or operators
- Financial services
- Fuel supply
- Lease agreements
- Maintenance agreements
- Service agreements