

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Tuesday, May 22, 2108
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**

[Regular Meeting Minutes of May 7, 2018](#) pg 2-6
[Special Meeting Minutes of May 10, 2018](#) pg 7-8
3. **PUBLIC AND STATUTORY HEARINGS**
4. **PETITIONS AND DELEGATIONS**

Ministry of Transportation and Infrastructure
Re: Highway 97A Data Collection Summary
5. **DEVELOPMENT MATTERS**
6. **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**
7. **BYLAWS – Adoption**

[Development Cost Charges Bylaw No. 1646, 2018](#) pg 9-19
A bylaw to impose development cost charges
8. **REPORTS**

Mayor and Council

[Building Permit Detail Report – April 2018](#) pg 20
[2017 Climate Action Revenue Incentive Program Public Report](#) pg 21-41
9. **NEW BUSINESS**
10. **PUBLIC QUESTION PERIOD**
11. **CLOSED MEETING RESOLUTION**

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

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, May 7, 2018 at 4:30 p.m. in the Council Chambers of City Hall

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

Chief Administrative Officer – Tate Bengtson
Acting Chief Financial Officer – Barry Gagnon
Planner and Deputy Corporate Officer – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of April 16, 2018

Moved by Councillor Schreiner, seconded by Councillor Knust that the minutes of the regular meeting of April 16, 2018 be adopted as circulated.

Carried

PUBLIC AND STATUTORY HEARINGS

Chris Henderson – Rossworn Henderson LLP Chartered Accountants

Re: Auditor's Report 2016 Financial Statements

Mr. Henderson reported that the financial statements fairly represent the financial position of the City in accordance with Canadian public sector accounting Standards. He reviewed the revenue and expenditures highlights and explained how depreciation and amortization affects the financial position. He noted that reinvestment in infrastructure has been higher than depreciation, which is a good sign.

Mr. Henderson expressed gratitude to the Acting CFO who is filling in for the CFO maternity leave.

Moved by Councillor Case, seconded by Councillor Baird that the 2017 Financial Statements be received and filed.

Carried

Budget 2018 – Memo from Chief Administrative Officer dated May 2, 2018

The Chief Administrative Officer outlined the items identified as major projects for 2018. Council was invited to provide comment.

A question was asked about making the Riverwalk an on-leash area for dogs.

Moved by Councillor Schreiner, seconded by Councillor Knust that the matter of making the Riverwalk an “on-leash only” dog area be referred to the Enderby & District Services Commission for investigation.

Carried

The Chief Administrative Officer and Acting Chief Financial Officer answered questions from Council regarding budget items.

The public was invited to provide comment – there were no speakers.

Moved by Councillor Shishido, seconded by Councillor Baird that Council call a special meeting for May 10, 2018 at 10:00 a.m. to adopt the financial plans and bylaws.

Carried

BYLAWS – 3 Readings

2018 – 2022 Financial Plan Bylaw No. 1650, 2018

Sewer Frontage Tax Bylaw No. 1651, 2018

Water Frontage Tax Bylaw No. 1652, 2018

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018

Annual Tax Rate Bylaw No. 1654, 2018

Moved by Councillor Baird, seconded by Councillor Schreiner that 2018 – 2022 Financial Plan Bylaw No. 1650, 2018 be given three readings; and

THAT Sewer Frontage Tax Bylaw No. 1651, 2018 be given three readings; and

THAT Water Frontage Tax Bylaw No. 1652, 2018 be given three readings; and

THAT Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018 be given three readings; and

FURTHER THAT Annual Tax Rate Bylaw No. 1654, 2018 be given three readings.

Carried

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

UBCM Resolution – Regulation of Ride-Sharing Services in Small, Rural, and Remote Communities – Response from Ministry of Transportation and Infrastructure

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

Carried

REPORTS

Councillor Shishido

Complaints have been received regarding the dust on the north end of Brickyard Road. Calcium chloride / magnesium chloride gets put down, but it does not last very long.

Councillor Knust

FACT – They are looking to move the Hut to the space where the planter box is being removed. The CAO suggested that he and Councillor Knust do a walk-about that and another location to identify the best permanent home for the Hut.

RCMP Victim Services Report – Q1

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

Carried

Council Disclosure of Contracts – January thru March 2018

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

Carried

NEW BUSINESS

Bargain Shop Request for Shipping Container on Public Property – Memo from Planner and Deputy Corporate Officer dated April 25, 2018

Moved by Councillor Shishido, seconded by Councillor Case that Council gives the Bargain Shop permission to place a shipping container in the Maud Street parking lot until Wednesday, June 27, 2018, subject to the following conditions:

1. The container shall be placed in such a manner as to minimize the number of affected parking stalls; and
2. No flammable or combustible liquids or gases shall be stored in the container, and the container shall be adequately vented to satisfaction of the City of Enderby Fire Chief.

Carried

Mobile Vendor Request – The Side Wok – Memo from Planner and Deputy Corporate Officer dated April 24, 2018

Moved by Councillor Schreiner, seconded by Councillor Shishido that Council grant permission for The Side Wok (Brian Broomfield) to operate as a mobile vendor in the vacant municipal lot between 506 Cliff Avenue and the former CP Rail corridor, from May 24 – September 15, 2018, subject to the operator obtaining a business license and paying the annual rental fee of \$100.

Carried

Mobile Vendor Request – Happy Buddha Belly – Memo from Planner and Deputy Corporate Officer dated May 2, 2018

Moved by Councillor Schreiner, seconded by Councillor Knust that Council grant permission for the Happy Buddha Belly to operate as a mobile vendor in the grassy area east of the Water Treatment Plant from June 1 – September 30, 2018, in accordance with the site plan attached to this memorandum as Schedule “B”, subject to the following conditions:

- The applicant must obtain a business license and pay the annual rental fee of \$100;
- The applicant must pay the incremental costs of using the City’s electricity; and
- The applicant is responsible for providing their own form of traffic management to prevent vehicles from blocking the access lane along the southern side of the Water Treatment Plant building.

Carried

Appointment of Election Officials and Pay Rates – Memo from Chief Administrative Officer dated April 26, 2018

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

Carried

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Late Item:

Moved by Councillor Case, seconded by Councillor Davyduke 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 (2) (b) of the *Community Charter*.

Carried

ADJOURNMENT

The regular meeting reconvened at 6:05 p.m.

Moved by Councillor Baird, seconded by Councillor Shishido that the regular meeting adjourn at 6:05 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Special Meeting** of Council held on Thursday, May 10, 2018 at 10:10 p.m. in the Council Chambers of City Hall

Present: Mayor Greg McCune
Councillor Roxanne Davyduke
Councillor Raquel Knust
Councillor Brian Schreiner

Chief Administrative Officer – Tate Bengtson

APPROVAL OF AGENDA

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

Carried

BYLAWS - Adoption

2018 – 2022 Financial Plan Bylaw No. 1650, 2018

Sewer Frontage Tax Bylaw No. 1651, 2018

Water Frontage Tax Bylaw No. 1652, 2018

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018

Annual Tax Rate Bylaw No. 1654, 2018

Moved by Councillor Schreiner, seconded by Councillor Davyduke that 2018 – 2022 Financial Plan Bylaw No. 1650, 2018 be adopted; and

THAT Sewer Frontage Tax Bylaw No. 1651, 2018 be adopted; and

THAT Water Frontage Tax Bylaw No. 1652, 2018 be adopted; and

THAT Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018 be adopted; and

FURTHER THAT Annual Tax Rate Bylaw No. 1654, 2018 be adopted.

Carried

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Moved by Councillor Knust, seconded by Councillor Davyduke that the regular meeting adjourn at 10:14 a.m.

Carried

MAYOR

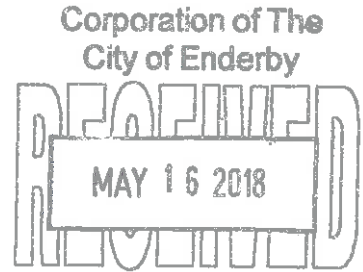
CHIEF ADMINISTRATIVE OFFICER



Agenda
Bylaws - Adoption

May 5th 2018

Tate Bengston
Chief Administrative Officer
City of Enderby
P.O. Box 400
Enderby, BC, V0E 1V0



Dear Ms. Bengston:

Re: Enderby Development Cost Charge Bylaw, No. 1646, 2018

Enclosed herewith is one copy of the above Bylaw approved under the provisions of section 560 of the *Local Government Act*. Council may now adopt the Bylaw.

Please forward one copy of the adopted Bylaw to the Local Government Infrastructure and Finance Branch for our records.

Yours truly,

Liam Edwards
Deputy Inspector of Municipalities

Enclosure



Statutory Approval

Under the provisions of section _____ 560

of the _____ Local Government Act

I hereby approve Bylaw No. _____ 1646

of the _____ City of Enderby,

a copy of which is attached hereto.

Dated this _____ 11 *day*

of _____ May _____ *, 2018*

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Deputy Inspector of Municipalities

THE CORPORATION OF THE CITY OF ENDERBY
BYLAW NO. 1646

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES

WHEREAS the Local Government Act provides that Council may, by Bylaw, impose development cost charges on every person who obtains approval of a Subdivision or a Building Permit authorizing the construction, alteration or extension of a building or structure for the purpose of providing funds to assist the local government to pay the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, directly or indirectly, the development for which the charge is being imposed;

AND WHEREAS Council has taken into consideration the provisions of Section 564(4) of the Local Government Act;

AND WHEREAS the charges imposed by this Bylaw are related to capital costs attributable to projects included in the Official Community Plan and Financial Plan of the City of Enderby;

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

1. **CITATION**

- a. This Bylaw may be cited as "City of Enderby Development Cost Charges Bylaw No. 1646, 2018".

2. **DEFINITIONS**

- a. In this Bylaw,

"Building Permit" means a permit issued by the *City* that authorizes the construction, alteration or extension of a building or structure;

"City" means the City of Enderby;

"Council" means the duly elected Council of the *City*;

" Dwelling Unit " has the same meaning as defined in the *Zoning Bylaw*, and expressly includes single-family and two-family dwellings, mobile homes, row housing, and multiple family dwellings, but excludes Attached Secondary Suites and Detached Secondary Suites;

"Eligible Development" has the same meaning as defined in section 563(1) of the *Local Government Act*;

"Subdivision" means a subdivision of land into two or more parcels under the *Land Title Act* or the *Strata Property Act*;

"Zoning Bylaw" means City of Enderby Zoning Bylaw No. 1550, 2014.

3. DEVELOPMENT COST CHARGES

a. Every person who obtains:

1. approval of a *Subdivision*; or
2. a *Building Permit* authorizing the construction, alteration or extension of a building or structure;

shall pay to the *City* the applicable development cost charges as set out in Schedule "A" and in accordance with the areas specified in Schedules "B" and "C".

b. Development cost charges shall be collected as follows:

1. Upon approval of a *Subdivision* of land within zones where a maximum of one dwelling unit per parcel is permitted, at the time of approval of the *Subdivision*;
2. Upon approval of a *Subdivision* of land within zones where a maximum of two dwelling units per parcel is permitted, at the time of approval of the *Subdivision*; and
3. Upon issuance of a *Building Permit* authorizing the construction, alteration, or extension of a building or structure where development occurs within zones permitting mixed use or more than two dwelling units per parcel.

c. A development cost charge is payable where a *Building Permit* authorizes the construction, alteration or extension of a building that will, after the construction, alteration or extension, contain fewer than 4 self-contained *Dwelling Units* and be put to no other use other than the residential use in those *Dwelling Units*.

d. Every person who obtains a *Building Permit* shall have paid to the *City*, at the time of issuing the *Building Permit*, the applicable development cost charges set out in Schedule "A", except to the extent that development cost charges were paid in relation to the *Subdivision* of the parcel in respect of which the *Building Permit* was issued.

e. The charges specified in Schedule "A" shall be based on the proposed use of the building indicated in the *Building Permit* application. Where there is more than one such use, each use is subject to the applicable charge specified in Schedule

"A", which shall be calculated separately and then added together for the total development cost charges attributable to the development.

2. INSTALMENTS AND REFUNDS

- a. A developer liable to pay a development cost charge may elect to pay it by instalments in accordance with the *Development Cost Charge (Instalments) Regulation, B.C. Reg. 166/84*.
- b. All development cost charges imposed may be paid by instalments.

3. EXEMPTIONS

- a. Development cost charges are not payable in accordance section 561 of the *Local Government Act*.

4. WAIVERS AND REDUCTIONS

- a. Council may, by bylaw, waive or reduce a development cost charge payable for *Eligible Development*.

5. DEDUCTIONS

- a. Development cost charges must be deducted in accordance with Section 565 of the *Local Government Act*.
- b. Development cost charges imposed pursuant to this Bylaw on residential developments shall be credited one (1) *Dwelling Unit* for each fully serviced *Dwelling Unit* that existed prior to the issuance of the *Building Permit*.

6. CREDITS AND REBATES

- a. Should a developer wish, with the approval of the *City*, to proceed with an out-of-sequence development, the costs of the respective works and services provided by the developer shall receive a credit which will be deducted from the applicable development cost charge payable.
- b. Should a developer wish, with the approval of the *City*, to proceed with a development before trunk services fronting the property are installed in the area, a developer may construct the required works to a trunk standard in exchange for a rebate of the incremental portion of costs beyond the local service requirement.
- c. Credits and rebates are only applicable to new infrastructure which is included in this Bylaw as an eligible project.

- d. No credit or rebate shall exceed the value of the particular development cost charge payable against which it is deducted.

7. SEVERABILITY

- a. Any section, sub-section, sentence, clause or phrase of this Bylaw that is for any reason held to be invalid by the decision of any Court of competent jurisdiction may be severed from this Bylaw without affecting the validity of the remaining portions of this Bylaw.

8. REPEAL OF PREVIOUS BYLAWS AND IN-STREAM PROTECTION

- a. City of Enderby Development Cost Charge Bylaw No. 1112, 1994 is repealed in its entirety except as it applies to in-stream applications pursuant to sections 511 and 568 of the *Local Government Act*, unless the applicant agrees in writing that this Bylaw should have effect.

9. EFFECTIVE DATE

- a. In all cases except those granted in-stream protection in accordance with Section 8(a) of this Bylaw, this Bylaw shall be effective upon the date of its adoption.

READ a FIRST time this 19th day of February, 2018.

READ a SECOND time this 19th day of February, 2018.

READ a THIRD time this 5th day of March, 2018.

CERTIFIED TRUE copy of the original document this ___ day of _____, 2018.

Corporate Officer

APPROVED pursuant to section 560(1) of the *Local Government Act* this 11th day of May, 2018.

_____ **(attached)**

Inspector of Municipalities

ADOPTED this ___ day of _____, 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule "A" - Development Cost Charge Rates

Sanitary Sewer

Area (as shown on Schedule "B")	Development Cost Charge Per Dwelling Unit
Downtown Area	\$1,930.50
Knoll Area (A, B, C and D)	\$2,247.30
Knoll/Western Uplands Area (E and F)	\$1,930.50
Western Uplands Area (G)	\$2,871.00

Storm Sewer

Area (as shown on Schedule "B")	Development Cost Charge Dwelling Unit
Knoll Area	\$960.00
Western Uplands Area	\$510.00

Roads

Area (as shown on Schedule "B")	Development Cost Charge Per Dwelling Unit
Knoll Area	\$2,480.00
Western Uplands Area	\$2,420.00

Water

Area (as shown on Schedule "C")	Development Cost Charge Per Dwelling Unit
Pressure Zone #1	\$1,805.00
Pressure Zone #2	\$1,740.00

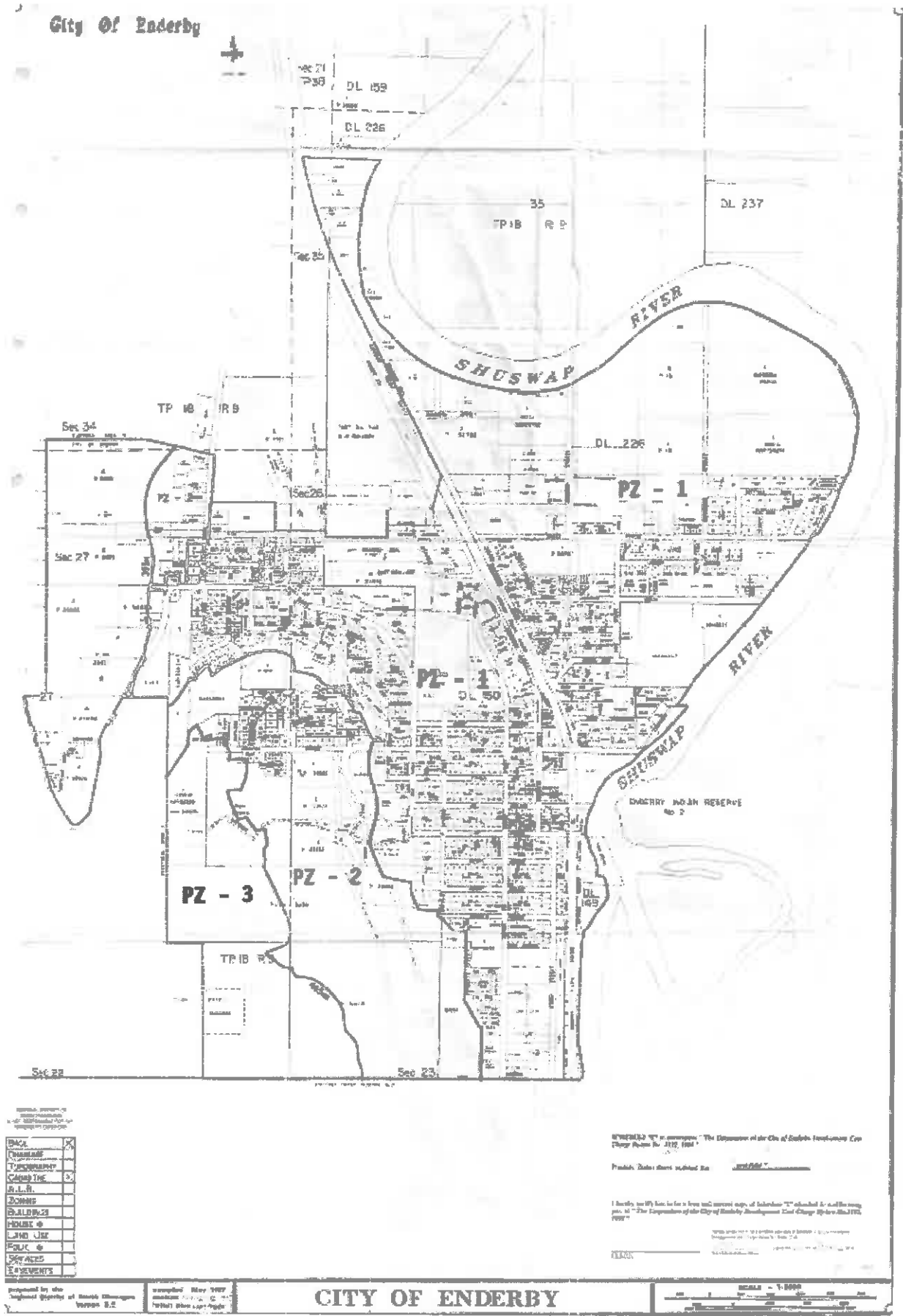
Schedules “B” and “C” - Development Cost Charge Rates

Development Cost Charges Map Schedule “B”, certified true on February 13, 2018 by the Corporate Officer for the City of Enderby, is hereby included by reference.

Development Cost Charges Map “C”, certified true on February 13, 2018 by the Corporate Officer for the City of Enderby, is hereby included by reference.

The reproductions attached to this bylaw have been reduced in size and are for reference only. Where a discrepancy may exist due to the reproduction, the original certified true copies prevail.

Schedule "C" (reproduction)



BACK	<input checked="" type="checkbox"/>
CHANGE	<input checked="" type="checkbox"/>
TRANSFORM	<input checked="" type="checkbox"/>
CHANGE THE	<input checked="" type="checkbox"/>
R.L.R.	<input type="checkbox"/>
ZONING	<input type="checkbox"/>
BOUNDARY	<input type="checkbox"/>
INDEX	<input type="checkbox"/>
LAND USE	<input type="checkbox"/>
POLIC	<input type="checkbox"/>
SERVICES	<input type="checkbox"/>
EXHIBITS	<input type="checkbox"/>

"WHEREAS" is a complete "The Division of the City of Enderby...
 Change Order No. 212, 1987"
 Further details are included in the "..."

I hereby certify that the above is a true and correct copy of the...
 as of the Corporation of the City of Enderby...
 1987

Prepared by the
 Regional Office of British Columbia
 Version 8.2

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CITY OF ENDERBY

SCALE = 1:5000

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY **Category:** BUILDING PERMITS **Year:** 2018 **Month:** 04

Folder Type	2018 / 04		2017 / 04		2018 to 04		2017 to 04	
	Permits Issued	Res. Units Created	Building Value	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value
ACCESSORY BUILDING	0	0	0	0	0	3	0	34,000
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	0	2	731,000	0	0	0
INDUSTRIAL BUILDING	0	0	0	3	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	560,000	3	0	1	3	560,000
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	2	0	105,000
Report Totals	0	0	560,000	3	731,000	6	3	699,000

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 16, 2018
Subject: 2017 Climate Action Revenue Incentive Program Public Report

RECOMMENDATION

THAT Council receives the attached 2017 Climate Action Revenue Incentive Program Public Report for information.

BACKGROUND

As a signatory of the Climate Action Charter, the City of Enderby is eligible to receive the annual Climate Action Revenue Incentive Program (CARIP) grant which is equal to 100% of the carbon taxes paid for that year. As a condition of the grant, the City is required to report publicly on its progress towards meeting its climate action goals including its progress towards carbon neutrality; the City of Enderby has completed the 2017 CARIP Public Report which has been submitted to the Province and is now being advanced to Council for information.

The attached CARIP Public Report provides a summary of the actions the City took in 2017, and the actions it plans to take in 2018, in order to reduce local greenhouse gas emissions and continue to progress towards carbon neutrality.

As the report has now been made public and submitted to the Province, the City will receive a 2017 CARIP grant in the amount of \$4,178.47.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Survey Template

For the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*

Local governments are required to submit the *2017 CARIP Climate Action/Carbon Neutral Progress Survey* on or before June 1, 2018.

Use Template to Collect Information

In response to local government input, this Survey Template has been created to assist with collecting information for the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*, and follows the same structure as the survey.

Responses entered into this Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In this Template, simply add more lines to the tables to report more than five actions.

Use Template to Assist with Reporting

Local governments are also required to publicly report the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*. There is no ability for survey respondents to generate a report of survey responses, in turn:

- A PDF copy of your survey responses will be sent to you once your completed survey has been submitted.
- Given that it is challenging to edit the PDF document, you are encouraged to use your populated version of this Template, or your own, to report your CARIP results publicly.
- You may also choose to create a report in another format that contains the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*.

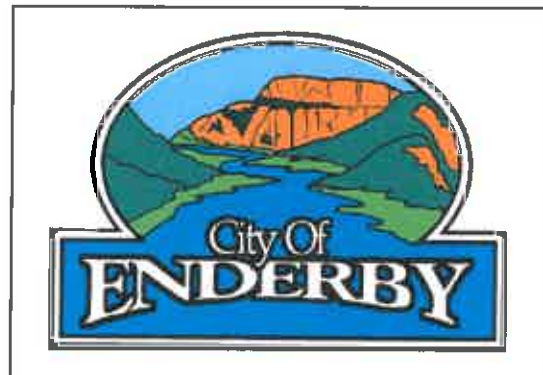
Further information on CARIP can be found on the [Ministry of Municipal Affairs and Housing website](#).

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey®. Please be aware however that IP addresses are collected by SurveyMonkey® itself, and these IP addresses and other information collected will be stored on SurveyMonkey®'s servers located outside of Canada. Please do not provide any third-party information (i.e. refer to others) in your responses to the survey.

Climate Action Revenue Incentive (CARIP) Public Report for 2017

Local Government: Corporation of the City of Enderby

Report Submitted by: City of Enderby
Name: Kurt Inglis
Role: Planner and Deputy Corporate Officer
Email: kinglis@cityofenderby.com
Phone: 250-838-7230



Date: May 16, 2018

The City of Enderby has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2017 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability.
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll.
	Continued to flag sustainability measures for inclusion within the City's policy and regulatory framework (i.e. OCP, Zoning Bylaw, Subdivision Servicing and Development Bylaw, etc.).
	Participated in the 5-year review of the North Okanagan Regional Growth Strategy.
	Received a grant through UBCM to update the City of Enderby Community Wildfire Protection Plan.
Community-Wide Actions Proposed for 2018	
	Rewrite the City's Subdivision Servicing and Development Bylaw to provide more sustainable standards for community works.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability.
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll.
	Continue to flag sustainability measures for inclusion within the City's policy and regulatory framework (i.e. OCP, Zoning Bylaw, Subdivision Servicing and Development Bylaw, etc.).
	Complete an update to the City of Enderby Community Wildfire Protection Plan.

Corporate Actions Taken in 2017	
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate sustainability.
	Explored funding opportunities for broad corporate sustainability planning.
Corporate Actions Proposed for 2018	
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate sustainability.
	Explore funding opportunities for broad corporate sustainability planning.

Broad Planning		
What is (are) your current GHG reduction target(s)?	7% from 2007 levels by 2020, and 13% by 2030.	
Are you familiar with your community's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes	
What plans, policies or guidelines govern the implementation of climate mitigation in your community?		
• Community Energy and Emissions (CEE) Plan	No	
• Community- Wide Climate Action Plan	No	
• Integrated Community Sustainability Plan	Yes	
• Official Community Plan (OCP)	Yes	
• Regional Growth Strategy (RGS)	Yes	
• Do not have a plan	N/A	
• Other:	N/A	
Does your local government have a corporate GHG reduction plan?	No	

2017 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2017	
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster green building design within the City's future growth area of the Knoll.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan.
Community-Wide Actions Proposed for 2018	
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan.
	Install 3 solar powered lights along the Jim Watt Heritage River Walk.

Corporate Actions Taken in 2017	
	Continued to operate a biomass heating system to heat the City's public works building and dog

	pound.
	Continued to implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to green building design and alternative lighting for municipal buildings.
Corporate Actions Proposed for 2018	
	Continue to operate a biomass heating system to heat the City's public works building and dog pound.
	Continue to explore opportunities for optimizing the operation of the publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continue to explore funding opportunities related to green building design and alternative lighting for municipal buildings.

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Is your local government aware of the BC Energy Step Cost?	Yes
Is your local government implementing the BC Energy Step Code?	Yes

2017 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2017	
	Continued to operate the publicly owned biomass heating system.
	Continued to explore opportunities for facilitating connections onto private district heating systems.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to sustainable energy generation within the community.
Community-Wide Actions Proposed for 2018	
	Continue to operate the publicly owned biomass heating system.

	Continue to explore opportunities for facilitating connections onto private district heating systems.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to sustainable energy generation within the community.

Corporate Actions Taken in 2017	
	Continued to operate publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continued to explore opportunities for optimizing the operation of the publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate energy generation.
Corporate Actions Proposed for 2018	
	Continue to operate publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continue to explore opportunities for optimizing the use of the publicly owned biomass heating system.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate energy generation.
	Continue to explore opportunities for connecting additional municipal buildings to biomass heating systems.

Energy Generation	
Is your local government developing, or constructing:	
<ul style="list-style-type: none"> • A district energy system • A renewable energy system 	No No
Is your local government operating:	
<ul style="list-style-type: none"> • A district energy system • A renewable energy system 	Yes No
Is your local government connected to a district energy system that is operated by another energy provider?	Yes
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	Yes
Are you familiar with the 2017 " List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments? "	Yes

2017 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
	Initiated an Economic Development Planning process to develop a strategy to stimulate infill and redevelopment of industrial and commercial lands, which is a key element of Smart Growth development and will facilitate urban containment.
	Participated in the 5-year review of the North Okanagan Regional Growth Strategy which has a focus on urban containment and rural protection.
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll and maximize green space.
	Supported the repurposing of the CP Rail line for the development of a multi-modal transportation corridor.
	Amended Zoning Bylaw to create a new zoning designation that permits detached secondary suites, which helps to support infill development.
Community-Wide Actions Proposed for 2018	
	Complete the Economic Development Planning process and implement strategies to stimulate infill and redevelopment of industrial and commercial lands, which is a key element of Smart Growth development and will facilitate urban containment.
	Continue to support the repurposing of the CP Rail line for the development of a multi-modal transportation corridor.
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll and maximize green space.

Corporate Actions Taken in 2017	
	Participated in the 5-year review of the North Okanagan Regional Growth Strategy which has a focus on urban containment and rural protection.
	Successful in receiving a grant through the BC Hydro/Tree Canada Community Tree Planting Program which will see the planting of trees in Barnes Park.
	Utilized the policies within the City's Official Community Plan and the municipality's legislative powers to obtain park land dedication as part of subdivisions.
Corporate Actions Proposed for 2018	
	Rewrite the City's Subdivision Servicing and Development Bylaw to include more sustainable standards for community works which may reduce the amount of land required for development.
	Continue to utilize the policies within the City's Official Community Plan and the municipality's legislative powers to obtain park land dedication as part of subdivisions.

	Apply for further funding through the BC Hydro/Tree Canada Community Tree Planting Program for the planting of additional trees throughout the community.

Greenspace	
Does your local government have urban forest policies, plans or programs?	No
Does your local government have policies, plans or programs to support local food production?	No

2017 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2017	
	Continued the annual residential spring pruning curbside pickup program.
	Held the 5th Annual Our Enderby Clean-Up Challenge.
	Continued to implement the Illegal Dumping Reporting Program.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management.
	Held the inaugural Enderby Treasure Hunt which is a community event aimed at encouraging the re-homing of used or unwanted items which in turn will reduce the amount of solid waste reaching local landfills.
Community-Wide Actions Proposed for 2018	
	Held the 6th Annual Our Enderby Clean-Up Challenge.
	Continue the annual residential spring pruning curbside pickup program.
	Continue to implement the Illegal Dumping Reporting Program.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management.
	Participate in the update to the North Okanagan Solid Waste Management Plan.

Corporate Actions Taken in 2017	
	Continued to recycle paper, aluminum and glass within municipal buildings.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management within municipal buildings.
Corporate Actions Proposed for 2018	
	Continue to recycle paper, aluminum and glass within municipal buildings.

	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management within municipal buildings.
	Continue to participate in the update to the North Okanagan Solid Waste Management Plan.

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	No

2017 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which promotes active transportation within the City's future growth area of the Knoll.
	Continued to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the community.
	Continued to give due consideration to the provision of sustainable active transportation infrastructure as part of capital road projects.
	Supported the repurposing of the CP Rail line for the development of a multi-modal transportation corridor.
	Submitted a UBCM resolution supporting a viable, flexible, ride-sharing service regulation in BC, which will help to reduce single passenger vehicle trips in small, rural communities.
Community-Wide Actions Proposed for 2018	
	Complete the re-construction of Salmon Arm Drive which will include improvements to sidewalks and pathways, thus promoting active modes of transportation and reducing automobile dependence.
	Continue to give due consideration to the provision of sustainable active transportation infrastructure as part of capital road projects.
	Continue to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the community.
	Explore grant funding opportunities for implementing an enhancement and southern extension of the Jim Watt Heritage Riverwalk, which would promote active modes of transportation and thus reduce automobile dependence.
	Continue to support the repurposing of the CP Rail line for the development of a multi-modal transportation corridor.
	Continue to support a viable, flexible, ride-sharing service regulation in BC, which will help to reduce single passenger vehicle trips in small, rural communities.

Corporate Actions Taken in 2017	
	Continued to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within the community.
Corporate Actions Proposed for 2018	
	Rewrite the City's Subdivision Servicing and Development Bylaw to incorporate standards for more sustainable and active modes of transportation infrastructure.

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	Yes
• Electric Vehicle Use	No
• Other (please specify)	N/A
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government integrate its transportation and land use planning?	Yes

2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2017	
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan related to promoting water conservation within the City's future growth area of the Knoll.
	Continued to implement a metered water rate structure which promotes water conservation.
	Continued to notify property owners with intermittent or continuous water leaks on their property, as determined through water meter reports.
	Continued to utilize consumption data collected through water metering to analyze year-on-year water consumption reductions.
Community-Wide Actions Proposed for 2018	
	Rewrite the City's Subdivision Servicing and Development Bylaw to frame development standards which promote water conservation.

	Continue to utilize consumption data collected through water metering to analyze year-on-year water consumption reductions.
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan related to promoting water conservation within the City's future growth area of the Knoll.
	Continue to notify property owners with intermittent or continuous water leaks on their property, as determined through water meter reports.
	Continued to implement a metered water rate structure which promotes water conservation.

Corporate Actions Taken in 2017	
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to water conservation within municipal buildings.
	Continued to implement the outcomes of the Water Conservation Plan.
	Continued to monitor municipal buildings for intermittent or continuous leaks, as identified through water meter reports.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to water conservation within municipal buildings.
Corporate Actions Proposed for 2018	
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to water conservation within municipal buildings.
	Continue to implement the outcomes of the Water Conservation Plan.
	Continue to monitor municipal buildings for intermittent or continuous leaks, as identified through water meter reports.

Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

2017 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Changes to temperature and precipitation causing seasonal drought X • Heatwaves impacting population health • Increased temperatures increasing wildfire activity X • Increased temperatures affecting air quality • Changing temperatures influencing species migration and ecosystem shifts • Extreme weather events contributing to urban and overland flooding X • Sea level rise and storms causing coastal flooding and/or erosion 	

Other:	

In 2017 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency response planning	Yes
Asset management	Yes
Natural/Eco asset management strategies	No
Infrastructure upgrades (e.g. storm water system upgrades)	Yes
Beach Nourishment projects	No
Economic diversification initiatives	Yes
Strategic and financial planning	Yes
Cross-department working groups	Yes
OCP policy changes	Yes
Changes to zoning and other bylaws and regulations	Yes
Incentives for property owner (e.g. reducing storm water run-off)	Yes
Public education and awareness	Yes
Research	Yes
Mapping	No
Partnerships	Yes
Other:	

Climate Change Adaptation Actions Taken in 2017	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
	Continued to operate the publicly owned biomass heating system.
Climate Change Adaptation Actions Proposed for 2018	
	Rewrite the City's Subdivision Servicing and Development Bylaw to frame more sustainable development standards.

Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider raising their profile through applications to [CEA's Climate and Energy Action Awards](#), [UBCM Climate and Energy Action Award](#), [FCM Sustainable Communities Awards](#) or through submissions to [FCM's National Measures Report](#).

Community-Wide Action
Continued to operate the publicly owned biomass heating system at the City of Enderby Public Works Yard to provide renewable, sustainable and clean heat to the Public Works building and dog pound.
For more information contact: Kurt Inglis, Planner and Deputy Corporate Officer
Corporate Action

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Mitigation

Programs and Funding

Adaptation

Programs and Funding



2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially the [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for greenhouse gas (GHG) emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	Yes/No
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	151 tCO2e
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	N/A
TOTAL A: CORPORATE GHG EMISSIONS FOR 2017	151 tCO2e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2017 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017	tCO2e

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017	tCO2e

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2017 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS

TOTAL D: OFFSETS PURCHASED FOR 2017	tCO2e

TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = 0 tCO2e

Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = 151 tCO2e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

If applicable, please record any emissions reductions you will be carrying over for future years and the source of the emissions reductions, including the year they were earned (E.g., Organics diversion, 2016 100 tCO2e).

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO2e

Carbon Neutral Reporting	
Does your local government have a climate reserve fund or something similar?	No

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (i.e: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 – Demonstrating Progress on Charter Commitments	
Level 2 – Measuring GHG Emissions	X
Level 3 – Accelerating Progress on Charter Commitments	
Level 4 - Achievement of Carbon Neutrality	

	Not Sure	
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