

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, May 7, 2018  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of April 16, 2018](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

Rossworn Henderson LLP – Presentation of 2017 Audited Financial Statements

[Budget 2018](#) – Memo from Chief Administrative Officer dated May 2, 2018

pg 8-9

[2018 Proposed Budget](#) – Memo from Acting Chief Financial Officer dated May 3, 2018

pg 10-15

[2018 Budget – Public Input](#)

pg 16-31

**4. BYLAWS – 3 Readings**

[Budget Bylaws:](#)

pg 32-52

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

**5. PETITIONS AND DELEGATIONS**

**6. DEVELOPMENT MATTERS**

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

[UBCM Resolution – Regulation of Ride-Sharing Services in Small, Rural, and Remote Communities](#)

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**8. REPORTS**

Mayor and Council

[RCMP Victim Services Report – Q1](#)

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[Council Disclosure of Contracts – Jan thru Mar](#)

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**9. NEW BUSINESS**

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

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[Mobile Vendor Request – The Side Wok](#) – Memo from Planner and Deputy Corporate Officer dated April 24, 2018

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[Mobile Vendor Request](#) – Happy Buddha Belly – Memo from Planner and Deputy Corporate Officer dated May 2, 2018

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[Appointment of Election Officials and Pay Rates](#) – Memo from Chief Administrative Officer dated April 26, 2018

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**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

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

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, April 16, 2018 at 4:30 p.m. in the Council Chambers of City Hall

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

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

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### **APPROVAL OF AGENDA**

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

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of April 3, 2018

Moved by Councillor Baird, seconded by Councillor Shishido that the minutes of the regular meeting of April 3, 2018 be adopted as circulated.

Carried

### **PETITIONS AND DELEGATIONS**

Chamber of Commerce

Re: Update

Jessica Aguilera, Manager introduced herself and reported on the transition efforts that are taking place:

- Will be working on increasing membership and membership involvement.
- Feedback from the business community has all been positive.

Mayor McCune commented on the presentation that was just made by Community Futures regarding setting up an Enderby job fair in the fall. He hopes that the Chamber of Commerce will work with Community Futures to embrace this initiative.

## **DEVELOPMENT MATTERS**

### **Brickyard Road Servicing Strategy – Chief Administrative Officer Brief**

The Chief Administrative Officer provided a report on the current status of the stretch of Brickyard Road north of Bass Avenue and the challenges of having services installed:

- It would cost approximately \$5 million to service this stretch of Brickyard Road.
- Conventional Approach:
  - Would burden the taxpayer with high risk and limited return – less than 50% assessment yield.
  - Even once serviced, fire flows would not be reached without an investment in the distribution system in other areas of the city in order to obtain desired flows.
  - Property owners are unlikely to pay for it as a local service, but this is still being explored.
  - The future highway alignment could produce conflicts and require realignment of infrastructure that might be relatively new.
- Non-Conventional Approach:
  - Industrial land use is highest and best use of the area.
  - Support on-site water, sewer and storm systems on an interim basis.
  - Eliminate duplicate infrastructure.
  - Get the roadway serviceable for development (Industrial Frontage Road Standard) and pursue getting services in later.

Moved by Councillor Schreiner, seconded by Councillor Case that Council endorse the Brickyard Road industrial servicing strategy as presented, including:

- a) Prefer industrial land uses consistent with the long-standing development plan for this area;
- b) Defer major infrastructure extensions and support on-site servicing on an interim basis, when appropriate;
- c) Ensure that investors understand that road construction and infrastructure extensions are being deferred, but that the City of Enderby may require connection in the future, and therefore pre-servicing for future connection to community systems shall be encouraged;
- d) Collect, from new development and subdivisions, cash-in-lieu for reconstruction of Brickyard Road to centreline, except for underground community services, to an industrial frontage road standard;
- e) Design an industrial frontage road cross-section to be included in the forthcoming Works and Services Bylaw, and take steps to designate Brickyard Road north of Bass Avenue to this standard at the next available opportunity;
- f) Prior to reconstruction of Brickyard Road, determine the best method to move forward with extending the other community services based on the changed development and assessment context;
- g) Proceed with grant applications to fund off-site improvements to the water distribution system elsewhere in the community in order to improve fireflows generally.

Carried

0015-18-DVP-END

Lot A, District Lot 226 and of Section 35, Township 18, Range 9, W6M, KDYD, Plan KAP6122 –  
335 Brickyard Road

Applicant: Jason Taber

The Planner and Deputy Corporate Officer introduced the application and summarized his report.

Moved by Councillor Schreiner, seconded by Councillor Baird that Council authorize the issuance of a Development Variance Permit for the property legally described as Lot A, District Lot 226 and of Section 35, Township 18, Range 9, West of the 6<sup>th</sup> Meridian, Kamloops Division Yale District, Plan KAP6122 and located at 335 Brickyard Road, Enderby BC to permit variances to the following Sections of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- Section 3.0 of Schedule “A” and Schedule “B” by not requiring a connection to a community water system;
- Section 4.0 of Schedule “A” and Schedule “B” by not requiring a connection to a community sanitary sewage system; and
- Section 4.2.9 of Schedule “A” by permitting an on-site sewage disposal system on a lot less than 2 hectares in size,

Subject to the property owner providing a sworn affirmation acknowledging that they are aware that:

- The issuance of variances does not limit the City’s ability to require connection to the City’s community water and sanitary sewer systems in the future, at the owner’s expense; and
- It would be prudent to plumb and pre-service for community water and community sewer on any future buildings of the subject property, in order to minimize the potential connection costs when required by the City.

Carried

**REPORTS**

Councillor Knust

- HUT will be looking for funding and is open to fundraising ideas.
- Interagency meeting is April 26<sup>th</sup> at 2:00.
- Looking forward to the annual Enderby Clean-up Challenge this Saturday.

Councillor Case

Attended the Legion 90<sup>th</sup> anniversary. Renovations are nearing completion.

Councillor Davyduke

Community Futures Enterprize Challenge was successful.

### Councillor Shishido

Attended EDCRC meeting on April 11<sup>th</sup>. Social After 5 is on April 25<sup>th</sup>. Harvest Hut is still looking for a coordinator. They were unsuccessful in securing a grant to fund the position. A review of their website is needed.

### Councillor Baird

- The Dairy Tour was eye-opening. A processing plant is needed here.
- Attended the Vimy Ridge ceremony at the Cenotaph.
- Sandy Farynuk is retiring from the Library next Friday.

### Building Permit Detail Report – March 2018

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

### **NEW BUSINESS**

#### Proposed Bus Stop Relocation – Memo from Chief Administrative Officer dated April 9, 2018

Moved by Councillor Schreiner, seconded by Councillor Shishido that Council approves the proposed new location on Mill Avenue west of George Street for a new bus stop, which would consolidate the existing Mill Avenue and Maud Street bus stops;

AND THAT Council directs staff to proceed with contacting the Ministry of Transportation and Infrastructure and businesses adjacent to the current and proposed bus stops to assess their concerns;

AND FURTHER THAT Council directs staff to implement a survey on the City of Enderby's website to poll the public about their support and concerns for the proposed changes.

Carried

#### Strategic Wildfire Prevention Initiative – Grant Approval – Correspondence from UBCM dated April 5, 2018

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

Carried

#### Enderby Open Air Market – Horse-drawn Wagon Ride Request – Memo from Planner and Deputy Corporate Officer dated April 12, 2018

Moved by Councillor Shishido, seconded by Councillor Baird that Council approves the Open Air Market's request to provide horse-drawn wagon rides along Vernon Street as part of the Market's monthly special events subject to the owner/operator of the horse-drawn wagon:

1. Indemnifying the City of Enderby and providing proof of suitable public liability insurance with the City as a named insured; and
2. Being outfitted with appropriate clean-up paraphernalia and immediately removing any horse excrement that is deposited on public property.

Carried

**PUBLIC QUESTION PERIOD**

None

**CLOSED MEETING RESOLUTION**

Moved by Councillor Shishido, 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) (k) of the *Community Charter*.

Carried

**ADJOURNMENT**

The regular meeting reconvened at 5:30 p.m.

Moved by Councillor Case, seconded by Councillor Knust that the regular meeting adjourn at 5:30 p.m.

Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

**THE CORPORATION OF THE CITY OF ENDERBY**

Agenda

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: May 2, 2018  
Subject: Budget 2018

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**RECOMMENDATION**

THAT Council considers the 2018-2022 Financial Plan for the City of Enderby, as included in the 2018 Budget Public Input Package, and directs any amendments that it wishes to make;

AND THAT Council invites representations from the public regarding the 2018 Budget Public Input Package, and directs any amendments that it wishes to make;

AND FURTHER THAT Council calls a special meeting for May 10, 2018 at 10am to adopt the financial plan and bylaws.

**BACKGROUND**

Enclosed with this memorandum is Council's Budget 2018 package. Budget 2018 proposes a combined increase to taxation and user fees of 1.9%. Page 4 of the Public Input Package breaks down this increase by fund.

Costs to deliver City services vary with inflationary pressures. Inflation increases the cost of labour, material, and equipment – in other words, the City's cost of doing business. The Consumer Price Index (which measures inflation) for BC was 2.1% in 2017, which is less than the proposed budget increase. Despite this, service standards are being maintained, new projects are being undertaken, and stewardship of the public's assets is being enhanced.

Some of the major projects for 2018 include:

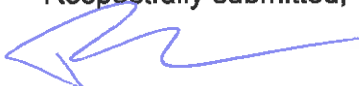
- Completing Salmon Arm Drive reconstruction
- Completing the second phase of Spray Park
- Enhancing wastewater treatment with purchase of a new aeration blower and second dissolved oxygen probe
- Augmenting emergency response with the addition of a built-in back-up power system at the Meadow Crescent lift station
- Replacing the shingle portion of the roof on City Hall, which is failing
- Bolstering the 2018 snow removal budget in light of the amount of costs incurred in January and February of this year



- Obtaining a replacement plow truck sander
- Completing works to replace the Princess Street lift station with a gravity main
- Adding efficiency to turbidity removal – and thus reducing water treatment consumable costs – through the purchase of a streaming current meter
- Improving and overhauling the Water Treatment Plant distribution pumps and control system so that preventative maintenance is more cost effective and the reliability of pumping supply is assured in terms of public fire protection
- Creating an Enderby Cliffs interpretive application
- Contributing towards increasing Conservation Officer boat patrols in the Enderby area
- Completing a new Wildfire Plan
- Completing the planning stage for implementation of an ongoing FireSmart program
- Creating a 20-year Cemetery land use plan
- Testing a solar-powered light solution at 3 locations along the Riverwalk
- Funding the costs associated with relocating and consolidating the bus stops
- Replacing and renewing firefighter turnout gear and safety equipment
- Adding (more!) new trees for Barnes Park
- Upgrading the refrigeration plant at the Enderby Arena and Curling Rink
- Completion of BC Rural Dividend Economic Development grant, which works with local property owners to identify the highest and best uses for key properties

The budget also provides a 1% incremental increase to asset management. This approach is critical to maintaining the service level of the community's assets as they age. Council's support for this policy is part of a larger investment strategy to deal with the City's infrastructure deficit.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

MEMO

**To:** Tate Bengtson, CAO  
**From:** Barry Gagnon, Acting CFO  
**Date:** May 03, 2018  
**Subject:** 2018 Proposed Budget

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Recommendation

That Council receive and file this memo.

Background/Discussion:

The 2018 budget proposes a combined increase to taxation and user fees of 1.90%. This amounts to an extra \$39.86 for the average household (see the 2018 Taxation/User Fee Impact included in the Public Input Package). Each of the budgets have been reviewed with the Finance Portfolio members and are discussed in more detail below.

2018 Budget - General

The Public Input Package includes a Comparison of 2018 Budget vs 2017 Budget that provides a summary of the changes broken out into operating, special projects, and capital projects.

- Total operating budget has increased by a net amount of \$57,294 for 2018.
  - Executive expenses have increased by \$1,623 which is approximately 1.4%.
  - Administration expenses have increased by \$34,061 for 2018. A significant component of the increase (\$29,000) relates to maternity coverage and, retirement related transitional labour costs; however, \$19,200 of this amount is funded from prior years surplus.
  - Transportation (Public Works) expenses increased by \$13,653 or 2.54%. A large component of the increase (\$13,000) relates to snow removal costs incurred to date.
  - Attached is a listing of donations/grants included in the budget.
- Special Projects
  - A breakdown of the special projects for 2018 are listed on the attached Recap of Capital and Operating Projects Funding Sources spreadsheet. The larger projects for the year include BC Rural Dividend Funding for Economic Development , City Hall Roof Replacement, and Wildfire Protection Plan.
- Capital
  - The projects for 2018 include completion of Salmon Arm Drive, and replacement of a Plow Truck Sander.

Budget 2018 - Protective Services

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- Operating Costs have decreased by \$3,183 for 2018. Staff training increased from \$18,500 to \$31,000 for Emergency Vehicle Operations training however equipment costs reduced by \$20,000.
- Capital Projects
  - Jaws Replacement - this is for refurbished equipment and is funded by the Fire Department through fund raising.

Budget - 2018 - Fortune Parks/Animal Control/ Cemetery

These are per the budgets approved by the Enderby & District Services Commission and have been advanced to the RDNO for inclusion in its budget.

Budget 2018 - Sewer

- Operating Costs have increased by \$25,380 for 2018. The increase is primarily due to CPI adjustments and labour cost allocation to this fund based on the three year rolling average.
- Special Projects - Include DO Probe, Salsnes Roller and other miscellaneous upgrades.
- Capital Projects
  - Capital upgrades include completion of Salmon Arm Drive, Lift Station Generator, Princess Street and Aerator.

The draft budget proposes a 3.04% increase to user fees, and a 2.5% increase to frontage tax. This amounts to an additional \$14.29 for an average home.

Budget 2018 - Water

- Operating Costs have increased by \$6,627 for 2018 due to minor adjustments to various operating accounts.
- Special Projects - Include Distribution Pump Starter Replacements, Water Source Feasibility, Pump Overhaul and other Miscellaneous projects.
- Capital Projects
  - Capital Projects include Streaming Current Meter, Shuswap River Crossing, completion of Salmon Arm Drive and PLC.

The budget proposes a 1.20% increase to user fees and a 2.10% increase to frontage tax. In total this amounts to an additional \$7.92 for the average single family home.

Respectfully submitted.




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Barry Gagnon  
Acting Chief Financial Officer

**City of Enderby  
Donations & Grants  
2018**

**01-2-19800-03**

	2018 Actual	2018 Budget	Difference
Visitor Centre - Annual fee for service		3,888.00	3,888.00
Events and Economic Dev't grant		9,000.00	9,000.00
Legion - Wreaths		150.00	150.00
Heritage Commission		1,050.00	1,050.00
Enderby & District Arts Council		3,000.00	3,000.00
Film Commission		1,100.00	1,100.00
Drill Hall - water usage		300.00	300.00
Lions Halloween		500.00	500.00
Misc.		212.00	212.00
Conservation - Boat Patrol		2,500.00	2,500.00
Batting Cage Contribution		2,500.00	2,500.00
	-	<b>24,200.00</b>	<b>24,200.00</b>

RECAP OF CAPITAL & OPERATING PROJECTS FUNDING SOURCES

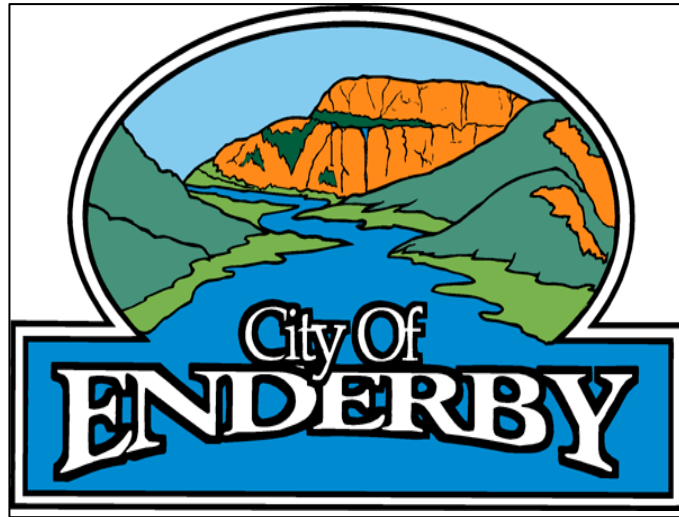
	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE					SURPLUS / RESERVES										OTHER RESERVES				
			Prov/Fed Grants	Borrow Funds	SRFD Contribution/Other Contributors	Taxation/Lease Fee/Property Owners	2018 Sewer YTD Surplus	2018 Water YTD Surplus	General YTD Surplus	General - Fire Dept	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non-Statutory	Sewer - Non-Statutory	DCC - Sewer	DCC - Water	DCC - Roads	
YTD Surplus at Dec 31/17																						
Reserves at Dec 31/17																						
Contribution to Reserves in 2017																						
GENERAL FUND																						
Fire Dept Surplus transfer		99,998																				
JAWS	35,000																					
Electronic HOG		1,000																				
City Hall roof replacement		40,000																				
City Hall fire protection improve.		7,000																				
AM Policy & Condition Assess.		30,000																				
Staffing Transition		19,294																				
Extra snow removal		12,200																				
Camnet Block - Sand		10,000																				
Wildfire Protection Plan		32,880																				
Regent Alarm System		7,500																				
BC Rural Dividend project		66,550																				
Enderby Cliffs app		9,890																				
Bus stop relocation		10,000																				
Salmon Arm Drive		11,000																				
Flow truck sensors		1,587,876																				
Riverwalk lighting		15,000																				
<b>Total - General Fund</b>	<b>1,648,876</b>	<b>358,082</b>	<b>103,940</b>	<b>449,525</b>	<b>35,000</b>	<b>188,747</b>	<b>889,376</b>	<b>632,143</b>	<b>1,411,418</b>	<b>152,019</b>	<b>27,674</b>	<b>147,075</b>	<b>253,067</b>	<b>61,632</b>	<b>225,767</b>	<b>50,101</b>	<b>539,172</b>	<b>772,468</b>	<b>105,070</b>	<b>340,343</b>	<b>143,671</b>	
<b>Balance of Surplus &amp; Reserves @ Dec 31/18</b>									<b>1,519,979</b>	<b>297,016</b>	<b>31,674</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>278,267</b>	<b>43,200</b>					<b>143,671</b>	



RECAP OF CAPITAL & OPERATING PROJECTS FUNDING SOURCES

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE					SURPLUS / RESERVES										OTHER RESERVES								
			Prov/Fed Grants	Borrow Funda	SRPD Contribution/Other Contributions	Taxation/User Fees/Property Owners	2018 Sewer YTD Surplus	Water YTD Surplus	General YTD Surplus	General - Fire Dept	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non-Statutory	Sewer - Non-Statutory	DCC - Sewer	DCC - Water	DCC - Roads					
<b>WATER FUND</b>																										
Inlets transfer pump gate valve		5,000						5,000																		
Cross-connection control		5,000						5,000																		
Brush PXY autoflush		6,000						6,000																		
Diets Pump 3 overhaul		12,000					12,000																			
WTP methline valve relocation		6,500						6,500																		
Water sources feasibility		18,000	10,000				9,000																			
Distribution pump controllers		9,000					9,000																			
PAC Pump		3,500					5,000																			
Inlets dredging		5,000					10,000																			
Unflow		10,000					5,000																			
Distribution starter replacements		20,000					10,000																			
Water well site testing	20,000							20,000																		
Streammap Current Meter	363,890							60,000																		
Shumway River Crossing	484,431																									
Salmon Arm Dive	98,000							98,000																		
PLC																										
<b>Total - Water Fund</b>	<b>983,311</b>	<b>157,000</b>	<b>328,620</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>81,265</b>	<b>205,000</b>	<b>426,143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance of Surplus & Reserves @ Dec 31/18																										

# **CITY OF ENDERBY**



## **2018 BUDGET**

### **Public Input**

**May 7, 2018**

**4:30 PM**

**Council Chambers**



# City of Enderby

2018 Budget - Public Input - May 07, 2018 at 04:30 PM

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The budget principles shown here have been developed over several years and help guide the decisions of staff and City Council when preparing the City's annual financial plan. Overall the financial plan proposes a combined increase to taxation and user fees of **1.9%**, or an additional \$39.86 for the average single family home.

**1. Financial Plan Message**

The 2018 budget challenges include capital initiatives, aging infrastructure, increased regulatory and service demands, and inflationary pressures on suppliers and utilities. With these challenges, department budgets continue to strive for operational efficiency while balancing the diverse service needs of the public with stewardship of public assets.

**2. User Fees**

User fee adjustments are determined by analyzing cost changes and assessing the community's ability to pay. 2018 water user fees have increased by 1.2% , while sewer user fees have increased by 3%. This amounts to an additional \$10.89 in water and sewer user fees for the average single family home.

**3. Taxation Policy**

Once service levels are established, and user fees and other revenue sources are known, the revenue required to balance the budget is collected from property taxation. Tax rates are calculated to sustain the City and not to defer ongoing operations and maintenance obligations artificially. The 2018 budget proposes a 1.7% increase to general taxation which amounts to an additional \$17.25 for the average residential property.

**4. Provide a Context for Capital Expenditures**

A long-term capital plan, including infrastructure renewal, forms the foundation for capital expenditures in the City. Funding for infrastructure renewal is a challenge faced by all communities. The City will continue to increase the amount put towards infrastructure renewal.

**5. Public Input**

The Public Input meeting will take place Monday, May 07, 2018 during the regular Council meeting. The public is welcome to attend and provide feedback. Written feedback is also welcome and will be presented, but must be received by 10:00am on Wednesday, May 02, 2018.

City of Enderby  
 2018 Taxation/User Fee Impact

Description	2017 Levy/Fees - based on average assessment of \$283,800*	Percentage Increase	Dollar Change	Total 2018
General	1,021.00	1.7%	17.25	1,038.25
Water-Frontage	258.00	2.1%	5.37	263.37
Sewer-Frontage	242.00	2.5%	5.95	247.95
Water-User	217.71	1.2%	2.55	220.26
Sewer-User	274.45	3.0%	8.34	282.79
Refuse	96.10	0.4%	0.39	96.49
<b>Total General Taxes &amp; Utilities</b>	<b>2,109.26</b>	<b>1.9%</b>	<b>39.86</b>	<b>2,149.12</b>

\* Average value of a 2018 home excluding non-market change (i.e. New construction)

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1650

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2018 – 2022 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2018 – 2022 Financial Plan Bylaw No.1650, 2018”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2018 – 2022 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2018 – 2022 Financial Plan.
4. Bylaw No. 1628, cited as “City of Enderby 2017 – 2021 Financial Plan Bylaw No. 1628, 2017”, is hereby repealed.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

RECONSIDERED and ADOPTED this    day of    , 2018.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

## SCHEDULE "A"

City of Enderby  
 Consolidated Statement of Operations  
 Five Year Financial Plan 2017-2021

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
<b>REVENUES</b>					
Municipal Taxation	1,442,106	1,480,035	1,519,105	1,559,345	1,600,794
Utility Taxes / Grants in Lieu	84,627	87,166	89,781	92,474	95,248
Sale of Services / Other Contributions	363,587	399,549	404,566	392,241	1,315,337
Revenue from own Sources	1,259,817	1,360,313	1,392,613	1,416,528	1,458,766
Grants	1,078,662	1,086,337	451,100	451,100	1,751,100
Sewer Revenue	763,318	687,539	710,059	720,937	732,018
Water Revenue	744,744	823,262	822,136	836,538	851,208
<b>Total Revenues</b>	<b>5,736,861</b>	<b>5,924,201</b>	<b>5,389,360</b>	<b>5,469,163</b>	<b>7,804,471</b>
<b>EXPENSES</b>					
General Government Services	948,382	810,062	826,605	843,478	860,689
Protective Services	240,767	245,582	250,494	255,504	260,614
Transportation Services	590,773	602,589	614,640	626,933	639,472
Environmental Health Services	102,282	104,327	106,414	108,542	110,713
Animal Control	27,757	28,313	28,879	29,456	30,046
Cemetery	78,393	79,961	81,561	83,192	84,856
Recreation & Cultural Services	82,199	83,843	85,520	87,230	88,975
Fortune Parks Recreational Services	820,273	836,679	853,412	870,480	887,890
Sewer Expenditures	542,637	463,628	472,901	482,359	492,006
Water Expenditures	625,787	605,968	618,088	630,449	643,058
Fiscal Services	113,650	110,750	110,750	104,156	104,156
<b>Total Expenses</b>	<b>4,172,900</b>	<b>3,971,702</b>	<b>4,049,264</b>	<b>4,121,779</b>	<b>4,202,475</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>1,563,961</b>	<b>1,952,499</b>	<b>1,340,096</b>	<b>1,347,384</b>	<b>3,601,996</b>
<b>TOTAL CASH FROM OPERATIONS</b>	<b>1,563,961</b>	<b>1,952,499</b>	<b>1,340,096</b>	<b>1,347,384</b>	<b>3,601,996</b>
<b>ADJUST FOR CASH ITEMS</b>					
Capital Asset expenditures	(3,457,880)	(1,492,456)	(1,145,758)	(1,527,880)	(3,014,231)
Debt Principle repayment	(119,203)	(119,203)	(119,203)	(108,794)	(108,794)
Debt Proceeds	449,525	-	1,058,000	-	-
Transfer From Reserves	2,044,922	516,140	(158,779)	1,310,133	572,205
Transfer to Reserves	(1,232,348)	(1,260,351)	(1,332,704)	(1,384,479)	(1,420,202)
Transfer From Operating Surplus	751,023	403,371	358,348	363,636	369,026
<b>TOTAL CASH ADJUSTMENT</b>	<b>(1,563,961)</b>	<b>(1,952,499)</b>	<b>(1,340,096)</b>	<b>(1,347,384)</b>	<b>(3,601,996)</b>
<b>FINANCIAL PLAN BALANCE</b>					

**CITY OF ENDERBY  
2018-2022 Financial Plan**

**Statement of Objectives and Policies  
Schedule 'B' of Bylaw No. 1650**

In accordance with Section 165(3.1) of the *Community Charter*, the City of Enderby is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Proportion of Total Revenue From Funding Sources**

User fees and charges form the largest portion of planned revenue. These are services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.

Property Taxation forms the second largest portion of revenue. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis such as fire protection, street maintenance, snow removal, and general administration.

Government Grants form the third largest proportion of planned revenue. These grants are for projects whereby the City of Enderby has received grant approval or is anticipating approval in 2018.

***Policies***

- The City of Enderby will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the City of Enderby will endeavour to supplement revenues from grant funding, and user fees and charges, to lessen the burden on its property tax base.

***Overview in Preparing the Budget***

- The average net increase for property taxes is 1.69%.
- User fees and charges have increased by 3.04% for sewer user fees and 1.17% for water user fees.

**Table 1: Sources of Funding**

<i>Funding Source</i>	<b>% of Total Revenue</b>	<b>Dollar Value</b>
<i>Property taxes</i>	<b>16.1%</b>	<b>\$ 1,442,106</b>
<i>User Fees and charges</i>	<b>17.9%</b>	<b>\$1,610,342</b>
<i>Other sources</i>	<b>49.0%</b>	<b>\$4,401,696</b>
<i>Government grants</i>	<b>12.0%</b>	<b>\$1,078,662</b>
<i>Total</i>	<b>100.0 %</b>	<b>\$8,982,331</b>

**Distribution of Property Value Taxes**

The residential property class provides the largest proportion of property tax revenue as the class also forms the largest portion of the assessment base.

**Objective**

- To equitably distribute the tax burden amongst the property classes.

**Overview in Preparing the Budget**

- Wherever possible revenues from user fees and charges were used to help offset the burden on the entire property tax base.
- Wherever possible the City of Enderby applied, and will continue to apply, for grant funding to help offset capital expenditures and infrastructure planning studies.
- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% Of Total Property Taxation</b>	<b>Dollar Value</b>
Residential (1)	<b>79.82%</b>	<b>\$ 1,151,088</b>
Utilities (2)	<b>1.16%</b>	<b>\$16,754</b>
Light Industrial (5)	<b>1.95%</b>	<b>\$28,174</b>
Business and Other (6)	<b>16.89%</b>	<b>\$243,583</b>
Recreation / Non-Profit (8)	<b>.12%</b>	<b>\$1,799</b>

Farmland (9)	.05%	\$709
Total	100.00	\$1,442,106

**Permissive Tax Exemptions**

- The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:
  - The tax exemption must demonstrate a benefit to the community and residents of the City of Enderby by enhancing the quality of life (economically, socially and culturally) and delivering services economically within the community.
  - The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the City of Enderby.
  - Only Non-Profit Organizations who meet the requirements of Part 7, Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.

**Objective**

In conjunction with the development of the Financial Plan, Council will continue to provide permissive tax exemptions to non-profit societies where the value of permissive tax exemptions granted would be approximately 5% of the annual municipal levy.



**City of Enderby  
Comparison of 2018 Budget vs. 2017 Budget - General**

Revenue	Operating				Special Projects				Capital Projects			
	2017 Budget	2017 Actual	2018 vs 2017		2017 Budget	2017 Actual	2018 vs 2017		2017 Budget	2017 Actual	2018 vs 2017	
			2018 Budget	Budget			2018 Budget	Budget			2018 Budget	Budget
Property Taxes-General Revenue	475,815	477,208	508,510	32,695			10,000	10,000	684,072	684,072	658,281	-25,791
Property Taxes-Capital Project	0	0	0	0				0	73,728	73,728	87,753	14,025
Refuse	101,861	102,346	102,279	418				0				0
Grants in Lieu of taxes	54,718	54,737	55,375	657				0				0
Revenue from Other Sources	212,610	316,264	214,682	2,073				0	19,000	45,196	0	-19,000
Community Works Funding	0	0	0	0				0	176,185	177,904	184,678	8,493
Unconditional Grants	474,105	474,405	487,214	13,109				0				0
Conditional Grants	1,100	889	900	-200	98,050	42,000	71,550	-26,500	239,539	0	0	-239,539
Contribution - amortization	0	0	0	0				0	0	708,920	0	0
Borrowing	0	0	0	0				0	0	0	449,525	449,525
Transfers from Other Funds	131,620	121,582	140,123	8,503	43,200			-43,200	1,067,905	693,810	938,287	-129,618
Subtotal of all Other Revenue	976,014	1,070,224	1,000,574	24,560	141,250	42,000	71,550	-69,700	1,502,629	1,625,831	1,572,490	69,861
Transfer from Surplus	0	0	0	0	20,000		132,964	112,964	81,953	91,530	48,317	-33,636
<b>Total Revenue</b>	<b>1,451,829</b>	<b>1,547,432</b>	<b>1,509,084</b>	<b>57,256</b>	<b>161,250</b>	<b>42,000</b>	<b>214,514</b>	<b>53,264</b>	<b>2,342,382</b>	<b>2,475,161</b>	<b>2,366,840</b>	<b>24,458</b>
<b>Expenditures</b>												
Executive	115,150	100,541	116,773	1,623			10,000	10,000				0
General/Administration	624,734	591,073	658,795	34,061	158,250	44,386	162,814	4,564				0
Transportation (PW)	535,420	467,156	549,073	13,653			41,700	41,700				0
Protective Services	0	0	0	0				0				0
Refuse	101,838	100,686	102,282	444				0				0
Animal Control	0	0	0	0				0				0
Cemetery	0	0	0	0				0				0
Parks Services	74,686	79,175	82,199	7,513	3,000	3,000	0	-3,000				0
Fortune Parks	0	0	0	0				0				0
<b>Total Operating Expenses</b>	<b>1,451,828</b>	<b>1,338,631</b>	<b>1,509,122</b>	<b>57,294</b>	<b>161,250</b>	<b>47,386</b>	<b>214,514</b>	<b>53,264</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital - Transportation	0	0	0	0					1,567,144	972,506	1,613,876	46,732
Capital - Administration	0	0	0	0					0	0	0	0
Capital - Protective Services	0	0	0	0					0	0	0	0
Capital - Fortune Parks	0	0	0	0					0	0	0	0
Amortization	0	0	0	0					0	708,920	0	0
Fiscal Services	0	0	0	0					176,545	176,444	176,201	-344
Transfer to Reserves	0	0	0	0					598,693	623,334	576,763	-21,930
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,342,382</b>	<b>2,481,204</b>	<b>2,366,840</b>	<b>24,458</b>
<b>Total Expenditures</b>	<b>1,451,828</b>	<b>1,338,631</b>	<b>1,509,122</b>	<b>57,293</b>	<b>161,250</b>	<b>47,386</b>	<b>214,514</b>	<b>53,264</b>	<b>2,342,382</b>	<b>2,481,204</b>	<b>2,366,840</b>	<b>24,458</b>
Net Income	0	208,801	-38	-39	0	-5,386	0	0	0	-6,043	0	0

**Protective Services**

**Revenue**

	<b>Operating</b>			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
Property Taxes-General Revenue	106,522	106,522	104,296	-2,226
Shuswap River Fire Protection District	80,322	-13,987	78,096	-2,226
Fire Protection	14,556	449,675	15,824	1,268
Conditional Grants	0	0	0	0
Contribution - amortization	0	0	0	0
Transfer from reserves	0	0	0	0
Transfer from surplus				0
<b>Total Revenue</b>	<b>201,400</b>	<b>542,209</b>	<b>198,217</b>	<b>-3,183</b>

	<b>Special Projects</b>			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
				0
				0
				0
			32,390	32,390
				0
				0
			10,160	10,160
<b>Total</b>	<b>0</b>	<b>0</b>	<b>42,550</b>	<b>42,550</b>

	<b>Capital Projects</b>			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
	35,037	35,037	45,000	9,963
	53,333	52,009	0	-53,333
	53,333	52,009	35,000	-18,333
	0	0	0	0
	0	61,426	0	0
	53,333	52,009	0	-53,333
	11,308	0	99,998	88,690
<b>Total</b>	<b>206,344</b>	<b>252,490</b>	<b>179,998</b>	<b>-26,346</b>

**Expenditures**

Protective Services	201,400	431,989	198,217	-3,183
<b>Total Operating Expenses</b>	<b>201,400</b>	<b>431,989</b>	<b>198,217</b>	<b>-3,183</b>
Capital - Protective Services	0	0	0	0
Amortization	0	0	0	0
Fiscal Services	0	0	0	0
Transfer to Reserves	0	0	0	0
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>201,400</b>	<b>431,989</b>	<b>198,217</b>	<b>-3,183</b>
Net Income	0	110,220	0	0

			42,550	42,550
<b>Total</b>	<b>0</b>	<b>0</b>	<b>42,550</b>	<b>42,550</b>
			0	0
			0	0
			0	0
			0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			0	0
			0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>42,550</b>	<b>42,550</b>
			0	0
			0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

				0
				0
				0
	160,000	156,027	35,000	-125,000
	0	61,426	0	0
	0	0	0	0
	46,344	46,344	144,998	98,654
<b>Total</b>	<b>206,344</b>	<b>263,796</b>	<b>179,998</b>	<b>-26,346</b>
<b>Total</b>	<b>206,344</b>	<b>263,796</b>	<b>179,998</b>	<b>-26,346</b>
	0	-11,307	0	0
<b>Total</b>	<b>0</b>	<b>-11,307</b>	<b>0</b>	<b>0</b>

**Fortune Parks**

**Revenue**

	<b>Operating</b>				<b>Special Projects</b>				<b>Capital Projects</b>			
	2017 Budget	2017 Actual	2018 vs 2017		2017 Budget	2017 Actual	2018 vs 2017		2017 Budget	2017 Actual	2018 vs 2017	
			2018 Budget	Budget			2018 Budget	Budget			2018 Budget	Budget
Revenue from Other Sources	757,840	755,948	767,572	9,732	43,550	43,550	49,276	5,726	134,355	134,355	138,265	3,910
Conditional Grants	9,355	5,275	3,425	-5,930		900		0	111,400	63,000	0	-111,400
Property Taxes-General Revenue	0	0	0	0				0				0
Contribution - amortization	0	0	0	0				0	0	48,303	0	0
Transfer from reserves	0	0	0	0				0	380,200	280,085	110,000	-270,200
Transfer from DCC's	0	0	0	0				0	0	0	0	0
Transfer from surplus	0	0	0	0	0		0	0	26,000	38,302	31,800	5,800
<b>Total Revenue</b>	<b>767,195</b>	<b>761,223</b>	<b>770,997</b>	<b>3,802</b>	<b>43,550</b>	<b>44,450</b>	<b>49,276</b>	<b>5,726</b>	<b>651,955</b>	<b>564,045</b>	<b>280,065</b>	<b>-371,890</b>

**Expenditures**

Fortune Parks Recreational Services	767,195	792,647	770,997	3,802	43,550	44,022	49,276	5,726				0
<b>Total Operating Expenses</b>	<b>767,195</b>	<b>792,647</b>	<b>770,997</b>	<b>3,802</b>	<b>43,550</b>	<b>44,022</b>	<b>49,276</b>	<b>5,726</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital - Fortune Parks	0	0	0	0					527,000	374,196	141,800	-385,200
Amortization	0	0	0	0					0	48,303	0	0
Fiscal Services	0	0	0	0					0	0	0	0
Transfer to Reserves	0	0	0	0					124,955	95,107	138,265	13,310
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>651,955</b>	<b>517,606</b>	<b>280,065</b>	<b>-371,890</b>
<b>Total Expenditures</b>	<b>767,195</b>	<b>792,647</b>	<b>770,997</b>	<b>3,802</b>	<b>43,550</b>	<b>44,022</b>	<b>49,276</b>	<b>5,726</b>	<b>651,955</b>	<b>517,606</b>	<b>280,065</b>	<b>-371,890</b>
Net Income	0	-31,423	0	0	0	428	0	0	0	46,439	0	0

**Animal Control**

**Revenue**

	<u>Operating</u>				<u>Special Projects</u>				<u>Capital Projects</u>			
			2018 vs 2017				2018 vs 2017				2018 vs 2017	
	2017 Budget	2017 Actual	2018 Budget	Budget	2017 Budget	2017 Actual	2018 Budget	Budget	2017 Budget	2017 Actual	2018 Budget	Budget
Revenue from Other Sources	14,248	15,318	14,325	77					24,805	24,805	0	-24,805
Conditional Grants	0	0	0	0								0
Property Taxes-General Revenue	13,184	13,184	13,432	248								0
Contribution - amortization	0	0	0	0								0
Transfer from reserves	0	0	0	0								0
Transfer from DCC's	0	0	0	0								0
Transfer from surplus	0	0	0	0								0
<b>Total Revenue</b>	<b>27,432</b>	<b>28,502</b>	<b>27,757</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,805</b>	<b>24,805</b>	<b>0</b>	<b>-24,805</b>

**Expenditures**

Animal Control	27,432	23,022	27,757	325								0
<b>Total Operating Expenses</b>	<b>27,432</b>	<b>23,022</b>	<b>27,757</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Capital				0								0
Amortization				0								0
Fiscal Services				0								0
Transfer to Reserves				0					24,805	24,805	0	-24,805
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,805</b>	<b>24,805</b>	<b>0</b>	<b>-24,805</b>
<b>Total Expenditures</b>	<b>27,432</b>	<b>23,022</b>	<b>27,757</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,805</b>	<b>24,805</b>	<b>0</b>	<b>-24,805</b>
Net Income	0	5,480	0	0	0	0	0	0	0	0	0	0

Cemetery

Revenue

	Operating			
	2017 Budget	2017 Actual	2018 vs 2017	
			2018 Budget	Budget
Revenue from Other Sources	37,618	44,790	38,560	942
Conditional Grants	0	0	0	0
Property Taxes-General Revenue	14,110	13,460	14,834	724
Contribution - amortization	0	0	0	0
Transfer from reserves	0	0	0	0
Transfer from DCC's	0	0	0	0
Transfer from surplus	0	0	0	0
<b>Total Revenue</b>	<b>51,728</b>	<b>58,250</b>	<b>53,393</b>	<b>1,665</b>

	Special Projects			
	2017 Budget	2017 Actual	2018 vs 2017	
			2018 Budget	Budget
				0
				0
				0
				0
			25,000	25,000
				0
				0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>

	Capital Projects			
	2017 Budget	2017 Actual	2018 vs 2017	
			2018 Budget	Budget
	60,269	60,269	3,500	-56,769
				0
				0
				0
				0
				0
<b>Total</b>	<b>60,269</b>	<b>60,269</b>	<b>3,500</b>	<b>-56,769</b>

Expenditures

Cemetery	51,728	44,981	53,393	1,666
<b>Total Operating Expenses</b>	<b>51,728</b>	<b>44,981</b>	<b>53,393</b>	<b>1,666</b>
Capital	0			0
Amortization	0			0
Fiscal Services	0			0
Transfer to Reserves	0			0
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>	<b>51,728</b>	<b>44,981</b>	<b>53,393</b>	<b>1,666</b>
Net Income	0	13,269	0	0

			25,000	25,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
				0
				0
				0
				0
				0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				0
				0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
				0
				0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

				0
				0
				0
				0
	60,269	60,269	3,500	-56,769
<b>Total</b>	<b>60,269</b>	<b>60,269</b>	<b>3,500</b>	<b>-56,769</b>
				0
				0
<b>Total</b>	<b>60,269</b>	<b>60,269</b>	<b>3,500</b>	<b>-56,769</b>
				0
				0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

City of Enderby  
Comparison of 2018 Budget vs. 2017 Budget - Sewer

Revenue	Operating				Special Projects				Capital Projects			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
User Fees	402,585	405,854	425,135	22,550	85,289	85,289	79,500	-5,789	4,214	4,214	2,408	(1,806)
Connection Fees	750	0	750	0								-
Frontage Tax	535	0	590	55	211			-211	230,146	229,483	236,873	6,727
Conditional Grants	0	0	0	0				0	130,156	-	-	(130,156)
Misc. Revenue	11,087	20,068	18,062	6,975					-	-	-	-
Transfer from DCC's	0	0	0	0					-	-	-	-
Transfer from Surplus	13,200	0	9,000	-4,200	74,900		9,600	-65,300	160,000	23,665	203,184	43,184
Transfer from Reserves	0	0	0	0				0	276,727	37,926	462,209	185,482
Borrow	0	0	0	0					-	-	-	-
Contribution - Amortization	0	0	0	0					-	236,447	-	-
<b>Total Revenue</b>	<b>428,157</b>	<b>425,921</b>	<b>453,537</b>	<b>25,380</b>	<b>160,400</b>	<b>85,289</b>	<b>89,100</b>	<b>-71,300</b>	<b>801,243</b>	<b>531,735</b>	<b>904,674</b>	<b>103,431</b>
<b>Expenditures</b>												
Sewer Maintenance	38,100	32,211	31,435	-6,665				0				
Staff Development	3,000	714	3,000	0								
Administration Fee	42,139	42,139	44,263	2,124								
PW Equipment	5,700	7,308	6,300	600								
Labour and benefits	129,368	139,744	140,270	10,902								
Treatment Plant	175,700	187,316	194,119	18,419	30,300	30,300	0	-30,300				
Pre-Engineering/Design/Studies	5,000	41	5,000	0				0				
Sludge Handling	23,650	28,959	23,650	0								
Annual Upgrades	0	0	0	0	115,100	50,952	89,100	-26,000				
Sundry	3,000	0	3,000	0	15,000	15,000	0	-15,000				
Legal/Professional Fees	2,500	0	2,500	0								
<b>Total Operating Expenses</b>	<b>428,157</b>	<b>438,432</b>	<b>453,537</b>	<b>25,380</b>	<b>160,400</b>	<b>96,252</b>	<b>89,100</b>	<b>-71,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer to Reserves	0	0	0	0					106,332	106,332	106,332	0
Transfer to Reserves - Asset Manage.			0	0					32,876	32,876	37,797	4,921
Capital	0	0	0	0					605,383	100,091	703,893	98,510
Amortization									0	236,447	0	0
Debt Servicing	0	0	0	0					56,652	56,652	56,652	0
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>801,243</b>	<b>532,398</b>	<b>904,674</b>	<b>103,431</b>
<b>Total Expenditures</b>	<b>428,157</b>	<b>438,432</b>	<b>453,537</b>	<b>25,380</b>	<b>160,400</b>	<b>96,252</b>	<b>89,100</b>	<b>-71,300</b>	<b>801,243</b>	<b>532,398</b>	<b>904,674</b>	<b>103,431</b>
Net Income	0	-12,511	0	0	0	-10,963	0	0	0	(663)	0	0

City of Enderby  
 Comparison of 2018 Budget vs. 2017 Budget - Water

Revenue

	Operating			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
User Fees	451,835	456,018	454,741	2,906
Connection Fees	825	900	825	0
Frontage Tax	0	0	20	20
Misc. Income	9,500	21,211	13,200	3,700
Conditional Grants	0	0	0	0
Transfer from DCC's	0	0	0	0
Transfer from Surplus	0	0	0	0
Transfer from Reserves	0	0	0	0
Contribution for amortization	0	0	0	0
Borrow	0	0	0	0
<b>Total Revenue</b>	<b>462,160</b>	<b>478,129</b>	<b>468,787</b>	<b>6,627</b>

	Special Projects			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
	6,530	6,530	8,994	2,464
				0
	25,970	25,970	27,006	1,036
				0
			10,000	10,000
				0
	23,600	0	111,000	87,400
				0
				0
				0
<b>Total Revenue</b>	<b>56,100</b>	<b>32,500</b>	<b>157,000</b>	<b>100,900</b>

	Capital Projects			
	2017 Budget	2017 Actual	2018 Budget	2018 vs 2017 Budget
	235,374	236,229	239,958	4,584
				-
	812,844	233,958	318,620	(494,224)
	0	0	0	0
	111,000	-	95,000	(16,000)
	453,211	171,122	534,426	81,215
	0	322,795	0	0
	0	0	0	0
<b>Total Revenue</b>	<b>1,612,429</b>	<b>964,105</b>	<b>1,188,004</b>	<b>(424,425)</b>

Expenditures

Water Maintenance	105,000	107,070	105,000	0
Staff Development	2,500	2,266	2,500	0
Administration Fee	46,582	46,582	48,760	2,178
PW Equipment	34,200	22,534	37,800	3,600
Labour and Benefits	164,878	167,193	165,727	849
Treatment Plant	104,000	111,198	104,000	0
Pre-Engineering/Design/Studies	5,000	0	5,000	0
Sundry	0	0	0	0
<b>Total Operating Expenses</b>	<b>462,160</b>	<b>456,843</b>	<b>468,787</b>	<b>6,627</b>

	5,000	0	5,000	0
				0
				0
				0
				0
			15,000	15,000
	51,100	7,538	137,000	85,900
<b>Total Operating Expenses</b>	<b>56,100</b>	<b>7,538</b>	<b>157,000</b>	<b>100,900</b>

<b>Total Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Transfer to Reserves	0	0	0	0
Transfer to Reserves - Asset Management	0	0	0	0
Capital	0	0	0	0
Amortization	0	0	0	0
Debt Servicing	0	0	0	0

				0
				0
				0
				0
				0

	114,267	118,851	114,267	0
	85,761	85,761	110,426	24,665
	1,392,320	415,068	963,311	-429,009
	0	322,795	0	
	20,081	18,188	0	-20,081

<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>Total Capital Expenses</b>	<b>1,612,429</b>	<b>960,664</b>	<b>1,188,004</b>	<b>-424,425</b>
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<b>Total Expenditures</b>	<b>462,160</b>	<b>456,843</b>	<b>468,787</b>	<b>6,627</b>
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<b>Total Expenditures</b>	<b>56,100</b>	<b>7,538</b>	<b>157,000</b>	<b>100,900</b>
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<b>Total Expenditures</b>	<b>1,612,429</b>	<b>960,664</b>	<b>1,188,004</b>	<b>-424,425</b>
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Net Income	0	21,286	0	0
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Net Income	0	24,962	0	0
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Net Income	0	3,441	0	0
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**THE CORPORATION OF THE CITY OF ENDERBY**  
**MEMO**

**To:** Tate Bengtson, CAO  
**From:** Barry Gagnon, Acting CFO  
**Date:** April 23, 2018  
**Subject:** 2018 Budget Bylaws

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**Recommendation:**

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby 2018-2022 Financial Plan Bylaw No. 1650, 2018"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1651, 2018"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Water Frontage Tax Bylaw No. 1652, 2018"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018"

THAT Council give first, second and third readings of the bylaw cited as "City of Enderby Annual Tax Rate Bylaw No. 1654, 2018"

**Background:**

The attached budget bylaws are per the Financial Plan posted and advertised for public input at the May 07, 2018 Council meeting.

Per Section 197 of the Community Charter, these bylaws must be adopted by May 15, 2018.

Respectfully submitted.



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Barry Gagnon  
Acting Chief Financial Officer



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1650

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2018 – 2022 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2018 – 2022 Financial Plan Bylaw No.1650, 2018”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2018 – 2022 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2018 – 2022 Financial Plan.
4. Bylaw No. 1628, cited as “City of Enderby 2017 – 2021 Financial Plan Bylaw No. 1628, 2017”, is hereby repealed.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

RECONSIDERED and ADOPTED this    day of    , 2018.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

## SCHEDULE "A"

City of Enderby  
 Consolidated Statement of Operations  
 Five Year Financial Plan 2017-2021

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
<b>REVENUES</b>					
Municipal Taxation	1,442,106	1,480,035	1,519,105	1,559,345	1,600,794
Utility Taxes / Grants in Lieu	84,627	87,166	89,781	92,474	95,248
Sale of Services / Other Contributions	363,587	399,549	404,566	392,241	1,315,337
Revenue from own Sources	1,259,817	1,360,313	1,392,613	1,416,528	1,458,766
Grants	1,078,662	1,086,337	451,100	451,100	1,751,100
Sewer Revenue	763,318	687,539	710,059	720,937	732,018
Water Revenue	744,744	823,262	822,136	836,538	851,208
<b>Total Revenues</b>	<b>5,736,861</b>	<b>5,924,201</b>	<b>5,389,360</b>	<b>5,469,163</b>	<b>7,804,471</b>
<b>EXPENSES</b>					
General Government Services	948,382	810,062	826,605	843,478	860,689
Protective Services	240,767	245,582	250,494	255,504	260,614
Transportation Services	590,773	602,589	614,640	626,933	639,472
Environmental Health Services	102,282	104,327	106,414	108,542	110,713
Animal Control	27,757	28,313	28,879	29,456	30,046
Cemetery	78,393	79,961	81,561	83,192	84,856
Recreation & Cultural Services	82,199	83,843	85,520	87,230	88,975
Fortune Parks Recreational Services	820,273	836,679	853,412	870,480	887,890
Sewer Expenditures	542,637	463,628	472,901	482,359	492,006
Water Expenditures	625,787	605,968	618,088	630,449	643,058
Fiscal Services	113,650	110,750	110,750	104,156	104,156
<b>Total Expenses</b>	<b>4,172,900</b>	<b>3,971,702</b>	<b>4,049,264</b>	<b>4,121,779</b>	<b>4,202,475</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>1,563,961</b>	<b>1,952,499</b>	<b>1,340,096</b>	<b>1,347,384</b>	<b>3,601,996</b>
<b>TOTAL CASH FROM OPERATIONS</b>	<b>1,563,961</b>	<b>1,952,499</b>	<b>1,340,096</b>	<b>1,347,384</b>	<b>3,601,996</b>
<b>ADJUST FOR CASH ITEMS</b>					
Capital Asset expenditures	(3,457,880)	(1,492,456)	(1,145,758)	(1,527,880)	(3,014,231)
Debt Principle repayment	(119,203)	(119,203)	(119,203)	(108,794)	(108,794)
Debt Proceeds	449,525	-	1,058,000	-	-
Transfer From Reserves	2,044,922	516,140	(158,779)	1,310,133	572,205
Transfer to Reserves	(1,232,348)	(1,260,351)	(1,332,704)	(1,384,479)	(1,420,202)
Transfer From Operating Surplus	751,023	403,371	358,348	363,636	369,026
<b>TOTAL CASH ADJUSTMENT</b>	<b>(1,563,961)</b>	<b>(1,952,499)</b>	<b>(1,340,096)</b>	<b>(1,347,384)</b>	<b>(3,601,996)</b>
<b>FINANCIAL PLAN BALANCE</b>					

**CITY OF ENDERBY**  
**2018-2022 Financial Plan**

**Statement of Objectives and Policies**  
**Schedule 'B' of Bylaw No. 1650**

In accordance with Section 165(3.1) of the *Community Charter*, the City of Enderby is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Proportion of Total Revenue From Funding Sources**

User fees and charges form the largest portion of planned revenue. These are services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.

Property Taxation forms the second largest portion of revenue. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis such as fire protection, street maintenance, snow removal, and general administration.

Government Grants form the third largest proportion of planned revenue. These grants are for projects whereby the City of Enderby has received grant approval or is anticipating approval in 2018.

***Policies***

- The City of Enderby will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the City of Enderby will endeavour to supplement revenues from grant funding, and user fees and charges, to lessen the burden on its property tax base.

***Overview in Preparing the Budget***

- The average net increase for property taxes is 1.69%.
- User fees and charges have increased by 3.04% for sewer user fees and 1.17% for water user fees.

**Table 1: Sources of Funding**

<i>Funding Source</i>	<b>% of Total Revenue</b>	<b>Dollar Value</b>
<i>Property taxes</i>	<b>16.1%</b>	<b>\$ 1,442,106</b>
<i>User Fees and charges</i>	<b>17.9%</b>	<b>\$1,610,342</b>
<i>Other sources</i>	<b>49.0%</b>	<b>\$4,401,696</b>
<i>Government grants</i>	<b>12.0%</b>	<b>\$1,078,662</b>
<i>Total</i>	<b>100.0 %</b>	<b>\$8,982,331</b>

**Distribution of Property Value Taxes**

The residential property class provides the largest proportion of property tax revenue as the class also forms the largest portion of the assessment base.

**Objective**

- To equitably distribute the tax burden amongst the property classes.

**Overview in Preparing the Budget**

- Wherever possible revenues from user fees and charges were used to help offset the burden on the entire property tax base.
- Wherever possible the City of Enderby applied, and will continue to apply, for grant funding to help offset capital expenditures and infrastructure planning studies.
- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community.

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>% Of Total Property Taxation</b>	<b>Dollar Value</b>
Residential (1)	<b>79.82%</b>	<b>\$ 1,151,088</b>
Utilities (2)	<b>1.16%</b>	<b>\$16,754</b>
Light Industrial (5)	<b>1.95%</b>	<b>\$28,174</b>
Business and Other (6)	<b>16.89%</b>	<b>\$243,583</b>
Recreation / Non-Profit (8)	<b>.12%</b>	<b>\$1,799</b>

Farmland (9)	.05%	\$709
Total	100.00	\$1,442,106

**Permissive Tax Exemptions**

- The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:
  - The tax exemption must demonstrate a benefit to the community and residents of the City of Enderby by enhancing the quality of life (economically, socially and culturally) and delivering services economically within the community.
  - The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the City of Enderby.
  - Only Non-Profit Organizations who meet the requirements of Part 7, Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.

**Objective**

In conjunction with the development of the Financial Plan, Council will continue to provide permissive tax exemptions to non-profit societies where the value of permissive tax exemptions granted would be approximately 5% of the annual municipal levy.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1651

A BYLAW TO IMPOSE A SEWER FRONTAGE TAX ON OWNERS OF LAND  
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

---

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing sewer services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1651, 2018".
2. In this bylaw, unless the context otherwise requires, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Assessor" means the Chief Financial Officer of the City of Enderby;

"Taxable foot frontage" means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the work or highway, and in respect of which parcel the frontage tax is levied for the work or services;

"Total actual foot frontage" means the sum or the actual foot frontage of the parcels of land which actually abuts on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with sewer by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.50 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the Corporation of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of the bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
  - i. a triangular or irregularly shaped parcel of land; or
  - ii. a parcel of land wholly or in part unfit for building purposes;  
or
  - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
  - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
  - ii. the benefit derived from the sewer.
- 8. For the purpose of this bylaw:
  - a) Whereas the number of feet of a parcel of land which abuts a sewer main, has less than 50 feet frontage, the taxable foot frontages shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot of frontage shall be deemed to be 100 feet.
  - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
  - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage or alternately shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1<sup>st</sup> day of January 2018, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1629, cited as “City of Enderby Sewer Frontage Tax Bylaw No. 1629, 2017”, is hereby repealed.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

RECONSIDERED and ADOPTED this    day of    , 2018.

\_\_\_\_\_  
MAYOR

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



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1652

A BYLAW TO IMPOSE A WATER FRONTAGE TAX ON OWNERS OF LAND  
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

---

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing water services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as “City of Enderby Water Frontage Tax Bylaw No. 1652, 2018”.
2. In this bylaw, unless the context otherwise required, “actual foot frontage” means the number of feet of a parcel of land which actually abuts on the work or highway;

“Assessor” means the Chief Financial Officer of the City of Enderby;

“Taxable foot frontage” means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the highway, and in respect of which parcel the frontage tax is levied for the work or services;

“Total actual foot frontage” means the sum of the actual foot frontage of the parcels of land which actually abut on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with water by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the “frontage tax”.
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.63 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the City of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
  - i. a triangular or irregularly shaped parcel of land; or
  - ii. a parcel of land wholly or in part unfit for building purposes; or
  - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
  - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
  - ii. the benefit derived from the water.
- 8. For the purpose of this bylaw:
  - a) Where the number of feet of a parcel of land has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot frontage shall be deemed to be 100 feet.
  - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
  - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1<sup>st</sup> day of January 2018, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1630, cited as “City of Enderby Water Frontage Tax Bylaw No. 1630, 2017”, is hereby repealed.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

RECONSIDERED and ADOPTED this    day of    , 2018.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1653

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 1479, 2010

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

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1653, 2018".
2. Schedules "3", "4" and "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3", "4" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

ADOPTED this    day of    , 2018.

\_\_\_\_\_  
MAYOR

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

### SCHEDULE 3

#### SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

<u>DESCRIPTION</u>	<u>PER</u>	<u>MINIMUM CHARGE</u>
APARTMENT	Unit	271.77
BAKERY	Unit	451.85
BARBER	Chair	154.85
BEAUTY	Chair	154.85
BODY SHOP	Unit	542.41
BED & BREAKFAST	Unit	170.67
BUTCHER SHOP	Unit	398.49
CAMPGROUND - TENT SPACE	Unit	44.37
CAMPGROUND - RV HOOKUP	Unit	89.91
CAMPGROUND - SANI DUMP	Unit	372.85
CARWASH (RECYCLABLE)	Stall	485.03
CARWASH (NON-RECYCLABLE)	Stall	830.91
CHURCH	Unit	271.77
CURLING RINK	Unit	1,322.79
DAYCARE	Unit	396.21
DENTAL OFFICE	Unit	347.06
DUPLEX /TRI-PLEX	Unit	307.47
GARAGE	Unit	470.32
HEALTH/FITNESS	Unit	253.67
HOSPITAL	Bed	181.44
HOTEL/MOTEL	Unit	170.90
HOTEL/MOTEL WITH POOL (FILTERED )	Unit	135.46
HOTEL/MOTEL WITH POOL (UNFILTERED )	Unit	271.77
INDUSTRY (1-5 PEOPLE)	Unit	293.32
INDUSTRY (EACH ADDITIONAL PERSON)	Person	28.62
LAUNDROMAT	Washer	170.90
LODGING/BOARDING HOUSE	Unit	210.45
MEDICAL CLINIC	Unit	372.85
MILL	Unit	427.35
OFFICE (0-2000 SQUARE FEET)	Unit	120.74
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	15.10
POOL	Unit	2,277.92
PUBLIC HALLS	Unit	239.06
RECREATION HALL	Unit	198.55
RESTAURANT (1-10 SEATS)	Unit	246.54
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	15.10
SCHOOL	Class	199.73
SINGLE FAMILY DWELLING	Unit	282.77
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	395.88
SKATING RINK	Unit	2,277.92

STORE (0-1000 SQUARE FEET)	Unit	154.85
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	48.04
STRATA/CONDO	Unit	271.77
TRANSPORTATION - LARGE FACILITY	Unit	7,229.13

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

#### SERVICE CONNECTIONS

- a) 100mm = dia. Sanitary Service At actual cost with minimum \$750.00 charge
- b) Greater than 100mm dia. Sanitary Service At Cost  
or any connection requiring asphalt or rock removal
- c) Robinson-Vetter on the Knoll sub-division Actual Fee \$750.00

## SCHEDULE 4

### WATER FEES

**Administered through the Water and Sprinkling Regulation Bylaw**

#### USER FEES

##### Metered Rates

	<u>Flat Rate / Period</u>	<u>Consumption Rate / Period</u>
A. Single Family Residential		
Jan-Apr / Sep-Dec	\$ 72.34	\$ 0.51 / m <sup>3</sup> over 40 m <sup>3</sup> to 55 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 55 m <sup>3</sup> to 250* m <sup>3</sup>
May - Aug	\$ 72.34	\$ 0.51 / m <sup>3</sup> over 85 m <sup>3</sup> to 105 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 105 m <sup>3</sup> to 500* m <sup>3</sup>
B. Single Family Residential with Legalized Suite		
Jan-Apr / Sep-Dec	\$ 103.04	\$ 0.51 / m <sup>3</sup> over 65 m <sup>3</sup> to 80 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 80 m <sup>3</sup> to 337* m <sup>3</sup>
May - Aug	\$ 103.04	\$ 0.51 / m <sup>3</sup> over 105 m <sup>3</sup> to 125 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 125 m <sup>3</sup> to 675* m <sup>3</sup>
C. Strata Residential		
Jan-Apr / Sep-Dec	\$ 57.01	\$ 0.51 / m <sup>3</sup> over 30 m <sup>3</sup> to 40 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 40 m <sup>3</sup> to 205* m <sup>3</sup>
May - Aug	\$ 57.01	\$ 0.51 / m <sup>3</sup> over 70 m <sup>3</sup> to 80 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 80 m <sup>3</sup> to 410* m <sup>3</sup>
Irrigation:		
Metered		\$ 1.32 / m <sup>3</sup>
Non-metered		\$ 1.32 / m <sup>3</sup> based on estimated volume
D. Multi Family Residential		
Jan-Apr / Sep-Dec	\$ 57.01	\$ 0.51 / m <sup>3</sup> over 30 m <sup>3</sup> to 40 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 40 m <sup>3</sup> to 205* m <sup>3</sup>
May - Aug	\$ 57.01	\$ 0.51 / m <sup>3</sup> over 70 m <sup>3</sup> to 80 m <sup>3</sup> \$ 1.32 / m <sup>3</sup> over 80 m <sup>3</sup> to 410* m <sup>3</sup>
E. Business / Industrial	\$ 33.34	\$ 1.32 / m <sup>3</sup> over 24 m <sup>3</sup> to 60 m <sup>3</sup> \$ 0.51 / m <sup>3</sup> over 60 m <sup>3</sup>
F. Business / Industrial with Residential	\$ 49.83	\$ 1.32 / m <sup>3</sup> over 35 m <sup>3</sup> to 60 m <sup>3</sup> \$ 0.51 / m <sup>3</sup> over 60 m <sup>3</sup>
G. Institutional / Civic	\$ 33.34	\$ 1.32 / m <sup>3</sup> over 24 m <sup>3</sup> to 60 m <sup>3</sup> \$ 0.51 / m <sup>3</sup> over 60 m <sup>3</sup>
Irrigation on separate meter		\$ 0.51 / m <sup>3</sup>

H. Agricultural\*\*

Properties with single family residential

Jan-Apr / Sep-Dec	\$ 78.91	\$ 0.51 / m <sup>3</sup> over 45 m <sup>3</sup>
May - Aug	\$ 78.91	\$ 0.51 / m <sup>3</sup> over 90 m <sup>3</sup>

Land only

Jan-Apr / Sep-Dec	\$ 0.51 / m <sup>3</sup>	
May - Aug	\$ 0.51 / m <sup>3</sup>	Irrigation

I. Home Hemodialysis\*\*\* \$ 0.51 / m<sup>3</sup>

\* Amount to increase by 25 m<sup>3</sup> in the Jan - Apr and Sep - Dec periods and by 50 m<sup>3</sup> in the May - Aug period each year.

\*\* Agricultural rates are only applicable to properties classified as a "Farm" property by BC Assessment and are located within the City limits.

\*\*\* Rate is subject to the City of Enderby having received a request from Interior Health and confirmation that a water meter has been installed on the patient's home hemodialysis unit to the satisfaction of the City of Enderby.

**Non-Metered Rates**

- Where metering is not possible, consumption is based on the average usage for the same property class.
- Where metering is possible, but refused, the user fee per period will be based on the maximum chargeable consumption for the corresponding period in addition to the flat rate.
- For properties located out of town, an out of town parcel tax will apply. The parcel tax will be equivalent to the annual frontage tax rate charged consistent with the City of Enderby Water Frontage Tax Bylaw. Each out of town property is deemed to have 100 feet of taxable frontage.

**Late Penalty**

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

**MISC. CHARGES**

**Connection Charge**

<b>Size</b>	<b>Replace Existing Connection</b>	<b>New Connection</b>
19mm	At cost with minimum \$275 charge	At cost with minimum \$275 charge
Robinson-Vetter Subdivision on Knoll	N/A	Actual \$275 charge
25mm	At cost with minimum \$300 charge	At cost with minimum \$300 charge
32mm and larger	At cost with minimum \$900 charge	At cost with minimum \$900 charge



**Meter Installation**

At cost with deposit of \$900.00

**Failure or Refusal to Have a Water Meter Installed**

\$750 over and above the cost of the water meter for the installation of the chamber plus any additional costs that pertain to installing the water meter outside the building.

**Meter Reading Request**

Per request \$25.00.

**Hydrant Use**

**Water Usage**

Application fee.....	\$50.00
Equipment Rental Fee per day or part thereof .....	\$30.00
Consumption Charge .....	\$ 1.30/m <sup>3</sup>

\* Fees shall not apply to a contractor retained by the City for City business.

**Supply of Water to Vendors for Resale**

Annual charge .....	\$1,000.00
Volume charge per 4,500 litre .....	\$2.20

**Turn-On Turn-Off**

Turn-Off for discontinuance of service.....	\$50.00
Turn-Off for temporary repairs.....	\$50.00
Turn-On .....	\$25.00

**Note:** No credit or rebate of charges paid or payable for the current calendar year will be granted following the cessation of service.

**SCHEDULE 9**

**GARBAGE COLLECTION**

The following rates shall be paid for the garbage collection and disposal and processing under the terms of this bylaw:

**Garbage Collection:**

- a) Garbage Collection: \$96.40 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$1.50 per sticker

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1654

BEING A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT,  
REGIONAL LIBRARY, AND  
REGIONAL DISTRICT PURPOSES FOR THE YEAR 2018

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The Council of the City of Enderby, in the Province of British Columbia, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “City of Enderby Annual Tax Rate Bylaw No. 1654, 2018”.
2. The following rates are hereby imposed and levied for the year 2018:
  - (a) For all lawful and general purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Schedule “A” attached hereto and forming part of the bylaw.
  - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
  - (c) For library purposes on the value of land and improvements taxable for Regional Library purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
  - (d) For regional district purposes on the value of land and improvements taxable for Regional District purposes, rates appearing in Schedule “A “ attached hereto and forming part of this bylaw.
3. The minimum amount of taxation upon a parcel or real property shall be One Dollar (\$1.00).
4. Bylaw No. 1632, cited as “City of Enderby Annual Tax Rate Bylaw No. 1632, 2017, is hereby repealed.

READ a FIRST time this    day of    , 2018.

READ a SECOND time this    day of    , 2018.

READ a THIRD time this    day of    , 2018.

RECONSIDERED and ADOPTED this    day of    , 2018.

\_\_\_\_\_  
MAYOR

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

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	3.2551	.2502	.2317	.8246
2 Utility	36.1155	.8756	2.5707	2.8861
5 Light Industry	8.1512	.8506	.5802	2.8036
6 Business	6.3275	.6129	.4504	2.0202
8 Recreation	3.5197	.2502	..2505	.8246
9 Farm	2.8330	.2502	.2017	.8246

**B57 REGULATION OF RIDE-SHARING SERVICES IN SMALL, RURAL, & REMOTE COMMUNITIES**

WHEREAS the Province of BC has expressed its intent to create a regulatory framework that permits ridesharing services and transportation network companies to operate in BC;

AND WHEREAS the assessment of the possible impacts of allowing new entrants into the passenger transportation field has focused primarily on large urban communities with robust, established, passenger transportation options, which is often not the reality for small, rural, and remote communities where ridesharing and transportation networking offers uniquely viable solutions in the absence of other options:

THEREFORE BE IT RESOLVED that UBCM ask the Province of BC to implement a viable, flexible, ride-sharing service regulation in BC with attention given to regulatory solutions that will help solve those passenger transportation challenges that are unique to small, rural, and remote communities.

**RESPONSE: Ministry of Transportation and Infrastructure**

As current laws do not accommodate changes in technology and consumer demand, consultations and research are being undertaken by the Ministry of Transportation and Infrastructure to determine how to modernize the *Passenger Transportation Act* to allow for expanded service options while creating a level playing field for all passenger transportation service providers in communities across B.C.

The Ministry's main concern is to ensure the system we put in place will continue to prioritize the provision of safe, fair and accessible passenger transportation.

In October 2017, we engaged Dr. Dan Hara of Hara Associates to lead a stakeholder consultation to identify opportunities to modernize passenger transportation legislation to allow taxis to compete on a level playing field with new entrants entering the marketplace.

In January 2018, an all-party Standing Committee of MLAs heard from stakeholders and experts on issues including public safety, vehicle insurance, the impact of introducing ride hailing on communities and the concurrent provincial and municipal regulation of the industry.

The Ministry understands that people want more options for getting around quickly, safely and affordably. Government is expected to release a report in the spring of 2018 that will include considerations from both the consultation and the Standing Committee reports, with legislative changes anticipated for fall 2018.



**TO:** Board of Directors  
**FROM:** Anita Eilander, Program Manager, Victims Assistance  
**DATE:** January 1<sup>st</sup> to March 31<sup>st</sup>, 2018  
**SUBJECT:** Q1 RCMP Victim Services Update

**RECOMMENDATION:**

That the Q1 RCMP Victim Services Update dated January 1<sup>st</sup> to March 31<sup>st</sup>, 2018 be received as information.

**SUMMARY:**

Victim Services is a key resource in assisting some of our most traumatized citizens, from the victim, family members, witnesses, and the community during an acute crisis, crime, or sudden death. *Victim Services aims to help lessen the impact of crime and trauma on those that have been affected by crime or trauma. Crime and trauma have a significant impact and may include emotional, psychological, physical, and financial strain.* - \*Taken from RCMP-Victim Services Policy 2015-01-29\*

**New Files Opened (January 1<sup>st</sup> – March 1<sup>st</sup> 2018):**

Jurisdiction	New Files Opened
Vernon	94
Coldstream	5
Armstrong	Municipal - 5 Rural - 0
Spallumcheen	18
OKIB	8
Enderby	17
Splatsin	1
Lumby/Cherryville	Municipal - 3 Rural - 20
Falkland	Municipal - 2 Rural - 13
Other Jurisdictions	15

**Client Type:**

Female - 143	Male - 58
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**Service Hours:**

Service Hours Completed	Hours
On-call, volunteer	3304 hours
On-call, program staff	8 ( hours on call outs)
On-call, volunteer/staff	34 (hours on call outs)
In office, volunteer	396 hours
Stand-by, volunteer	3304 hours
Stand-by, program staff	2724 hours

**Staff:**

Full-time	2
Part-time	1
Casual	1

**Volunteer Training/ Development:**

- Volunteer training evening in office
- Volunteer attended one day Arrest to Parole training in Penticton

**Community Meetings/Training:**

- Integrated Case Assessment Team (ICAT) meetings - bi-weekly
- Violence Against Women in Relationships (VAWIR) committee meetings - bi-monthly
- Suicide Prevention committee meetings - monthly
- Oak Centre Leadership and Case Management meetings – monthly
- North Okanagan Service Providers Collaborative meetings in regards to preparing to present on the importance of supporting children/youth and families through the investigative process and to understand the roles of RCMP, MCFD, Victim Services, and Support agencies as they work through the process.
- RDNO Manager, Victims Assistance, together with Crown Counsel and Community Based Victim Services attended Vernon Women's Transition House and presented on court processes/victim services support on domestic violence files.
- RDNO Manager, Victims Assistance attended as part of the Oak Centre leadership team, Donation of \$11,000 from the *100 Men Who Give a Damn* organization. Photo attached.

**Operational Meetings:**

- Detachment liaison meetings
- RDNO employee/liaison/staff meetings
- Program Manager and RDNO Administrator meetings
- Health and Safety Detachment meetings - monthly
- Police Victim Services of BC board meetings – monthly

**DISCUSSION:**

*Vernon North Okanagan RCMP Victims Assistance 1st quarter activity report.*

**BACKGROUND:**

*The RDNO Victim Services Program opened its doors in the Vernon Detachment in January 1994.*

Victim Services provides support to people who have experienced tragedy or been the victim of a crime, from when the incident occurred, to and through the Criminal Justice system, and afterwards through the Provincial or Federal system.

**2018 1<sup>st</sup> quarter HIGHLIGHTS: Staff Training/Program Development:**

**January 1<sup>st</sup> to March 31<sup>st</sup>, 2018:**

- Police Based Victim Services one day Regional meeting in Vernon with presenters from the Coroner's office; Penticton Victim Services PADS Accredited Facility dog - Calypso; 'E' Division Victim Services Program Director; Ministry of Public Safety and Solicitor General Program Manager from the Victim Services and Crime Prevention Division Community Safety and Crime Prevention Branch; and RDNO Victim Services Manager.
- RDNO VA Program Assistant attended 'Applied Suicide Intervention Skills Training' (ASIST). ASIST is a two day interactive workshop in suicide first-aid, and teaches participants to recognize when someone may be at risk of suicide and work with them to create a plan that will support their immediate safety.

**Attachments:**

- Oak Centre Leadership Donation Photo

Submitted by:



*Anita Eilander  
Manager, Victims Assistance  
Vernon North Okanagan, RCMP*

Reviewed and endorsed by:



*Mike Fox,  
General Manager, Community Services*

Approved for Inclusion:



*David Sewell  
Chief Administrative Officer*



Attachment A: Oak Centre Leadership Donation



**MEMO**

**To:** Tate Bengtson, CAO  
**From:** Barry Gagnon, Acting CFO  
**Date:** April 24, 2018  
**Subject:** Disclosure of Contracts - Council

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**RECOMMENDATION**

THAT Council receives and files this memorandum.

**BACKGROUND**

Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

During the said period, the City of Enderby entered into the following contracts:

January 01, 2018 to March 31, 2018

<b>Council Member</b>	<b>Supplier</b>	<b>Amount</b>
Councillor Baird	Baird Bros. Ltd.	\$ 15,986.46
Mayor McCune	GTI Petroleum	\$ 16,780.58

Respectfully submitted,



Barry Gagnon  
Acting Chief Financial Officer

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: April 25, 2018  
Subject: Bargain Shop Request for Shipping Container on Public Property

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**RECOMMENDATION**

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 the satisfaction of the City of Enderby Fire Chief.

**BACKGROUND**

The City has received a request from the Bargain Shop to place a Shipping Container in the vicinity of their business, for the purposes of storage as they undergo renovations throughout May and June. The requestor has identified three potential locations for the placement of a shipping container, including:

1. The Enderby Pharmacy and Wellness Centre's parking area adjacent to the rear alley;
2. Along Maud Street on the east side of the Bargain Store building; or
3. The Maud Street parking lot.

As per Section 314 of Zoning Bylaw No. 1550, 2014, shipping containers may be used temporarily on any lot for moving or storage purposes, provided that they are not located on the parcel for more than 30 days; in this case, the request is for a shipping container to be placed for a period greater than 30 days, and potentially on *public* property, therefore Council approval is required.

In Staff's opinion, the Pharmacy parking area and Maud Street locations are not preferred for the placement of a shipping container for following reasons:

- The Pharmacy's parking area is private property and the placement of a container would require permission from the property owner;
- For both of these locations, it is anticipated that there will be insufficient room for a container to be setback the minimum 3 m (9.84 feet) from other buildings or structures (as per Section 314.4.f of the Zoning Bylaw); and

- Staff anticipate that the placement of a container in either of these locations may obstruct or impede the flow of vehicular traffic.

Staff feel that the Maud Street parking lot is a more suitable location as there is less potential for conflict with vehicles and there are no setback concerns. Given this, it is recommended that Council give the Bargain Shop permission to place a shipping container in the Maud Street parking lot, subject to the following conditions which are intended to mitigate any potential parking or safety concerns:

1. Permission is only granted until Wednesday June 27, 2018 , as demand for public parking will be high during the prime tourism season (July and August);
2. The container shall be placed in such a manner as to minimize the number of affected parking stalls within the Maud Street parking lot; and
3. No flammable or combustible liquids or gases shall be stored in the container, and the container shall be adequately vented to the satisfaction of the City of Enderby Fire Chief.

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer

## **To Whom It May Concern:**

**The Bargain Shop will be doing renovations in May and June to the interior of the store. We will need a C can to hold our new fixtures as we have no room to store them inside the store and also a big metal garbage bin for the old fixtures. We were wondering where would be the best place to put them as we will need them for approximately 6 weeks. We were thinking in the back alley in the corner where the post office parking is or on the street in at the side of the building and if not those spots then in the parking lot beside the store. Please advise asap.**

**Thank you**

**Lisa ( store Manager)**

*L Almas*

THE CORPORATION OF THE CITY OF ENDERBY

Agenda  
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MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: April 24, 2018  
Subject: Mobile Vendor Request - The Side Wok

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**RECOMMENDATION A**

THAT Council grants 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.

**BACKGROUND**

As per the City of Enderby Mobile Vendor Policy, the intake period for mobile vendor requests to operate in a public space for the 2018 season closed on March 31, 2018.

The City received a request from The Side Wok (Brian Broomfield) to operate a mobile vending unit in the vacant municipal lot between 506 Cliff Avenue and the former CP Rail corridor, from May 24 - September 15, 2018. The applicant is intending to sell Chinese food, hotdogs, spareribs, fries and sushi, with hours of operation from 12:00 pm - 10:00 pm daily.

Enderby City Council gave the applicant permission to operate his mobile vending unit at the same location for the 2017 season. It should be noted that no health or nuisance complaints were received in relation to this operation for the previous season.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

*Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.*

*All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.*

*No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:*

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*

- ii. *Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

*Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.*

*Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.*

*No mobile vendor shall operate within the City, except for the following conditions:*

- i. *when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. *by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. *by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. *by first obtaining written consent from School District #83 for school grounds.*

It should be noted that if Council approves the request, it would be subject to the applicant obtaining a Business License and paying the annual rental fee of \$100; the operator would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached).

Respectfully Submitted,



Kurt Inglis  
Planner and Deputy Corporate Officer



Policy Title	Mobile Vendor
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Effective Date February 20, 2017	Adopted by Council	Replaces  N/A
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**PURPOSE:** To regulate Mobile Vendors within the City of Enderby in order to provide business certainty, neighbourhood harmony, and administrative efficiency.

**POLICY:** Mobile Vendors operating within the City of Enderby shall be subject to the following conditions:

1. Mobile Vendors shall operate in accordance with the City of Enderby Zoning Bylaw No. 1550, 2016, as amended from time to time.
2. All Mobile Vendors are required to obtain a business license in accordance with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, as amended from time to time.
3. The sale of food items from a Mobile Vendor is permitted; however, the sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted without prior written permission.
4. Mobile Vendors must submit a written request seeking permission to operate in a specific public space.
5. The authority having jurisdiction may decline to permit a Mobile Vendor's request to operate in a specific public space for any reason that it feels appropriate, but must provide the Mobile Vendor with reasons upon request.
6. The intake for Mobile Vendor requests to operate in a specific public space is from January 1 to March 31 of each year.
7. All Mobile Vendors who are approved to operate in a public space must pay an annual rental fee as specified in the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time.
8. All Mobile Vendors shall supply their own power source, water source, and method of sanitary disposal; generators are permitted providing that they do not cause a disturbance.
9. Overhead canopies or doors from Mobile Vendors shall not obstruct or hinder pedestrian traffic.

10. Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with Mobile Vendor operations is not permitted without prior written permission.
11. A Mobile Vendor vehicle(s) shall be stored off-site when not in operation; storage of the vehicle on public property is not permitted without prior written permission.
12. All elements associated with the Mobile Vendor and its operations (including line-ups, signs and trash receptacles) shall not cause any obstructions or hazard; a minimum of 1.5 metres (5 feet) of sidewalk as a passageway for pedestrians is required.
13. Mobile Vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
14. Mobile Vendors may sell their products any time between 7:00 am – 10:00 pm, or at other times with prior written permission.
15. Mobile Vendors shall indemnify and save harmless the City, its officers, employees and elected and appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Mobile Vendor, its servants or agents in respect of anything done pursuant or ostensibly pursuant to the Mobile Vendor's operations.
16. As per the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, Mobile Vendors shall provide evidence of:
  - i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;
  - ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as named insured.
17. The following are the minimum fire safety requirements related to the design, installation, operation, inspection, and maintenance of all mobile vendor commercial cooking operations:
  - i. As per BC Building Code 2012 0 Part 6.2.2.7, fire protection systems for commercial cooking equipment using vegetable oil or animal fat shall conform to ANSI/UL 300 or ULC/ORD-C1254.6;
  - ii. As per BC Fire Code 2012 0 Part 2.6.1.9, the use, inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be in conformance with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);

- iii. Cooking equipment used in processes producing smoke or grease-laden vapour shall be equipped with an exhaust hood that complies with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);
  - iv. Cooking that produces grease-laden vapour and that might be a source of ignition of grease in the hood, grease removal device or duct shall be protected by fire extinguishing equipment that conforms to NFPA 10 (2007 edition - Portable Fire Extinguishers) and NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems);
  - v. Fire extinguishing equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup; and
  - vi. The cooking equipment shall conform to the components, installation and maintenance as per NFPA 10 (2007 edition - Portable Fire Extinguishers), NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems), and NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations).
18. The authority having jurisdiction may set other terms and conditions as it deems appropriate.
19. Failure to meet one or more of the requirements outlined in this policy, or any other laws, regulations or Bylaws, may result in suspension or cancellation of the Mobile Vendor's Business License or withdrawing its permission to occupy the public space, which may be done without notice; should this occur, the Mobile Vendor will be reimbursed the annual rental fee on a pro-rated basis, subject to any fines or outstanding fees and charges.

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 2, 2018  
Subject: Mobile Vendor Request - Happy Buddha Belly

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**RECOMMENDATION**

THAT Council grants 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.

**BACKGROUND**

Attached is a request received from Happy Buddha Belly to operate as a mobile vendor (food trailer) in the Belvidere Park area for the 2018 season. The applicant is intending to sell mainly vegan and plant-based foods (with the option to add chicken or shrimp) which includes homemade veggie burgers, Buddha bowls, tacos, BBQ pulled jackfruit, smoothies, ice coffees, and bottled drinks. The applicant is proposing to operate 1-2 days per week within Enderby (mainly weekends but some weekdays) between 2:00 - 7:00 pm, from June to September.

As shown on Schedule 'A', the applicant has requested to locate the food trailer in the grassy area north of the Chamber of Commerce building, or near the Chamber of Commerce's parking area to the west of the building; the applicant has advised that these locations are preferred as they are in close proximity to power outlets, as their generator is loud. Staff feel that the proposed locations near the Chamber of Commerce are not appropriate for the following reasons:

- The grassy area north of the Chamber building is a gathering space/muster point for river users and given the limited space, the placement of a food trailer may result in conflict;
- There is not a formal access point for vehicles to reach the grassy area north of the Chamber Building; and
- The Chamber of Commerce's parking is quite limited and the placement of a food trailer in the parking area could have a significant impact on the Chamber's operations.

Given the above, Staff are recommending that Council instead provide permission for the Happy Buddha Belly to operate as a mobile vendor in the grassy area east of the Water Treatment Plant for the 2018 season (see attached Schedule 'B'); Staff feel that this is a preferred location for the following reasons:

- This grassy area is large enough to accommodate the food trailer while still leaving sufficient room for river users to enjoy the space;
- There is a gravelled access lane to the south of the Water Treatment Plant that the applicant can use to safely and easily access the location; and
- This location would not result in any traffic conflicts or the reduction in public parking spaces.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

*Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.*

*All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.*

*No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:*

- Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

*Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.*

*Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.*

*No mobile vendor shall operate within the City, except for the following conditions:*

- when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*

*iv. by first obtaining written consent from School District #83 for school grounds.*

Staff are recommending that approval of the request be subject to the applicant obtaining a Business License, paying the annual rental fee of \$100, paying the incremental costs of using the City's electricity, and 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. The operator would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached).

Respectfully Submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer

City Council of Enderby,

We have a mobile food trailer business by the name of Happy Buddha Belly, we are hoping to operate 1-2 days a week in Enderby during the summer months (June-Sept). Our menu consists of mainly vegan/plant based foods with the option to add chicken or shrimp to your items. Everything is made from scratch with fresh ingredients, and we purchase local/ organic produce as much as we can. We have a homemade veggie burger, Buddha bowls, tacos, BBQ pulled jackfruit, smoothies, ice coffee, and bottled drinks. Including the hitch, the trailer is 17 feet long and about 6-7 feet wide.

We would like to operate during lunch time/late afternoon on some Saturdays or Sundays, and possibly some weekdays from about 2pm-7pm. Right now we are operating in Vernon during the week just for lunch time.

Our food trailer doesn't have a quiet generator so I did notice the Chamber of Commerce building near the river has some power boxes on the exterior of the building if we would be able to use them, so I am proposing for us to park near the grass area or the corner of the parking stalls out front near the road. Our other option would be to use our generator (it's a little noisy) but it might be ok at the park at the Waterwheel beach tucked behind the trailer. I would prefer up by the bridge if power is available.

I have attached a rough drawing of my idea with a few spots I thought the trailer might be able to park. I'm not sure what the rules are for parking on the side of the road, or where there is grass, but If there are any other high traffic spots that would have a power source then I would be open to other ideas as well.

Thank you so much,  
Camella Ritter

Bridge

River

Park

← Downtown

Food truck

Food Truck

Food Truck

Power

Power

Chamber  
Tourism

Schedule 'A'



**SCHEDULE 'B'**



Policy Title	Mobile Vendor
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Effective Date February 20, 2017	Adopted by Council	Replaces N/A
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Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: April 26, 2018  
Subject: Appointment of Election Officials and Pay Rates

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**RECOMMENDATION**

THAT Council appoints Jennifer Bellamy as Chief Election Officer for the 2018 local government election;

AND THAT Council appoints Kurt Inglis as Deputy Chief Election Officer for the 2018 local government election;

AND FURTHER THAT Council approves the following rates of pay for election personnel for the 2018 local government election:

Chief Election Officer: \$900 flat rate

Deputy Chief Election Officer: \$600 flat rate

Election Worker: \$19.50 per hour

**BACKGROUND**

Pursuant to Section 58(1) of the *Local Government Act*, a local government must appoint a Chief Election Officer and Deputy Chief Election officer for the administration and conduct of the election.

The proposed rates are consistent with previous elections but have been adjusted for inflation.

Respectfully submitted,

  
Tate Bengtson  
Chief Administrative Officer