

REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, June 18, 2018
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of June 4, 2018](#)

pg 3-6

3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

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

7. BYLAWS – 3 Readings

[Cannabis Regulations – Consequential Bylaw Amendments and Proposed Regulations for Personal Growing and Production](#) – Memo from Planner and Deputy Corporate Officer dated June 14, 2018:

pg 7-11

- Policy – Personal Growing of Cannabis pg 12-13
- Policy – Provincial Non-Medical Cannabis License Referral Applications pg 14
- Public Spaces Bylaw No. 1604, 2016 Amendment Bylaw No. 1655, 2018 pg 15
- Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1656, 2018 pg 16-17
- Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1657, 2018 pg 18-32
- Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1658, 2018 pg 33-34

8. REPORTS

Mayor and Council

[2017 Statement of Financial Position](#) – Memo from Chief Financial Officer dated June 23, 2018

pg 35-67

[Building Permit Detail Report](#) – May 2018

pg 68-70

9. NEW BUSINESS

- a. [Okanagan Regional Library](#) – Correspondence dated June 1, 2018
Re: Cannabis Stores in proximity to Libraries pg 71
- b. [Royal Canadian Legion Branch #98 – Road Closure Application](#) –
Memo from Planner and Deputy Corporate officer dated Jun 11, 2018 pg 72-75
- c. [Removal of Signatory for Banking](#) – Memo from Chief Financial Officer
dated June 12, 2018 pg 76

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (k) and 90 (2) (b) of the
Community Charter

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

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

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

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

APPROVAL OF AGENDA

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of May 22, 2018

Moved by Councillor Baird, seconded by Councillor Schreiner that the minutes of the regular meeting of May 22, 2018 be adopted as circulated.

Carried

PETITIONS AND DELEGATIONS

Telus – Steve Jenkins, General Manager – Okanagan and Kootenay Regions

Re: Presentation on Telus Initiatives

Mr Jenkins explained the technology that could be used for the Cliffs Crunch application. There is good cell phone coverage at the top of the trail. Power may be required at the parking lot. A kiosk could be set up where people could buy a chip, start their hike, and access solar powered entities along the way. Mr Jenkins asked to arrange for an in camera meeting so that he could describe some of Telus' upcoming business plans in Enderby.

DEVELOPMENT MATTERS

None

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

None

BYLAWS

None

REPORTS

Councillor Baird – said that the Rail Trail meeting was intriguing.

Councillor Schreiner – attended the rail trail meeting and want to ensure that Enderby has a seat at the table for planning the future use of this corridor. Attended the wildfire plan open house and noted good attendance.

Councillor Shishido – discussed the 5-way intersection and Belvedere. The CAO noted that some design improvements are being worked on, but these would be temporary in nature given potential changes to the intersection owing to the rail trail and Highway 97A future alignment, both of which may impact any hard infrastructure.

Mayor McCune noted a large tree on Evergreen that is affecting sightlines and appears unhealthy. The CAO said that it would be cleaned up or removed depending upon its condition.

Councillor Baird noted that rosebushes as Johnson Meir Insurance were also affecting sightlines. The CAO will direct bylaw enforcement to follow up.

Mayor McCune noted that there is a tree on Johnston that is also interfering with sightlines, near the intersection with Cliffview.

The CAO noted that some hazard trees were going to be removed at the cemetery. Removal will be timed so as not to coincide with a funeral service.

Councillor Knust – Harvest Hut mural was very successful. The artist would next like to paint the commercial garbage disposal screen at the Russell Avenue parking lot. The artist intends to use “mis-tints” from the Harvest Hut project to create a colour spectrum designed to celebrate difference and inclusion.

Councillor Shishido asked whether or not the proposed mural may send a political message. Mayor McCune said that he did not feel that it was political, but rather social. Council discussed what public art should do and represent.

Moved by Councillor Knust, seconded by Councillor Baird that the mural on the Russell Avenue parking lot disposal screen be approved, and that \$600 be advanced to the artist, Heather Edwards, to honour her time, talent, and costs.

Opposed: Councillor Shishido
Carried

NEW BUSINESS

Vernon Search and Rescue Service Loan Authorization – Memo from Chief Administrative Officer dated May 27, 2018

Moved by Councillor Schreiner, seconded by Councillor Baird that that Council receives and files the attached memorandum from the Regional District of North Okanagan entitled “Vernon Search and Rescue – Service Establishment and Loan Authorization Bylaws”;

AND THAT Council supports the Regional District of North Okanagan's intent to proceed with an area-wide Alternative Approval Process to determine if there is elector support for the Board to adopt Bylaws 2778 and 2779 dealing with Vernon Search and Rescue Service Establishment and Service Loan Authorization, respectively.

Carried

Regional Conservation Fund Service Establishment – Memo from Chief Administrative Officer dated May 27, 2018

Moved by Councillor Baird, seconded by Councillor Knust that Council expresses its desire to support and cooperate with the Regional Conservation Fund;

AND THAT Council declines to become a participant in the Regional District of North Okanagan's proposed Regional Conservation Fund service.

Carried

Regulatory Framework for Non-Medical Cannabis – Memo from Chief Administrative Officer dated May 30, 2018

Moved by Councillor Knust, seconded by Councillor Baird that Council maintains the existing Zoning Bylaw provisions for the retail of non-medical cannabis;

AND THAT Council maintains the existing Business License and Regulation Bylaw provisions for the retail of non-medical cannabis and directs Staff to monitor relative to Provincial regulatory changes and enforcement;

AND THAT Council directs Staff to prepare an application procedure for applicants of a Provincial Non-Medical Cannabis Retail Licence;

AND THAT Council directs Staff to prepare an amendment to the City of Enderby Fees and Charges Bylaw No. 1479, 2010 to include an application fee of \$1,000 for Non-Medical Cannabis Retail Licence Referral Applications, which would cover the costs associated with preparing a report and advertising for a public hearing;

AND THAT Council directs Staff to prepare an amendment to the City of Enderby Public Spaces Bylaw No. 1604, 2016 to regulate the smoking and vaping of cannabis in public spaces in the same manner as the consumption of alcohol;

AND FURTHER THAT Council directs Staff to prepare a permitting system for the personal cultivation of cannabis which aims to ensure public safety, prevent nuisances, and preserve property values and building safety.

Carried

Enderby and District Lions Club – Request for Beer Garden – Correspondence dated May 30, 2018

Moved by Councillor Case, seconded by Councillor Schreiner that the Enderby and District Lions Club request for a beer garden at the 2018 Enderby Funtastic tournament be approved.

Carried

PUBLIC QUESTION PERIOD

No questions.

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Davyduke that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (f) and (k) and 90(2)(d) of the *Community Charter*.

ADJOURNMENT

The regular meeting reconvened at 5:40 p.m.

Moved by Councillor Knust, seconded by Councillor Baird that the regular meeting adjourn at 5:40 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda
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THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: June 14, 2018
Subject: Cannabis Regulations - Consequential Bylaw Amendments and Proposed Regulations for Personal Growing and Production

RECOMMENDATION

THAT Council gives Three Readings to the City of Enderby Public Spaces Bylaw No. 1604, 2016 Amendment Bylaw No. 1655, 2018;

AND THAT Council gives Three Readings to the City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1656, 2018;

AND THAT Council gives Three Readings to the City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1657, 2018;

AND THAT Council gives Three Readings to the City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013 Amendment Bylaw No. 1658, 2018;

AND THAT Council adopts the attached Provincial Non-Medical Cannabis Retail Licence Referral Applications Policy;

AND THAT Council adopts the attached Personal Growing of Cannabis Policy;

AND THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550 to prohibit the personal growing of cannabis in the following circumstances:

- i. In any mobile unit used on a permanent or temporary basis as a residence, or the land contiguous to the unit, or a building or structure on land contiguous to the mobile unit;
- ii. In any building or structure kept or occupied as a temporary residence , or the land contiguous to the temporary residence, or a building or structure on land contiguous to the temporary residence;
- iii. In any residential dwelling unit occurring as part of a mixed use development.

AND THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 in order to, i) regulate the production of non-medical cannabis in the same manner as medical cannabis, and ii) update definitions and references to be consistent with the language used in the Provincial and Federal Cannabis enactments.

ADDITIONAL RESOLUTIONS FOR COUNCIL CONSIDERATION

THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550 to prohibit the personal growing of cannabis in multiple-occupancy buildings where there are shared walls between dwelling units.

THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550 to prohibit the personal growing of cannabis outdoors.

BACKGROUND

At its regular meeting of June 4, 2018, Enderby City Council provided policy direction on how it wished to regulate non-medical cannabis. Specifically, Council resolved to:

- Maintain the existing Zoning Bylaw provisions for the retail of non-medical cannabis;
- Maintain the existing Business License and Regulation Bylaw provisions for the retail of non-medical cannabis with Staff to monitor relative to Provincial regulatory changes and enforcement;
- Direct Staff to prepare an application intake procedure for applicants of a Provincial Non-Medical Cannabis Retail Licence, and prepare an amendment to the Fees and Charges Bylaw to include an application fee of \$1,000;
- Amend the Public Spaces Bylaw to regulate the smoking and vaping of cannabis in public spaces in the same manner as the consumption of alcohol; and
- Direct Staff to prepare a permitting system for the personal growing of cannabis which aims to ensure public safety, prevent nuisances, and preserve property values and building safety.

Staff have prepared amendment bylaws in accordance with the policy direction above, and are now advancing proposed regulations for the personal growing and commercial production of non-medical cannabis for Council's consideration.

Personal Growing of Cannabis

Under the *Cannabis Control and Licensing Act*, adults are permitted to grow up to four cannabis plants in a 'dwelling house' as long as the adult ordinarily resides at the dwelling house, the plants are not visible from public spaces off the property, and growing is not occurring in a home used as a day-care. The Act defines a 'dwelling house' as:

- a) *all or part of a building or structure that the adult keeps or occupies as a permanent or temporary residence and the land under the building or structure, including*
 - (i) land that is contiguous to the building or structure and that the adult may use in conjunction with the building or structure, and*
 - (ii) a building or structure on land referred to in subparagraph (i), or*

b) a unit that is designed to be mobile and to be used on a permanent or temporary basis as a residence and that the adult uses as a permanent or temporary residence, including

(i) land that is contiguous to the unit and that the adult may use in conjunction with the unit, and

(ii) a building or structure on land referred to in subparagraph (i).

Staff anticipate that there will be a high demand for the personal growing of cannabis on private property which could potentially lead to a number of nuisance concerns (i.e. security, odour, etc.). It is recommended that Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550 to prohibit the personal growing of cannabis in the following circumstances:

- i. In any mobile unit used on a permanent or temporary basis as a residence, or the land contiguous to the unit, or a building or structure on land contiguous to the mobile unit.

Rationale: A mobile unit could include vehicles such as travel trailers and motor homes. If the personal growing of cannabis were to occur in these types of vehicles, there would be a much higher potential for conflict given that these types of vehicles are not designed to be as air tight and secure as a typical residential dwelling.

- ii. In any building or structure kept or occupied as a temporary residence, or the land contiguous to the temporary residence, or a building or structure on land contiguous to the temporary residence.

Rationale: Staff's concern with permitting personal growing within a 'temporary residence' is that the Province has not defined what this is. By not permitting personal growing within a 'temporary residence', Staff feel that it will prevent the exploitation of potential loopholes given the lack of a clear definition. Should the Province further define what constitutes a 'temporary residence', this prohibition may need to be revisited.

- iii. In any residential dwelling occurring as part of a mixed use development.

Rationale: There are a number of instances throughout the community where residential dwellings accompany commercial businesses (i.e. second story apartments). In these instances, Staff anticipate that there is a high potential for conflict given that the personal growing of cannabis in the dwelling unit could impact the associated business.

Other circumstances for which Council may wish to consider prohibiting the personal growing of cannabis include multiple occupancy buildings where there are shared walls, such as row houses and apartments, as well as outdoors where cannabis plants would be more easily accessible.

In order to strengthen the City's enforcement ability should nuisances arise through the growing of cannabis, Staff are recommending that Council adopts the attached Personal Growing of Cannabis Policy whereby personal growing of cannabis is subject to the applicant obtaining a permit from the City (at no cost), with the issuance of the Permit being subject to the applicant:

- i. If renting, obtaining the written consent of the property owner;
- ii. Acknowledging that they are aware of all applicable regulations and legislation; and
- iii. Acknowledging that the City reserves the right to revoke the Permit should there be a demonstrated nuisance or if it's determined that there is a violation of any applicable regulations or legislation.

In addition, the permitting system would allow the City to maintain a record on file so that prospective property purchasers could be made aware that this activity has occurred on the property, as it may prompt a requirement for verification that the property's conditions are fully disclosed.

Production of Cannabis

When the Federal Government introduced the *Marihuana for Medical Purposes Regulations* for regulating medical marihuana production in 2014 (since replaced by the *Access to Cannabis for Medical Purposes Regulations* (ACMPR)), the City of Enderby adopted a Zoning Text Amendment Bylaw prohibiting medical marihuana production facilities (MMPFs) in all zones throughout the community, except in the Agricultural Land Reserve, as the Agricultural Land Commission considers the production of medical marihuana a 'farm use'. However, the City does regulate MMPFs in the Agricultural Land Reserve through setbacks, minimum lot area, servicing requirements, etc., in accordance with Section 46 of the *Agricultural Land Commission Act*.

The existing Zoning Bylaw regulations for MMPFs in the Agricultural Land Reserve are as follows:

- Minimum lot area of 5 ha (12.355 acres);
- All uses must take place entirely within a single, fully enclosed, standalone building;
- All buildings associated with a MMPF are considered an industrial building for the purposes of fire inspections;
- 30 m setback from all property lines;
- 150 m setback from any residential zone, daycare facility, playground, community centre, school, public park, or any use catering to individuals under the age of 18;
- Servicing in accordance with all applicable regulations and permitting, with on-site servicing potentially being permitted; and
- The facility must obtain a municipal business license before any operation may begin.

It should be noted that the proposed federal *Cannabis Act* states that the MMPFs licensed under the ACMPR will continue to be authorized to produce medical cannabis, but are also deemed to hold licenses for the production of *non-medical* cannabis.

The ACMPR sets forth strict requirements for MMPFs related to licensing, security, air filtration to prevent escape of odours, etc.; while it is clear that those licensed under the ACMPR who wish to produce non-medical cannabis will be subject to these strict requirements, it is not clear how licensed producers under the *Cannabis Act*, who are outside of the ACMPR framework, will be regulated. Given this uncertainty, it is recommended that Council direct Staff to prepare an amendment to the Zoning Bylaw to regulate the production of non-medical cannabis in the same manner as medical cannabis (i.e. prohibited in all zones except when located within the Agricultural Land Reserve, minimum lot area, setbacks, etc.). Should a prospective non-medical cannabis producer wish to operate within the City and is not able to comply with the Zoning Bylaw regulations, they have the ability to apply to Council for a Zoning Text Amendment. Council could then consider these applications on a case-by-case basis and a public hearing would be triggered so those who feel they are affected by the application could make their views known to Council.

In addition, Staff are recommending that the Zoning Bylaw be amended to update definitions and references to be consistent with the language used in the Provincial and Federal cannabis enactments.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Policy Title	Personal Growing of Cannabis
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Effective Date	Adopted by Council	Replaces N/A
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PURPOSE: To provide a permitting system for the personal growing of cannabis.

POLICY: The personal growing of cannabis within the City of Enderby shall be subject to the following conditions:

1. 'Cannabis' shall have the same definition as in the *Cannabis Act*.
2. 'Grow' shall have the same definition as in the *Cannabis Control and Licensing Act*.
3. The personal growing of cannabis is subject to the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time.
4. No person shall personally grow cannabis within the City of Enderby unless they have received a Personal Growing of Cannabis Permit from the City.
5. The personal growing of cannabis is subject to compliance with all local, provincial, and federal government enactments.
6. There is no fee associated with a Personal Growing of Cannabis Permit application but the City of Enderby may implement a fee structure at a later date.
7. The Chief Administrative Officer, or his/her designate, may determine the form and content of a Personal Growing of Cannabis Permit application and other materials.
8. The Chief Administrative Officer, or his/her designate, is delegated to issue a Personal Growing of Cannabis Permit subject to the applicant:
 - i. If renting, obtaining the written consent of the property owner;
 - ii. Acknowledging that they are aware of all applicable regulations and legislation related to the personal growing of cannabis; and
 - iii. Acknowledging that the City reserves the right to revoke the Permit should there be a demonstrated nuisance or if it's determined that there is a violation of any applicable regulations or legislation.
9. The Chief Administrative Officer, or his/her designate, is delegated to refuse an application or suspend or cancel a Personal Growing of Cannabis Permit if he/she is not satisfied that the applicant has complied with applicable regulations or legislation for the personal

growing of cannabis, or if he/she determines that there have been nuisances associated with the use.

10. The Chief Administrative Officer must advise an applicant who is subject to a decision to refuse an application, or suspend or cancel a Permit, that he or she is entitled to have Council reconsider the matter. Council may issue, restore, suspend, or cancel a Permit.
11. A Personal Growing of Cannabis Permit shall be automatically renewed on January 1st of each calendar year, unless the Permit has been suspended or cancelled by the Chief Administrative Officer.

Policy Title	Provincial Non-Medical Cannabis License Referral Applications
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Effective Date	Adopted by Council	Replaces N/A
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PURPOSE: To provide a process for Council to consider applications for Provincial Non-Medical Cannabis Licenses.

POLICY: When the City is considering an application for a Provincial Non-Medical Cannabis License, the applicant shall be subject to the following:

1. In order for Council to consider an application for a Provincial Non-Medical Cannabis License, the applicant must submit to the City of Enderby a Provincial Non-Medical Cannabis License Referral Application.
2. The Chief Administrative Officer, or his/her designate, may determine the form and content of a Provincial Non-Medical Cannabis License Referral Application or other materials.
3. The applicant must pay the associated Provincial Non-Medical Cannabis License Referral Application fee as outlined in the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time.
4. In accordance with the *Cannabis Control and Licensing Act*, as amended from time to time, the City will provide an opportunity for the public to provide input on a Provincial Non-Medical Cannabis License Referral Application by:
 - i. Advertising and holding a Public Hearing in the same manner it does for other development applications; and
 - ii. Accepting written submissions in response to the application which will be read before Council at the aforementioned Public Hearing.
5. Following the launch of the online application portal for Provincial Non-Medical Cannabis Retail Licences, the City will initiate a 30 period to develop its forms and other materials, during which time no Provincial Non-Medical Cannabis License Referral Applications will be accepted. Following this 30 day period, the City will initiate a 60 day initial intake period for Provincial Non-Medical Cannabis License Referral Applications and at the end of the intake period, the City will consider all applications received concurrently. For all applications received outside of the 60 day initial intake period, Council will consider the applications as they are processed by Staff.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1655, 2018

A BYLAW TO AMEND THE CITY OF ENDERBY PUBLIC SPACES BYLAW NO. 1604, 2016

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Public Spaces Bylaw No. 1604, 2016";

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

1. This bylaw may be cited as the "City of Enderby Public Spaces Bylaw No. 1604, 2016 Amendment Bylaw No. 1655, 2018".
2. Section 2 - DEFINITIONS AND INTERPRETATION of "City of Enderby Public Spaces Bylaw No. 1604, 2016" is hereby amended by including the definition of 'Cannabis' as follows:

"Cannabis" has the same definition as in the *Cannabis Act*.

3. Section 3 - PROHIBITIONS of "City of Enderby Public Spaces Bylaw No. 1604, 2016" is hereby amended by adding Section 3.22.1 as follows:

3.22.1 No person shall smoke, vape, consume or ingest Cannabis in any Public Space.

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

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1656, 2018

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

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. 1656, 2018".
2. Schedule "8" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is deleted and Schedule "8" attached to and forming part of this bylaw is 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 8

LAND USE FEES

Application Type	Fee \$
Zoning Bylaw Amendment / Rezoning * ****	1,000.00
Official Community Plan Amendment *	1,000.00
Joint Official Community Plan Amendment / Zoning Bylaw Amendment	1,200.00
Development Variance Permit	450.00
Temporary Use Permit ***	650.00
Campground Permit - First 50 Camping Spaces	100.00
- Each Additional Camping Space	2.00
Land Use Contract – Vary / Discharge (non-refundable)	750.00
Board of Variance Application (non-refundable)	225.00
Provincial Non-Medical Cannabis Retail Licence Referral Application	1,000.00
Secondary Suite Decommission Application**	25.00
Subdivision:	
Application fee for the first lot proposed to be created	500.00
Application fee for each additional parcel or strata lot proposed to be created	155.00
Inspection fee on subdivisions creating 3 or more lots:	
3% of the first \$500,000.00	
2% on the second \$500,000.00	
1% on the balance over \$1,000,000.00	
(of the estimated costs of constructing services as approved by the City)	
Additional Public Hearing	350.00 for each occurrence

* 350.00 will be refunded if the application is rejected or withdrawn prior to advertising.

** In the event a decommissioned suite is rented without notification provided to the City, the applicable fees and charges will be charged retroactively and a 10% penalty will be applied to the property.

*** \$175.00 will be refunded if the application is rejected or withdrawn prior to advertising.

**** Application fee will be waived for Zoning Text Amendment applications that accompany a Provincial Non-Medical Cannabis Retail Licence Referral Application

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
DOG CONTROL BYLAW						
1469	3.1	Keeping an unlicensed dog	\$50	\$25	\$60	YES
1469	4.1.c	Dog not wearing license	\$50	\$25	\$60	YES
1469	5.2	Dog unlawfully at large	\$100	\$50	\$110	YES
1469	5.3.a	Dog molesting passers-by or approaching in a menacing fashion or apparent attitude of attack	\$100	\$50	\$110	YES
1469	5.3.b	Dog bites, inflicts injury, assaults or otherwise attacks a person	\$200	\$100	\$225	NO
1469	5.3.c	Dog chases vehicles or cyclists	\$100	\$50	\$110	YES
1469	5.3.d	Dog chases, harasses, bites, inflicts injury, assaults or otherwise attacks any other animal	\$200	\$100	\$225	NO
1469	5.3.e	Dog damages property, other than that of the owner	\$50	\$25	\$60	YES
1469	5.3.f	Dog barking excessively	\$50	\$25	\$60	YES
1469	5.4	Failure to remove faecal material	\$100	\$50	\$110	NO
1469	5.4.1	Failure to be in possession of at least one dog faecal matter disposal bag	\$100	\$50	\$110	NO
1469	5.5.a	Dangerous dog not muzzled and on a leash	\$150	\$75	\$175	NO
1469	5.5.b	Unsecured dangerous dog	\$150	\$75	\$175	YES
1469	5.6	Dog on a public beach, swimming area, park or public area which is signed otherwise	\$50	\$25	\$60	NO

1469	6.7.a	To release or rescue or attempt to release or rescue an impounded dog	\$150	\$150	\$150	NO
1469	6.7.b	To resist, intervene, or otherwise interfere with the Pound keeper or Dog Control Officer	\$300	\$300	\$300	NO
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
WATER AND SPRINKLING REGULATION BYLAW						
1468	9.04, 9.05	Prohibited water use including violation of sprinkling regulations	\$100	\$50	\$110	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
BUSINESS LICENSE AND REGULATION BYLAW						
1558	4(a)(i)	No business license	\$500	\$250	\$500	YES
1558	4(a)(ii)	Business license not valid for person, activity or premises	\$100	\$50	\$110	YES
1558	4(a)(iii)	No business license for each premises	\$100	\$50	\$110	YES
1558	3(b)(viii)	Prohibit entry of authorized person	\$500	\$500	\$500	NO
1558	4(a)(v)	Fail to display business license	\$100	\$50	\$110	YES
1558	4(f)(iv)	Removal of suspension notice	\$200	\$100	\$225	NO
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
GOOD NEIGHBOUR BYLAW						
1517	2.1	Obstruct an officer	\$500	\$500	\$500	NO
1517	2.2	Obstruct entry to property	\$500	\$500	\$500	NO

1517	3.3 (b)	Operate public address system before 9:00 am or after 6:00 pm	\$100	\$50	\$110	YES
1517	3.4 (a)	Noise disturbing people	\$100	\$50	\$110	YES
1517	3.4 (b)	Allow disturbing noise	\$100	\$50	\$110	YES
1517	3.5 (a)	Apparatus producing noise	\$100	\$50	\$110	YES
1517	3.5 (b)	Allow apparatus producing noise	\$100	\$50	\$110	YES
1517	3.5 (c)	Disturbing animal noise	\$100	\$50	\$110	YES
1517	3.5 (d)	Equipment producing noise	\$100	\$50	\$110	YES
1517	3.5 (e)	Construction noise	\$100	\$50	\$110	YES
1517	3.5 (f)	Fighting creating a nuisance	\$100	\$50	\$110	NO
1517	4.3 (a)	Accumulation of matter	\$100	\$50	\$110	YES
1517	4.3 (a) 4.17 (b)	Accumulation of matter when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.3 (b)	Accumulation of rubbish around container	\$100	\$50	\$110	YES
1517	4.3 (b) 4.17 (b)	Accumulation of rubbish around container when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.3 (c)	Unightly property	\$100	\$50	\$110	YES
1517	4.3 (c) 4.17 (b)	Unightly property when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.3 (d)	Accumulation of vegetation	\$100	\$50	\$110	YES
1517	4.3 (d) 4.17 (b)	Accumulation of vegetation when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.3 (e)	Accumulation of construction or demolition waste	\$100	\$50	\$110	YES
1517	4.4 (a)	Accumulation of matter obstructs drainage facility	\$100	\$50	\$110	YES
1517	4.4 (b)	Failure to maintain boulevard/lane or keep free of weeds	\$100	\$50	\$110	YES

1517	4.4 (b) 4.17 (b)	Failure to maintain boulevard/lane or keep free of weeds when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.4 (c)	Driveway crossing in disrepair	\$100	\$50	\$110	YES
1517	4.4 (d)	Failure to maintain plantings in boulevard/lane	\$100	\$50	\$110	YES
1517	4.4 (e)	Accumulation of matter on boulevard, lane, or sidewalk	\$100	\$50	\$110	YES
1517	4.4 (e) 4.17 (b)	Accumulation of matter on boulevard, lane, or sidewalk when on an Enhanced Compliance Schedule	\$500	\$400	\$500	YES
1517	4.6	Deposit material upon boulevard or lane	\$100	\$50	\$110	YES
1517	4.7	Failure to remove snow or ice	\$100	\$50	\$110	YES
1517	4.8	Failure to remove snow or ice from the roof	\$100	\$50	\$110	YES
1517	4.9	Deposit snow on highway	\$100	\$50	\$110	YES
1517	5.2	Unlawful burning	\$100	\$50	\$110	YES
1517	5.4.3	Failure to comply with burning permit conditions	\$200	\$100	\$225	NO
1517	5.4.4	Burn unlawful materials	\$200	\$100	\$225	NO
1517	5.4.5	Failure to put competent person in charge	\$200	\$100	\$225	NO
1517	6.2.1	Panhandle within specified area	\$50	\$25	\$60	YES
1517	6.2.2	Panhandle from person in a motor vehicle	\$50	\$25	\$60	YES
1517	6.2.3	Panhandling causes concern for safety or security	\$50	\$25	\$60	YES
1517	6.2.4	Panhandle or follow person after a negative response	\$50	\$25	\$60	YES
1517	6.2.5	Panhandle before dawn or after sunset	\$50	\$25	\$60	YES
1517	6.2.6	Sit or lie on a street for the purpose of panhandling	\$50	\$25	\$60	YES

1517	6.2.7	Obstruct the path of pedestrian traffic	\$50	\$25	\$60	YES
1517	6.2.8	Panhandle as a member of a group	\$50	\$25	\$60	YES
1517	6.2.9	Panhandle in the same place for excessive period	\$50	\$25	\$60	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
STREET AND TRAFFIC BYLAW						
1471	402	Park, drive or operate a vehicle or cycle in contravention of a traffic control device	\$100	\$50	\$110	NO
1471	403	Remove or alter a traffic control device	\$100	\$50	\$110	NO
1471	404	Failure to obey command	\$100	\$50	\$110	NO
1471	409	Vehicle blocking intersection or marked crosswalk	\$100	\$50	\$110	NO
1471	411	Failure to obey load limits	\$100	\$50	\$110	YES
1471	415	Ride bicycle on a sidewalk or walkway	\$100	\$50	\$110	YES
1471	416	Ride skateboard contrary to bylaw	\$100	\$50	\$110	YES
1471	420	Removal of traffic notice	\$100	\$50	\$110	NO
1471	601	Parking vehicles contrary to bylaw	\$100	\$50	\$110	YES
1471	701	Littering	\$100	\$50	\$110	NO
1471	702	Excavation or construction on highway without authorization	\$100	\$50	\$110	NO
1471	703	Impeding traffic on highway or causing damage to highway	\$100	\$50	\$110	NO
1471	704	Trees or shrubs obstructing sidewalk or highway	\$100	\$50	\$110	YES
1471	706	Defacing poles	\$100	\$50	\$110	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
ZONING BYLAW						
1550	101	Obstructing an inspection or inspector	\$500	\$500	\$500	NO
1550	303.1	Unlawful use of land, buildings or structures	\$200	\$100	\$225	YES
1550	305	Off-street parking or loading contravention	\$100	\$50	\$110	YES
1550	307.2.a	Home occupation contravenes permitted use	\$100	\$50	\$110	YES
1550	307.2.b	Temporary building or structure contravenes permitted use	\$100	\$50	\$110	YES
1550	307.2.c	Boarding use contravenes permitted use	\$100	\$50	\$110	YES
1550	307.3.b	Tent, trailer or mobile home use contravention	\$100	\$50	\$110	YES
1550	307.3.c	Unenclosed storage of vehicles in state of disrepair or not licensed	\$100	\$50	\$110	YES
1550	307.3.h	Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	\$200	\$100	\$225	YES
1550	307.4.a	Unauthorized parking and storage in residential zones	\$100	\$50	\$110	YES
1550	309.1.a	Failure to maintain screening	\$100	\$50	\$110	YES
1550	310.3.a	Sign not permitted	\$100	\$50	\$110	YES
1550	310.3.b	Prohibited sign	\$100	\$50	\$110	YES
1550	310.3.d	More than one home occupation, real estate or political sign	\$100	\$50	\$110	YES

1550	310.3.e	Illumination not permitted for home occupation, real estate or political signs	\$100	\$50	\$110	YES
1550	310.3.h	Failure to maintain sign	\$100	\$50	\$110	YES
1550	501.10.c	Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	\$200	\$100	\$225	YES
1550	501.10.c	Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	\$500	\$500	\$500	YES
1550	502.10.c	Annoyance or nuisance to surrounding areas by reason of unsightliness or the emission of odours, liquid effluence, dust, fumes, smoke, vibration, noise or glare	\$200	\$100	\$225	YES
1550	502.10.c	Create or cause a health, fire, or explosion hazard, electrical interference, or undue traffic congestion.	\$500	\$500	\$500	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
CEMETERY REGULATION BYLAW						
1515	12 (5)(a)	Damage any memorial, fence, gate, improvement or structure	\$200	\$100	\$225	NO
1515	12 (5)(b)	Deposit rubbish or offensive matter	\$100	\$50	\$110	NO

1515	12 (6)	Conducting business on grounds	\$100	\$50	\$110	NO
1515	12 (8)(b)	Operate a vehicle on any road, path or walk for purposes other than attending or conducting a funeral or visiting a lot	\$100	\$50	\$110	YES
1515	12 (8)(c)	Operate a vehicle at a speed in excess of fifteen (15) kilometres per hour or upon or over any lot	\$100	\$50	\$110	YES
1515	12 (8)(d)	Possess or consume alcoholic beverages or controlled substances	\$100	\$50	\$110	YES
1515	12 (9), 12 (10)	Disobeying the reasonable directions or orders of the Cemetery Administrator	\$200	\$100	\$225	NO
1515	15	Entering or remaining in the Cemetery during the hours it is closed without the permission of the Cemetery Administrator	\$100	\$50	\$110	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
BUILDING BYLAW						
1582	301 (1)	Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	\$500	\$250	\$500	YES
1582	301 (12)	Obstruction of Building Official	\$500	\$500	\$500	NO
1582	303 (2)	Failure to Comply with a 'Stop Work Order' Notice	\$500	\$250	\$500	YES

1582	304 (2)	Failure to Comply with a 'Do Not Occupy' Notice	\$500	\$250	\$500	YES
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
FIRE PROTECTION BYLAW						
1529	3.7 b)	Fail to comply with order to remove Vehicle, material of other matter	\$100	\$50	\$110	YES
1529	3.7 d)	Enter prescribed boundaries at an Incident	\$100	\$50	\$110	YES
1529	3.7 f)	Impede, obstruct or hinder a Member	\$500	\$500	\$500	NO
1529	3.7 g)	Drive vehicle over equipment	\$100	\$50	\$110	YES
1529	4.1	Accumulation of combustible growth/ waste/ rubbish	\$100	\$50	\$110	YES
1529	4.2	Fail to remove daily combustibles	\$100	\$50	\$110	YES
1529	4.3	Fail to provide proper storage container	\$100	\$50	\$110	YES
1529	4.4	Fail to remove flammable, combustible or explosive material	\$200	\$100	\$225	YES
1529	4.5	Fail to maintain fire doors/separations	\$200	\$100	\$225	YES
1529	4.6	Excessive storage of flammable /combustible liquids	\$300	\$150	\$330	YES
1529	4.7	Fail to provide approved container or proper placement	\$100	\$50	\$110	YES
1529	4.8	Fail to post adequate no smoking signs	\$100	\$50	\$110	YES
1529	4.9	Cleaning with combustible/flammable liquids	\$100	\$50	\$110	YES
1529	4.10	Fail to provide portable fire extinguisher	\$100	\$50	\$110	YES
1529	5.1 a)(i)	Sell Low Hazard Fireworks	\$200	\$100	\$225	YES

1529	5.1 a)(ii)	Sell High Hazard Fireworks	\$300	\$150	\$330	YES
1529	5.1 a)(iii)	Sell Firecrackers	\$200	\$100	\$225	YES
1529	5.1 b)(i)	Set off Low Hazard Fireworks without permit	\$200	\$100	\$225	YES
1529	5.1 b)(ii)	Set off High Hazard Fireworks without permit	\$200	\$100	\$225	YES
1529	5.1 b)(iii)	Set off Firecrackers without a permit	\$200	\$100	\$225	YES
1529	6.1	Fail to secure vacant premises	\$100	\$50	\$110	YES
1529	6.4	Fail to secure damaged building	\$200	\$100	\$225	YES
1529	7.3	Obstruction of Fire Chief or Officer	\$500	\$500	\$500	NO
1529	7.4	Fail to provide information	\$100	\$50	\$110	NO
1529	7.5	Provide false information	\$200	\$100	\$225	NO
1529	8.2	Fail to address property	\$100	\$50	\$110	YES
1529	9.2	Fail to retain records of fire alarm and sprinkler systems	\$100	\$50	\$110	YES
1529	9.3	Fail to correct deficiencies immediately	\$100	\$50	\$110	YES
1529	10.1 a)	Obstruction within one (1) meter of a fire hydrant	\$200	\$100	\$225	YES
1529	10.1 b)	Attach item to hydrant or standpipe	\$300	\$150	\$330	YES
1529	10.1 e)	Parking within five (5) metres of a Fire Hydrant	\$200	\$100	\$225	YES
1529	10.3	Interference with fire hose line	\$300	\$150	\$330	NO
1529	11.1	Obstructed building access routes	\$300	\$150	\$330	YES
1529	11.2	Obstructed access during construction	\$300	\$150	\$330	YES
1529	11.3	Fail to gain approval for fire lane gates or access routes	\$300	\$150	\$330	YES
1529	11.4	Fail to provide "No Parking Fire Lane" sign(s)	\$300	\$150	\$330	YES
1529	12.3	Remove/ deface/ alter posted notices	\$300	\$150	\$330	NO

1529	12.4	Impersonate member of the Department	\$500	\$500	\$500	NO
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
PUBLIC SPACES BYLAW						
1604	3.1	Failure to adhere to posted signage	\$100	\$50	\$110	YES
1604	3.2	Littering	\$200	\$100	\$225	YES
1604	3.3	Illegal dumping	\$500	\$250	\$500	YES
1604	3.4	Conducting a business without a permit	\$200	\$100	\$225	YES
1604	3.5	Making a fire without a Special Burning Permit	\$500	\$250	\$500	YES
1604	3.6	Conducting an event, procession, march, drill, performance, ceremony, concert, gathering or meeting without permission	\$100	\$50	\$110	YES
1604	3.7	Feeding, teasing, molesting, injuring, or throwing substances at any animal or fowl	\$500	\$250	\$500	YES
1604	3.8	Allowing a horse to enter upon a Public Space	\$100	\$50	\$110	YES
1604	3.8	Failure to control a horse within a Public Space	\$300	\$150	\$330	YES
1604	3.8	Failure to clean up horse excrement	\$200	\$100	\$225	YES
1604	3.9	Enter into a park outside of the established hours of operation	\$50	\$25	\$55	YES
1604	3.10	Vehicle remaining in a park while closed	\$50	\$25	\$55	YES
1604	3.11	Post, paint or distribute advertisements	\$50	\$25	\$55	YES

1604	3.12	Ride or drive a vehicle outside of designated access roads, lanes or parking lots	\$200	\$100	\$225	YES
1604	3.13	Grease, wash, clean or repair any Vehicle in a public space	\$100	\$50	\$110	YES
1604	3.14	Possess open liquor in a public space	\$100	\$50	\$110	YES
1604	3.15	Taking up temporary or permanent abode in or on a public space	\$200	\$100	\$225	YES
1604	3.16	Erect, construct or build any tent, building, shelter, trailer, pavilion or other construction in a public space	\$100	\$50	\$110	YES
1604	3.17	Establish or set up a campsite in a public space	\$100	\$50	\$110	YES
1604	3.19	Urinate or defecate in or on any public space	\$200	\$100	\$225	YES
1604	3.21	Return to or enter a public space after having been ordered to leave	\$500	\$500	\$500	YES
1604	3.22	Smoke tobacco, or hold lighted tobacco, in a public building or structure or within the prescribed distance of a doorway, window or air intake of a place which i) is ordinarily open to the public, ii) is a work place, or iii) is a prescribed place as defined within the Tobacco Control Regulation	\$100	\$50	\$110	YES
1604	3.22.1	Smoke, vape, consume or ingest cannabis in any public space	\$100	\$50	\$110	YES
1604	3.23	Use of a barbecue contrary to regulations	\$50	\$25	\$55	YES
1604	3.24	Damage or vandalize public property or publicly owned assets	\$300	\$150	\$330	YES

1604	3.25	Operation of an unmanned aircraft, drone or a model aircraft in a park or public space	\$100	\$50	\$110	YES
1604	3.26	Use or access an electrical service or any other utility	\$100	\$50	\$110	YES
1604	3.27	Plug, tamper with or in any way damage any plumbing, lighting, heating, or other fixture	\$300	\$150	\$330	YES
1604	3.28	Conduct oneself in an offensive or disorderly manner	\$200	\$100	\$225	YES
1604	3.29	Excavate in a public space	\$200	\$100	\$225	YES
1604	3.31	Obstruction of Officer or employee/agent of the City	\$500	\$500	\$500	NO
Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available

STORMWATER PROTECTION AND DRAINAGE REGULATION BYLAW

1640	16	Failure to obtain a permit prior to commencement of construction for prescribed activities	\$200	\$100	\$225	YES
1640	24	Contaminant or prohibited material is discharged, dumped, deposited, spilled or washed, directly or indirectly, into the drainage system	\$300	\$150	\$330	YES
1640	25	Connect, or allow to remain connected, a sanitary sewer to any part of the drainage system	\$300	\$150	\$330	YES
1640	26	Wash or permit the washing of concrete material into the drainage system	\$300	\$150	\$330	YES
1640	36	Foul, obstruct, alter, or impede the flow of a watercourse	\$300	\$150	\$330	YES

1640	37	Perform works in or over a watercourse or other component of the drainage system without permission from the Director	\$300	\$150	\$330	YES
1640	40	Discharge water or obstruct/alter a drainage system such that it causes or is likely to cause erosion of the land mass of the municipality	\$300	\$150	\$330	YES

SCHEDULE "11"

PUBLIC SPACES BYLAW NO. 1604, 2016

	SECTION	Fine \$	Fine if Pd within 30 days \$
Failure to adhere to posted signage	3.1	100	50
Littering	3.2	200	100
Illegal dumping	3.3	1000	500
Conducting a business without a permit	3.4	200	100
Making a fire without a Special Burning Permit	3.5	500	250
Conducting an event, procession, march, drill, performance, ceremony, concert, gathering or meeting without permission	3.6	100	50
Feeding, teasing, molesting, injuring, or throwing substances at any animal or fowl	3.7	500	250
Allowing a horse to enter upon a Public Space	3.8	100	50
Failure to control a horse within a Public Space	3.8	300	150
Failure to clean up horse excrement	3.8	200	100
Enter into a park outside of the established hours of operation	3.9	50	25
Vehicle remaining in a park while closed	3.10	50	25
Post, paint or distribute advertisements	3.11	50	25
Ride or drive a vehicle outside of designated access roads, lanes or parking lots	3.12	200	100
Grease, wash, clean or repair any Vehicle in a public space	3.13	100	50
Possess open liquor in a public space	3.14	100	50
Taking up temporary or permanent abode in or on a public space	3.15	200	100
Erect, construct or build any tent, building, shelter, trailer, pavillion or other construction in a public space	3.16	100	50
Establish or set up a campsite in a public space	3.17	100	50
Urinate or defecate in or on any public space	3.19	200	100
Return to or enter a public space after having been ordered to leave	3.21	500	500
Smoke tobacco, or hold lighted tobacco, in a public building or structure or within the prescribed distance of a doorway, window or air intake of a place which i) is ordinarily open to the public, ii) is a work place, or iii) is a prescribed place as defined within the Tobacco Control Regulation	3.22	100	50
Smoke, vape, consume or ingest cannabis in any public space	3.22.1	100	50
Use of a barbecue contrary to regulations	3.23	50	25
Damage or vandalize public property or publicly owned assets	3.24	300	150
Operation of an unmanned aircraft, drone or a model aircraft in a park or public space	3.25	100	50
Use or access an electrical service or any other utility	3.26	100	50
Plug, tamper with or in any way damage any plumbing, lighting, heating, or other fixture	3.27	300	150
Conduct oneself in an offensive or disorderly manner	3.28	200	100
Excavate in a public space	3.29	200	100
Obstruction of Officer or employee/agent of the City	3.31	500	500

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 12, 2018
Subject: 2017 Statement of Financial Position

Recommendation:

THAT Council approves the 2017 Statement of Financial Position.

Background:

Attached is the 2017 Statement of Financial Information. This is an annual report that is required under the Financial Information Act and Section 168 of the Community Charter. Once approved, this report will be included in the City's Annual Report and will be available for public inspection.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

City of Enderby

2017

Statement of Financial Information



619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Where the Shuswap Meets the Okanagan

Management Report

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

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

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

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

On behalf of the Corporation of the City of Enderby


Jennifer Bellamy
Chief Financial Officer



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Where the Shuswap Meets the Okanagan

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

Jennifer Bellamy
Chief Financial Officer

Greg McCune
Mayor, City of Enderby

Date

Date

**THE CORPORATION OF THE CITY
OF ENDERBY**

CONSOLIDATED FINANCIAL STATEMENTS

December 31, 2017

THE CORPORATION OF THE CITY OF ENDERBY
December 31, 2017

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INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the City of Enderby

Report on the Financial Statements

We have audited the accompanying financial statements of The Corporation of the City of Enderby which comprise the consolidated statement of financial position as at December 31, 2017 and the consolidated statement of financial activities, consolidated statement of change in net financial assets, and consolidated statement of change in financial position for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Enderby as at December 31, 2017, and its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

May 7, 2018
Enderby, BC

Chartered Professional Accountants

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

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Position

As at December 31, 2017

	2017	2016
Financial assets		
Cash	\$ 588,375	\$ 696,466
Temporary investments	6,709,897	5,994,950
Accounts receivable (Note 3)	940,357	711,892
Deposit - Municipal Finance Authority (Note 4)	46,633	51,612
Tax sale proceeds subject to redemption		70,825
	8,285,262	7,525,745
Liabilities		
Accounts payable and accrued liabilities (Note 5)	914,174	412,873
Deferred revenue (Note 6)	966,524	912,325
Reserve - Municipal Finance Authority (Note 4)	46,633	51,612
Long-term debt (Note 7)	3,203,408	3,364,704
	5,130,739	4,741,514
Net financial assets	3,154,523	2,784,231
Non-financial assets		
Prepaid expenses	33,685	62,830
Tangible capital assets (Note 8)	28,604,313	27,975,129
	\$ 31,792,521	\$ 30,822,190
Accumulated surplus	\$ 31,792,521	\$ 30,822,190
Represented by:		
Trust funds	213,989	206,482
Operating fund	3,788,415	3,585,794
Reserves	2,339,111	2,093,949
Statutory reserves	50,101	325,540
Equity in tangible capital assets	25,400,905	24,610,425
	\$ 31,792,521	\$ 30,822,190

Director of financial services



The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Activities

For the year ended December 31, 2017

	2017 Budget	2017 Actual	2016 Actual
Revenue			
Taxation - net (Note 11)	\$ 1,949,244	\$ 1,923,144	\$ 1,854,514
Grants and subsidies (Note 12)	2,882,940	1,904,831	1,409,536
Sale of services (Note 13)	1,533,550	1,825,167	1,447,952
Other revenue from own sources	225,742	216,206	93,094
Interest and penalties	112,523	156,397	178,118
Developer contributions			443,154
Recognition of restricted revenues			4,800
	6,703,999	6,025,745	5,431,168
Expenditures			
General government services	839,825	771,983	729,433
Protective services	201,400	496,190	301,682
Transportation services	489,730	1,048,457	935,489
Environmental health services	101,838	100,686	97,534
Community development services	24,800	16,336	30,826
Recreational and cultural services	77,686	82,175	79,352
Area F services	889,903	952,974	952,442
Water supply	530,598	797,621	847,640
Sewer services	614,652	797,225	621,850
	3,770,432	5,063,647	4,596,248
Excess revenue over expenses	2,933,567	962,098	834,920
Gain (loss) on disposal of tangible capital assets	19,000	8,233	(103,575)
Annual surplus	\$ 2,952,567	\$ 970,331	\$ 731,345
Consolidated fund balance, beginning of year	30,822,190	30,822,190	30,090,845
Consolidated fund balance, end of year	\$ 33,774,757	\$ 31,792,521	\$ 30,822,190

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY
Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2017

	2017	2016
Annual surplus	\$ 970,331	\$ 731,345
Amortization of tangible capital assets	1,377,891	1,260,697
Change in prepaid expenses	29,143	(11,993)
Proceeds on disposal of tangible capital assets	19,048	14,156
(Gain) loss on sale of tangible capital assets	(8,233)	103,575
Acquisition of tangible capital assets	<u>(2,017,888)</u>	<u>(3,354,857)</u>
Increase (decrease) in net financial assets	370,292	(1,257,077)
Net financial assets, beginning of year	<u>2,784,231</u>	<u>4,041,308</u>
Net financial assets, end of year	\$ 3,154,523	\$ 2,784,231

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY
 Consolidated Statement of Change in Financial Position Change in Financial Position

For the year ended December 31, 2017

	2017	2016
Cash flows from operating activities		
Cash receipts	\$ 5,765,907	\$ 5,978,749
Cash payments to suppliers and employees	(3,030,974)	(3,384,873)
Interest received	156,397	178,118
Interest paid	(124,339)	(140,873)
	<u>2,766,991</u>	<u>2,631,121</u>
Financing activities		
Proceeds of long-term debt		467,000
Debt repayment	(161,296)	(178,716)
	<u>(161,296)</u>	<u>288,284</u>
Investing activities		
Increase in tangible capital assets	(2,017,888)	(3,354,857)
Increase in temporary investments	(714,946)	(410,244)
Proceeds on disposition	19,048	14,156
	<u>(2,713,786)</u>	<u>(3,750,945)</u>
Decrease in cash	(108,091)	(831,540)
Cash, beginning of year	696,466	1,528,006
Cash, end of year	<u>\$ 588,375</u>	<u>\$ 696,466</u>

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY
 Consolidated Statement of Cemetery Trust Funds

For the year ended December 31, 2017

	2017	2016
Cash	\$ 28,797	\$ 24,368
Temporary Investments	177,685	174,628
Interest earned	3,617	3,491
Other amounts collected	3,890	3,995
Surplus	\$ 213,989	\$ 206,482

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Operating Surplus

For the year ended December 31, 2017

	2017	2016
Operating Surplus		
Balance beginning of year	\$ 3,585,794	\$ 3,406,196
Annual surplus	970,331	731,345
Amortization	1,377,891	1,260,697
Transfers from reserves	22,770	1,136,398
Capital expenditures	(2,017,888)	(3,354,857)
Debt issued		467,000
Debt principal payments	(161,296)	(178,716)
Capital disposal	(10,813)	117,731
Balance end of year	\$ 3,788,415	\$ 3,585,794
Represented by:		
General	1,945,361	1,741,168
Water	632,143	582,453
Sewer	899,376	947,178
Area F Services	311,535	314,995
Balance end of year	\$ 3,788,415	\$ 3,585,794

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Reserve Fund Activities

For the year ended December 31, 2017

	2017	2016
Balance beginning of year	\$ 2,093,949	\$ 2,398,179
Additions		
Other contributions	933,346	775,753
Return on investments	37,361	43,180
Net interfund transfers		
Capital fund	(725,545)	(1,123,163)
	<u>\$ 2,339,111</u>	<u>\$ 2,093,949</u>

Summary of Reserve Fund Positions

General reserve

Cemetery	\$ 68,256	\$ 7,064
Fire department building and equipment	152,019	155,013
Asset management	61,632	171,608
Computer equipment	27,674	23,273
Streets	147,075	75,769
Fortune Parks	57,850	189,562
Equipment reserves	225,767	160,304
Other	287,198	154,427
	<u>1,027,471</u>	<u>937,020</u>

Sewer reserve

Future sewer capital	<u>772,468</u>	<u>659,814</u>
	772,468	659,814

Water reserve

Future water capital	<u>539,172</u>	<u>497,115</u>
	539,172	497,115
	<u>\$ 2,339,111</u>	<u>\$ 2,093,949</u>

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY
Consolidated Statement of Statutory Reserve Fund Activities

For the year ended December 31, 2017

	Tax sale lands reserve	Gas tax agreement	2017	2016
Balance beginning of year	\$ 61,468	\$ 264,072	\$ 325,540	\$ 1,165,194
Add: Amounts received during year		177,906	177,906	176,185
Interest earned	882	5,181	6,063	21,221
Less: Amount spent on projects	(62,350)	(397,058)	(459,408)	(1,037,060)
Balance end of year	\$ -	\$ 50,101	\$ 50,101	\$ 325,540

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Equity in Tangible Capital Assets

For the year ended December 31, 2017

	2017	2016
Balance beginning of year	\$ 24,610,425	\$ 22,922,280
Contributions from revenue for:		
Acquisition of capital assets	2,017,888	3,354,857
Debt payments	126,945	125,609
Gain (loss) from sale/write down of tangible capital assets	10,813	(117,731)
Actuarial adjustments	34,351	53,107
Debt issued		(467,000)
Amortization	(1,377,891)	(1,260,697)
Balance end of year	\$ 25,400,905	\$ 24,610,425
Represented by:		
General	\$ 15,173,743	\$ 14,398,787
Water	5,634,737	5,528,929
Sewer	4,592,425	4,682,709
Balance end of year	\$ 25,400,905	\$ 24,610,425

The accompanying summary of significant policies, notes to financial statements and schedules are an integral part of these statements.

Summary of Significant Accounting Policies

For the year ended December 31, 2017

1. Status of the City of Enderby

The City of Enderby ("the City") is a municipality that was created on March 1, 1905 under the laws of British Columbia. The City provides municipal services such as public works, sewer, water, urban planning, fire protection services, and recreational and cultural services and other general government operations.

2. Significant Accounting policies

These consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. The consolidated financial statements include the accounts of all funds of the City. All interfund transfers have been eliminated. The significant policies are summarized as follows:

a. Fund accounting

The resources and operations of the City are comprised of the funds listed below. Supporting schedules to the consolidated financial statements are included to show the financial activities and balance of each fund for supplementary information.

General Fund:

Accounts for operating and capital revenues and expenditures for the activities of the City except those included in the water and sewer funds and holds all property required for these purposes and related long term debt.

Water Fund:

Accounts for operating and capital revenues and expenditures for the water utility and holds all property required for these purposes and related long term debt.

Sewer Fund:

Accounts for operating and capital revenues and expenditures for the sewer utility and holds all property required for this purposes and related long term debt.

b. Basis of accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the creation of a legal obligation to pay.

c. School taxes

The City is required by *The School Act* to bill, collect and remit provincial education support levies in respect of residential and other properties on behalf of the Province, and school division special levies on behalf of school divisions. The City has no jurisdiction or control over the school division's operations or their mill rate increases. Therefore, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of school boards are not reflected in these consolidated financial statements.

d. Temporary investments

Temporary investments consist of term deposits in Canadian Chartered Banks and deposits with the Municipal Finance Authority pooled investment money market fund and are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments are redeemable on demand and have an effective average interest rate of 1.63% (2016 - 1.75%).

Summary of Significant Accounting Policies

For the year ended December 31, 2017

e. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or tangible capital assets acquired.

f. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses provides the Change in Net Financial Assets for the year.

i. Tangible capital assets

Capital assets consist of land, buildings, engineering structures, water and sewer infrastructure, roads, and machinery and equipment. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the cost, construction, development or betterment of the asset. The cost less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful life as follows:

Buildings	20 to 50 years
Machinery and equipment	6 to 30 years
Other structures	15 to 65 years
Roads	
Base layer	75 years
Top layer	15 to 25 years
Catch Basins	40 years
Sanitary sewer	5 to 30 years
Sewer mains	50 to 80 years
Storm drains	25 years
Water system	25 to 50 years

Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

g. Revenue recognition

Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for expenditures not yet incurred are included in deferred revenue.

Taxation revenues are recognized at the time of issuing property tax notices for the fiscal year. Sale of services and user fees are recognized when the service or product is provided by the City. All other revenue is recognized as it is earned and is measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the creation of a legal obligation to pay.

Summary of Significant Accounting Policies

For the year ended December 31, 2017

h. Debt charges

Debt charges, including principal, interest and foreign exchange are charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

i. Capitalization of Interest

The City capitalizes interest on temporary borrowing until the completion of the project which is to be financed by debenture debt.

j. Reserves

Reserves for future expenditures represent amounts set aside for future operating and capital expenditures.

k. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1628, 2017 adopted May 1, 2017. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.

l. Use of estimates

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

3. Accounts receivable

	2017	2016
Federal Government	\$ 61,264	\$ 43,302
Trade receivables	690,024	560,028
Taxes receivable - current	124,883	86,512
arrears	64,186	22,050
	\$ 940,357	\$ 711,892

4. Reserve - Municipal Finance Authority

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts. The details of the cash deposits and demand notes at the year end are as follows:

	Demand note	Cash deposits	2017	2016
General fund	\$ 57,010	\$ 33,013	\$ 90,023	\$ 89,391
Sewer fund	24,907	13,620	38,527	38,267
Water fund	-	-	-	14,670
	\$ 81,917	\$ 46,633	\$ 128,550	\$ 142,328

5. Accounts payable and accrued liabilities

	2017	2016
Trade payables	\$ 808,447	\$ 327,846
Wages payable	105,727	85,027
	\$ 914,174	\$ 412,873

6. Deferred revenue

	2017	2016
Deferred grants	\$ 56,550	\$ 3,790
Development cost charges	589,085	553,230
Prepaid revenue	196,574	178,996
Refundable deposits	124,315	176,309
	\$ 966,524	\$ 912,325

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

7. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2017	2016
General fund					
1590	Road upgrades	19	2.100	\$ 449,620	\$ 467,000
1544	Road upgrades	18	2.200	417,618	434,088
1525	Road upgrades	17	3.300	279,293	290,626
1494	Storm system upgrade	26	3.150	785,642	802,690
1502	Road upgrades	16	3.150	583,030	608,716
1503	Road upgrades	16	3.150	175,766	183,510
				2,690,969	2,786,630
Water fund					
1214	System construction	-	4.820	-	19,564
				-	19,564
Sewer fund					
1259	Sewage treatment plant	2	2.100	46,087	67,644
1474	System upgrade	14	3.250	310,901	327,244
1475	System upgrade	14	3.250	155,451	163,622
				512,439	558,510
Total long-term debt - all funds				\$ 3,203,408	\$ 3,364,704

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

	General fund	Water fund	Sewer fund
2018	\$ 99,231	\$ -	\$ 48,028
2019	102,936	-	50,068
2020	106,780	-	27,575
2021	110,770	-	28,678
2022	114,911	-	29,826
2023 and subsequent periods	2,156,341	-	328,264
	\$ 2,690,969	\$ -	\$ 512,439

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

8. Tangible capital assets

	2017		2016	
	Cost	Accumulated amortization	Cost	Accumulated amortization
General fund				
Land	\$ 1,733,396	\$	\$ 1,664,301	\$
Building sites and parks	2,631,923	(1,449,094)	2,554,282	(1,359,413)
Engineering structures	875,226	(235,510)	604,742	(217,792)
Furniture & equipment	211,197	(39,247)	55,170	(10,778)
Hydrants	186,643	(144,539)	186,643	(141,764)
Mobile equipment	2,316,161	(1,268,902)	2,255,786	(1,150,682)
Planters	118,329	(83,852)	118,329	(79,321)
Roads	15,221,722	(6,521,271)	15,166,603	(6,106,730)
Storm sewers	7,585,255	(4,081,929)	7,690,216	(4,044,175)
Assets under construction	809,208			
	31,689,060	(13,824,344)	30,296,072	(13,110,655)
Water fund				
Buildings	966,257	(606,236)	966,257	(583,972)
Water mains	9,584,630	(6,128,336)	9,644,922	(5,996,932)
Water system	3,935,229	(2,531,876)	3,935,229	(2,417,012)
Assets under construction	415,068			
	14,901,184	(9,266,448)	14,546,408	(8,997,916)
Sewer fund				
Buildings	133,966	(46,888)	133,966	(43,539)
Sanitary sewer system	4,713,321	(2,297,688)	4,696,505	(2,154,443)
Sewer mains and lift stations	5,077,113	(2,551,388)	5,070,265	(2,461,534)
Assets under construction	76,425			
	10,000,825	(4,895,964)	9,900,736	(4,659,516)
	56,591,069	(27,986,756)	54,743,216	(26,768,087)
Net book value	\$ 28,604,313		\$ 27,975,129	

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

9. Commitments and subsequent events

- (a) During the year, the City entered into a contract with Mountain Side Earthworks to upgrade the road along Salmon Arm Drive. The total budgeted amount was \$2,763,904. As at year end, approximately 30% of the project has been completed.
 - (b) The amount of vacation and banked time pay has been accrued and is included in accounts payable for the current year. The estimated total liability for wages and benefits at December 31, 2017 is approximately \$130,451 (2016 - \$99,715). Of this amount \$112,105 (2016 - \$79,576) has been accrued and included in accounts payable and accrued liabilities.
-

10. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Corporation for the City of Enderby paid \$75,949 (2016 - \$77,650) for employer contributions to the plan in fiscal 2017.

The next valuation will be as at December 31, 2018 with results available in 2019.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

11. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	2017 Budget	2017	2016
Taxation			
General municipal purposes	\$ 1,402,466	\$ 1,375,918	\$ 1,318,500
1% utility taxes	54,718	54,737	54,613
Water parcel	261,310	262,199	254,924
Sewer parcel	230,750	229,483	226,477
Collections for other governments			
School District	882,480	886,981	909,849
Policing	137,320	138,152	138,816
Regional District	347,846	349,947	331,595
Regional Hospital District	113,232	113,859	109,957
Municipal Finance Authority	83	83	78
B.C. Assessment Authority	19,970	20,108	22,786
Okanagan Regional Library	98,617	99,134	100,074
	<u>3,548,792</u>	<u>3,530,601</u>	<u>3,467,669</u>
Transfers			
School District	882,480	886,538	909,849
Policing	137,320	138,082	138,816
Regional District	347,846	349,779	331,595
Regional Hospital District	113,232	113,797	109,957
Municipal Finance Authority	83	83	78
B.C. Assessment Authority	19,970	20,098	22,786
Okanagan Regional Library	98,617	99,080	100,074
	<u>1,599,548</u>	<u>1,607,457</u>	<u>1,613,155</u>
	<u>\$ 1,949,244</u>	<u>\$ 1,923,144</u>	<u>\$ 1,854,514</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

12. Government grants and transfers

	2017 Budget	2017	2016
Federal			
Community works fund - Gas tax	\$ 176,185	\$ 177,904	\$ 176,185
Provincial			
Conditional	337,589	42,000	2,562
Fortune Parks - conditional	120,754	69,175	10,276
Sewer - conditional	130,156	-	3,744
Small communities protection	450,000	450,300	444,525
Street lighting	1,100	889	1,134
Water - conditional	812,844	233,958	-
	1,852,443	796,322	462,241
Other			
Animal control	30,817	44,000	19,232
Cemetery	82,978	96,088	38,798
Fortune Parks	740,517	790,517	713,080
	854,312	930,605	771,110
	\$ 2,882,940	\$ 1,904,831	\$ 1,409,536

13. Sales of Service

	2017 Budget	2017	2016
Animal control	\$ 8,000	\$ 8,731	\$ 9,438
Building permits	29,930	91,219	75,553
Business licenses	13,050	13,781	13,432
Cemetery	14,000	21,078	20,432
Fire protection	201,544	397,594	105,607
Fortune Parks	192,550	190,333	177,641
Garbage collection and disposal	101,861	102,346	98,944
Sewer user fees	503,926	515,425	495,427
Water user fees	468,689	484,660	451,478
	\$ 1,533,550	\$ 1,825,167	\$ 1,447,952

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

14. Expenditures by object

	2017 Budget	2017	2016
Advertising and publications	\$ 12,400	\$ 6,344	\$ 11,990
Amortization		1,377,891	1,260,697
Contracted services	360,885	456,131	386,051
Council grants	132,131	119,476	174,349
Insurance	79,156	76,472	80,502
Interest and bank charges	126,333	124,339	140,873
Maintenance	1,174,358	1,159,690	991,125
Materials and supplies	489,218	256,103	206,911
Professional fees	23,600	17,370	21,032
Salaries and benefits	1,296,936	1,403,793	1,247,396
Training, travel and conferences	63,165	51,159	63,799
Other costs	12,250	14,879	11,523
	<u>\$ 3,770,432</u>	<u>\$ 5,063,647</u>	<u>\$ 4,596,248</u>

15. Financial instruments

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

16. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

17. Segmented information

The City of Enderby is a municipal government that provides a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

General government services - Legislative, administration and finance

The function of the legislative department including mayor and council is to set bylaws and policies for the governance of the City in accordance with the Community Charter. The function of the Administration Department is to coordinate the operation of the municipality in accordance with policies set by Council. The Administration Department is responsible for functions such as personnel, organizational changes, employee review and training, manpower planning, strategic planning, information systems, GIS and records management. The mandate of the Finance Department is to achieve excellence in customer service through the efficient and effective use of technology and personal service. Also, to provide operational efficiency, financial planning and accountability through the application of sound accounting practices and internal control. The Finance Department is responsible for functions such as financial records reporting and safekeeping; investment of municipal funds; advice and guidance to Council and Administration on financial matters; financial planning and budget development and analysis; property tax and utility user fee notification and collection; accounts payable and receivable; payroll, pension and benefits administration; records maintenance of tickets, fines and other municipal business.

Protective services - Fire and animal control services

The mandate of the Fire Department is to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. The mandate of Animal Control is to control the animal population and the issuance of dog licenses.

Public works services

The public works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, and street lighting.

Environmental health services

The mandate of environmental health services is to provide for the collection, disposal and recycling services; and waste minimization programs of solid waste.

Community development services

Community development provides services to manage urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and downtown, through City planning, community development, parks and riverbank planning. It ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and bylaws for the protection of occupants. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of zoning bylaws, and the processing of building permit applications.

Recreational and cultural services

The recreational and cultural services mandate in cooperation with the Regional District is to provide for the maintenance of parks and open space.

Area F Services

The City administers Fortune Parks, Animal Control & Cemetery services for the citizens of Area F.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

18. Segmented Information (cont'd)

Water supply and services

The water department provides for the delivery of safe drinking water to the citizens of Enderby.

Sewer services

The sewer department provides for the collection and treatment of wastewater.

Certain allocation methodologies are employed in the preparation of segmented financial information. The General Revenue Fund reports on municipal services that are funded primarily by taxation such as property and business tax revenues. Taxation and payments-in-lieu of taxes are apportioned to General Revenue Fund services based on the Fund's net surplus. Certain government grants, transfers from and to other funds, and other revenues have been apportioned based on a percentage of budgeted expenses.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2. For additional information see the Consolidated Schedule of Segment Disclosure - Service (Schedule 1).

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

For the year ended December 31, 2017

Schedule I

	General revenue fund										2017
	General government	Protective services	Transportation services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	Consolidation		
Revenues											
Taxation	\$ 1,431,462	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,923,144
Grants and subsidies	219,905			451,189		999,779		262,199	233,958		1,904,831
Sales of services	105,000	397,594		102,346	220,143		484,659	515,425			1,825,167
Other revenue from own sources	216,206										216,206
Interest and penalties	115,973				5,581						156,397
Developer contributions											
Restricted revenues recognized											
	2,088,546	397,594	451,189	102,346	1,225,503	7,507	992,638	760,422			6,025,745
Expenses											
Advertising and publications	3,876				2,468						6,344
Amortization	86,136	64,200	620,010		48,303		322,795	236,447			1,377,891
Contracted services	48,699	144,783		97,416	69,939	95,253		41			456,131
Council grants	10,190				109,286						119,476
Insurance	55,740				20,732						76,472
Interest and bank charges	87,799						10,446	26,094			124,339
Maintenance	39,581	112,850	283,082		227,123		218,268	278,786			1,159,690
Material and supplies	68,759	10,810	5,175	366	97,503		7,538	65,952			256,103
Professional fees	16,858				512						17,370
Salaries and benefits	453,650	139,834	178,492	2,904	318,718	3,258	167,193	139,744			1,403,793
Training, travel and conferences	22,610	23,713	108		1,749		2,265	714			51,159
Transfers	(121,915)		(38,410)		56,641		69,116	49,447			14,879
	771,983	496,190	1,048,457	100,686	952,974	98,511	797,621	797,225			5,063,647
Excess (deficiency) of revenue and expenses	1,316,563	(98,596)	(597,268)	1,660	272,529	(91,004)	195,017	(36,803)			962,098
Loss on disposal of tangible capital assets	8,233										8,233
Annual surplus	\$ 1,324,796	\$ (98,596)	\$ (597,268)	\$ 1,660	\$ 272,529	\$ (91,004)	\$ 195,017	\$ (36,803)			\$ 970,331

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

For the year ended December 30, 2016

Schedule I (cont'd)

	General revenue fund									
	General government	Protective Services	Transportation Services	Environmental health services	Area F services	Other general services	Water supply	Sewer services	Consolidation	2016
Revenues										
Taxation	\$ 1,373,113	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,854,514
Grants and subsidies	178,747				781,386		254,924	\$ 226,477	3,744	1,409,536
Sales of services	88,984	105,607		98,944	207,512		451,478	495,427	1,447,952	1,447,952
Other revenue from own sources	93,094								93,094	93,094
Interest and penalties	117,358				4,248		35,388	13,638	178,118	178,118
Developer contributions	331,811						47,450	63,893	443,154	443,154
Restricted revenues recognized					4,800				4,800	4,800
	2,183,107	105,607	445,659	98,944	997,946	7,486	789,240	803,179	5,431,168	5,431,168
Expenses										
Advertising and publications	6,886	81,407			5,104		321,409	231,821	11,990	11,990
Amortization	58,046	15,459	526,721		41,293		6,984	6,366	1,260,697	1,260,697
Contracted services	83,196			94,613	72,472	106,961			386,051	386,051
Council grants	9,400				164,949				174,349	174,349
Insurance	60,488				20,014				80,502	80,502
Interest and bank charges	85,184						29,595	26,094	140,873	140,873
Maintenance	35,961	99,745			204,962		195,160	178,193	991,125	991,125
Material and supplies	26,131	4,857	277,104		98,216		59,425	11,633	206,911	206,911
Professional fees	20,494		6,255	394	538				21,032	21,032
Salaries and benefits	434,817	70,120	166,127	2,527	295,791	3,217	156,470	118,327	1,247,396	1,247,396
Training, travel and conferences	27,414	30,094	163		853		3,351	1,924	63,799	63,799
Transfers	(118,584)		(40,881)		48,250		75,246	47,492	11,523	11,523
Excess (deficiency) of revenue and expenses	729,433	301,682	935,489	97,534	952,442	110,178	847,640	621,850	4,596,248	4,596,248
Loss on disposal of tangible capital assets	1,453,674	(196,075)	(489,830)	1,410	45,504	(102,692)	(58,400)	181,329	834,920	834,920
	(103,575)								(103,575)	(103,575)
Annual surplus	\$ 1,350,099	\$ (196,075)	\$ (489,830)	\$ 1,410	\$ 45,504	\$ (102,692)	\$ (58,400)	\$ 181,329	\$ 731,345	\$ 731,345

THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2017

Schedule II

	Fortune Parks	Animal control	Cemetery	2017	2016
Revenue					
Grants and subsidies	\$ 859,691	\$ 44,000	\$ 96,088	\$ 999,779	\$ 781,386
Sale of services	190,334	8,731	21,078	220,143	207,512
Interest and penalties	3,003	575	2,003	5,581	4,248
Recognition of restricted revenues					4,800
	1,053,028	53,306	119,169	1,225,503	997,946
Expenditures					
Advertising	2,468			2,468	5,104
Amortization	48,303			48,303	41,293
Contracted services	59,483	10,456		69,939	72,472
Grants	103,586		5,700	109,286	164,949
Insurance	20,732			20,732	20,014
Maintenance	207,361	5,173	14,589	227,123	204,962
Materials and supplies	97,503			97,503	98,216
Professional fees	512			512	538
Salaries and benefits	307,455	1,142	10,121	318,718	295,791
Training, travel and conferences	1,749			1,749	853
	849,152	16,771	30,410	896,333	904,192
Annual surplus (deficit)	\$ 203,876	\$ 36,535	\$ 88,759	\$ 329,170	\$ 93,754
Transfer to/from general fund					
Computer support	\$ 8,290	\$	\$	\$ 8,290	\$ 8,143
Finance overhead charges	22,484	2,327	5,397	30,208	29,659
Insurance allocation	5,048		605	5,653	2,857
Public works equipment allocation			8,569	8,569	3,739
Lease		3,921		3,921	3,852
	35,822	6,248	14,571	56,641	48,250
Net change in financial assets	168,054	30,287	74,188	272,529	45,504
Opening surplus	169,526	33,647	111,822	314,995	404,442
Capital expenditures	(374,196)			(374,196)	(143,250)
Transfer to reserves	134,978	(24,805)	(60,269)	49,904	(32,994)
Transfer to/from capital	48,303			48,303	41,293
Area F accumulated surplus	\$ 146,665	\$ 39,129	\$ 125,741	\$ 311,535	\$ 314,995

**City of Enderby
 Schedule of Employee Remuneration & Expenses
 for Year Ended December 2017**

Elected Officials

Name	Position	Remuneration	Expenses	Total
Tundra Baird	Councillor	9,960	2,536	12,496
Brad Case	Councillor	9,840	3,139	12,979
Roxanne Davyduke	Councillor	9,540	2,626	12,166
Denis Delisle	Electoral Area F Director	250	-	250
Herman Halvorson	Electoral Area F Director	250	-	250
Raquel Knust	Councillor	9,000	300	9,300
Greg McCune	Mayor	17,720	2,048	19,768
Brian Schreiner	Councillor	10,260	2,426	12,686
Shawn Shishido	Councillor	9,000	-	9,000
Total Elected Official Remuneration		75,820	13,076	88,896

Employees

Employees with Remuneration Exceeding \$75,000

Name	Position	Remuneration	Expenses	Total
Tate Bengtson	Chief Administrative Officer	119,674	504	120,177
Raymond Brown	Utility III	80,736	1,813	82,548
Clayton Castle	Public Works Lead Hand	90,674	511	91,185
Jamie Prevost	Utility III	88,453	268	88,721
		379,536	3,096	382,632
Consolidated total of other employees with remuneration of \$75,000 or less		689,467	5,259	694,726
Total Employee Remuneration		1,069,003	8,354	1,077,357

There were no severance agreements made between the City of Enderby and its non-unionized employees during fiscal year 2017.

**City of Enderby
Schedule of Payments to Suppliers of Goods & Services
for Year Ended December 2017**

Supplier	Amount
ACCENT LED LIGHTING LTD	36,018
ASPHALT SOLUTIONS	76,944
AVENUE MACHINERY	40,737
B.C. HYDRO & POWER AUTHORITY	285,964
CAPRI INSURANCE	53,066
CARO ANALYTICAL SERVICES (KELOWNA)	26,372
CORIX UTILITIES INC	68,073
CORIX WATER PRODUCTS LP	55,987
CORPORATION OF THE CITY OF VERNON	32,198
D.WEBB CONTRACTING LTD	55,448
DEEP CREEK POOLS & PONDS	33,600
ELECTRIC MOTOR & PUMP SERVICE LTD.	37,442
ENDERBY & DISTRICT CHAMBER OF COMMERCE	124,442
GROUP SOURCE	41,075
GTI PETROLEUM	29,867
INTERPAVE PRECAST SYSTEM LTD	180,139
IRWIN AIR LTD.	34,264
KENDRICK EQUIPMENT (2003) LTD	25,634
LEKO PRE-CAST LTD	25,420
MODERN ENERGY MNGT	107,947
MONAGHAN ENGINEERING & CONSULTING LTD	307,885
MOUNCE CONSTRUCTION	89,192
MOUNTAIN VIEW ELECTRIC LTD	137,447
MOUNTAIN SIDE EARTHWORKS LTD	535,445
MUNICIPAL PENSION PLAN	75,912
NORTH OKANAGAN COLUMBIA SHUSWAP REGIONAL HOSPITAL	113,797
NORTHWEST SAFEWORK SOLUTIONS	129,510
OKANAGAN REGIONAL LIBRARY	99,080
PROVINCE OF BRITISH COLUMBIA	153,669
RECEIVER GENERAL	46,348
REG. DIST. OF NORTH OKANAGAN	560,627
ROCKY MOUNTAIN PHOENIX	26,050
SPLATSIN CONSTRUCTION & ENVIRONMENTAL SERVICES	81,601
SUMMER SCAPE DESIGNS	71,133
TIP-IT WASTE SOLUTIONS	98,273
TRUE CONSULTING	32,371
WASTE CONNECTIONS OF CANADA INC	28,536
Total Payments to Suppliers Exceeding \$25,000	3,921,493
Payments to Suppliers of \$25,000 or Less	977,876
Payments of Grants & Contributions Exceeding \$25,000	-
Payments of Grants & Contributions of \$25,000 or Less	119,476
Total Supplier Payments	5,018,846

The City of Enderby has not given any guarantees or indemnities under the Guarantees or Indemnities Regulation for the year ended December 31, 2017.

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

From Date: May 1, 2018 To Date: May 31, 2018

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
-------------	------------------------------	--------	-------------	----------------	------	-------	--------	-----------------	-------

END - ACCESSORY BUILDING

NEWACC	BP024775	ACTIVE	May 9, 2018				1801 PINE CRT	0	15,000.00
	18-0272-END-BP							0	
	208.0577.115								

Report Code Totals Permits: 1 0 15,000.00

Folder Type Totals Permits: 1 0 15,000.00

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

From Date: May 1, 2018 To Date: May 31, 2018

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
END - SINGLE FAMILY DWELLING									
ADDSFD	BP024774 18-0271-END-BP 208.0577.115	ACTIVE	May 9, 2018		1801 PINE CRT			0 0	60,000.00
ADDSFD	BP024717 18-0149-END-BP 208.0726.000	ACTIVE	May 17, 2018		126 RIVERDALE DR			0 0	400,000.00
NEWSFD	BP024721 18-0158-END-BP 208.0417.156	ACTIVE	May 14, 2018		27 PRESTON DR W			0 0	345,000.00
Report Code Totals								0	460,000.00
Report Code Totals								0	345,000.00
Folder Type Totals								0	805,000.00
Report Totals								0	820,000.00

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: 2018 Month: 05

Folder Type	2018 / 05		2017 / 05		2018 to 05		2017 to 05	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	3	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	15,000	0	0	15,000	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	3	0	805,000	6	2	1,536,000	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	1	3
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	4	3	795,000	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	6	3
Report Totals	4	0	820,000	4	3	795,000	10	6
						1,551,000		1,494,000



June 1, 2018

Mayor and Council
City of Enderby
619 Cliff Avenue
Enderby, BC
V0E 1V0

Dear Mayor McCune and Council:

Re: Cannabis Related Legislation

With the upcoming legalization of cannabis in Canada, we are writing to express our concerns around siting library facilities next to non-family friendly businesses, such as BC cannabis stores.

At the Library Board Meeting held May 16, 2018, the Board passed a motion to add language to the ORL's Facilities Policy as noted below that, though driven by the current cannabis discussion, was broad enough to cover other things that will raise similar issues:

"Consideration should also be given to surrounding businesses and activities so as to avoid, as much as possible, adjacency to non-family friendly or incompatible uses."

The Library Board directed that we write each of our members to request that when you are creating bylaws related to land use and zoning, and retail locations of cannabis-related businesses, you consider their proximity to public libraries in the same context as schools, daycares, youth centres and other sensitive areas.

Thank you for your consideration in this matter.

Sincerely,

Don Nettleton
Chief Executive Officer
Okanagan Regional Library

:ls

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: June 11, 2018
Subject: Royal Canadian Legion Branch #98 - Road Closure Application for June 28, 2018

RECOMMENDATION

THAT Council receives the Royal Canadian Legion Branch #98's Road Closure application for information.

BACKGROUND

The Royal Canadian Legion Branch #98 has submitted a Road Closure application (attached) related to their 100 Guitars/Jam Session and Community BBQ event.

The applicant has scaled back the proposed road closure such that it would only involve closing the portion of Belvedere Street between Mill Avenue and the alley adjacent to the Enderby Return-It Recycling Depot, so there will be a free flow of traffic along Maud Street and Mill Avenue through the Belvedere intersection. As this is not first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, and the applicant has scaled back the proposed road closure such that it will not create any traffic disruptions, Staff have approved the application.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

**Schedule A
Application for a Temporary Road Closure for a Community Event**

Is this a first-time or relocated event?

Yes

No

Name of Sponsoring Organization ROYAL CANADIAN LEGION

Name of Contact Person CINDY TOTTENHAM

Telephone or Email (250) 838-7283 enderbylegion@gmail.com

Name of Event LEGION WEEK

Date(s) of Closure THURSDAY, JUNE 28th 2018

Start time for Closure 9:00 am End time for Closure 5:00 pm

Location of Closure BELVEDERE STREET (ALLEYWAY BETWEEN LOOKERS / BOTTLE DEPOT TO VETERANS WAY)

Required Attachments

- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable)

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

Authorized Signatory *[Signature]* Date 5 JUN 18

Do Not Complete – For Administrative Purposes			
Approved by	<u>Kurt Inglis</u>	Date	<u>June 11, 2018</u>
Certificate of Insurance	<u>Yes</u>	No	N/A
Map	<u>Yes</u>	No	N/A
Petition of Affected Business Owners	<u>Yes</u>	No	<u>N/A</u>

Mill Ave.

Mill Ave

Mill Ave

Mill Ave

~~//////~~ CLOSE

Courtesy Centre House

Royal Canadian
Legion Branch 98

Belvedere St

Enderby Bottle Depot

~~//////~~ CLOSE

ALLEY

Belvedere St

Lockers



The Royal Canadian Legion #98
Enderby
909 Belvedere Street
PO Box 514

Telephone: (250) 838-7283
Fax: (250) 838-7235
Email: enderbylegion@gmail.com

Website: www.enderbylegion.com

June 8, 2018

Dear Neighbour,

We will be having our Legion Week again this year – June 23 to June 29th. On Thursday, June 28th we will be hosting our 100 Guitars/Jam Session outside on Belvedere Street in front of the Legion. Belvedere Street will be closed from Veterans Way to the alley between Lookers and the Bottle Depot from 9 a.m. to 5 p.m.

We will be having an outdoor BBQ, selling hotdogs and hamburgers with entertainment being provided by our Jammers. We will also have our annual “100 Guitar Players”. We would love to have you involved and ask that you set up your own activity to go along with this event. The outdoor entertainment will start at 10 a.m. and go until approx. 4 p.m.

The 100 Guitar/Jam Session is open to everyone - so if you know anyone with a guitar encourage them to come out and join us!

The Enderby Legion has established quite a name for the weekly Jam Session – affectionately dubbed “*Enderby's Own Little Nashville*” and we have people travel in from all over the province to join us. We hope you will as well.

Thank you in advance for your cooperation during our Legion Week and we hope you will join in on the fun.

Please call with any concerns.

Cindy Tottenham, President Br #98
(250) 838-7283

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 12, 2018
Subject: Removal of Signatory for Banking

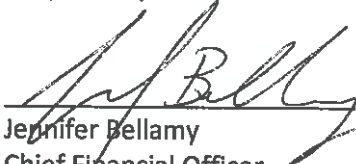
Recommendation:

THAT Barry Gagnon be removed as a signatory for the General, Cemetery Care Fund, and Cemetery Donations Accounts in the name of The Corporation of the City of Enderby currently held at Enderby & District Financial.

Background:

In order to remove Barry Gagnon as a signatory with Enderby & District financial, the above Council resolution is required.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer