



REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, July 16, 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 18, 2018](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. DELEGATIONS

[Forsite Consultants Ltd, Forest Management Specialists](#)

Re: Presentation of Draft Enderby Community Wildfire Protection Plan
"Document has been circulated under separate cover"

5. DEVELOPMENT MATTERS

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

7. BYLAWS – 1st and 2nd Reading

[Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1659, 2018](#)

A bylaw to amend Zoning Bylaw No. 1550, 2014

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BYLAWS – Adoption

[Public Spaces Bylaw No. 1604, 2016 Amendment Bylaw No. 1655, 2018](#)

pg 13

[Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1656, 2018](#)

pg 14-15

[Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1657, 2018](#)

pg 16-30

[Municipal Ticketing Information System Bylaw No. 1518, 2013 Amendment Bylaw No. 1658, 2018](#)

pg 31-32

8. REPORTS

[2017 Annual Report](#) – Memo from Chief Financial Officer dated July 6, 2018

pg 33-70

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

pg 71-74

Mayor and Council

9. NEW BUSINESS

[Regional Housing Strategy Grant Application – Letter of Support](#) – Memo from Chief Administrative Officer dated July 12, 2018

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[UBCM 2018 Provincial Meeting Requests and Attendance](#) – Memo from Chief Administrative Officer dated July 12, 2018

pg 81-83

[Hotel Development at 600 Railway Street](#) – Memo from Planner and Deputy Corporate Officer dated July 13, 2018

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10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

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

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 18, 2018 at 4:45 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
Chief Financial Officer – Jennifer Bellamy
Planner and Deputy Corporate Officer – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

The following items were added to the agenda under New Business:

- North Okanagan Regional Transit Service Establishment Amendment Bylaw No 2780, 2018
- Letter of Support Request from RDNO for Climate Change Grant

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

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of June 4, 2018

Moved by Councillor Shishido, seconded by Councillor Schreiner that the minutes of the regular meeting of June 4, 2018 be adopted as circulated.

Carried

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

Moved by Councillor Baird, seconded by Councillor Case 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 Provincial Non-Medical Cannabis Retail Licence Referral Applications Policy;

AND THAT Council adopts the 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.

Carried

Moved by Councillor Shishido, seconded by Councillor Baird 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;

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 outdoors.

Carried

REPORTS

Councillor Schreiner

Councillors Schreiner, Baird and Mayor McCune met with Splatsin Councillors.

Councillor Case

Councillor Case was impressed with the Cadet wind-up and parade that he attended in place of Mayor McCune. There are a lot of young people involved. They volunteer at a number of community events.

Councillor Davyduke

Community Futures Update:

- Connie is working with Nexxus to get a job fair organized for the end of the year.
- There will be an “Export Navigator” workshop in the Vernon office on June 26th.
- There is a general shortage of workers across the region.
- Loans manager Rob Shortt is retiring and Scot McNair will be replacing him.

Councillor Shishido

Early Years:

- As of March 31st they will no longer be operating. The Ministry of Children has eliminated the coordinator position and will be administering programs through the Ministry instead.
- Any monies they have acquired must be spent or be ear-marked by March 31, 2019.
- Consideration should be made to submit this as a resolution to UBCM.

Enderby and District Resource Centre:

- The hanging basket fundraiser was successful.

Councillor Baird

- Attended a Shuswap Watershed Council meeting. A copy of the annual highlights report was circulated.
- Cliffs Crunch – September is the target to have the mobile app up and running.
- More volunteers are needed for Canada Day.
- Attended the Nexxus 30th anniversary pancake breakfast.
- Lots of people are using the Harvest Hut.
- Aboriginal Day is June 21. Events taking place at Splatsin Centre at 1:00 pm.
- Thank you post cards will be printed for Canada Day.

Mayor McCune

- Red Apple re-opening taking place on June 30th at 9:00 am.
- The AL Fortune recipients of Council's scholarships were Carleigh McCune and Katrina Bittar.

2017 Statement of Financial Position – Memo from Chief Financial Officer dated June 12, 2018

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

Building Permit Detail Report – May 2018

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

Carried

NEW BUSINESS

Okanagan Regional Library – Correspondence dated June 1, 2018

Re: Cannabis Stores in Proximity to Libraries

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

Carried

Royal Canadian Legion Branch #98 – Road Closure Application – Memo from Planner and Deputy Corporate Officer dated June 11, 2018

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

Carried

Removal of Signatory for Banking – Memo from Chief Financial Officer dated June 12, 2018

Moved by Councillor Schreiner, seconded by Councillor Shishido 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 and District Financial.

Carried

Late Item: *North Okanagan Regional Transit Service Establishment Amendment Bylaw No.2780, 2018 – Correspondence from RDNO dated June 13, 2018*

Moved by Councillor Schreiner, seconded by Councillor Shishido that the City of Enderby provide consent to the Regional District of North Okanagan for North Okanagan Regional Transit Service Establishment Bylaw No. 2780, 2018.

Carried

Late Item: *Letter of Support Request from RDNO for Climate Change Grant - Correspondence from RDNO dated June 14, 2018*

Moved by Councillor Case, seconded by Councillor Davyduke that Council provides a letter supportive of the Regional District of North Okanagan's application to the Federation of Canadian Municipalities for a Climate Change Grant.

Carried

PUBLIC QUESTION PERIOD

None.

CLOSED MEETING RESOLUTION

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

Carried

ADJOURNMENT

The regular meeting reconvened at 6:40 p.m.

The following item was released from in-camera:

Local and Secwepemc Governments Communications Protocol – Correspondence from Regional District of North Okanagan dated June 5, 2018

The signing ceremony is taking place on July 13th at Adam Lake.

Moved by Councillor Shishido, seconded by Councillor Baird that Council endorse the Local and Secwepemc Governments Protocol and sign the protocol agreement in July 2018;

AND THAT this item be released from in-camera.

Carried

Moved by Councillor Davyduke, seconded by Councillor Case that the regular meeting adjourn at 6:40 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 9, 2018
Subject: City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1659, 2018 -
First and Second Reading

RECOMMENDATION

THAT Council gives First and Second Reading to the City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1659, 2018;

AND THAT Council forwards City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1659, 2018 to a Public Hearing.

BACKGROUND

At its regular meeting of June 18, 2018, Enderby City Council provided policy direction on how it wished to regulate the personal growing of cannabis and the commercial production of non-medical cannabis. Specifically, Council resolved to:

- direct 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;
 - iv. Outdoors; or
 - v. In multiple occupancy buildings where there are shared walls.

- direct 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.

Staff have prepared an amendment to the Zoning Bylaw in accordance with the previous policy direction, and are advancing it to Council for First and Second Reading.

One item to note is the regulation of the production of non-medical cannabis. Staff had previously recommended that the production of non-medical cannabis be regulated in the same manner as medical cannabis, given that it was unclear at the time how licensed producers under the *Cannabis Act* would be regulated under this enactment. Since then, the Federal government has released the *Cannabis Regulations* which support the *Cannabis Act*.

Although the *Cannabis Regulations* now make it clear how licensed producers under the *Cannabis Act* will be regulated with regards to security clearances, physical security measures, site design, air filtration, etc., it is still unknown how these regulations will be enforced. Should enforcement from upper levels of government be insufficient or ineffective, local government will be left to deal with the consequences and impacts. Given this, Staff are recommending that Council maintains its previous policy direction to regulate the production of non-medical cannabis in the same manner as medical cannabis (i.e. prohibited in all zones except when in the Agricultural Land Reserve, siting regulations when located in the ALR, etc.). Over time, Staff can monitor the level of enforcement for licensed cannabis producers and Council may choose to consider revisiting the level of regulation at the local level, if and when there is an adequate level of confidence in the enforcement regime from upper levels of government.

It should be noted that if Council chooses to maintain its previous policy direction and prohibit the production of cannabis except when located within the ALR, any potential cannabis producer seeking to operate outside of the ALR would have the opportunity to make application for a Zoning Text Amendment. The Zoning Text Amendment application would trigger a public process where those who feel they are affected by the application may make their views known to Council; this process would enable Council to consider proposals for cannabis production on a case-by-case basis, and engage with the community as part of its consideration of applications.

Respectfully Submitted,



Kurt Inglis

Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1659, 2018

A BYLAW TO AMEND THE CITY OF ENDERBY ZONING BYLAW NO. 1550, 2014 AND
AMENDMENTS THERETO

WHEREAS pursuant to Section 479 of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 1550, cited as "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

WHEREAS Council of the City of Enderby has determined to make an amendment to "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

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

CITATION

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1659, 2018".

AMENDMENTS

2. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by removing the definition of 'Marihuana' and including the definition of 'Cannabis' and 'Cannabis Plant' as follows:

CANNABIS has the same meaning as defined within the *Cannabis Act*, as amended from time to time.

CANNABIS PLANT means a plant that belongs to the genus *Cannabis*.

3. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by removing the definition of 'Marihuana-Related Business' and including the definition of 'Cannabis-Related Business' as follows:

CANNABIS-RELATED BUSINESS means a business, not-for-profit, charity, cooperative, shared economy venture, or other entity which uses a premises for the consumption, display, storage, sale, trade or other exchange of cannabis or cannabis-containing products, including but not limited to dispensaries and compassion clubs, as permitted by Provincial and Federal enactment.

4. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by removing the definition of 'Medical Marihuana Production Facility' and including the definition of 'Cannabis Production' as follows:

CANNABIS PRODUCTION means to obtain Cannabis by any method or process, including by

- i. manufacturing;
- ii. synthesis;
- iii. altering its chemical or physical properties by any means; or
- iv. cultivating, propagating or harvesting it or any living thing from which it may be extracted or otherwise obtained,

provided it is permitted by Provincial and Federal enactment; this specifically excludes Personal Growing of Cannabis.

5. Amend Division Two - Interpretation of Schedule "A" of Zoning Bylaw No. 1550, 2014 by including the definition of 'Personal Growing of Cannabis' as follows:

PERSONAL GROWING OF CANNABIS PLANTS means the personal cultivation, propagation or harvesting of Cannabis Plants, provided it is permitted by Provincial and Federal enactment.

6. Amend Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing all references to 'Medical Marihuana Production Facility' with 'Cannabis Production'.
7. Amend Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing all references to 'Marihuana-Related Business' with 'Cannabis-Related Business'.
8. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by including Section 307.3.g as follows:

g. Personal Growing of Cannabis in the following circumstances:

- i. Outdoors;
- ii. 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;
- iii. 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;
- iv. In any residential dwelling occurring as part of a mixed use development;
or
- v. In multiple occupancy buildings where there are shared walls.

9. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by including Section 307.7 as follows:

7. Personal Growing of Cannabis

The Personal Growing of Cannabis shall be subject to the requirements contained in the City of Enderby Personal Growing of Cannabis Policy.

10. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing the title of Section 312 as follows:

312 Cannabis Production within the Agricultural Land Reserve

11. Amend Division Three - General Regulations of Schedule "A" of Zoning Bylaw No. 1550, 2014 by replacing Section 312.5 as follows:

5. No Cannabis Production shall be located within 100 meters of any residential zone, daycare facility, preschool, playground, community centre, school, public park, civic or religious institution or any use catering to individuals under the age of 18.

READ a FIRST time this day of , 2018.

READ a SECOND time this day of , 2018.

Advertised on the day of , 2018 and the day of , 2018, and a

Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2018.

READ a THIRD time this day of , 2018.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2018.

Senior District Development Technician
Ministry of Transportation

ADOPTED this day of , 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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 18th day of June, 2018.

READ a SECOND time this 18th day of June, 2018.

READ a THIRD time this 18th day of June, 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 18th day of June, 2018.

READ a SECOND time this 18th day of June, 2018.

READ a THIRD time this 18th day of June, 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

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1657, 2018

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 1581, 2015

WHEREAS Council of the City of Enderby has adopted “City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015”;

AND WHEREAS Council wishes to amend Schedule "A" in accordance with 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 Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1657, 2018”.
2. Schedule “A” of “City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015” is deleted and Schedule “A” attached to and forming part of this bylaw is substituted therefore.

Read a FIRST TIME this 18th day of June, 2018.

Read a SECOND TIME this 18th day of June, 2018.

Read a THIRD TIME this 18th day of June, 2018.

ADOPTED this day of , 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'
BYLAW NO. 1581, 2015

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/flamable 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 |

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1658, 2018

A BYLAW TO AMEND THE MUNICIPAL TICKETING INFORMATION (MTI) SYSTEM BYLAW
NO. 1518, 2013

WHEREAS Council of the City of Enderby has adopted "City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013";

AND WHEREAS Council wishes to amend Schedule "11" in accordance with 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 Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1658, 2018".
3. Schedule "11" of "City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013" is deleted and Schedule "11" attached to and forming part of this bylaw is substituted therefore.

Read a FIRST TIME this 18th day of June, 2018.

Read a SECOND TIME this 18th day of June, 2018.

Read a THIRD TIME this 18th day of June, 2018.

ADOPTED this day of , 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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, pavilion 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 |

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 6, 2018
Subject: 2017 Annual Report

RECOMMENDATION

THAT Council Approves the 2017 Annual Report.

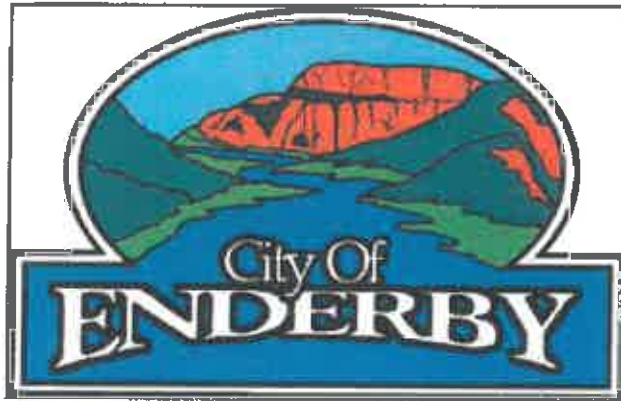
BACKGROUND

Attached is the 2017 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Sections 98 and 99 of the Community Charter.

The Annual Report was made available for public inspection online and at City Hall Friday, June 28, 2018.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer



2017

ANNUAL REPORT

**ANNUAL REPORT FOR THE CITY OF ENDERBY
FOR THE YEAR 2017**

1. Audited Financial Statements

The 2017 Audited Financial Statements were presented and approved by Council on May 7, 2018. These along with other financial information are included in the attached Statement of Financial Information.

2. Statement of Permissive Property Tax Exemptions

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2017:

| Name | Civic Address | Amount |
|---|-----------------------|------------------|
| Pioneer Place Society | 1104 Belvedere Street | \$ 11,427 |
| Enderby & District Senior Citizen's Complex Inc No S12884 | 606 Stanley Avenue | \$ 1,932 |
| Enderby & District Senior Citizen's Complex Inc No S12884 | 1011 George Street | \$ 3,385 |
| Enderby Seniors Housing Society | 708 Granville Avenue | \$ 12,235 |
| Enderby Fraternal Hall Society | 507 Mill Avenue | \$ 1,142 |
| Royal Canadian Legion Branch # 98 | 909 Belvedere Street | \$ 3,620 |
| St. Andrew's United Church – Trustees | 606 Regent Avenue | \$ 862 |
| St. Andrew's United Church – Trustees | 1110 Belvedere Street | \$ 590 |
| Enderby Evangelical Chapel | 706 Mill Avenue | \$ 736 |
| Synod Diocese Kootenay Armstrong-Enderby Parish | 602 Knight Avenue | \$ 908 |
| Synod Diocese Kootenay Armstrong-Enderby Parish | 608 Knight Avenue | \$ 445 |
| Enderby Jehovah Witnesses | 115 George Street | \$ 3,350 |
| Roman Catholic Pastor/Kamloops | 1406 George Street | \$ 1,181 |
| Imperial Oil Ltd. (City Hall parking lot) | 907 George Street | \$ 2,650 |
| City of Enderby (Drill Hall) | 208 George Street | \$ 4,491 |
| City of Enderby (Drill Hall parking lot) | 206 George Street | \$ 1,053 |
| City of Enderby (Drill Hall parking lot) | 204 George Street | \$ 1,710 |
| City of Enderby (Museum) | 903 George Street | \$ 5,247 |
| City of Enderby (Info Centre) | 700 Railway Street | \$ 1,689 |
| Seventh-Day Adventist Church | 703 Old Vernon Street | \$ 412 |
| Total Tax Exemptions for 2016 | | \$ 59,065 |

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

This section reports on municipal services, operations, and progress in achieving 2017 objectives.

Conservation and Green Energy

- Continued to operate the biomass heating system at the City's public works yard, which provides clean sustainable heat to the public works building and dog pound.
- Supported a flexible ride sharing system to help solve transportation issues in small, rural and remote communities.

Infrastructure, Asset Management, and Drainage

- Completed landscaping portion of Cliff Avenue Upgrades from George Street to Bawtree Bridge.
- Completed Phase 1 construction of Salmon Arm Drive upgrades.
- Finished upgrading two sewer lift station alarms.
- Continued to improve oxidation ditch aeration.
- Repaired sewer line leak on Belvedere Street.
- Continued to Invest 1% new taxation in asset management.
- Replaced dehumidifiers at Arena.
- Replaced compressor #3 at Arena.
- Adopted a new Stormwater Protection and Drainage Regulation Bylaw.

Recreation, Public Spaces, and Programs

- Constructed and commissioned Phase 1 of new spray park.
- Planted new shade trees at Barnes Park through the BC Hydro/Tree Canada Community Tree Planting Program and the Enderby Early Years Committee.
- Organized the 5th Annual Our Enderby Clean-Up Challenge.
- Improved deck and change room floors at Enderby Lions Pool.
- Repainted basin at Enderby Lions Pool.
- Replaced tractor/mower for ball diamond and park maintenance.
- Purchased new rock picker equipment to improve infields at Riverside Ball Diamonds.
- Worked with local artists and students to design and install new heritage style street banners to celebrate the 150th anniversary of Confederation.
- Adopted smoking prohibitions in proximity to playgrounds to supplement the Provincial regulations.

Social Health, Affordable Housing, Food Security, and Public Safety

- Supported construction of Phase 2 of the Memorial Terrace seniors' housing development.
- Adopted zoning regulations to permit carriage house to promote affordable housing.
- Continued to provide space and support for Harvest Hut.
- Continued to host interagency meetings of social support providers.
- Purchased new self contained breathing apparatuses for the Fire Department.
- Initiated an update to the Community Wildfire Protection Plan.

General and Operational

- Completed wastewater treatment process optimization and documentation.
- Implemented Emergency Management Program.

4. Declaration and Identification of Disqualified Council Members

None.

5. Annual Development Cost Charges Report

| | Balance Dec 31/16 | Received In 2017 | Interest Earned In 2017 | Expended in 2017 | Balance Dec 31/2017 |
|--------------|----------------------|---------------------|-------------------------------|---------------------|------------------------|
| Sewer | 89,919 | 13,514 | 1,638 | | 105,071 |
| Water | 322,075 | 12,635 | 5,634 | | 340,344 |
| Storm Sewer | 0 | 0 | 0 | | 0 |
| Roads/Curbs | 141,236 | 0 | 2,434 | | 143,670 |
| Total | 553,230 | 26,149 | 9,706 | 0 | 589,085 |

6. Off-Street Parking Reserve Fund for 2017

There are currently no funds in this reserve.

7. Objectives and Progress Measures for 2018

This section describes objectives and progress measures for 2018.

Conservation and Green Energy

- Continue to operate the biomass heating system at the City's public works yard which provides clean, sustainable heat to the public works building and dog pound.

Infrastructure and Asset Management

- Complete Phase 2 construction of Salmon Arm Drive.
- Purchase a new plow truck sander.
- Purchase a new aeration blower and second dissolved oxygen probe to enhance wastewater treatment.
- Update the City's Subdivision Servicing and Development Bylaw.
- Replace shingle portion of failing roof on City Hall.
- Complete works to delete the Princess Street lift station.
- Upgrade refrigeration plant at the Enderby Arena and Curling Rink.
- Continue to Invest 1% new taxation in asset management.
- Purchase a new built-in back-up power system at the Meadow Crescent lift station to enhance emergency response.
- Purchase streaming current meter for water treatment plant.
- Replace control system for distribution pumps at water treatment plant and begin overhaul of first of three distribution pumps.
- Commence planning and grant applications for water treatment plant expansion.

Recreation, Public Spaces and Programs

- Complete Spray Park Phase 2 Installation.
- Organize the 6th Annual Our Enderby Clean-Up Challenge.
- Create an Enderby Cliffs interpretive application.
- Create a 20-year Cemetery land use plan.
- Test a solar-powered light solution along the Riverwalk.
- Plant new shade trees at Barnes Park through the BC Hydro/Tree Canada Community Tree Planting Program.

- Continue to deliver and implement new facility and parks programs to promote fitness and health.

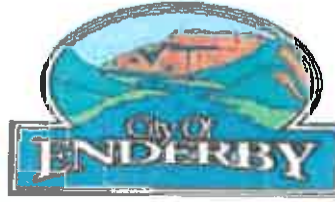
Social Health, Food Security, Housing, and Public Safety

- Continue to provide space and support to the Harvest Hut.
- Continue to host interagency meetings of social support providers.
- Continue to support construction of Phase 2 of the Memorial Terrace seniors' housing development.
- Complete the update to the Community Wildfire Protection Plan.
- Undertake an implementation planning process for implementing FireSmart programs.
- Purchase new turnout gear for firefighters.
- Continue Implementation of Emergency Management Program.

City of Enderby

2017

Statement of Financial Information



619 Cliff Avenue
P. O. Box 400
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The Corporation of the City of Enderby

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

Where the Shuswap Meets the Okanagan

Management Report

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

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

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

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

On behalf of the Corporation of the City of Enderby


Jennifer Bellamy
Chief Financial Officer



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The Corporation of the City of Enderby


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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

June 19, 2018
Date

JUNE 20, 2018
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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ROSSWORN HENDERSON LLP Chartered Professional Accountants

C.L. Henderson, BBA, CPA, CA, Partner*
D.W. Studnyk, CPA, CA, Partner*
N.R. Merrill, CPA, CMA, Partner*

* providing professional services through a corporation



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. These 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

Rossborn Henderson LLP is a Limited Liability Partnership registered in British Columbia.

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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) | 948,357 | 711,892 |
| Deposit - Municipal Finance Authority (Note 4) | 46,639 | 51,612 |
| Tax sale proceeds subject to redemption | | 70,825 |
| | <u>8,285,262</u> | <u>7,525,745</u> |
| 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) | <u>3,203,408</u> | <u>3,364,704</u> |
| | <u>5,130,739</u> | <u>4,741,514</u> |
| Net financial assets | <u>3,154,523</u> | <u>2,784,231</u> |
| Non-financial assets | | |
| Prepaid expenses | 33,685 | 62,830 |
| Tangible capital assets (Note 8) | <u>28,604,313</u> | <u>27,975,129</u> |
| | <u>\$ 31,792,521</u> | <u>\$ 30,822,190</u> |
| Accumulated surplus | <u>\$ 31,792,521</u> | <u>\$ 30,822,190</u> |
| 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 | <u>25,400,905</u> | <u>24,610,425</u> |
| | <u>\$ 31,792,521</u> | <u>\$ 30,822,190</u> |

Director of financial services



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

THE CORPORATION OF THE CITY OF ENDERBY

Consolidated Statement of Financial Activities

For the year ended December 31, 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 | 316,206 | 93,094 |
| Interest and penalties | 112,523 | 156,397 | 178,118 |
| Developer contributions | | | 443,154 |
| Recognition of restricted revenues | | | 4,800 |
| | <u>6,703,999</u> | <u>6,025,745</u> | <u>5,431,168</u> |
| 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 | 82,173 | 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 |
| | <u>3,770,432</u> | <u>5,063,647</u> | <u>4,596,248</u> |
| 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 | <u>\$ 2,952,567</u> | <u>\$ 970,331</u> | <u>\$ 731,345</u> |
| Consolidated fund balance, beginning of year | 30,822,190 | 30,822,190 | 30,090,845 |
| Consolidated fund balance, end of year | <u>\$ 33,774,757</u> | <u>\$ 31,792,521</u> | <u>\$ 30,822,190</u> |

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

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

For the year ended December 31, 2017

| | 2017 | 2016 |
|---|--------------|--------------|
| Annual surplus | \$ 970,331 | \$ 791,345 |
| 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 | (2,017,888) | (3,154,857) |
| Increase (decrease) in net financial assets | 370,292 | (1,257,077) |
| Net financial assets, beginning of year | 2,784,131 | 4,041,308 |
| 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 | (3,830,974) | (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 | <u>696,466</u> | <u>1,528,006</u> |
| 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 | (10,815) | 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 | | | | |
| Interest earned | 882 | 177,906 | 177,906 | 176,185 |
| | | 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 | 18,813 | (117,731) |
| Actuarial adjustments | 34,351 | 53,107 |
| Debt issued | | (467,000) |
| Amortization | (1,377,891) | (1,260,697) |
| Balance end of year | \$ 25,408,905 | \$ 24,610,425 |
| Represented by: | | |
| General | \$ 13,173,743 | \$ 14,398,787 |
| Water | 5,634,737 | 5,528,929 |
| Sewer | 4,592,425 | 4,682,709 |
| Balance end of year | \$ 25,408,905 | \$ 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 revenues.

Taxation revenues are recognized at the time of issuing property tax notices for the fiscal year. Sales 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

i. 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.

l. 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 | 690,824 | 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 |
| 1509 | Road upgrades | 16 | 3.150 | 175,766 | 189,510 |
| | | | | 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 | 2,631,323 | (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 | 15,321,722 | (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 | | | |
| | 31,689,860 | (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 insured.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted 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>3,530,681</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 | 99,880 | 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 | 233,950 | - |
| | 1,852,443 | 796,322 | 462,241 |
| Other | | | |
| Animal control | 30,817 | 44,000 | 19,232 |
| Cemetery | 82,978 | 96,888 | 38,798 |
| Fortune Parks | 740,517 | 790,517 | 719,080 |
| | 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 | 15,781 | 13,432 |
| Cemetery | 14,000 | 21,078 | 20,432 |
| Fire protection | 261,544 | 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 | 385,051 |
| 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 | 1,189,690 | 991,125 |
| Materials and supplies | 489,218 | 256,103 | 206,911 |
| Professional fees | 23,600 | 17,370 | 21,832 |
| Salaries and benefits | 1,296,936 | 1,403,793 | 1,247,396 |
| Training, travel and conferences | 63,165 | 51,169 | 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 includes mayor and council is to set bylaws and policies for the governance of the City in accordance with the Community Charter. The function of the Administration Department is to coordinate the operation of the municipality in accordance with policies set by Council. The Administration Department is responsible for functions such as personnel, organizational changes, employee review and training, manpower planning, strategic planning, information systems, GIS and records management. The mandate of the Finance Department is to achieve excellence in customer service through the efficient and effective use of technology and personal service. Also, to provide operational efficiency, financial planning and accountability through the application of sound accounting practices and internal control. The Finance Department is responsible for functions such as financial records reporting and safekeeping; investment of municipal funds; advice and guidance to Council and Administration on financial matters; financial planning and budget development and analysis; property tax and utility user fee notification and collection; accounts payable and receivable; payroll, pension and benefits administration; records maintenance of tickets, fines and other municipal business.

Protective services - Fire and animal control services

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

Public works services

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

Environmental health services

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

Community development services

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

Recreational and cultural services

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

Area F Services

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2017

14. 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 - Services

For the year ended December 31, 2017

Schedule 1

| | General revenue fund | | | | | | | | | |
|---|-----------------------------|---------------------|-------------------------|-------------------------------|-------------------|------------------------|-------------------|--------------------|-------------------|--------------|
| | General government services | Protective services | Transportation services | Environmental health services | Arvo P services | Other general services | Water supply | Senior services | Consultation | 2017 |
| Revenues | | | | | | | | | | |
| Taxation | \$ 1,431,462 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ 1,923,144 |
| Grants and subsidies | 219,905 | | 451,189 | | 999,779 | | 262,199 | 233,958 | | 1,904,031 |
| Sales of services | 105,000 | 397,594 | | 102,346 | 220,143 | | 484,659 | 515,425 | | 1,825,167 |
| Other revenue from own sources | 216,205 | | | | | | | | | 216,206 |
| Interest and penalties | 115,973 | | | | 5,581 | | 11,822 | 15,514 | | 156,397 |
| Developer contributions | | | | | | | | | | |
| Reclassified revenues recognized | | | | | | | | | | |
| | 2,088,546 | 397,594 | 451,189 | 102,346 | 1,225,503 | 7,507 | 992,638 | 760,422 | 6,025,748 | |
| 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 | | | | | | | | | |
| Maintenance | 39,581 | 112,850 | 283,082 | | 227,123 | | 10,446 | 26,094 | | 124,339 |
| Material and supplies | 68,759 | 10,610 | 5,175 | 366 | 97,505 | | 218,268 | 278,786 | | 1,159,690 |
| Professional fees | 16,858 | | | | 512 | | 7,538 | 65,952 | | 256,103 |
| Salaries and benefits | 453,650 | 139,834 | 178,492 | 2,904 | 318,718 | 3,258 | 167,193 | 139,744 | | 17,978 |
| Training, travel and conferences | 22,610 | 23,713 | 108 | | 1,749 | | 2,265 | 714 | | 1,403,793 |
| Transfers | (121,915) | | (38,410) | | 56,641 | | 69,116 | 49,447 | | 41,359 |
| | 771,983 | 496,190 | 1,048,457 | 100,686 | 952,974 | 98,511 | 797,621 | 797,225 | 5,063,647 | |
| Recess (deficiency) of revenue and expenses | 1,316,563 | (98,596) | (597,268) | 1,660 | 272,529 | (91,004) | 195,017 | (36,803) | 962,098 | |
| Gain 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 | Environment Health services | Area F Services | Other general services | Water supply | Sewer services | Consultation | 2016 |
| Revenues | | | | | | | | | | |
| Taxation | \$ 1,373,113 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ 1,854,514 |
| Grants and subsidies | 178,747 | | 445,659 | | 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 revenues from own sources | 93,094 | | | | | | | | 92,094 | 92,094 |
| Interest and penalties | 117,358 | | | | 4,248 | | 7,485 | 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 | | | | 5,104 | | | | 11,990 | 11,990 |
| Amortization | 58,046 | 81,407 | 526,721 | | 41,293 | | 321,409 | 231,821 | 1,260,697 | 1,260,697 |
| Contracted services | 83,196 | 15,459 | | 94,613 | 72,472 | 106,961 | 6,984 | 6,366 | 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 | 277,104 | | 204,962 | | 195,160 | 178,193 | 991,125 | 991,125 |
| Material and supplies | 26,131 | 4,857 | 6,255 | 394 | 98,216 | | 59,425 | 11,633 | 206,911 | 206,911 |
| Professional fees | 20,494 | | | | 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 | (118,504) | | (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 |
| | <u>1,053,028</u> | <u>53,306</u> | <u>119,169</u> | <u>1,225,503</u> | <u>997,946</u> |
| 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 |
| | <u>849,152</u> | <u>16,771</u> | <u>30,410</u> | <u>896,333</u> | <u>904,192</u> |
| 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 |
| | <u>35,822</u> | <u>6,248</u> | <u>14,571</u> | <u>56,641</u> | <u>48,250</u> |
| 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

| <u>Name</u> | <u>Position</u> | <u>Remuneration</u> | <u>Expenses</u> | <u>Total</u> |
|--|---------------------------|---------------------|-----------------|---------------|
| Tundra Baird | Councillor | 9,960 | 2,538 | 12,498 |
| Brad Case | Councillor | 9,840 | 3,139 | 12,979 |
| Rokanne Davyduke | Councillor | 9,540 | 2,626 | 12,166 |
| Denis Delisle | Electoral Area F Director | 250 | - | 250 |
| Herman Halvorson | Electoral Area F Director | 260 | - | 250 |
| Requel 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 Shihido | Councillor | 9,000 | - | 9,000 |
| Total Elected Official Remuneration | | 75,820 | 13,076 | 88,896 |

Employees

Employees with Remuneration Exceeding \$75,000

| <u>Name</u> | <u>Position</u> | <u>Remuneration</u> | <u>Expenses</u> | <u>Total</u> |
|--|------------------------------|---------------------|-----------------|------------------|
| 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 | 285,984 |
| CAPRI INSURANCE | 53,066 |
| CARO ANALYTICAL SERVICES (KELOWNA) | 26,372 |
| CORIX UTILITIES INC | 66,073 |
| CORIX WATER PRODUCTS LP | 55,987 |
| CORPORATION OF THE CITY OF VERNON | 32,106 |
| 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 | 307,865 |
| MOUNCE CONSTRUCTION | 89,182 |
| MOUNTAIN VIEW ELECTRIC LTD | 137,447 |
| MOUNTAIN SIDE EARTHWORKS LTD | 535,445 |
| MUNICIPAL PENSION PLAN | 75,912 |
| NORTH OKANAGAN COLUMBIA SHUSWAP REGIONAL HOSPITAL | 113,787 |
| 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 | 560,827 |
| ROCKY MOUNTAIN PHOENIX | 26,050 |
| SPLATSIN CONSTRUCTION & ENVIRONMENTAL SERVICES | 81,801 |
| SUMMER SCAPE DESIGNS | 71,133 |
| TIP-IT WASTE SOLUTIONS | 88,273 |
| 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 Comparison for Year/Month - Summary

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2018**

Month: **06**

| Folder Type | 2018 / 06 | | Building Value | 2017 / 06 | | Building Value | 2018 to 06 | | 2017 to 06 | | Building Value |
|------------------------------|----------------|--------------------|----------------|----------------|--------------------|----------------|----------------|--------------------|----------------|--------------------|----------------|
| | Permits Issued | Res. Units Created | | Permits Issued | Res. Units Created | | Permits Issued | Res. Units Created | Permits Issued | Res. Units Created | |
| ACCESSORY BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34,000 |
| AGRICULTURAL BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COMMERCIAL BUILDING | 0 | 0 | 0 | 1 | 0 | 4,800 | 0 | 0 | 1 | 0 | 4,800 |
| DEMOLITION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| END - ACCESSORY BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| END - COMMERCIAL BUILDING | 1 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| END - MODULAR HOME | 1 | 0 | 150,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| END - SINGLE FAMILY DWELLING | 1 | 1 | 3,318 | 0 | 0 | 0 | 0 | 1 | 1 | 150,000 | 0 |
| INDUSTRIAL BUILDING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 1,539,318 | 0 |
| INSTITUTIONAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MANUFACTURED HOME | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MODULAR HOME | 0 | 0 | 0 | 2 | 0 | 320,000 | 0 | 0 | 2 | 0 | 320,000 |
| MULTI FAMILY DWELLING | 0 | 0 | 0 | 2 | 0 | 7,404,000 | 0 | 0 | 3 | 0 | 7,964,000 |
| PLUMBING | 0 | 0 | 0 | 0 | 33 | 0 | 0 | 0 | 0 | 0 | 0 |
| POOL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RETAINING WALL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SIGN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SINGLE FAMILY DWELLING | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SOLID FUEL BURNING APPLIANC | 0 | 0 | 0 | 0 | 0 | 295,000 | 0 | 0 | 0 | 0 | 1,195,000 |

| Report Totals | 3 | 1 | 203,318 | 7 | 33 | 8,023,800 | 10 | 3 | 1,754,318 | 17 | 39 | 9,517,800 |
|---------------|---|---|---------|---|----|-----------|----|---|-----------|----|----|-----------|
|---------------|---|---|---------|---|----|-----------|----|---|-----------|----|----|-----------|

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS
 Type: ALL
 From Date: Jun 1, 2018 To Date: Jun 30, 2018

Area: CITY OF ENDERBY

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

END - COMMERCIAL BUILDING

| | | | | | | | | | |
|--------|----------------|--------|--------------|--|--------------|--|--|---|-----------|
| ALTCOM | BP024746 | ACTIVE | Jun 29, 2018 | | 509 MILL AVE | | | 0 | 50,000.00 |
| | 18-0199-END-BP | | | | | | | 0 | |
| | 208.0590.400 | | | | | | | | |

| | | | |
|---------------------------|-------------------|----------|------------------|
| Report Code Totals | Permits: 1 | 0 | 50,000.00 |
| Folder Type Totals | Permits: 1 | 0 | 50,000.00 |

RDNO Building Permits Issued by Date Range

Category: BUILDING PERMITS

Type: ALL

From Date: Jun 1, 2018 To Date: Jun 30, 2018

Area: CITY OF ENDERBY

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

END - MODULAR HOME

| | | | | | | | | | |
|--------|----------------|--------|-------------|--|-----|--|----------------|---|------------|
| NEWMOD | BP024789 | ACTIVE | Jun 4, 2018 | | 130 | | CLIFFVIEW LANE | 1 | 150,000.00 |
| | 18-0309-END-BP | | | | | | | 0 | |
| | 208.0621.020 | | | | | | | | |

| | | | |
|---------------------------|-------------------|----------|-------------------|
| Report Code Totals | Permits: 1 | 1 | 150,000.00 |
| Folder Type Totals | Permits: 1 | 1 | 150,000.00 |

RDNO Building Permits Issued by Date Range

Category: **BUILDING PERMITS**

Type: ALL
From Date: Jun 1, 2018 To Date: Jun 30, 2018

Area: **CITY OF ENDERBY**

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

END - SINGLE FAMILY DWELLING

| | | | | | | | | | |
|--------|----------------|--------|--------------|--|----|-----|------------|---|----------|
| ADDSFD | BP024817 | ACTIVE | Jun 22, 2018 | | 33 | 303 | REGENT AVE | 0 | 3,317.50 |
| | 18-0372-END-BP | | | | | | | 0 | |
| | 208.0544.033 | | | | | | | | |

| | | | |
|---------------------------|-------------------|----------|-------------------|
| Report Code Totals | Permits: 1 | 0 | 3,317.50 |
| Folder Type Totals | Permits: 1 | 0 | 3,317.50 |
| Report Totals | Permits: 3 | 1 | 203,317.50 |

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: July 12, 2018
Subject: Regional Housing Strategy Grant Application – Letter of Support

RECOMMENDATION

THAT Council provides a letter of support for the Regional District of North Okanagan’s application to the BC Rural Dividend for the development of a regional housing strategy.

BACKGROUND

Given the challenges associated with a lack of housing, the Regional District of North Okanagan is proposing to undertake a regional housing strategy. Correspondence is attached from RDNO’s Regional Projects Planning Manager describing the proposed initiative.

Housing strategies assess the needs of an area relative to a continuum of dwelling options that vary with barriers and income. This ranges from “non-market” housing options that require higher levels of government financial assistance through to “market” housing requiring minimal to no government financial assistance.



A regional housing strategy is critical given that the success of a particular type of housing is tied to factors such as proximity to particular services. As a result, a regional scope can help to ensure that there is a rational approach to fulfilling the needs and aspirations of people across the entire spectrum.

In addition, this strategy will support future initiatives by the City of Enderby in support of enhanced housing opportunities in accordance with its Official Community Plan. Specifically, the following objectives were identified in section 4.3 of the OCP:

Council has the following objectives for Housing:

- a. All residents of Enderby have access to quality affordable, attainable, and special needs housing.*
- b. There is a spectrum of housing choices throughout the community which meet the diverse housing needs of residents.*

Due to the reduced number of meetings scheduled during the summer, this matter is being advanced to obtain support in principle, subject to formal approval by the RDNO Board of Directors later in the week.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Tate Bengtson

From: Laura Frank [laura.frank@rdno.ca]
Sent: Thursday, July 12, 2018 11:43 AM
To: 'Tate Bengtson'
Subject: Regional Affordable Housing Strategy
Attachments: 180710_Regional_Housing_strategy_Sch_A.PDF

Hi Tate,

In follow up to our conversation please find attached the preliminary Scope of Work and Deliverables for a Regional Affordable Housing Strategy. As you are aware affordable housing is one of the greatest challenges we have in the North Okanagan so we are looking to develop a strategy that will identify both policy and on-the-ground recommendations / actions to address this issue. The participant communities include: City of Enderby, City of Armstrong, Township of Spallumcheen, District of Coldstream, Village of Lumby and five Electoral Areas. Staff have been in touch with the City of Vernon and the Social Planning Council, which is currently coordinating the evaluation and update of the city's Homelessness and Housing Strategy. It is proposed that the work that is to be undertaken in this process would parallel what the City of Vernon is doing in an effort to identify policies and actions that have a regional context and scope. The city of Vernon is not officially listed as a partner due to the grant application criteria that it be utilized for communities with a population of 25,000 or less. RDNO Planning Staff have reached out to both Splatsin and OKIB to determine if they would like to partner on this initiative.

The Regional Growth Management Advisory Committee passed the following resolution on June 21, 2018:

That staff be directed to apply for Federation of Canadian Municipalities Climate Change grants to facilitate policy discussions on Climate Change Adaptation as well as any available grant opportunities to pursue the development of a Regional Housing Strategy.

The BC Rural Dividend Program has been identified as a good funding opportunity however, the application deadline is July 31st (so unfortunately a quick turnaround time). A report and copy of the Scope of Work and Deliverables for a Regional Affordable Housing Strategy will be going forward to the Board of Directors on Wed July 18th, 2018 with the following recommendation:

That the Regional District North Okanagan authorize the submission of an application to the BC Rural Dividend program for \$115,000 for the development of a Regional Housing Strategy; and further,

That the Board of Directors support the Regional Housing Strategy project through its duration.

In order to strengthen the application we are looking for a letter of support from each participant community. I will send an e-mail to all CAO's after the July 18th BoD meeting providing confirmation that the BoD has supported this grant application.

If you have any questions before then feel free to give me a call.

Regards,
Laura

Laura Frank, MA, MCIP, RPP | Regional Planning Projects Manager | Regional District of North Okanagan | 9848
Aberdeen Road Coldstream BC V1B 2K9 |
P 250.550.3768 | F 250.550.3701 | Toll Free 1.855.650.3700 | E laura.frank@rdno.ca | W www.rdno.ca

RDNO REGIONAL HOUSING STRATEGY-SCOPE OF WORK

In support of the Regional Growth Strategy vision and to better understand regional housing issues and opportunities, RDNO is seeking support to prepare a *Regional Affordable Housing Strategy* (RAHS). The purpose of the RAHS is to identify housing needs and gaps (by community), recommend local government strategies to address housing issues, and identify preliminary opportunities to develop housing projects.

In addition, it is expected that key deliverables from this process will serve as key information sources to support local governments as well as non-profit housing societies with realizing potential housing project development opportunities such as funding applications to provincial and federal housing programs.

Communities within the geographic scope include Armstrong, Coldstream, Enderby, Lumby, Spallumcheen, and the five Electoral Areas. The City of Vernon is excluded as a partner due to the grant funding criteria and the fact that they are currently up-dating their Homelessness and Housing Strategy. The outcomes of their work will be analyzed and included in the final Regional Affordable Housing Strategy.

Scope of Work and Deliverables

1. Background Report (Housing Indicators) – 3 months

The purpose of Task 1 is to assemble and analyze key housing indicators that demonstrate current and anticipated housing needs and gaps using relevant statistical sources:

- Provide a regional housing contextual overview in relation to neighbouring or comparable regions and compare to the rest of the Province.
- Analyze housing indicators from a variety of sources (e.g. RDNO State of the Region report, State of the Basin report, Statistics Canada, CMHC, wait list data, etc.) to provide an overview of the region's housing situation. Where available, data is required at the regional level as well as each municipality and unincorporated area.
- Key Deliverable: Background Housing Report.

2. Community and Stakeholder Engagement – 3 months

The purpose of Task 2 is to engage with community stakeholders and the broader public to understand their observations, experiences and concerns related to housing:

- Prepare an Engagement and Communications Plan that outlines events and activities to engage community stakeholders and the broader public.
- Coordinate and facilitate engagement events and activities (e.g. focus groups, workshops etc.).
- Key Deliverable: Engagement Summary Report.

3. Regional Housing Needs Assessment – 1 month

Informed by the background Housing Indicators Report and community and stakeholder engagement, the purpose of Task 3 is to prepare a clear and concise Housing Needs Assessment Report:

- Outline housing needs and gaps in the region. Where possible, identify needs and gaps at the regional level as well as each municipality and unincorporated area.
- Identify priority population groups in need of housing (e.g. seniors, families, at-risk groups, etc).
- To the extent possible, provide a high-level estimate of the number of affordable housing units needed in each community to address housing needs and gaps.
- Key Deliverable: Regional Housing Needs Assessment Report.

4. Regional Affordable Housing Strategy – 3 months

The purpose of Task 4 is to create a strategy to address the housing needs and gaps in the region (outlined in the Housing Needs Assessment Report):

- Review relevant policies and initiatives (i.e. RGS, Official Community Plans, etc.) and highlight their implications to the RAHS. Identify policy gaps and or policies/initiatives that fall short of addressing current and anticipated housing needs.
- Develop practical housing policy and strategic action recommendations to address policy gaps. Where possible, identify policy and strategic actions at the regional level as well as specific to each municipality and unincorporated area. Ensure policy and strategic action recommendations are related to demonstrated need.
- Prioritize policy and strategic action recommendations.
- Prepare an implementation framework to guide decisions, with an actionable timeline that considers local government capacity and the varying complexity of each recommendation.
- Key Deliverable: Regional Affordable Housing Strategy.

5. Housing Project Analysis – 2 months

The purpose of Task 5 is to take immediate action on implementation by identifying preliminary opportunities to develop housing projects:

- Prepare up to six (6) high-level concept plans for potential housing development projects in the region.
- High-level concept plans should include: target population (related to demonstrated need), unit types, rent ranges, capital and operating budget, and 10-year cash flow. Demonstrate how the high-level concept plans align with provincial housing programs.
- Preliminary site drawings and/or architectural drawings are not expected at this stage.
- Key Deliverable: Up to six (6) high-level Housing Project Analysis Briefs.

Schedule A

Summary of Key Deliverables:

1. Background Report (Housing Indicators).
2. Engagement Summary Report.
3. Regional Housing Needs Assessment Report.
4. Regional Affordable Housing Strategy.
5. Housing Project Analysis Briefs (up to 6).

Timeline

It is anticipated that the full scope of work will take approximately 12 months to complete upon commencement, subject to internal review of deliverables.

| TASK | TIME PERIOD |
|---|--------------------|
| 1. Background Report (Housing Indicators) | 3 months |
| 2. Community and Stakeholder Engagement | 3 months |
| 3. Regional Housing Needs Assessment | 1 month |
| 4. Regional Affordable Housing Strategy | 3 months |
| 5. Housing Project Analysis | 2 months |

Budget

The total budget to realize the full scope of work is \$115,000. A summary of budget by task is outlined below:

| TASK | ALLOCATED BUDGET |
|---|-------------------------|
| 1. Background Report (Housing Indicators) | \$25,000 |
| 2. Community and Stakeholder Engagement | \$25,000 |
| 3. Regional Housing Needs Assessment | \$10,000 |
| 4. Regional Affordable Housing Strategy | \$30,000 |
| 5. Housing Project Analysis (5) | \$25,000 |
| TOTAL: | \$115,000 |

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: July 12, 2018
Subject: UBCM 2018 Provincial Meeting Requests and Attendance

RECOMMENDATION

THAT Council identifies the Provincial ministries, agencies, commissions, or corporations for which it wishes to request a meeting at the Union of British Columbia Municipalities (UBCM) conference in 2018;

AND THAT Council indicates any meeting topics for which it wishes staff to prepare an information brief prior to UBCM;

AND FURTHER THAT Council confirms which members are planning to attend the UBCM conference in 2018.

BACKGROUND

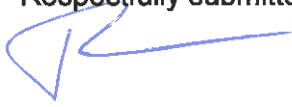
The Union of British Columbia Municipalities (UBCM) conference will be hosted in Whistler, BC from September 10-14. The theme is *Communication, Collaboration, Cooperation*. At UBCM, local government elected officials have an opportunity to request meetings with Provincial ministries, agencies, commissions, and corporations.

The deadline for submitting meeting requests for most Provincial officials is July 27, 2018. If Council wishes to request a meeting on a particular topic but is unsure of the responsible Provincial unit, Staff will contact UBCM to confirm the most appropriate person. Staff will research and prepare information briefs for any topic upon request.

Staff are recommending to Council that it requests a meeting with the Ministry of Transportation and Infrastructure to gain an update on progress regarding ride-sharing. Council's prior policy on ride-sharing was endorsed by UBCM in 2017 (the policy and the Provincial response are attached to this memorandum). Since that time, Council has had the opportunity to present to a Provincial select committee on ride-sharing on the need to craft legislation that will help establish this service in rural and remote communities. As the enabling legislation for ride-sharing is still forthcoming, it would be worthwhile to gain an update from the Minister about how Council's policy position may be incorporated.

As well, at the June 18, 2018 meeting, Councillor Shishido had suggested that a UBCM meeting with the Ministry of Children and Families may be necessary in light of proposed changes to the delivery of the "Early Years" program that may affect local decision-making.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

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

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

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

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

RESPONSE: Ministry of Transportation and Infrastructure

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

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

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

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

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

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: July 13, 2018
Subject: Hotel Development at 600 Railway Street

RECOMMENDATION

THAT Council directs Staff to prepare an amendment to Official Community Plan Bylaw No. 1549, 2014 to include a policy statement supporting 600 Railway Street as a potential location for a hotel development;

AND THAT Council directs Staff to send a letter to the owner of 600 Railway Street describing existing Zoning, Official Community Plan, and Integrated Community Sustainability Plan policies pertinent to a potential hotel development.

BACKGROUND

It has come to the City's attention that the owner of 600 Railway Street (3 separate parcels) is interested in selling part of the property for redevelopment to a hotel use.

The 2.43 acre property is zoned and designated as Highway and Tourist Commercial (C.2), which includes hotels as a permitted use. The property is located adjacent to the Shuswap River and Jim Watt Heritage Riverwalk, and is in close proximity to downtown businesses and the Splatsin Community Centre.

It is recommended that Council direct Staff to prepare an amendment to Official Community Plan Bylaw No. 1549, 2014 to include a policy statement supporting 600 Railway Street as a potential location for a hotel development; this is generally consistent with the following broad objectives currently in the Official Community Plan (OCP):

- Economic Development - 5.2.d.vi - Enderby has an appropriate supply of accommodation which throughout the year meets the needs of the tourist population within the community; and
- Parks and Recreation - 17.2.h - There is sufficient accommodation within the community to meet the needs of visitors who come to Enderby to enjoy the recreational opportunities that the community has to offer.

As with any amendment to the OCP, it would need to go through consultation to external agencies and a public hearing prior to adoption. It should be noted that the OCP as it exists today and the current

Zoning Bylaw already allow for a hotel use at this location, so the proposed amendment is mainly intended to express the policy with a greater degree of specificity.

In addition to amending the OCP to provide broad support at the policy level, it is recommended that Council direct Staff to send a letter to the property owner describing existing Zoning, OCP, and Integrated Community Sustainability Plan policies pertinent to a potential hotel development.

Respectfully Submitted,



Kurt Inglis

Planner and Deputy Corporate Officer