



REGULAR MEETING OF COUNCIL

AGENDA

DATE: September 17, 2018
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

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

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

James Kay, Aspen Lands – Economic Development Project Update

Enderby & District Chamber of Commerce

5. DEVELOPMENT MATTERS

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

7. BYLAWS

[Permissive Tax Exemption Bylaw No. 1662, 2018](#) – 1st, 2nd and 3^d readings

Page 5

A bylaw to exempt certain properties from taxation for the year 2019

[Public Spaces Amendment Bylaw No. 1661, 2018](#) – adoption

Page 8

A bylaw to amend the City of Enderby Public Spaces Bylaw No. 1604, 2016

8. REPORTS

Mayor and Council

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

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9. NEW BUSINESS

[Permissive Tax Exemption Policy](#)

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Memo from Chief Financial Officer dated August 24, 2018

[Asset Management Policy](#)

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Memo from Chief Financial Officer dated September 7, 2018

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

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

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

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

Present: Mayor Greg McCune
Councillor Tundra Baird
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 – Laurel Grimm
The Press and Public

APPROVAL OF AGENDA

The following was added to the agenda under Petitions and Delegations:

- Enderby and District Chamber of Commerce – Verbal update by Earl Shipmaker.

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

CARRIED

ADOPTION OF MINUTES

Regular Meeting Minutes of August 13, 2018

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the minutes of the regular meeting of August 13, 2018 be adopted as circulated.

CARRIED

Public Hearing Report- Amendment Bylaw No. 1659, 2018

Moved by Councillor Schreiner, seconded by Councillor Davyduke that the Public Hearing report for Amendment Bylaw No. 1659, 2018 be adopted as circulated.

CARRIED

PUBLIC AND STATUTORY HEARINGS

The regular meeting gave way to a public hearing at 4:31 p.m.

There were no persons who wished to speak at the public hearing, which was then closed.

The regular meeting re-convened at 4:32 p.m.

PETITIONS AND DELEGATIONS

Enderby and District Chamber of Commerce – Verbal update by Earl Shipmaker.

Chamber of Commerce Highlights:

- New website has been completed. Please view at <https://www.enderbychamber.com/>
- Welcome packages for new businesses
- Working on a business showcase for next spring

Councillor Shishido entered the room (4:35 p.m.)

- Building a business registry
- Will continue with business excellence awards this year. Would like to recognize businesses that are succeeding financially
- Arts and Music festival update
- Repaint floors and new cedar mats in washrooms next year
- Winter tourism brainstorming
- Special events committee planning a Christmas event
- Update on financials
- Only 1 day of sick leave used by staff

Councillor Shishido requested clarification on staff roles.

- Next board meeting Friday, September 14, 2018.
- Small music festival is planned for Wednesday

DEVELOPMENT MATTERS

None

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

None

BYLAWS

3 Readings

[Public Spaces Amendment Bylaw No. 1661, 2018](#)

A bylaw to amend the Public Spaces Bylaw No. 1604, 2016

Moved by Councillor Davyduke, seconded by Councillor Knust that the Public Spaces Amendment Bylaw No. 1661, 2018 be given third reading this 4th day of September, 2018.

CARRIED

3rd Reading and Adoption

[Official Community Plan Amendment Bylaw No. 1660, 2018](#)

A bylaw to amend Official Community Plan Bylaw No. 1549, 2014

Councillor Knust asked whether we received any response from M.V.Beattie Elementary School. Correspondence to be sent to Trustee McKay regarding current growth at our schools and plans for expansion.

Staff to book a UBCM meeting with the Ministry of Education.

Moved by Councillor Shishido, seconded by Councillor Baird that the Official Community Plan Amendment Bylaw No. 1660, 2018 be given third reading and adoption this 4th day of September, 2018.

CARRIED

Adoption

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

A bylaw to amend the Zoning Bylaw No. 1550, 2014

Moved by Councillor Baird, seconded by Councillor Schreiner that the Zoning Amendment Bylaw No. 1659, 2018 be adopted this 4th day of September, 2018.

CARRIED

REPORTS

Councillor Davyduke

- Good work on the Friday Night Lights and Councillor Schreiner's vision for the event.

Councillor Shishido

- Great feedback from Friday Night Lights. Was a very good impression.

NEW BUSINESS

[Community Heritage Register – Civic Buildings](#)

Memo from Planner and Deputy Corporate Officer dated August 29, 2018

Moved by Councillor Schreiner, seconded by Councillor Shishido that Council supports the development of a Community Heritage Register for civic buildings within the City of Enderby with heritage value, with the Drill Hall and City Hall to be the first buildings added to the registry.

CARRIED

[2019 Permissive Tax Exemptions](#)

Memo from Chief Financial Officer dated August 24, 2018

Moved by Councillor Schreiner, seconded by Councillor Davyduke that Council approves providing the properties as listed on Appendix "A" with a permissive tax exemption for 2019.

CARRIED

[Community Emergency Preparedness Fund – Emergency Social Services](#)

Memo from Planner and Deputy Corporate Officer dated August 29, 2018

Moved by Councillor Baird, seconded by Councillor Davyduke that Council directs Staff to submit an application under the *Emergency Social Services Funding* stream of the Community Emergency

Preparedness Fund in order to fund the recruitment and training of Emergency Social Services volunteers, the development of an Emergency Social Services Strategic Plan, and the purchase of key pieces of equipment necessary for the delivery of Emergency Social Services.

CARRIED

[Community Emergency Preparedness Fund – Evacuation Route Planning](#)

Memo from Planner and Deputy Corporate Officer dated August 29, 2018

Moved by Councillor Shishido, seconded by Councillor Knust that Council directs Staff to submit an application under the *Evacuation Route Planning* stream of the Community Emergency Preparedness Fund in order to undertake an Evacuation Planning Process;

AND THAT Council invites Splantsin to be a collaborative partner in the City's grant application, which would broaden the Evacuation Planning process to encompass both communities.

CARRIED

[Green Communities Correspondence](#)

Letter dated August 15, 2018

Moved by Councillor Baird, seconded by Councillor Knust that the correspondence be received for filing.

PUBLIC QUESTION PERIOD

No questions from the Public.

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, 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) (e), (j) and 90 (2) (b) of the *Community Charter*.

ADJOURNMENT

The regular meeting reconvened at 5:57 p.m.

[Cake Donation Request – Enderby Curling Club](#)

Moved by Councillor Knust, seconded by Councillor Baird that individuals of Council will donate their own personal funds of \$100 towards to purchase of a cake for the Enderby Curling Club Open house.

CARRIED

Moved by Councillor Baird, seconded by Councillor Knust that the regular meeting adjourn at 6:02 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1662

A bylaw of the Corporation of the City of Enderby to exempt certain properties from taxation for the year 2019.

WHEREAS Section 224 of the Community Charter provides that Council may by bylaw grant exemption from taxation of certain land or improvements or both;

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

- a. **Folio 208.0020.000** - Lot 1, Plan KAP67159, DL 150 [PID 024-819-310] [1104 Belvedere Street]. Registered Owner and Occupier - **Pioneer Place Society**.
- b. **Folio 208.0023.022** - Lot A, Plan KAP54361, DL 150 [PID 023-025-930] [606 Stanley Avenue]. Registered Owner and Occupier - **Enderby & District Senior Citizens Complex**.
- c. **Folio 208.0294.000** - Lot 3, Block 16, Plan KAP211A, DL 150, KDYD, Except Plan B5857 Lot 2, Block 16, Plan KAP211A, DL 150, KDYD [PID 012-594-059 & PID 012-594-067] [1101 George Street]. Registered Owner and Occupier - **Enderby & District Senior Citizens Complex**.
- d. **Folio 208.0607.007** - Lot 1, Plan KAP77756, DL 150, [PID 026-240-319] [708 Granville Avenue]. Registered Owner – **Provincial Rental Housing Corp.** Occupier – **Enderby Seniors Housing Society**. Phase 2 improvements to be 100% exempt only.
- e. **Folio 208.0590.500** - Lot 5, Plan KAP6406, DL 150 [PID 010-101-578] [507 Mill Avenue]. Registered Owner and Occupier - **Enderby Fraternal Hall Society**.
- f. **Folio 208.0017.000** - Lot 30, Plan KAP211, DL 150 [PID 012-454-842] [909 Belvedere Street]. Registered Owner and Occupier - **Royal Canadian Legion Branch #98**. Class 8 portion of property to be 100% exempt.
- g. **Folio 208.0298.000** - Lot 5, Block 16, Plan KAP211A, DL 150 [PID 005-363-195] [606 Regent Avenue]. Registered Owner and Occupier - **St Andrew's United Church – c/o Trustees**.
- h. **Folio 208.0018.000** - Lot 31, Plan KAP211, DL 150 [PID 005-363-187] [1110 Belvedere Street]. Registered Owner and Occupier - **St Andrew's United Church – c/o Trustees**.
- i. **Folio 208.0113.100** - Lot Z, Plan KAP211A [PID 012-591-904] [706 Mill Avenue]. Registered Owner and Occupier - **Enderby Evangelical Chapel**.

- j. **Folio 208.0358.004** - Lot 1, Plan KAP27530, DL 150 [PID 004-825-683] [602 Knight Avenue]. Registered Owner and Occupier – **Synod of the Diocese of Kootenay**.
- k. **Folio 208.0356.000** - Lot 2, Plan KAP20377, Section 26, Township 18, Range 9, Meridian W6 [PID 003-932-150] [608 Knight Avenue]. Registered Owner and Occupier – **Synod of the Diocese of Kootenay**.
- l. **Folio 208.0607.100** - Lot 1, Plan KAP10055, DL 150 [PID 009-593-764] [115 George Street]. Registered Owner and Occupier - **Trustees of the Enderby Congregation of Jehovah's Witnesses**.
- m. **Folio 208.0618.200** - Lot 1, Plan KAP12491, DL 150 [PID 009-422-323] [1406 George Street]. Registered Owner and Occupier - **Roman Catholic Bishop of Kamloops**.
- n. **Folio 208.0492.000** - Lot 1, Block 3, Plan KAP920, DL 150 [PID 009-974-148] [208 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby Drill Hall Committee** (Drill Hall).
- o. **Folio 208.0493.000** - Lot 2, Block 3, Plan KAP920, DL 150 [PID 009-974-164] [206 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby Drill Hall Committee** (Drill Hall Parking Lot).
- p. **Folio 208.0494.000** - Lot 3, Block 3, Plan KAP920, DL 150 [PID 009-974-083] [204 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier - **Enderby Drill Hall Committee** (Drill Hall Parking Lot).
- q. **Folio 208.0270.000** - Lot 2, Block 14, Plan KAP211A, DL 150, KDYD, REFERENCE POSTING PLAN KAP37747 Lot 3, Block 14, Plan KAP211A, DL 150, KDYD, EXCEPT THE EASTERLY 30.3 FEET THEREOF. REFERENCE POSTING PLAN KAP37747 [PID 012-593-877 & PID 012-593-842] [903 George Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby & District Community Museum Society**.
- r. **Folio 208.0602.000** - Lot 2, Plan KAP211B, DL 149, KDYD, EXC SHUSWAP AND OKANAGAN RAILWAY SRW AS SHOWN ON PL OF BELVEDERE Lot 3, Plan KAP211B, DL 149, KDYD, EXCEPT SHUSWAP AND OKANAGAN RAILWAY R/W AS SHOWN ON PLAN OF BELVEDERE [PID 012-826-901, PID 012-826-910 & PID 012-826-928] [700 Railway Street]. Registered Owner - **The Corporation of the City of Enderby**. Occupier – **Enderby & District Chamber of Commerce** (Information Centre).
- s. **Folio 208.0212.000** - Lot 9, Block 11, Plan KAP211A, DL 150 KDYD Lot 8, Block 11, Plan KAP211A, DL149-150, KDYD [PID 012-453-463 & PID 012-453-447] [703 Old Vernon Street]. Registered Owner and Occupier - **Seventh-day Adventist Church (BC Conference)**. 50% of the land to be exempt and 70% of improvements to be exempt.

2. The term of the exemptions shall be for one year and shall be reviewed on an annual basis.
3. This bylaw may be cited as the **“City of Enderby 2019 Tax Exemption Bylaw No. 1662, 2018”**.
4. **“City of Enderby 2018 Tax Exemption Bylaw No. 1641, 2017”** is hereby repealed.

READ A FIRST TIME this _____ day of September, 2018;

READ A SECOND TIME this _____ day of September, 2018;

READ A THIRD TIME this _____ day of September, 2018;

ADOPTED this _____ day of October, 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1661, 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. 1661, 2018".
2. Section 2 - DEFINITIONS AND INTERPRETATION of "City of Enderby Public Spaces Bylaw No. 1604, 2016" is hereby amended by replacing the definition of 'Public Space' as follows:

"Public Space" includes:

- i. an area of land, including a Highway or Park, or improvement on the land, in respect of which the City holds an interest so as to possess and control the land or improvement, which land or improvement is available for public use, access or both, and includes without limitation civic buildings, areas around civic buildings, and areas which are used, or may be used, as Highway or Park;
 - ii. unoccupied areas of Crown Land contiguous to a watercourse; and
 - iii. the former Canadian Pacific Railway corridor shown as 'Transportation Corridor' on Schedule 'H' of City of Enderby Zoning Bylaw No. 1550, 2014.
3. Section 3 - PROHIBITIONS of "City of Enderby Public Spaces Bylaw No. 1604, 2016" is hereby amended by including Section 3.3.a as follows:
 - 3.3.1 Waste receptacles shall not be used for the depositing of residential refuse unless explicitly marked for that purpose.

READ a FIRST time this day of , 2018.

READ a SECOND time this day of , 2018.

READ a THIRD time this day of , 2018.

ADOPTED this day of , 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY **Category:** BUILDING PERMITS **Year:** 2018 **Month:** 08

Folder Type	2018 / 08		2017 / 08		2018 to 08		2017 to 08	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	3	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	1	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	1,000	0	2	16,000	0	0
END - COMMERCIAL BUILDING	0	0	0	0	1	50,000	0	0
END - DEMOLITION	0	0	0	0	1	0	0	0
END - INDUSTRIAL BUILDING	1	0	200,000	0	1	200,000	0	0
END - MODULAR HOME	1	0	14,000	0	3	178,000	0	0
END - MULTI FAMILY DWELLING	1	2	300,000	0	2	302,000	0	0
END - SINGLE FAMILY DWELLING	2	1	35,000	0	10	1,584,318	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	1	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	3	36
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	10	4
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
Report Totals	6	3	550,000	0	20	2,330,318	18	40
								9,965,300

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

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

ALTACC	BP024921 18-0616-END-BP 208.7002.022	ACTIVE	Aug 24, 2018		2	130	CLIFFVIEW LANE	0 0	1,000.00
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Report Code Totals Permits: 1

Folder Type Totals Permits: 1

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

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

NEWIND	BP024892 18-0551-END-BP 208.0775.000	ACTIVE	Aug 9, 2018		335		BRICKYARD RD	0 0	200,000.00
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Report Code Totals Permits: 1 200,000.00

Folder Type Totals Permits: 1 200,000.00

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

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

ADDMOD	BP024885 18-0536-END-BP 208.7002.290	ACTIVE	Aug 2, 2018		29	130	CLIFFVIEW LANE	0 0	14,000.00
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Report Code Totals Permits: 1

Folder Type Totals Permits: 1

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

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

NEWMFD	BP024686 18-0057-END-BP 208.0630.102	ACTIVE	Aug 14, 2018		173		SALMON ARM DR	2 0	300,000.00
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Report Code Totals Permits: 1

2 300,000.00

Folder Type Totals Permits: 1

2 300,000.00

Category: BUILDING PERMITS

Type: ALL

Area: CITY OF ENDERBY

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

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
END - SINGLE FAMILY DWELLING									
ALTSFD	BP024934	ACTIVE	Aug 23, 2018		34		PRESTON CRES	1	20,000.00
	18-0643-END-BP							0	
	208.0449.592								
ALTSFD	BP024920	ACTIVE	Aug 24, 2018		129		BRICKYARD RD	0	15,000.00
	18-0615-END-BP							0	
	208.0513.005								
Report Code Totals								Permits: 2	35,000.00
Folder Type Totals								Permits: 2	35,000.00
Report Totals								Permits: 6	550,000.00

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Agenda

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 24, 2018
Subject: Permissive Tax Exemption Policy

RECOMMENDATION

THAT Council approves the attached proposed Permissive Tax Exemption Policy.

BACKGROUND

Attached is a proposed Permissive Tax Exemption (PTE) Policy for Council to review and approve, which would replace the current policy that was last updated in October 2008. The proposed policy has also been reviewed with the Finance Portfolio.

While most of the updates to the policy are minor, the policy does propose allowing exemptions to be approved for a period of up to four years. Applicants who are approved for a four-year exemption would be required to submit a full application complete with the requested financial documents for the first year of the four-year term. Only financial documents would be required for the remainder of the term. This would save resources for both the applicants and the City without compromising the review process. Council still has the ability to make any changes to the exemptions in subsequent years, such as adding or removing a recipient, through a bylaw amendment. Although Council has the authority to approve exemptions for up to ten years, a four-year period has been proposed to allow each Council to review and approve PTEs at the beginning of its own governing term.

The following is a summary of minor changes made:

- Removed references to Grants in Lieu as these are not applicable to PTEs.
- Removed the section on General Review Process - this section makes reference to conducting a referendum to gauge public opinion. This is not method that would typically be used for this process as the cost would outweigh the benefit.
- Other sections, including the application form, have been reorganized for readability.

PTEs approved by Council in the current year are applied in the subsequent year; hence if Council approves this policy it would be effective for applications received in 2019 for the 2020 taxation year.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Policy Title	PERMISSIVE TAX EXEMPTIONS
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<u>Effective Date:</u>	<u>Authorized By:</u> Mayor and Council	<u>Replaces:</u> Policy adopted by Council October 6, 2008
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PURPOSE

To provide guidance for applying, reviewing and approving permissive tax exemptions.

POLICY

The *Community Charter* provides Council with the ability to exempt property taxes on properties held by charitable, philanthropic, or other not for profit organizations where the property is used for purposes directly related to the organization. This allows Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. There is NO obligation on the part of Council to grant permissive tax exemptions.

All exemptions considered must be reviewed against the City's Financial Plan and its implication to the annual municipal levy. The total value of permissive tax exemptions granted are not to exceed 5% of the annual municipal levy.

ELIGIBILITY

1. Only organizations meeting the requirements of the *Community Charter* are eligible for a permissive tax exemption.
2. The Organization's use of the land and/or improvements must be used for public benefit to provide programs and/or activities consistent with Council's objective of enhancing quality of life and delivering services economically.
3. The exemption must be used to benefit the Organization directly and the cost savings attributed to the exemption cannot be turned over to another organization.
4. Applicants must submit the required documentation, completed in full, by July 31st of each year.

DURATION AND EXTENT OF EXEMPTION

1. Eligible applicants may be considered for tax exemptions exceeding one year and up to four years. All applicants must submit a full, completed application at the beginning of the term. For subsequent years in the term, only the documents as listed in Section 6 of the application and a statement describing how the Organization used the exemption savings needs to be submitted, along with any information as required by the City to perform its review.
2. If there is a change of use of the property that departs from the original application, the exemption will cease and the organization must submit a new application.

3. Council has the ability to exempt the land, improvement, or a portion thereof in order to comply with this policy and meet any financial objectives.
4. All applicants must review its property assessment notice annually. If the information on the property assessment is unreasonable, the applicant must make an appeal to B.C. Assessment.
5. Council has the ability to apply conditions to the applicant and/or property that must be met in order to receive an exemption.



PERMISSIVE TAX EXEMPTION APPLICATION

Name of Organization: _____

Mailing Address: _____

Civic Address: _____

Tax Folio Number: _____

Tax Year: _____

Contact Person: _____

Phone Number: _____

Email: _____

Fiscal Year End: _____

1. Group's Aims and Objectives:

2. Description of Services Provided to the Community:

3. Outline details of efforts made by your organization to work towards self-sufficiency:

6. Describe how the organization intends to direct the savings realized from the exemption:

7. Has your Group received grants from other Senior Governments (Provincial/Federal), Local Governments, Crown Agencies, etc in the past three (3) years?

Name of Contributors	Year	Amount Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Applications must be accompanied by the following information:

- Financial Statements of the previous fiscal year
- Budget for the current fiscal year with comparatives from the previous year
- List of current Directors
- Any additional information which you feel should be considered with the application

Please forward this application to:

CITY OF ENDERBY
BOX 400, 619 CLIFF AVENUE
ENDERBY, B.C.
V0E 1V0

ON BEHALF OF _____, I HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.

Dated this _____ day of _____, _____.

Authorized Signatory

Name & Position

Current Policy

City of Enderby

Policy – Permissive Tax Exemptions

Policy Title	PERMISSIVE TAX EXEMPTION
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Adopted: October 6, 2008	Authorized By: Mayor and Council Regular Meeting of	Replaces:
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PURPOSE: This policy is intended to provide guidance in the processing of applications for exemption from property taxes in section 224, 225, 226 of the *Community Charter*. A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. There is no obligation on the part of Council to grant exemptions.

POLICY: During the development of the Financial Plan, Council will review the estimated annual amount of revenue to be foregone by permissive tax exemptions for the following year. The value of permissive tax exemptions granted for public worship and non-profit organizations will not exceed approximately 5.00% of the annual municipal levy requisition.

PREAMBLE: The City of Enderby may support voluntary non-profit organizations within the limits set by the Annual Operating Budget in the following ways:

- a) By providing a **Permissive Tax Exemption** exempting properties from taxation under Division 7 – Permissive Exemptions of the *Community Charter* for non-profit organizations who provide land and/or improvements for public benefit, and are subject to annual review of property utilization by the public.

ELEGIBILITY REVIEWS

Notwithstanding the method and/or level of support given to any voluntary non-profit organization in any year under a) above, all organizations shall be subject to an annual eligibility review, which shall consist of a request for assistance in writing, answering questions 10 thru 17 of the original application.

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APPLICATION PARAMETERS:

The following regulations must be adhered to by non-profit organizations applying for direct or indirect financial assistance from the City:

1. Only Non-Profit Organizations meeting the requirements of Division 7 – Permissive Exemptions of the *Community Charter* are eligible for grants.
2. All grants must be applied for in writing using the Grant Application Form provided. First time applicants must complete the entire application. Subsequent applications will receive one reminder notice with a list of the questions to answer as outlined in the Application Review process.
3. A Revenue and Expenditure Budget Statement for the ensuing year must accompany all requests for grants. In specific instances, Council may require that the organization's records be audited.
4. Grants are subject to availability of funds in the City's annual budget.
 - a) Applications for Grants in Lieu of Taxes not received prior to the annual review of the Financial Plan may be set-aside until next year's budget discussions.
 - b) Requests for exemption of properties from taxation under Division 7 – Permissive Exemptions of the *Community Charter* must be submitted by July 1st of the preceding year.
5. All requests must outline details of efforts made by the non-profit organization to work towards self-sufficiency.
6. Organizations that propose to turn a portion of the grant received over to other organizations are not eligible.
7. All requests must provide aims and objectives to determine if there are overlaps with a similar agency or if a uniting of agencies for a similar purpose could occur. Such determination to be investigated by staff and recommended to the Finance Committee.
8. Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the City of Enderby will not be considered.

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APPLICATION REVIEW PROCESS:

1. The Finance Committee or the Council in Committee of the Whole will receive, review and evaluate all applications to determine whether the applicant meets the criteria and provides benefit to the citizens of Enderby. Sections 10 thru 17 of the application will form the basis of a decision. A summary of grants in lieu of taxes and permissive tax exemptions allowed in the previous year(s) will be included as information to the Committee.
2. The said Committee will recommend to Council the extent of assistance and identify constraints that should be placed on the funding.
3. Final approval on all applications will be confirmed by 2/3 majority of Council at a Regular Council Meeting.

GENERAL REVIEW PROCESS

- 1) Council may from time to time have informational referendums to gauge public opinion on the matter of providing permissive tax exemptions and/or grants to various organizations.
- 2) A general review of the policy may be undertaken:
 - a) If the financial situation of the municipality should materially change, or
 - b) If Council receives a petition that represents between 5% and 50% of eligible electors requesting such a review. Electors eligibility will be pursuant to the Local Government Act.
- 3) All previous resolutions and/or policies governing the matter of Permissive Tax Exemptions are hereby rescinded.

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PERMISSIVE TAX EXEMPTION APPLICATION FORM

1. Date: _____
2. Name of Group: _____
3. Mailing Address: _____
4. Civic Address: _____
5. Legal Description: _____
6. Tax Folio Number: _____ Tax Year: _____
7. Contact Person: _____
8. Phone Number: Fax Number _____
9. List of Executive/Board Members: _____

10. Group's Aims and Objectives: _____

11. Outline Services Provided to our Community: (letters of support would be helpful)

12. Outline details of efforts made by your organization to work towards self-sufficiency.

13. Is the function of your organization:

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- regional in nature? _____
- to serve Enderby and areas? _____
- to serve Enderby area only? _____

14. Has your Group received grants and/or tax exemptions from the City in the past two (2) years? _____ \$ _____ \$ _____

15. Has your Group ever been included in an informational referendum conducted by the City of Enderby? _____ No _____ Yes - What year? _____

16. Has your Group received support in any other form from the City of Enderby (including Parks and Recreation) i.e. Services in kind, Free Use of Facilities, etc.?

17. Has your Group received grants from other Senior Governments (Provincial/Federal), Local Governments, Crown Agencies, etc in the past three (3) years?

Name of Contributors	Year	Amount Received
_____	_____	_____

18. Applications must be accompanied by the following information:
- a) The Groups most recent Financial Statements
 - b) The Groups projected statement of Revenues and Expenditures for the upcoming fiscal period, together with comparatives for the current fiscal period.

Please forward this application to: CITY OF ENDERBY
BOX 400, 619 CLIFF AVENUE
ENDERBY, B.C.
V0E 1V0
ATTENTION: TREASURER

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Attach Any Additional Information, Which Would Assist In The Evaluation Of Your Request For Tax Exemption.

ON BEHALF OF THE GROUP, I/WE HEREBY DECLARE THAT ALL THE INFORMATION PRESENTED AND/OR PROVIDED WITH THIS APPLICATION IS TRUE AND CORRECT.

Dated at the City of Enderby, in the Province of British Columbia, the _____ day of _____, 20_____.

Signature

Name

Position

Telephone Fax

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: September 7, 2018
Subject: Asset Management Policy

RECOMMENDATION

THAT Council approves the attached Asset Management Policy.

BACKGROUND

The City has received grant approval for an Asset Management Policy and Condition Assessment Framework project under UBCM's Asset Management Planning Program. As an in-kind contribution to the project, the City is developing an Asset Management Policy.

Asset management is the practice of managing, financing, operating and replacing assets in a sustainable manner, taking into account the needs of current and future residents. Asset management policies articulate Council's commitment to asset management and contain broad principles to guide the decision making process and integrate asset management within the organization.

The value of the City's assets total over \$101 million. As Council is ultimately responsible for the stewardship of the City's assets, this policy provides for sustainable, cost-effective management of its assets.

The proposed policy meets the criteria outlined for asset management policies in the Asset Management Assessment Form put out by UBCM and the requirements of the Community Works Fund Agreement. Not only does the Community Works Fund have asset management stipulations included in the agreement, but grant applications are now requiring descriptions of the applicant's asset management program and progress in implementing the program, which includes a Council-adopted Asset Management Policy. Including the criteria outlined by UBCM in the policy will better position the City for future grant funding.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Policy Title	ASSET MANAGEMENT POLICY
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<u>Effective Date:</u>	<u>Adopted by:</u> Mayor and Council Regular meeting of	<u>Replaces:</u> N/A
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PURPOSE: To guide the decision making process related to asset management and confirm the City's commitment to asset management.

POLICY:

Asset Management is the practice of managing, financing, operating and replacing assets in a sustainable manner, taking into account the needs of current and future residents.

Council's vision and goal for the City is a safe, liveable, resilient, sustainable and economically vibrant community underpinned by well-managed and maintained infrastructure assets. These assets include but are not limited to efficient roadway networks, reliable drinking water systems, sanitary sewer and storm sewer systems, productive fleets and funtional parks, recreation and civic facilities.

This policy articulates Council's commitment to asset management and guides staff in its application. This policy also outlines how it is to be integrated within the organization in such a way that is coordinated, cost effective and organizationally sustainable. This policy is designed to demonstrate to the community that Council is exercising good stewardship in delivering affordable services while considering its responsibility to future residents.

Policy Statements

Asset Management helps preserve, protect and enhance the quality of life in the City by systematically managing the City's assets in an efficient, effective and sustainable manner. To accomplish this, the City will:

1. Maintain and manage infrastructure assets at sustainable levels to support public safety, community well-being and community goals.
2. Monitor standards and service levels to ensure they meet and support community and City goals and objectives.
3. Develop and maintain asset inventories of all its infrastructure.
4. Establish infrastructure replacement strategies through the use of full life-cycle costing principles.
5. Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
6. Plan for and provide stable long-term funding to replace, renew or decommission assets.
7. Incorporate asset management into its other corporate plans and documents where appropriate, including, but not limited to, master plans, official community plan, business plans, long term financial plan, and budget plans.

8. Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

Policy Principles, Guidelines and Integration

The City will endeavour to undertake the following:

- Make informed decisions associated with capital asset decisions, including additions and deletions, taking into account all revenues and costs (including operation, maintenance and replacement).
- Integrate corporate, financial, business, technical and budgetary planning for capital assets.
- Implement asset management strategies to extend the useful life of its assets where it is cost effective to do so.
- Consult with stakeholders where appropriate.
- Use available resources effectively.
- Manage assets to be sustainable.
- Minimize total life-cycle costs of assets.
- Determine and maintain the condition of assets and their expected service life.
- Consider environmental goals.
- Consider social and sustainability goals.
- Minimize risks to users and risks associated with failure.
- Pursue best practices where available.
- Report the performance of its asset management program.

Responsibilities

Actions	Responsibility
Adopt Asset Management Policy	Council
Monitor and review infrastructure standards and service levels.	Council and Administration
Develop and maintain infrastructure strategies and plans	Administration and Finance
Develop and maintain asset inventories	Administration and Finance
Assess infrastructure levels of service, performance and risk	Administration
Develop and maintain financial plans for the appropriate level of maintenance and replacement of assets	Finance
Report to citizens on status of the asset management program	Council

Review

This policy will be reviewed regularly by staff to ensure its relevance in terms of community needs and expectations, the City's goals and targets and statutory requirements.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: September 7, 2018
Subject: Proposed Date and Time for 2018 Business Walk

RECOMMENDATION

THAT Council confirms that Tuesday October 2, 2018 from 10:00 am - 12:00 pm is an acceptable date and time for the 2018 Business Walk;

AND THAT the Enderby & District Chamber of Commerce be advised of the date and time of the 2018 Business Walk and be invited to participate.

BACKGROUND

Enderby City Council, in cooperation with the Enderby & District Chamber of Commerce and Community Futures North Okanagan, undertook its third annual Business Walk on October 19, 2017. The intent of this Business Walk was to learn more about local businesses through face-to-face interviews and to identify opportunities for further supporting community economic development; the British Columbia Economic Development Association has identified Business Walks as a key way to support business retention and expansion.

In past years, Business Walks in the community have been scheduled to correspond with Small Business Week. Community Futures North Okanagan has advised that their availability during Small Business Week is extremely limited this year, and therefore Staff are recommending that this year's Business Walk be held on Tuesday October 2, 2018 from 10:00 am - 12:00 pm. Staff are requesting that Council confirm that this proposed date and time is acceptable.

Furthermore, Staff recommend that the Enderby & District Chamber of Commerce be advised of the date and time of the 2018 Business Walk and be invited to participate.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer