

**REGULAR MEETING OF COUNCIL  
AGENDA**

---

**DATE:** Tuesday, May 21, 2019  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

---

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting Minutes of May 6, 2019

P1

**3. PETITIONS AND DELEGATIONS**

Ministry of Transportation and Infrastructure

Update to Council on Highway 97A Enderby-Splatsin Transportation Plan

**4. DEVELOPMENT MATTERS**

0005-19-OR-END (Koenig)

P7

Legal: Lot 15, District Lot 150, Kamloops Division Yale District  
Plan: 200  
Address: 601 King Avenue, Enderby BC  
Applicant: Patrick and April Koenig

0003-19-ZTA-END

P21

Legal: Lot 1, Section 26, Township 18, Range 9, West of the 6<sup>th</sup> Meridian,  
Kamloops Division Yale District  
Plan: KAP90925 Except Strata Plan KAS3893 (Phase 1 & 2)  
Address: 173 Salmon Arm Drive, Enderby BC  
Applicant: David McDonald

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

**6. BYLAWS**

**7. REPORTS**

Mayor and Council

Verbal

Area F Director

Verbal

RDNO Building Permit Report - April

P35

**8. NEW BUSINESS**

<u>2018 Climate Action Revenue Incentive Program Public Report</u> Memo prepared by Planner and Deputy Corporate Officer dated May 13, 2019	P36
<u>Bylaw Enforcement Statistics for First Period of 2019 (Jan-Apr)</u> Memo prepared by Planner and Deputy Corporate Officer dated May 15, 2019	P57
<u>2018 Statement of Financial Information</u> Memo prepared by Chief Financial Officer dated May 9, 2019	P60
<u>Council Remuneration Policy – Technology Allowance</u> Memo prepared by Chief Financial Officer dated May 7, 2019	P94
<u>Notice on Title – 1908 George Street</u> Memo prepared by Chief Administrative Officer dated May 16, 2019	P96

**9. PUBLIC QUESTION PERIOD**

**10. CLOSED MEETING RESOLUTION**

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

**11. ADJOURNMENT**



Agenda

**CITY OF ENDERBY**  
**OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPLICATION**

File No: 0005-19-OR-END

May 16, 2019

---

**APPLICANT:** Patrick and April Koenig

**LEGAL DESCRIPTION:** LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200

**PID #:** 012-065-897

**LOCATION:** 601 King Avenue, Enderby BC

**PROPERTY SIZE:** 0.066 hectares (0.164 acres/663.3 square meters)

**PRESENT ZONING:** Service Commercial (C.4)

**PROPOSED ZONING:** Residential Single Family with Detached Suite (R.1-B)

**PRESENT O.C.P  
DESIGNATION:** Highway and Tourist Commercial

**PROPOSED O.C.P  
DESIGNATION:** Residential Low Density

**PROPOSED USE:** Single family dwelling with detached secondary suite

**RECOMMENDATION:**

THAT Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 which proposes to change the future land use designation of the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC from Highway and Tourist Commercial to Residential Low Density not be supported;

AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1681, 2019 which proposes to rezone the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone not be supported.

**ALTERNATE RECOMMENDATION:**

THAT Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 which proposes to change the future land use designation of the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC from Highway and Tourist Commercial to Residential Low Density be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 and in accordance with Section 477 of the Local Government Act, Bylaw No. 1680 be considered in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 in conjunction with the City's Financial Plan and Regional Solid Waste Management Plan, Bylaw No. 1680 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 as outlined in this Staff Report, be considered appropriate consultation for the purposes of Sections 475 and 476 of the Local Government Act;

AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1681, 2019 which proposes to rezone the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC from the Service Commercial (C.4) to the Residential Single Family with Detached Suite (R.1-B) zone be given First and Second Reading and forwarded to a Public Hearing.

**BACKGROUND:**

This report relates to a Joint Official Community Plan Amendment and Rezoning Application for the property located at 601 King Avenue. The applicants are proposing to rezone the property from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone and to change the Official Community Plan designation of the property from Highway and Tourist Commercial to Residential Low Density. The purpose of the Joint Official Community Plan Amendment and Rezoning application is to permit the development of a detached secondary suite to accompany the existing single family dwelling on the subject property; the single family dwelling is currently in a 'legally non-conforming' state, pursuant to the provisions of the Local Government Act, and a successful rezoning would also bring this property into conformance with the Zoning Bylaw.

Site Context

The 663.3 m<sup>2</sup> (0.164 acres) subject property is located on the north side of King Avenue. A single family dwelling, built in 1950, is located in the center of the property while an accessory residential building is located in the northwest corner of the property (see attached Schedule "A"). The property is flat with a driveway access off of King Avenue, along with a laneway access via the lane to the north of the property.

The zoning and OCP designations of the subject property and surrounding properties are as follows:

- Subject property - Zoned Service Commercial (C.4) and designated in the Official Community Plan (OCP) as Highway and Tourist Commercial
- North and west properties - Zoned Service Commercial (C.4) and designated in the OCP as Highway and Tourist Commercial
- Northeast property - Zoned Light Industrial (I.1) and designated as Light Industrial in the OCP
- East property - Zoned General Industrial (I.2) and designated as General Industrial in the OCP
- South property - Zoned Assembly, Civic and Public Service (S.1) and designated in the OCP as Existing Park

The following figure shows the zoning designations of the subject and surrounding properties:

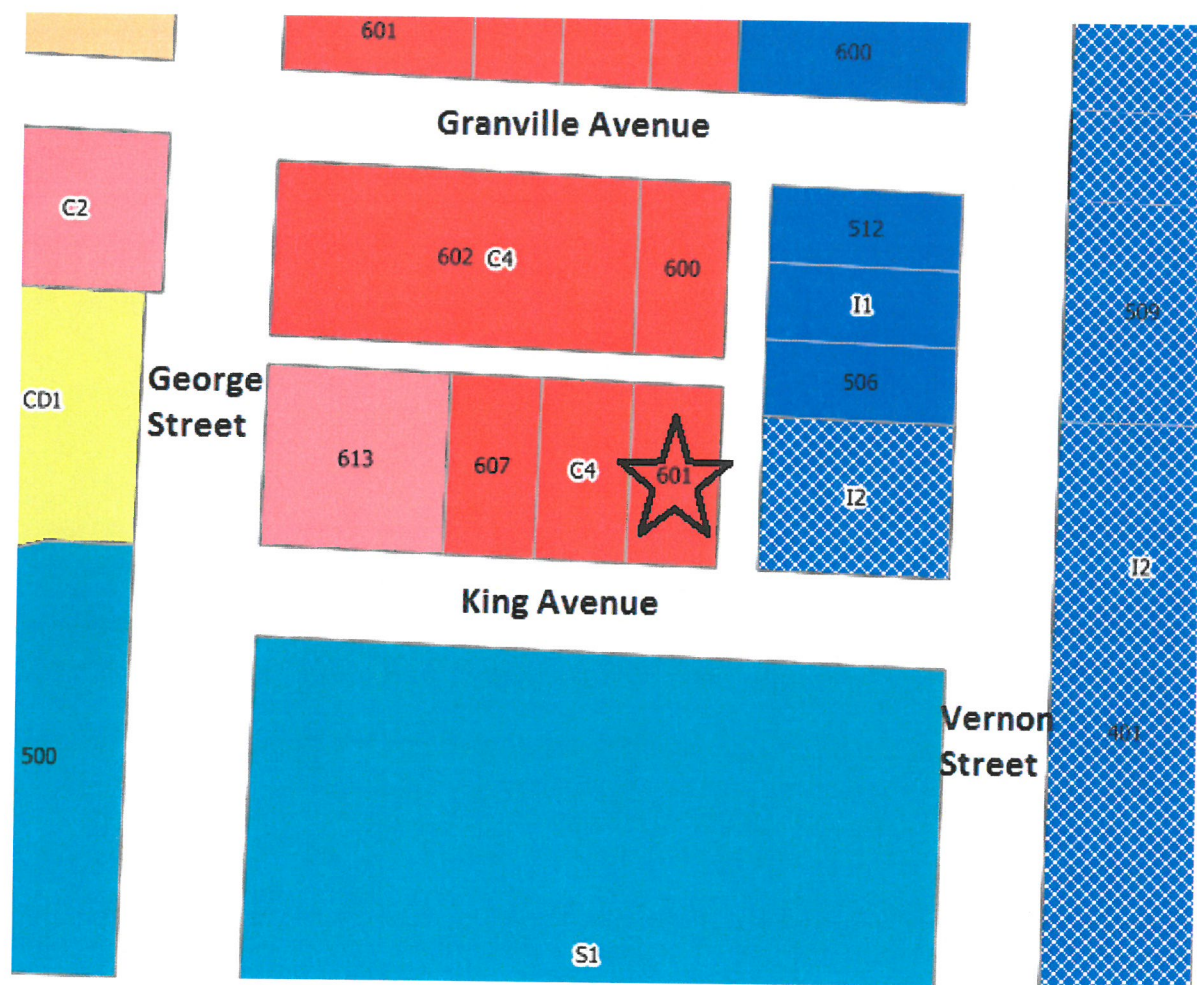


Figure 1: Zoning Map

Red - Service Commercial (C.4)  
 Blue - Light Industrial (I.1)  
 Blue w/ Hatching- General Industrial (I.2)  
 Teal - Assembly, Civic and Public Service (S.1)  
 Pink - Highway and Tourist Commercial (C.2)



The following orthophoto of the subject and surrounding properties was taken in 2011:



Figure 2: Orthophoto

### The Proposal

The applicants are proposing to rezone the property located at 601 King Avenue from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone and to change the Official Community Plan designation of the property from Highway and Tourist Commercial to Residential Low Density. The purpose of the Joint Official Community Plan Amendment and Rezoning application is to permit the development of a detached secondary suite to accompany the existing single family dwelling on the subject property; this single family dwelling is deemed 'legally non-conforming' pursuant to the *Local Government Act*, and a successful rezoning would bring this property into conformance with the Zoning Bylaw.

If the rezoning application is successful, the applicants have stated that they will either explore doing the necessary BC Building Code upgrades to convert the existing accessory residential building to a detached suite (which the Building Inspector has advised the applicants would be a significant undertaking), or removing the structure and constructing a new detached secondary suite.

### Legally Non-Conforming Status

The single family dwelling located on the property was constructed in 1950, at which point Zoning Bylaw No. 386, 1945 was in effect; Zoning Bylaw No. 386 did not identify zones for different land uses, and thus the single family dwelling was a permitted use when it was originally constructed. Zoning Bylaw No. 609 was subsequently adopted in 1966 at which point the subject property and surrounding properties on King Avenue and Granville Avenue were zoned as 'Commercial'; ultimately, the property was zoned to its current Service Commercial (C.4) zoning designation.

Given that the property's current zoning designation of Service Commercial (C.4) does not permit single family dwellings, but this use was permitted when the single family dwelling was originally constructed in 1950, the use is deemed 'legally non-conforming' (i.e. grandfathered) and is subject to the provisions contained in Division 14 of Part 14 of the *Local Government Act*. Under Division 14 of Part 14 of the *Local Government Act*, a legally non-conforming use is permitted to continue but is subject to a number of restrictions, including:

- Section 530 - Does not authorize the non-conforming use of land to be continued on a scale or to an extent or degree greater than that at the time of the adoption of the land use regulation bylaw.
- Section 531 - A structural alteration or addition must not be made in or to a building or other structure while a non-conforming use is continued in all or any part of it, unless i) required by enactment, ii) permitted by the Board of Variance, or iii) is done to a protected heritage property through a heritage alteration permit.
- Section 532 - If the building associated with a legally non-conforming use is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, the structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw.

\*NOTE: Sections 531 and 532 of the LGA mean that there is an 'expiration date' on a legally non-conforming uses, and that when a building associated with a legally non-conforming use reaches the end of its useful life, the property is to be redeveloped in a manner that is consistent with its base zoning designation.

### Development History

In 2016, it came to the City's attention that the applicants had converted the accessory residential building on the subject property into a detached suite. The City's Building Inspector inspected and confirmed that a conversion had taken place, and that these works were, i) contrary to the City's Zoning Bylaw, ii) contrary to Section 530 of the LGA (i.e. a detached suite would increase the intensity of the legally non-conforming residential use), and iii) completed without a Building Permit. The Inspector placed a Stop Work Order on the property and the owners were required to obtain a Building Permit to convert the suite back to an accessory residential building; furthermore, the applicants were advised that the accessory residential building could not be occupied for residential purposes given the reasons noted above.

In 2018, the City received a complaint that the accessory residential building on the subject property was being occupied for residential purposes. The City's Planner and Deputy Corporate Officer visited the site and observed the applicants occupying the building, and they verbally confirmed that they were living in the building and renting out the principal dwelling. The applicants were required to cease occupying the premises and are now seeking to change the OCP designation and rezone the property to permit a detached suite.

**ZONING BYLAW:**

The subject property is zoned Service Commercial (C.4); uses permitted within this zone include:

- Accessory buildings and structures
- Accommodation including one (1) dwelling unit for the owner, operator, or employee of the principal and permitted use
- Assembly and civic use
- Educational facilities and professional studios
- Office and commerce facilities
- Public service use
- Retail sales
- Service and repair
- Transportation facilities

Uses permitted within the proposed Residential Single Family with Detached Suite (R.1-B) zone include:

- Accessory residential
- Single family dwellings
- Attached secondary suites subject to the provisions of Section 602.a.12.a.
- Detached secondary suites subject to the provisions of Section 317
- Civic and public service use

Based on the site plan provided by the applicants (Schedule "A"), it is anticipated that the existing accessory residential building which is proposed for conversion to a detached suite would meet the R.1-B regulations related to:

- Minimum and maximum floor area for detached suites;
- Maximum lot coverage;
- Minimum lot area; and
- Minimum number of parking stalls

However, it is anticipated that if the applicants are successful in rezoning the property, and they wish to pursue converting the existing accessory residential building to a detached suite, they will be required to obtain variances, including to reduce the minimum side yard setback area and to permit a detached

suite to be located closer to the side lot line than the principal single family dwelling. In addition, the Building Inspector has advised the applicants that there will be significant works required to convert the accessory residential building to a detached suite in accordance with the requirements of the BC Building Code.

#### **OFFICIAL COMMUNITY PLAN:**

Policies contained within the Official Community Plan which apply to this development include:

- Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 5.3.b - Council will review land use bylaws and policy in support of mixed uses in commercial, industrial and growth areas aimed at strengthening the existing business sector and attracting new business and industry.
- Policy 5.3.c - Council will work with the business community and stakeholders to promote a diverse local economy that provides the goods and services necessary to competitively meet local demand and attract visitors.
- Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.
- Policy 8.3.h - Council will support infill and redevelopment within the community.
- Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.
- Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

#### **REFERRAL COMMENTS:**

The subject application was referred to the City of Enderby Public Works Manager, Chief Financial Officer, Building Inspector, Fire Chief, Manager of Regional Engineering Services, and the Ministry of Transportation and Infrastructure.

The following comments were received in response to the referral:



Fire Chief

*"I have no concerns for this Amendment/Rezoning Application."*

Chief Financial Officer

*"I have no concerns with this application and its impact on the City's Financial Plan."*

District Development Technician - Ministry of Transportation and Infrastructure

*Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act. Please send me a copy of the bylaw, after third reading, for endorsement.*

No other comments were received in response to the referral.

**PLANNING ANALYSIS:**

The City of Enderby Planner has a number of concerns related to the application to rezone the property from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone and to change the Official Community Plan designation of the property from Highway and Tourist Commercial to Residential Low Density, and is recommending that the proposed bylaws not be given First Reading for the following reasons:

- The subject property is well suited to a commercial land use given its close proximity to the downtown and the Highway 97A corridor;
- The subject property will be a prime candidate for commercial redevelopment in the future if highway upgrades involves a north/south couplet, which Council has supported in the OCP, given that it would potentially be located directly between the north-bound and south-bound couplets;
- Commercial development provides numerous benefits to the community including local jobs, economic stimulus, and increased business assessment value which will help to reduce the taxation burden on residential development, and the City of Enderby does not have a large supply of lands that are available for commercial redevelopment;
- Given that the single family dwelling on the subject property is aging (i.e. approaching 70 years in age), and structural additions or alterations of the property are prohibited given its legally non-conforming status, the property has a high potential for commercial redevelopment;
- Should the property be rezoned, the property will no longer be deemed legally non-conforming and the applicants would be permitted to either, i) complete structural additions or alterations to the single family dwelling, or ii) redevelop the single family dwelling altogether; should either of these instances occur, it will greatly reduce the property's potential for commercial redevelopment (i.e. if a new single family dwelling is constructed on the property, it will likely be decades before a depreciation in improvement values, coupled with an increase in development pressures, triggers the redevelopment of the property from residential to commercial);



- Although mixed land use is a key principle of Smart Growth development (i.e. residential development within commercial areas), the subject property would not be able to support significant density and thus the benefits associated with a low density residential use within a commercial area are minimal;
- Rezoning the property would result in an 'island' of low density residential development within a future commercial/industrial area, which creates the potential for future land use conflicts given that the permitted uses in the surrounding Service Commercial (C.4), Light Industrial (I.1), and General Industrial (I.2) zones are more intensive in nature (i.e. vehicle service and repair, manufacturing, contractors for heavy construction, etc.) and thus are generally not well suited to mixed use;
- It is anticipated that the rezoning of the property and subsequent removal of its legally non-conforming status would set a precedent and trigger similar applications from neighbouring properties along King Avenue and Granville Avenue which are also legally non-conforming, which over time could significantly erode the community's future commercial land base.

## SUMMARY

This report relates to a Joint Official Community Plan Amendment and Rezoning Application for the property located at 601 King Avenue. The applicants are proposing to rezone the property from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone and to change the Official Community Plan designation of the property from Highway and Tourist Commercial to Residential Low Density. The purpose of the Joint Official Community Plan Amendment and Rezoning application is to permit the development of a detached secondary suite to accompany the existing single family dwelling on the subject property; the single family dwelling on the property is currently in a 'legally non-conforming' state pursuant to the *Local Government Act*.

The City of Enderby Planner is recommending that Council not support the application and that Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1681, 2019 **not** be supported.

---

**Prepared By:**

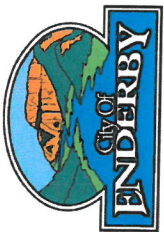


Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer



## City of Enderby Subject Property Map



Subject Property:  
601 King Avenue

File No.:  
0005-19-OR-END

PID:  
012-065-897





THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1680

A BYLAW TO AMEND THE CITY OF ENDERBY OFFICIAL COMMUNITY PLAN BYLAW NO.  
1549, 2014 AND AMENDMENTS THERETO

---

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Official Community Plan Bylaw No. 1549, 2014";

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 Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1680, 2019".
2. The future land use designation of the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC is hereby changed from Highway and Tourist Commercial to Residential Low Density.

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

Advertised on the day of , 2019 and the day of , 2019, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2019.

READ a THIRD time this day of , 2019.

ADOPTED this day of , 2019.

\_\_\_\_\_  
MAYOR

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

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1681

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

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 Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1681, 2019".
2. The zoning designation of the property legally described as LOT 15 DISTRICT LOT 150 KAMLOOPS DIVISION YALE DISTRICT PLAN 200, and located at 601 King Avenue, Enderby BC is hereby changed from the Service Commercial (C.4) zone to the Residential Single Family with Detached Suite (R.1-B) zone.

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

Advertised on the day of , 2019 and the day of , 2019, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2019.

READ a THIRD time this day of , 2019.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2019.

---

District Development Technician  
Ministry of Transportation and Infrastructure

ADOPTED this day of , 2019.

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER



# THE CORPORATION OF THE CITY OF ENDERBY

Agenda

## MEMO

To: Tate Bengtson, Chief Administrative Officer

From: Kurt Inglis, Planner and Deputy Corporate Officer

Date: May 14, 2019

Subject: 0003-19-ZTA-END (McDonald) - Third Reading and Adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679, 2019

---

### **RECOMMENDATION**

THAT upon consideration of input at the Public Hearing, Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679, 2019 be given Third Reading and Adoption;

AND THAT, should Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679 2019, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw and the applicant has registered a Section 219 Covenant on the title of the remainder lot (Phase 4) which states that the use of the property is limited to single family dwellings and accessory residential buildings, with the covenant to be discharged when the remainder lot (Phase 4) is consolidated with the adjacent strata development.

### **BACKGROUND**

This report relates to an application to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to reduce the minimum lot area for a two-family dwelling for the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2) and located at 173 Salmon Arm Drive, from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet). This reduction in minimum lot area for a two-family dwelling will not result in any additional units being developed on the site, but will facilitate an amendment to the applicant's *Form P - Phased Strata Plan Declaration* in order to convert the phasing of the strata development from 3 phases to 4; this would involve splitting Phase 3 into two smaller phases. Without the Zoning Text Amendment to reduce the minimum lot area for a two-family dwelling, the City's Subdivision Approving Officer cannot authorize an amendment to the aforementioned *Form P - Phased Strata Plan Declaration* to convert the phasing of the development, given that the proposed Phase 4 remainder parcel would not meet the Residential Multi-Family Medium Intensity (R.3) zone's minimum lot area for a two-family dwelling.

At the Regular Meeting of May 6, 2019, Council gave the associated Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679, 2019 First and Second Reading and forwarded it to a Public Hearing; the Public Hearing provides an opportunity for all persons who believe that their interest in property is affected by the bylaws to make public representation. Council also resolved that should it wish to adopt

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679, 2019, it be subject to the applicant registering a Section 219 Covenant on the title of the remainder lot (Phase 4) which states that the use of the property is limited to single family dwellings and accessory residential buildings, with the covenant to be discharged when the remainder lot (Phase 4) is consolidated with the adjacent strata development.

The Ministry of Transportation and Infrastructure has given preliminary approval to the application pursuant to Section 52(3)(a) of the *Transportation Act* and should Council give Third Reading to the proposed bylaws, the Bylaw would be advanced to the Ministry for final endorsement

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer



Agenda

**CITY OF ENDERBY**  
**ZONING TEXT AMENDMENT APPLICATION**

**File No.: 0003-19-ZTA-END**

**April 26, 2019**

---

<b>APPLICANT:</b>	David McDonald
<b>LEGAL DESCRIPTION:</b>	LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2)
<b>P.I.D #:</b>	028-280-806
<b>CIVIC ADDRESS:</b>	173 Salmon Arm Drive, Enderby BC
<b>PROPERTY SIZE:</b>	0.246 acres (0.01 hectares)
<b>ZONING:</b>	Residential Multi-Family Medium Intensity (R.3)
<b>O.C.P DESIGNATION:</b>	Residential Medium Density
<b>PROPOSAL:</b>	Amend the <i>Form P - Phased Strata Plan Declaration</i> associated with a phased strata development, in order to convert the phasing of the development from 3 phases to 4 phases
<b>PROPOSED TEXT AMENDMENT</b>	Reduce the minimum lot area for a two-family dwelling from 700 m <sup>2</sup> (7,535 square feet) to 399.6 m <sup>2</sup> (4,301 square feet)

**RECOMMENDATION:**

THAT Zoning Bylaw Amendment Bylaw No. 1679, 2019 which proposes to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to reduce the minimum lot area for a two-family dwelling for the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2) and located at 173 Salmon Arm Drive, from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet) be given First and Second Reading and forwarded to a Public Hearing;

AND THAT, should Council wish to adopt Zoning Bylaw Amendment Bylaw No. 1679, 2019, it be subject to the applicant registering a Section 219 Covenant on the title of the remainder lot (Phase 4) which states that the use of the property is limited to single family dwellings and accessory residential buildings, with the covenant to be discharged when the remainder lot (Phase 4) is consolidated with the adjacent strata development.

## BACKGROUND:

This report relates to an application to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to reduce the minimum lot area for a two-family dwelling for the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2) and located at 173 Salmon Arm Drive, from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet). This reduction in minimum lot area for a two-family dwelling will not result in any additional units being developed on the site, but will facilitate an amendment to the applicant's *Form P - Phased Strata Plan Declaration* in order to convert the phasing of the strata development from 3 phases to 4; this would involve splitting Phase 3 into two smaller phases, as shown on the attached Schedule "A". Without the Zoning Text Amendment which reduces the minimum lot area for a two-family dwelling, the City's Subdivision Approving Officer cannot authorize an amendment to the aforementioned *Form P - Phased Strata Plan Declaration* to convert the phasing of the development, given that the proposed Phase 4 remainder parcel would not meet the Residential Multi-Family Medium Intensity (R.3) zone's minimum lot area for a two-family dwelling.

### Site Context/Development History

The 0.246 acres (997.5 m<sup>2</sup>/0.01 hectare) subject property is located on the northern side of Salmon Arm Drive, which is identified in Schedule 'C' of the City's Official Community Plan as a 'municipal minor collector' road. The property slopes gently in a northeastern direction, away from Salmon Arm Drive.

The subject property is the remainder parcel of a three-phase, 10 unit strata development. The phasing of this strata development is scheduled as follows:

1. Phase 1: 1 x three-family dwelling - COMPLETE
2. Phase 2: 1 x three-family dwelling - COMPLETE
3. Phase 3 (subject property): 2 x two-family dwellings - UNDER CONSTRUCTION

Phases 1 and 2 of the development each involved the construction of a three-family dwelling, with these phases ultimately being consolidated with each other and forming a 6 unit strata development, Brielle View. The subject property is scheduled to see the construction of 2 x two-family dwellings (Phase 3), which when completed, would be consolidated with the existing 6 strata units and bring the development to its full build-out of 10 units. To date, only one of the two-family dwellings on the subject property (Phase 3) has been constructed.

It should be noted that when the applicant originally applied to strata subdivide the parent parcel, the City's Subdivision Approving Officer required a covenant to be registered on title which restricted buildings from being occupied until such time as that portion of the remainder parcel is consolidated with previous phases of the development; this covenant was intended to ensure that the strata subdivision was occurring in an efficient and strategic manner, and avoid a situation where the developer could 'leapfrog' phases (i.e. commencing construction on a subsequent phase without having completed construction on an earlier phase). Given this restrictive covenant, the applicant cannot obtain an occupancy permit for the two-family dwelling that has been constructed on the remainder parcel (Phase 3) until the second two-family dwelling is completed, and the parcel is consolidated with the previous phases.

The subject property and properties to the west and southwest are currently zoned Residential Multi-Family Medium Intensity (R.3) and are designated in the Official Community Plan as Residential Medium Density. The properties to the north, east, and south are zoned Residential Single Family (R.1-A) and are designated in the Official Community Plan as Residential Low Density, except for the property to the east which is also designated as Residential Medium Density.

The following map shows the Zoning designation of the subject and surrounding properties.

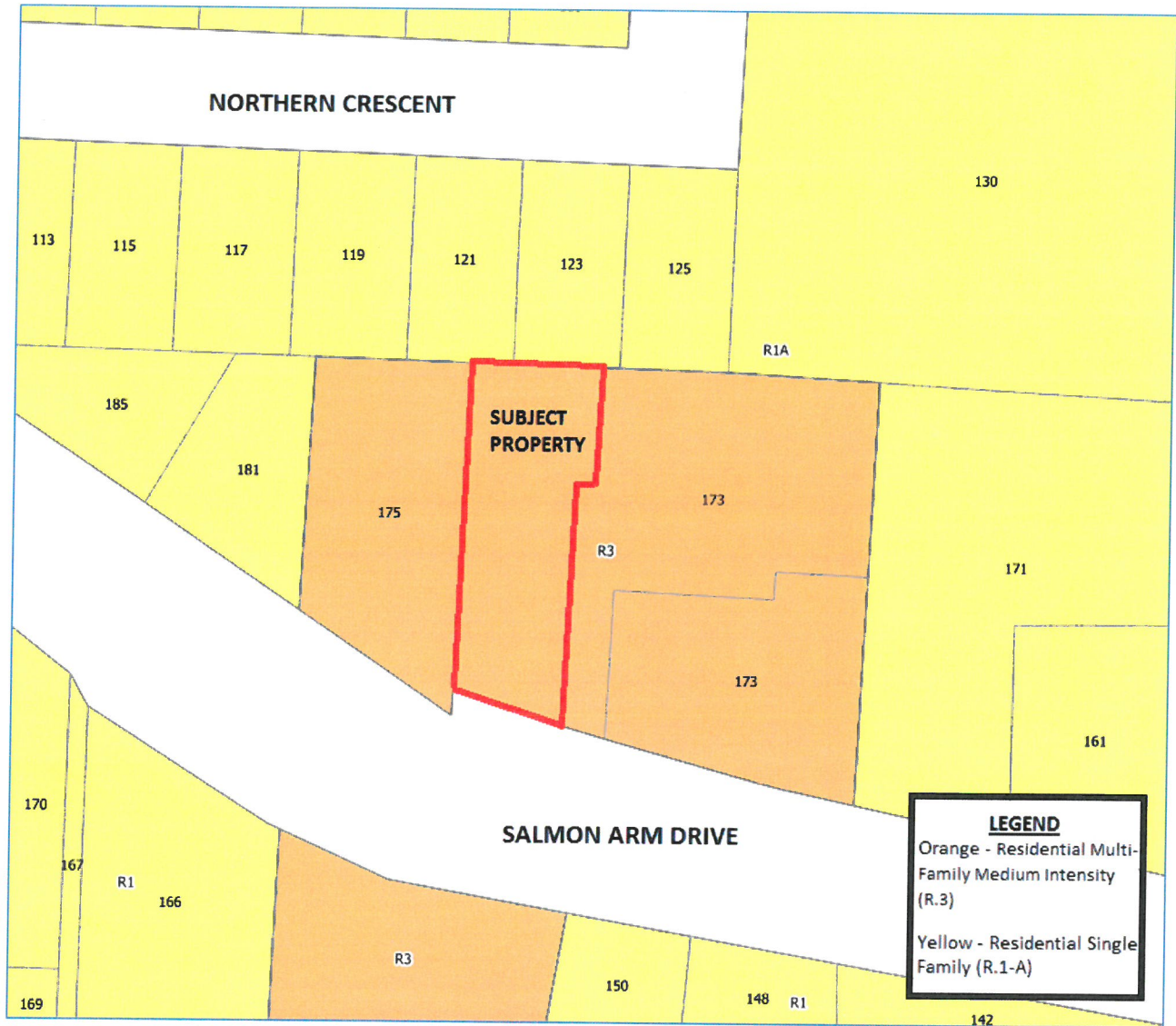


Figure 1: Zoning Map



The following orthophoto of the subject and surrounding properties was taken in 2011:



Figure 2: Orthophoto

### The Proposal

The applicant is proposing to amend the development's *Form P - Phased Strata Plan Declaration* to convert the phasing of the strata development from 3 phases to 4; this would involve splitting Phase 3 into two smaller phases, as shown on the attached Schedule "A". In order for the Subdivision Approving Officer to approve this amendment, the applicant must demonstrate that the proposed Phase 4 remainder parcel would meet the City of Enderby Zoning Bylaw requirements, once the proposed Phase 3 is consolidated with the previous phases. Given that the Phase 4 remainder parcel does not meet the

Residential Multi-Family Medium Intensity (R.3) zone's minimum lot area for a two-family dwelling, the applicant is proposing to amend the City of Enderby Zoning Bylaw to reduce the minimum lot area for a two-family dwelling from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet), which would in turn enable the Approving Officer to approve the proposed amendment to the *Form P - Phased Strata Plan Declaration*.

#### **ZONING BYLAW:**

The subject property is currently zoned Residential Multi-Family Medium Intensity (R.3); uses permitted within this zone include:

- Apartment and multi-family residential;
- Four family dwellings;
- Row housing;
- Three family dwellings;
- Adult retirement housing;
- Boarding lodging or rooming houses
- Convalescent, nursing, and personal care homes;
- Restricted agricultural use;
- Single family dwellings;
- Two family dwellings;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

#### **OFFICIAL COMMUNITY PLAN:**

The following policies from the City of Enderby Official Community Plan relate to this development:

Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.

Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.

Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.

Policy 8.3.h - Council will support infill and redevelopment within the community.

Policy 8.3.i - Council will employ Smart Growth principles in future development.

Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.

Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

#### **REFERRAL COMMENTS:**

The subject application was referred for comment to the City of Enderby Public Works Manager, Building Inspector, Fire Chief, Subdivision Approving Officer, and the Ministry of Transportation and Infrastructure.

The Fire Chief provided the following comments:

*"I have no concerns for this application."*

The Building Inspector provided the following comments:

*"No comment from building inspectors perspective."*

The District Development Technician with the Ministry of Transportation and Infrastructure provided the following comments:

*"We have reviewed this proposed application and the Ministry has no concerns."*

No other comments were received in response to the referral.

#### **PLANNING ANALYSIS:**

The City of Enderby Planner raises no objections to the applicant's request to amend the City of Enderby Zoning Bylaw to reduce the minimum lot area for a two-family dwelling for the subject property from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet), and recommends that Council supports the application for the following reasons:

- This reduction in minimum lot area for a two-family dwelling will not result in any additional units being developed on the site, and will only affect the timing of when the units are constructed and consolidated with the broader strata development;
- The reduction in minimum lot area will facilitate an additional phase to the development, which will provide additional flexibility to the developer (financing, reduction in level of risk, etc.);
- It is not anticipated that the reduction in minimum lot area for a two-family dwelling will have a negative impact on the use and enjoyment of the subject or neighbouring properties.

Notwithstanding the above, one scenario that the City must address as part of this application is if the developer is unable or unwilling to complete Phase 4 of the development, at which point the property could remain as a remainder lot that could be developed separately from the broader strata development.



In this scenario, although a two-family dwelling would be appropriate as part of the broader strata development, a two-family dwelling would not be appropriate as a standalone development on a 399.6 m<sup>2</sup> (4,301 square feet) lot, for the following reasons:

- A two-family dwelling that is part of a broader strata development would have access to communal areas such as guest parking and open space/green space, while a two-family dwelling on a 399.m<sup>2</sup> standalone lot would not; and
- Staff anticipate that it may not be possible for a two-family dwelling to be developed on a 399.m<sup>2</sup> lot in a manner that would meet bylaw requirements related to minimum setbacks, minimum parking standards, maximum lot coverage, etc., while maintaining a standard that fits within the character of the broader neighbourhood.

Given the above, the City of Enderby Planner recommends that the approval of the Zoning Text Amendment application be subject to the applicant registering a Section 219 restrictive covenant on title of the remainder parcel which requires the use of the property to be limited to single family dwellings and accessory residential buildings, with the covenant to be discharged when the remainder lot (Phase 4) is consolidated with the rest of the strata development.

## SUMMARY

This is an application to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to reduce the minimum lot area for a two-family dwelling for the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2) and located at 173 Salmon Arm Drive, from 700 m<sup>2</sup> (7,535 square feet) to 399.6 m<sup>2</sup> (4,301 square feet). This reduction in minimum lot area for a two-family dwelling will facilitate an amendment to the applicant's *Form P - Phased Strata Plan Declaration* to convert the phasing of the strata development from 3 phases to 4; this would involve splitting Phase 3 into two smaller phases, as shown on the attached Schedule "A".

It is recommended that Zoning Bylaw Amendment Bylaw No. 1679, 2019 be given First and Second Reading and forwarded to a Public Hearing.

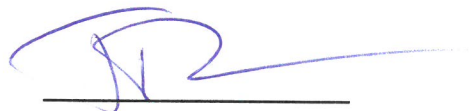
---

**Prepared By:**



Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

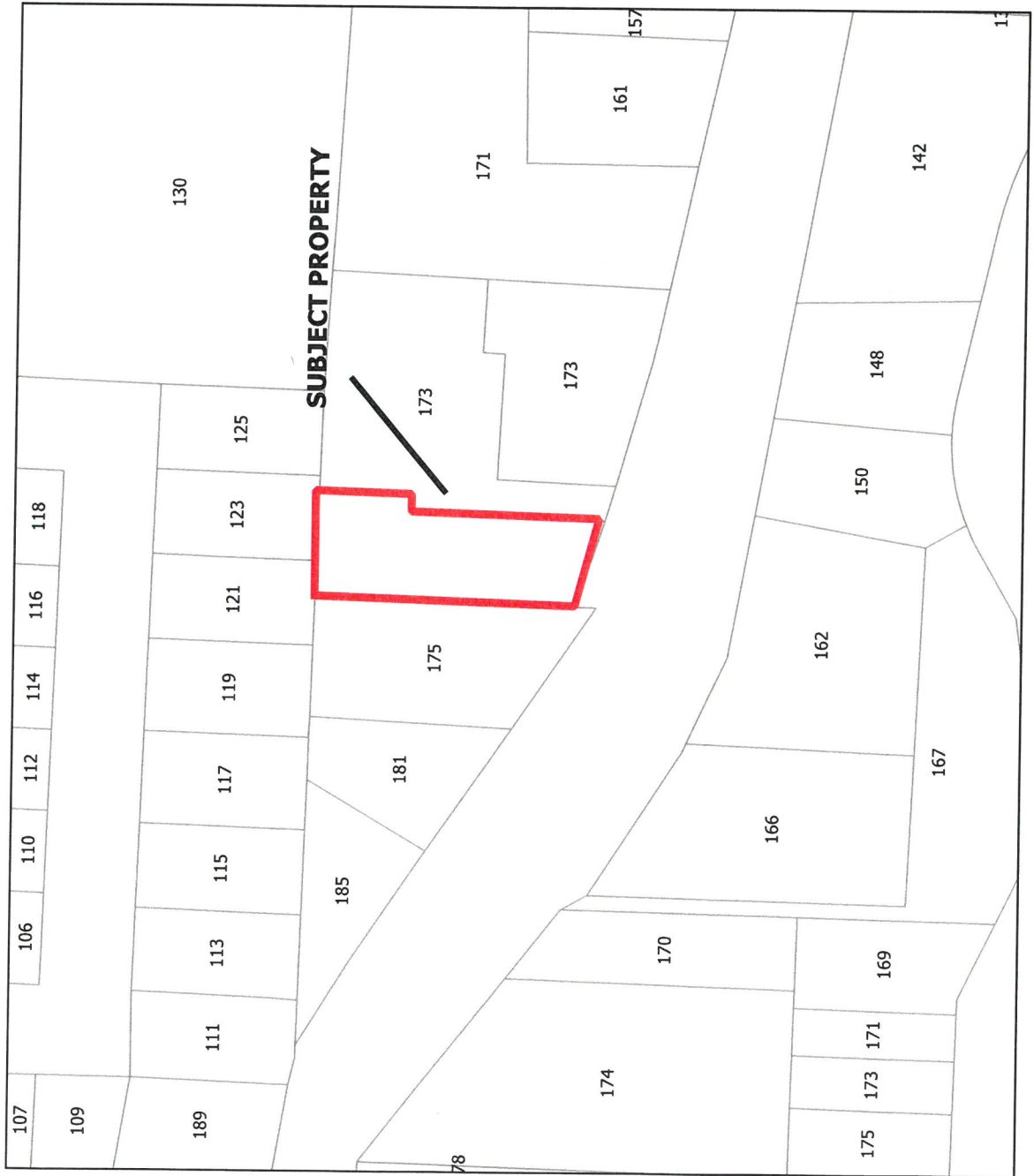
**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer



## City of Enderby Subject Property Map



Application: Zoning Text Amendment

Subject Property: 173 Salmon Arm Drive

File No.: 0003-19-ZTA-END

PID: 028-280-806





Schedule A'

SKETCH PLAN TO ACCOMPANY FORM P:  
PHASED STRATA DEVELOPMENT OF LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925.

BCGS 82L.055



SCALE: 1:400

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 280mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:400

LEGEND

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

SL DENOTES STRATA LOT  
LCP DENOTES LIMITED COMMON PROPERTY  
(C) DENOTES COMMON PROPERTY

THIS PLAN LIES WITHIN THE NORTH OKANAGAN REGIONAL DISTRICT  
THIS PLAN SHOWS THE EXTERIOR BUILDING FOOTPRINTS AT GROUND LEVEL.

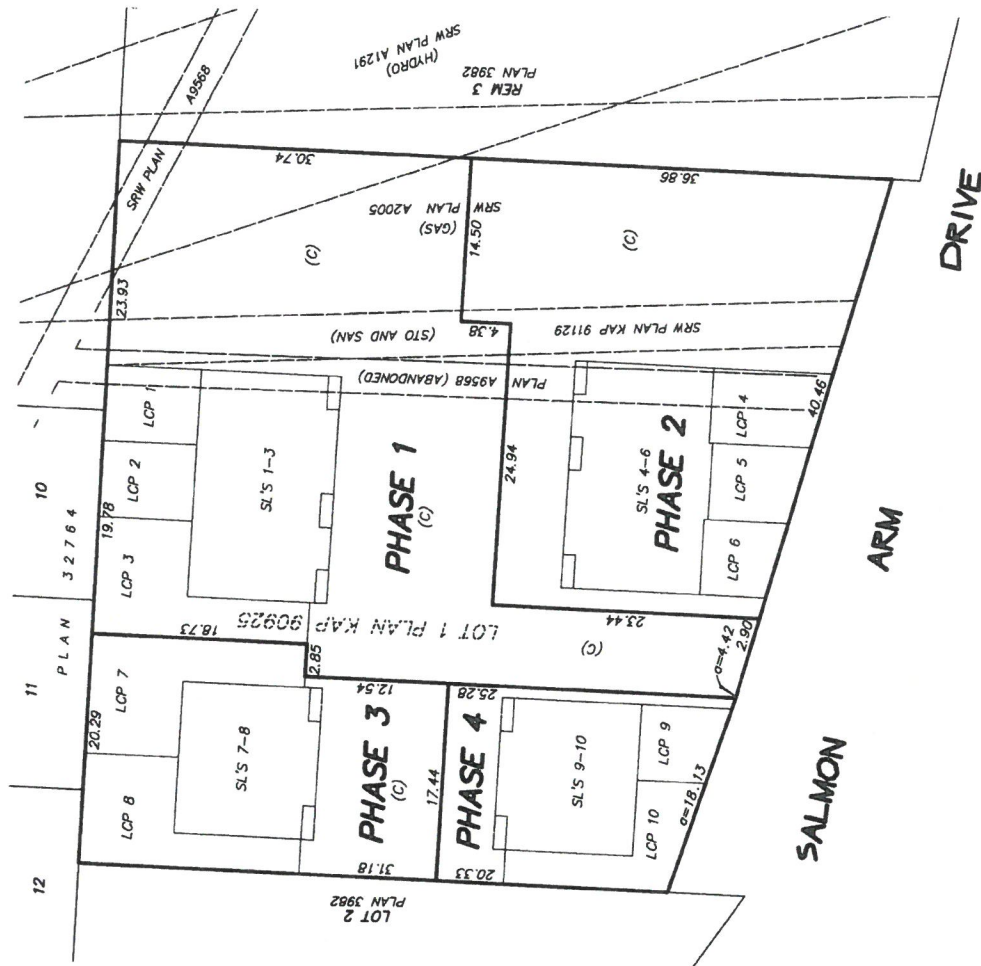
SCHEDULE	
PHASE #	# OF STRATA LOTS IN PHASE
PHASE 1	(THREE) 3
PHASE 2	(THREE) 3
PHASE 3	(TWO) 2
PHASE 4	(TWO) 2
TOTAL	10 STRATA LOTS

CAUTION:  
A THOROUGH EVALUATION OF REQUIREMENTS WAS MADE DURING THE PREPARATION OF THIS SKETCH, BUT IT IS THE SOLE RESPONSIBILITY OF THE USER TO ENSURE FULL COMPLIANCE WITH ALL NECESSARY REGULATIONS.  
ALL DIMENSIONS AND AREAS SHOWN HEREON ARE APPROXIMATE AND ARE SUBJECT TO LEGAL SURVEY.  
THIS SKETCH MAY INCLUDE INFORMATION SUPPLIED BY THE CLIENT OR THE CLIENT'S AGENT.

RICHARD SHOESMITH

BRITISH COLUMBIA LAND SURVEYOR  
100 SARAH LANE  
COQUITLAM, BC V8B 1X1  
TELEPHONE: 250-543-7070  
FILE 4571 FB: LOOSE

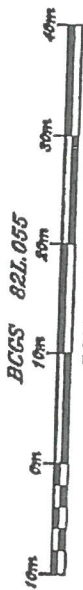
FILE 4671 9JAN19/RJS  
DRAWING: 4671 FORM P.DWG



Schedule A'

Proposed Phasing

**SKETCH PLAN TO ACCOMPANY FORM P:  
PHASED STRATA DEVELOPMENT OF LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP**



SCALE: 1:400

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 280mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:400

**LEGEND**

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

SL DENOTES STRATA LOT

LCP DENOTES LIMITED COMMON PROPERTY

(C) DENOTES COMMON PROPERTY

THIS PLAN LIES WITHIN THE NORTH OKANAGAN REGIONAL DISTRICT

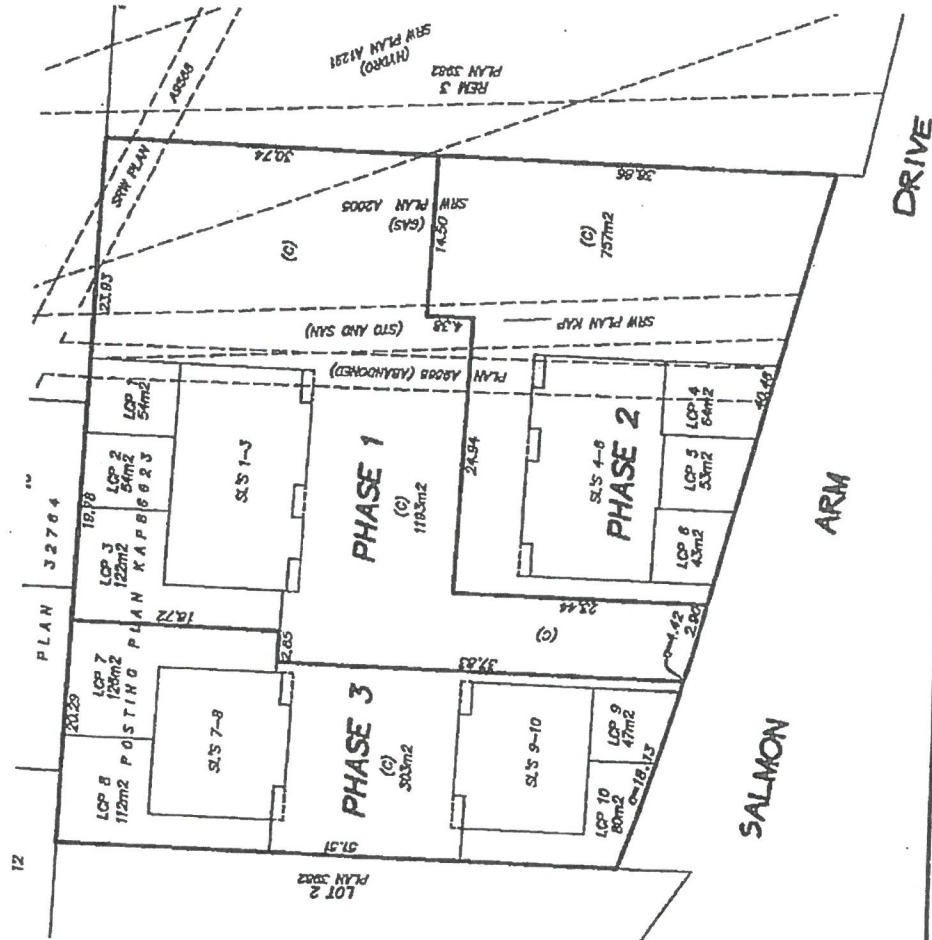
THIS PLAN SHOWS THE EXTERIOR BUILDING FOOTPRINTS AT GROUND LEVEL

SCHEDULE	
PHASE #	DESCRIPTION
PHASE 1	LOT 1 (THREE) 3 SINGLE FAMILY PLAN KAP
PHASE 2	LOT 1 (THREE) 3 SINGLE FAMILY PLAN KAP
PHASE 3	LOT 1 (FOUR) 4 SINGLE FAMILY PLAN KAP
TOTAL	10 STRATA LOTS

**CAUTION:**  
A THOROUGH EVALUATION OF REQUIREMENTS WAS MADE DURING THE PREPARATION OF THIS SKETCH, BUT IT IS THE SOLE RESPONSIBILITY OF THE USER TO ENSURE FULL COMPLIANCE WITH ALL NECESSARY REGULATIONS.  
ALL DIMENSIONS AND AREAS SHOWN HEREON ARE APPROXIMATE AND ARE SUBJECT TO LEGAL SURVEY.  
THIS SKETCH MAY INCLUDE INFORMATION SUPPLIED BY THE CLIENT OR THE CLIENT'S AGENT.

**MONASHEE SURVEYING - GEOMATICS**  
FILE 5518 244410/RS  
DRAWING: 5518 FORM P.DWG

ST/IDA 2004, 04/04/04 Vernon, B.C. V1T 8C2 Tel: (250) 845 5000 Fax: (250) 845 0412



Existing Phasing

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1679, 2019

A BYLAW TO AMEND THE TEXT OF 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";

AND 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:

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1679, 2019".
2. Division Six - Residential Zones (R.3) of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 604.11.j as follows:
  - j. Notwithstanding minimum lot area requirements for two-family dwellings outlined in Section 604.6.b of this Bylaw, a two-family dwelling at the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP90925 EXCEPT STRATA PLAN KAS3893 (PHASE 1 & 2) and located at 173 Salmon Arm Drive, Enderby BC shall be permitted to have a minimum lot area of 399.6 m<sup>2</sup> (4,301 square feet)

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

Advertised on the day of , 2019 and the day of , 2019 and a Public Hearing held pursuant to the provisions of Section 464 of the *Local Government Act* on the day of , 2019.

READ a THIRD time this    day of    , 2019.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this    day of    , 2019.

---

District Development Technician  
Ministry of Transportation and Infrastructure

ADOPTED this    day of    , 2019.

---

MAYOR

---

CORPORATE OFFICER

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2019 Month: 04

Folder Type	2019 / 04		2018 / 04		2019 to 04		2018 to 04	
	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	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	95,000	0	0
END - DEMOLITION	1	0	0	1	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	0	1	0	480,000	3	2
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
99								
Report Totals	1	0	0	3	0	575,000	3	2
						731,000		



Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer

From: Kurt Inglis, Planner and Deputy Corporate Officer

Date: May 13, 2019

Subject: 2018 Climate Action Revenue Incentive Program Public Report

---

**RECOMMENDATION**

THAT Council receives the attached 2018 Climate Action Revenue Incentive Program Public Report for information.

**BACKGROUND**

As a signatory of the Climate Action Charter, the City of Enderby is eligible to receive the annual Climate Action Revenue Incentive Program (CARIP) grant which is equal to 100% of the carbon taxes paid for that year. As a condition of the grant, the City is required to report publicly on its progress towards meeting its climate action goals including its progress towards carbon neutrality; the City of Enderby has completed the 2018 CARIP Public Report which has been submitted to the Province and is now being advanced to Council for information.

The attached CARIP Public Report provides a summary of the actions the City took in 2018, and the actions it plans to take in 2019, in order to reduce local greenhouse gas emissions and continue to progress towards carbon neutrality.

As the report has now been made public and submitted to the Province, the City will receive a 2018 CARIP grant in the amount of \$6,600.80.

Respectfully Submitted,



---

Kurt Inglis  
Planner and Deputy Corporate Officer

## Survey Template

### For the 2018 CARIP Climate Action/Carbon Neutral Progress Survey

Local governments are required to submit the 2018 CARIP Climate Action/Carbon Neutral Progress Survey on or before June 1, 2019.

#### Use Template to Collect Information

This Survey Template has been provided to help local governments complete the survey and report its contents. The template can be used to:

- gather and record survey responses before inputting data into the survey; and/or
- create the public report.

Alternatively, a local government may choose to use a template or format of their own design.

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

#### Public Reports:

Public reports must contain the same information as submitted in the 2018 Climate Action/Carbon Neutral Progress Survey. Because respondents are unable to generate a report of survey responses, Ministry staff will send each respondent a PDF version of their CARIP report once it has been completed online.

For purposes of the CARIP Survey, the following definitions apply:

#### COMMUNITY-WIDE ACTIONS

Actions undertaken to reduce GHG emissions in the community at-large (e.g. not related to corporate operations).

#### CORPORATE ACTIONS

Actions undertaken to reduce GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

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



## Climate Action Revenue Incentive (CARIP) Public Report for 2018

**Local Government:** Corporation of the City of Enderby

**Report Submitted by:**

**Name:** Kurt Inglis  
**Role:** Planner and Deputy Corporate Office  
**Email:** kinglis@cityofenderby.com  
**Phone:** 250-838-7230

**Date:** May 13, 2019

The City of Enderby has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

### 2018 BROAD PLANNING ACTIONS



## Broad Planning Actions

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

### Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2018 + Additional Actions

	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability.
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll.
	Continued to flag sustainability measures for inclusion within the City's policy and regulatory framework (i.e. OCP, Zoning Bylaw, Subdivision Servicing and Development Bylaw, etc.).
	Continued to participate in the 5-year review of the North Okanagan Regional Growth Strategy.
	Updated the City's Community Wildfire Protection Plan.
	As part of the rewrite to the City's Development Cost Charges Bylaw, provisions were included to promote infill development.
	Submitted a Request for Expressions of Interest for the purchase of a City owned property, with a key criteria being that the property was to be developed to mixed land use standard (commercial and residential) which is a key principle of Smart Growth development.
<b>Q 8 Community-Wide Broad Planning Actions Proposed for 2019</b>	
	Rewrite the City's Subdivision Servicing and Development Bylaw to provide more sustainable standards for community works.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to community sustainability.
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll.
	Continue to flag sustainability measures for inclusion within the City's policy and regulatory framework (i.e. OCP, Zoning Bylaw, Subdivision Servicing and Development Bylaw, etc.).
	Develop a FireSmart Action Plan.

### Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2018 + Additional Actions

	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate sustainability.
	Explored funding opportunities for broad corporate sustainability planning.
<b>Q 11 Corporate Broad Planning Actions Proposed for 2019</b>	
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan

	and Official Community Plan related to corporate sustainability.
	Explore funding opportunities for broad corporate sustainability planning.

Broad Planning	
Q 12 What is (are) your current GHG reduction target(s)?	7% from 2007 levels by 2020, 13% by 2030
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. <a href="#">CEEI</a> or another inventory)?	Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community?	<div> <ul style="list-style-type: none"> <li>Community Energy and Emissions Plan</li> <li>Integrated Community Sustainability Plan</li> <li>Community- Wide Climate Action Plan</li> <li>Official Community Plan</li> <li>Regional Growth Strategy</li> <li>Do not have a plan</li> <li>Other:</li> </ul> </div>
Q 15 Does your local government have a corporate GHG reduction plan?	No

## 2018 BUILDING AND LIGHTING ACTIONS

### Building and Lighting Actions

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

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2018 + Additional Actions	
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan which will help to foster green building design within the City's future growth area of the Knoll.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to green building design and alternative lighting.
Q 18 Community-Wide Building and Lighting Actions Proposed for 2019	
	Continue to implement the objectives and policies of the Knoll Neighbourhood Plan.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan



	and Official Community Plan related to green building design and alternative lighting.

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2018 + Additional Actions	
	Continued to operate a biomass heating system to heat the City's public works building and dog pound.
	Continued to implement the outcomes of the Integrated Community Sustainability and Official Community Plan related to green building design and alternative lighting for municipal buildings.
	Continued to explore funding opportunities related to green building design and alternative lighting for municipal buildings.

Q 21 Corporate Building and Lighting Actions Proposed for 2019	
	Continue to operate a biomass heating system to heat the City's public works building and dog pound.
	Explore opportunities for optimizing the operation of the publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continue to implement the outcomes of the Integrated Community Sustainability and Official Community Plan related to green building design and alternative lighting for municipal buildings.
	Continue to explore funding opportunities related to green building design and alternative lighting for municipal buildings.

#### Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Q 22 Is your local government aware of the <a href="#">BC Energy Step Code</a> ?	Yes
Q 23 Is your local government implementing the <a href="#">BC Energy Step Code</a> ?	No

## P5 2018 ENERGY GENERATION ACTIONS

### Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat

pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

<b>Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2018 + Additional Actions</b>	
--	--

	Continued to operate a publicly owned biomass heating system.
	Continued to explore opportunities for optimizing the operation of the publicly owned biomass heating system.
	Continued to explore opportunities for facilitating connections onto private district heating systems.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to sustainable energy generation within the community.

<b>Q 26 Community-Wide Energy Generation Actions Proposed for 2019</b>	
--	--

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

<b>Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2018 + Additional Actions</b>	
---	--

	Continued to operate the publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continued to explore opportunities for optimizing the operation of the publicly owned biomass heating system which heats the City's public works building and dog pound.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to corporate energy generation within the community.

<b>Q 29 Corporate Energy Generation Actions Proposed for 2019</b>	
---	--

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



Energy Generation	
<b>Q 30 Is your local government developing, or constructing a</b> <ul style="list-style-type: none"> <li>• district energy system</li> <li>• renewable energy system</li> <li>• none of the above</li> </ul>	<b>No</b> <b>No</b> <b>N/A</b>
<b>Q 31 Is your local government operating a</b> <ul style="list-style-type: none"> <li>• district energy system</li> <li>• renewable energy system</li> <li>• none of the above</li> </ul>	<b>No</b> <b>No</b> <b>N/A</b>
<b>Q 32 Is your local government connected to a district energy system that is operated by another energy provider?</b>	<b>Yes</b>
<b>Q 33 Are you familiar with the 2018 <a href="#">List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments</a>?</b>	<b>Yes</b>

## 2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

### Greenspace Actions

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

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2018 + Additional Actions (Q 35 below Q 41)	
	Developed a land use plan for the Cliffside Cemetery which proposes a number of green initiatives including planting additional trees and exploring green burials and scatter gardens.
	Adopted a Revitalization Tax Exemption Program to encourage remediation and redevelopment of vacant brownfield properties located within the City limits.
	Undertook an Economic Development Planning process to develop a strategy to stimulate infill and redevelopment of industrial and commercial lands, which is a key element of Smart Growth development and will facilitate urban containment.
	Continued to participate in the 5-year review of the North Okanagan Regional Growth Strategy which has a focus on urban containment and rural protection.
	Continued to implement the objectives and policies of the Knoll neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll and maximize green space.
	As part of the rewrite to the City's Development Cost Charges Bylaw, provisions were included to promote infill development which helps to reduce the pressures on greenfield development.
Q 37 Community-Wide Greenspace Actions Proposed for 2019	
	Implement the land use plan for the Cliffside Cemetery which proposes a number of green initiatives including planting additional trees and exploring green burials and scatter gardens.

	Continue to support the repurposing of the previous CP Rail line for the development of a multi-modal transportation corridor.
	Continue to implement the objectives and policies of the Knoll neighbourhood Plan which will help to foster Smart Growth development within the City's future growth area of the Knoll and maximize green space.
	Promote the Revitalization Tax Exemption Program to encourage remediation and redevelopment of vacant brownfield properties located within the City limits.

#### Q 38 + Q 39 Corporate Greenspace Actions Taken in 2018 + Additional Actions

	Successful in receiving a grant through the BC Hydro/Tree Canada Community Tree Planting Program which saw the planting of additional trees in Barnes Park.
	Utilized the policies within the City's Official Community Plan and the municipality's legislative powers to obtain park land dedication and part of subdivisions.

#### Q 40 Corporate Greenspace Actions Proposed for 2019

	Rewrite the City's Subdivision Servicing and Development Bylaw to include more sustainable standards for community works which may reduce the amount of land required for development.
	Continue to utilize the policies within the City's Official Community Plan and the municipality's legislative powers to obtain park land dedication and part of subdivisions.
	Apply for further funding through the BC Hydro/Tree Canada Community Tree Planting Program for the planting of trees throughout the community.

#### Greenspace

Q 41 Does your local government have urban forest policies, plans or programs?	No
Q 35. Does your local government have policies, plans or programs to support local food production?	No

## 2018 SOLID WASTE ACTIONS

### Solid Waste Actions

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

#### Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2018 + Additional Actions



	Continued to conduct the annual residential spring pruning curbside pickup program.
	Held the 6th Annual Our Enderby Clean-Up Challenge.
	Continued to implement the Illegal Dumping Reporting Program.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management.
	Continued to participate in the 5-year review of the North Okanagan Regional Growth Strategy which includes policies related to solid waste management.
	Participated in discussions with the Regional District of North Okanagan regarding updates to the North Okanagan Solid Waste Management Plan.
<b>Q 44 Community-Wide Solid Waste Actions Proposed for 2019</b>	
	Hold the 7th Annual Our Enderby Clean-Up Challenge.
	Continue to conduct the annual residential spring pruning curbside pickup program.
	Continue to implement the Illegal Dumping Reporting Program.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management.

<b>Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2018 + Additional Actions</b>	
	Continued to recycle paper, aluminum and glass within municipal buildings.
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management within municipal buildings.
<b>Q 47 Corporate Solid Waste Actions Proposed for 2019</b>	
	Continue to recycle paper, aluminum and glass within municipal buildings.
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to solid waste management within municipal buildings.

<b>Solid Waste</b>	
<b>Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?</b>	<b>No</b>
<b>Q 49 Does your local government have organics reduction/diversion policies, plans or programs?</b>	<b>No</b>

## 2018 TRANSPORTATION ACTIONS

## Transportation Actions

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

### Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2018 + Additional Actions

	Developed a survey to better understand how the relocation of local bus stops may impact public transit riders.
	City of Enderby presented to a Government of BC Select Standing Committee regarding the benefits of ride-sharing in small, rural, and remote communities.
	Continued to be a leader in supporting and promoting a viable, flexible, ride-sharing service regulation in BC, which will help to reduce single passenger vehicle trips in small, rural communities.
	Continued to support the repurposing of the previous CP Rail line for the development of a multi-modal transportation corridor.
	Continued to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within Enderby.
	Continued to give due consideration to the provision of sustainable active transportation infrastructure as part of capital road projects.

### Q 52 Community-Wide Transportation Actions Proposed for 2019

	Participate in the Ministry of Transportation's Highway 97A Transportation Study, and promote the provision of sustainable active transportation infrastructure within any future upgrades to the corridor.
	Continue to be a leader in supporting and promoting a viable, flexible, ride-sharing service regulation in BC, which will help to reduce single passenger vehicle trips in small, rural communities.
	Continue to support the repurposing of the previous CP Rail line for the development of a multi-modal transportation corridor.
	Continue to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within Enderby.
	Continue to give due consideration to the provision of sustainable active transportation infrastructure as part of capital road projects.

### Q 53 + Q 54 Corporate Transportation Actions Taken in 2018 + Additional Actions

	Continued to review and implement the outcomes of the Enderby-Splatsin Active Transportation Plan which frames strategies for improving opportunities for active transportation within Enderby.

### Q 55 Corporate Transportation - Actions Proposed for 2019

	Rewrite the City's Subdivision Servicing and Development Bylaw to incorporate infrastructure standards for more sustainable and active modes of transportation.
--	---




Transportation	
<b>Q 56 Does your local government have policies, plans or programs to support:</b> <ul style="list-style-type: none"> <li>• Walking</li> <li>• Cycling</li> <li>• Transit Use</li> <li>• Electric Vehicle Use</li> <li>• Other (please specify)</li> </ul>	<b>Yes</b> <b>Yes</b> <b>Yes</b> <b>No</b> <b>N/A</b>
<b>Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?</b>	<b>No</b>
<b>Q 58 Does your local government integrate its transportation and land use planning?</b>	<b>Yes</b>

## 2018 WATER AND WASTEWATER ACTIONS

### Water and Wastewater Actions

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

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2018 + Additional Actions	
	Continued to implement the objectives and policies of the Knoll Neighbourhood Plan related to promoting water conservation within the City's future growth area of the Knoll.
	Continued to implement a metered water rate structure which promotes water conservation.
	Continued to notify property owners with continuous water leaks on their property, as determined through water meter reports.
	Continued to utilize consumption data collected through water metering to analyze year-on-year water consumption reductions.
	Continued to implement provisions of the Zoning Bylaw which promote water conservation.
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2019	
	Continue to implement a metered water rate structure which promotes water conservation.
	Continue to notify property owners with continuous water leaks on their property, as determined through water meter reports.
	Continue to utilize consumption data collected through water metering to analyze year-on-year water consumption reductions.
	Continue to implement the provisions of the Zoning Bylaw and Stormwater Protection Bylaw which promote water conservation.

<b>Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2018 + Additional Actions</b>	
	Continued to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to water conservation within municipal buildings.
	Continued to monitor municipal buildings for intermittent or continuous leaks, as identified through water meter reports.
	Continued to reduce inflow and infiltration into wastewater system through spot repairs and elimination of combined sewer infrastructure.
<b>Q 64 Corporate Water and Wastewater Actions Proposed for 2019</b>	
	Continue to review and implement the outcomes of the Integrated Community Sustainability Plan and Official Community Plan related to water conservation within municipal buildings.
	Continue to monitor municipal buildings for intermittent or continuous leaks, as identified through water meter reports.
	Continue to reduce inflow and infiltration into wastewater system through spot repairs and elimination of combined sewer infrastructure.

<b>Water Conservation</b>	
<b>Q 65 Does your local government have water conservation policies, plans or programs?</b>	<b>Yes</b>

## 2018 CLIMATE CHANGE ADAPTATION ACTIONS

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

<b>Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.</b>	
<ul style="list-style-type: none"> <li>• Warmer winter temperatures reducing snowpack</li> <li>• Changes to temperature and precipitation causing seasonal drought <b>X</b></li> <li>• Heatwaves impacting population health</li> <li>• Increased temperatures increasing wildfire activity <b>X</b></li> <li>• Increased temperatures affecting air quality</li> <li>• Changing temperatures influencing species migration and ecosystem shifts</li> <li>• Changing temperatures influencing ecosystem shifts</li> <li>• Extreme weather events contributing to urban and overland flooding <b>X</b></li> <li>• Sea level rise and storms causing coastal flooding and/or erosion</li> </ul>	
Other (please specify):	
<b>Q 67 In 2018 has your local government addressed the impacts of a changing climate using any of the following?</b>	
Risk and Vulnerability Assessments	<b>Yes</b>



Risk Reduction Strategies	Yes
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	No
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	Yes
Strategic and Financial Planning	Yes
Cross-Department Working Groups	Yes
Official Community Plan Policy Changes	Yes
Changes to Zoning and other Bylaws and Regulations	Yes
Incentives for Property Owners (e.g. reducing storm water run-off)	Yes
Public Education and Awareness	Yes
Research	Yes
Mapping	No
Partnerships	Yes
Other (please specify):	

**Q 68 Climate Change Adaptation Actions Taken in 2018**

Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.

	Continued to operate the publicly owned biomass heating system.

**Q 69 Climate Change Adaptation Actions Proposed for 2019**

	Rewrite the City's Subdivision Servicing and Development Bylaw to frame more sustainable development standards.

**Q 70 For more information please contact**

	Kurt Inglis, Planner and Deputy Corporate Officer - (250) 838-7230 or <a href="mailto:kinglis@cityofenderby.com">kinglis@cityofenderby.com</a>
--	--

## Indicators of Climate Change for British Columbia

## Climate Projections for Metro Vancouver

## Climate Projections for the Capital Region

### Estimate the regressions for the Capital Region

## Climate Projections for the Cowichan Valley Regional District

## Province of BC's BC Adapts Video Series

## Preparing for Climate Change: Implementation Guide for Local Governments

Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)

## Sea Level Rise Adaptation Primer

BC Regional Adaptation Collaborative Webinars

## Retooling for Climate Change

## Water Balance Model

## Water Conservation Calculator

[illegible]

National Disaster Mitigation Program (NDMP)

Community Emergency Preparedness Fund (CEPF)

Municipalities for Climate Innovation Program (MCIP)

### Climate Adaptation Partner Grants (FCM)

### Infrastructure Planning Grants (MAH)

Federal Gas Tax Fund

Haven't Used  
Useful  
Haven't Used  
Useful  
Useful  
Useful

Other (please specify)

## Other Climate Actions

### Q 72 Community-Wide Other Actions Taken in 2018

[illegible]



Other	
Q 74 Are you familiar with the <a href="#">Community Lifecycle Infrastructure Costing Tool (CLIC)</a> ?	Yes
Q 75 Is your local government using the <a href="#">CLIC</a> tool?	Yes

## INNOVATION AND PEER-TO-PEER LEARNING

### Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed.

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

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

<b>Q 76 Community-Wide Innovation Action</b>
Continued to operate the publicly owned biomass heating system at the City of Enderby Public Works Yard to provide renewable, sustainable and clean heat to the Public Works building and dog pound.
For more information contact: Kurt Inglis, Planner and Deputy Corporate Officer - (250) 838-7230 or <a href="mailto:kinglis@cityofenderby.com">kinglis@cityofenderby.com</a>
<b>Q 77 Corporate Innovation Action</b>
<b>Q 78 For more information on actions described above contact</b>

### Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your



local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

### Mitigation

<b>Q 79 Mitigation Programs, Partnerships and Funding</b>

### Adaptation

<b>Q 80 Adaptation Programs, Partnerships and Funding</b>

## 2018 CARBON NEUTRAL REPORTING

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

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

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

### Reporting Emissions

<b>Q 81 Did your local government measure corporate GHG emissions for 2018?</b>	<b>Yes</b>
<b>Q 82 If your local government measured 2018 corporate GHG emissions, please</b>	<b>220 tCO<sub>2</sub>e</b>

report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	N/A
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	220 tCO <sub>2</sub> e

## Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

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

*For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).*

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO <sub>2</sub> e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	tCO <sub>2</sub> e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:



Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO <sub>2</sub> e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	tCO <sub>2</sub> e

#### Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from an offset provider for the 2018 reporting year:

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

Offset Provider Name	OFFSETS
Offsets (tCO <sub>2</sub> e)	
Offset Provider Name	
Offsets (tCO <sub>2</sub> e)	
Offset Provider Name	
Offsets (tCO <sub>2</sub> e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	tCO <sub>2</sub> e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 0 tCO<sub>2</sub>e

**Corporate GHG Emissions Balance for 2018**

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

**Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 220 tCO<sub>2</sub>e**

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

**Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO<sub>2</sub>e)**

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
<b>Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR</b>	<b>tCO<sub>2</sub>e</b>

Carbon Neutral Reporting	
<b>Q 99 Does your local government set aside funds in a climate reserve fund or similar?</b>	<b>No</b>

## GCC CLIMATE ACTION RECOGNITION PROGRAM

### Green Communities Committee Climate Action Recognition Program

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

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

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

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

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

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

**Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:**

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	<b>X</b>
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

**Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:**

<b>PROJECT NAME:</b>



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: May 15, 2019  
Subject: Bylaw Enforcement Statistics for First Period of 2019 (Jan - Apr)

---

**RECOMMENDATION**

THAT Council receives this memorandum for information.

**BACKGROUND**

At its Regular Meeting of April 15, 2019, Council directed Staff to report back regularly with a report of bylaw enforcement activity.

The bylaw enforcement statistics for the first period of 2019 (Jan - Apr) are attached to this memorandum as Appendix "A"; the highlights of these statistics are as follows:

- A total of 64 complaints were received between January 1, 2019 and April 30, 2019;
- Of these 64 complaints, 54.7% were received from the public and 45.3% came through observation by the Bylaw Enforcement Officer or City Staff;
- The most common complaints were related to unsightly properties, derelict vehicles, and excessively barking dogs (combined 67.2% of complaints);
- The 64 complaints received for the first period of 2019 is similar to the number of complaints received for the first period of 2018, which was 59;
- Of the 64 complaints, 33 of these were resolved through voluntary compliance or were already compliant upon investigation; and
- A total of 11 Orders to Comply were issued along with 8 tickets.

Respectfully Submitted,



Kurt Inglis  
Planner and Deputy Corporate Officer

## Appendix "A" - BYLAW COMPLAINT STATISTICS FOR FIRST PERIOD OF 2019 (JAN-APR)

BREAKDOWN OF COMPLAINTS		
Category	No. Of Complains	Percentage of Complaints
Property	37	57.8%
Dogs	15	23.4%
Parking/Traffic	5	7.8%
Zoning	5	7.8%
Nuisance	1	1.6%
Public Spaces	1	1.6%
Business Licensing	0	0%
Construction**	0	0%
<b>TOTAL</b>	<b>64</b>	
Identified By	Bylaw Enforcement / Staff	Public
	29 (45.3%)	35 (54.7%)

\*\*NOTE: Many construction related issues are identified directly by the Building Inspector, and are not received as bylaw complaints, and therefore may not be reported in the statistics

PROPERTY COMPLAINTS		
Type	No. Of Complaints	Percentage of Property Complaints
Unsightly Property	18	48.6%
Derelict Vehicles	14	37.8%
Civil matters	3	8.1%
Snow/Ice Removal	2	5.4%
<b>TOTAL</b>	<b>37</b>	

DOG COMPLAINTS		
Type	No. Of Complaints	Percentage of Dog Complaints
Excessive Barking	11	73.3%
Dog at Large	3	20.0%
Aggressive Dog	1	6.7%
<b>TOTAL</b>	<b>15</b>	

PARKING/TRAFFIC COMPLAINTS		
Type	No. Of Complaints	Percentage of Parking/Traffic Complaints
Obstructing the Flow of Traffic	3	60.0%
Unlawful parking on public property	2	40.0%
<b>TOTAL</b>	<b>5</b>	

ZONING COMPLAINTS		
Type	No. Of Complaints	Percentage of Zoning Complaints
Unlawful use	2	40.0%
Unlawful signage	1	20.0%
Unlawful storage of trailer	1	20.0%
Unlawful parking of commercial vehicle	1	20.0%
<b>TOTAL</b>	<b>5</b>	

PUBLIC SPACES COMPLAINTS		
Type	No. Of Complaints	Percentage of Public Spaces Complaints
Taking abode in a public space	1	100%
<b>TOTAL</b>	<b>1</b>	

NUISANCE COMPLAINTS		
Type	No. Of Complaints	Percentage of Nuisance Complaints
Annoyance or nuisance by unsightliness or the emission of odours	1	100%
<b>TOTAL</b>	<b>1</b>	

OUTCOMES					
Voluntary Compliance / Already Compliant	Warning / Monitor Property	Orders to Comply	Tickets	Compliance Agreement	Declaring a Property a 'Controlled Substance Property'
33	13	11	8	1	1

\*\*NOTE: Some complaints resulted in multiple outcomes (i.e. issuance of both an Order to Comply and a Bylaw Notice)

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** May 9, 2019  
**Subject:** 2018 Statement of Financial Information

---

**Recommendation:**

THAT Council approves the 2018 Statement of Financial Information.

**Background:**

Attached is the 2018 Statement of Financial Information. This is an annual report that is required under the Financial Information Act and Section 168 of the Community Charter. Once approved, this report will be included in the City's Annual Report and will be available for public inspection.

Respectfully submitted,

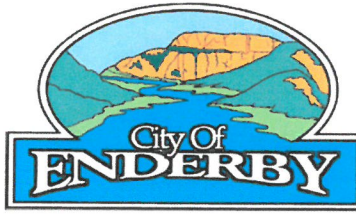
  
Jennifer Bellamy  
Chief Financial Officer

# **City of Enderby**

**2018**

## **Statement of Financial Information**





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

The Corporation of the City of Enderby

Tel: (250) 838-7230  
Fax: (250) 838-6007  
Website: [www.cityofenderby.com](http://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.

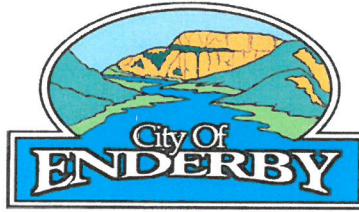
Council is responsible for ensuring that management fulfils its responsibility for financial reporting and internal control.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted 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



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

The Corporation of the City of Enderby

Tel: (250) 838-7230  
Fax: (250) 838-6007  
Website: [www.cityofenderby.com](http://www.cityofenderby.com)

*Where the Shuswap Meets the Okanagan*

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

\_\_\_\_\_  
Jennifer Bellamy  
Chief Financial Officer

\_\_\_\_\_  
Greg McCune  
Mayor, City of Enderby

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE CORPORATION OF THE CITY  
OF ENDERBY**

**FINANCIAL STATEMENTS**

For the year ended December 31, 2018

# THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2018

<b>CONTENTS</b>	<b>Page</b>
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	3
INDEPENDENT AUDITOR'S REPORT	4 - 5
FINANCIAL STATEMENTS	
Statement of Financial Position	6
Statement of Operations	7
Statement of Change in Net Financial Assets	8
Statement of Cash Flows	9
Summary of Significant Accounting Policies	10 - 12
Notes to Financial Statements	13 - 25
Schedule I - Schedule of Segment Disclosures	26 - 27
Schedule II - Area F Services	28

---

## Management's Responsibility for Financial Reporting

---

These financial statements and accompanying schedules of the City of Enderby are the responsibility of management and have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Management is responsible for implementing and maintaining a system of internal controls that are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are regularly monitored and evaluated by management.

These financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the City of Enderby. The following Independent Auditor's Report describes their responsibilities, scope of examination and opinion on the City's financial statements. The auditors have full and free access to the accounting records and Council.



---

Chief Financial Officer  
May 6, 2019





---

## Independent Auditor's Report

---

To the Mayor and Council of the City of Enderby

### Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2018, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter - Restated Comparative Information

We draw attention to Note 3 to the financial statements, which explains that certain comparative information for the year ended December 31, 2017 has been restated. The financial statements for the year ended December 31, 2017 (prior to the adjustments that were applied to restate certain comparative information explained in note 3) were audited by another auditor who expressed an unmodified opinion on those financial statements on May 7, 2018. Our opinion is not modified in respect of this matter.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.



### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants

Vernon, British Columbia  
May 6, 2019

# THE CORPORATION OF THE CITY OF ENDERBY

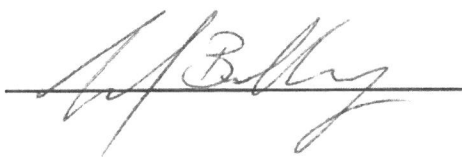
## Statement of Financial Position

As at December 31, 2018

	2018	2017 (Restated)
<b>Financial assets</b>		
Cash	\$ 314,131	\$ 555,812
Temporary investments (Note 4)	5,442,327	6,529,150
Accounts receivable (Note 5)	981,926	940,357
Deposit - Municipal Finance Authority (Note 6)	47,648	46,633
	<u>6,786,032</u>	<u>8,071,952</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 7)	372,586	914,853
Deferred revenue (Note 8)	1,021,126	966,524
Reserve - Municipal Finance Authority (Note 6)	47,648	46,633
Long-term debt (Note 9)	3,056,149	3,203,408
	<u>4,497,509</u>	<u>5,131,418</u>
<b>Net financial assets</b>	<u>2,288,523</u>	<u>2,940,534</u>
<b>Non-financial assets</b>		
Prepaid expenses	55,523	33,685
Tangible capital assets (Note 10)	29,511,541	28,604,313
	<u>29,567,064</u>	<u>28,638,000</u>
<b>Accumulated surplus (Note 11)</b>	<u>\$ 31,855,587</u>	<u>\$ 31,578,532</u>

Contingent Liabilities (Note 12)

Chief Financial Officer



The accompanying notes to financial statements and schedules are an integral part of these statements.

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Operations

For the year ended December 31, 2018

	2018 Budget (Note 18)	2018 Actual	2017 Actual (Restated)
<b>Revenue</b>			
Taxation - net (Note 13)	\$ 2,001,929	\$ 1,979,791	\$ 1,923,144
Grants and subsidies (Note 14)	1,866,215	1,589,384	1,904,831
Sale of services (Note 15)	1,489,569	1,549,103	1,825,167
Other revenue from own sources	50,907	75,833	203,955
Interest and penalties	112,794	152,709	148,889
	5,521,414	5,346,820	6,005,986
<b>Expenses (Note 16)</b>			
General government services	871,421	921,322	759,732
Protective services	240,767	305,408	496,190
Transportation services	539,745	1,144,646	1,048,457
Environmental health services	102,281	101,181	100,686
Community development services	25,100	18,979	16,336
Recreational and cultural services	82,199	73,710	82,175
Enderby / Area F services	926,423	937,807	952,974
Water supply	625,787	841,479	797,621
Sewer services	568,730	660,971	797,225
	3,982,453	5,005,503	5,051,396
Excess revenue over expenses	1,538,961	341,317	954,590
Gain (loss) on disposal of tangible capital assets		(64,262)	8,233
Annual surplus	\$ 1,538,961	\$ 277,055	\$ 962,823
Accumulated surplus, beginning of year	31,578,532	31,578,532	30,615,709
Accumulated surplus, end of year	\$ 33,117,493	\$ 31,855,587	\$ 31,578,532

The accompanying notes to financial statements and schedules are an integral part of these statements.



# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Change in Net Financial Assets

For the year ended December 31, 2018

	2018	2017
		(Restated)
<b>Annual surplus</b>	<b>\$ 277,055</b>	<b>\$ 962,823</b>
Amortization of tangible capital assets	<b>1,321,388</b>	1,377,891
Change in prepaid expenses	<b>(21,839)</b>	29,143
Loss on disposal of tangible capital assets	<b>141,761</b>	10,815
Acquisition of tangible capital assets	<b>(2,370,376)</b>	<b>(2,017,888)</b>
Increase (decrease) in net financial assets	<b>(652,011)</b>	362,784
Net financial assets, beginning of year	<b>2,940,534</b>	2,577,750
Net financial assets, end of year	<b>\$ 2,288,523</b>	<b>\$ 2,940,534</b>

The accompanying notes to financial statements and schedules are an integral part of these statements.

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Cash Flows

For the year ended December 31, 2018

	2018	2017
<b>Cash flows from operating activities</b>		
Cash received from:		
Taxation	\$ 2,035,821	\$ 1,909,045
Grants and subsidies	1,639,670	1,902,990
Sale of services and other revenues	1,531,652	1,941,621
Interest received	152,709	148,889
Cash paid for:		
Cash payments to suppliers and employees	(4,132,837)	(3,018,031)
Interest paid	(115,385)	(124,339)
	<u>1,111,630</u>	<u>2,760,175</u>
<b>Financing activities</b>		
Debt repayment	<u>(147,259)</u>	<u>(161,296)</u>
<b>Capital activities</b>		
Purchase of tangible capital assets	(2,370,375)	(2,017,888)
Proceeds on disposition of tangible capital assets	77,500	19,048
	<u>(2,292,875)</u>	<u>(1,998,840)</u>
<b>Investing activities</b>		
Decrease (increase) in temporary investments	<u>1,086,823</u>	<u>(711,884)</u>
Increase (decrease) in cash	(241,681)	(111,845)
Cash, beginning of year	<u>555,812</u>	<u>667,657</u>
Cash, end of year	<u>\$ 314,131</u>	<u>\$ 555,812</u>

The accompanying notes to financial statements and schedules are an integral part of these statements.

# THE CORPORATION OF THE CITY OF ENDERBY

## Summary of Significant Accounting Policies

For the year ended December 31, 2018

---

### 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

#### a. Basis of accounting

These 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 Chartered Professional Accountants of Canada. The financial statements include the accounts of all funds of the City. All interfund transfers have been eliminated. The significant policies are summarized as follows:

#### b. 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 financial statements.

#### c. 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 1.90% (2017 - 1.63%).

#### d. 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 or constructed.

#### e. 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
Engineering structures	15 to 65 years
Machinery and equipment	6 to 30 years

The accompanying notes to financial statements and schedules are an integral part of these statements.

# THE CORPORATION OF THE CITY OF ENDERBY

## Summary of Significant Accounting Policies

For the year ended December 31, 2018

---

Hydrants	40 years
Planters	15 to 25 years
Roads	15 to 75 years
Storm system	25 to 80 years
Water mains	50 to 80 years
Water system	25 to 50 years
Sanitary sewer system	5 to 30 years
Sewer mains and lift stations	30 to 80 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.

### f. Revenue recognition

Taxation is recognized as revenue in the year it is levied. Sale of services and user fees are recognized when the service or product is provided by the City. Interest and penalties and all other revenue is recognized as it is earned and when it is measurable.

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

### g. 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.

### h. Capitalization of Interest

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

### i. Reserves

Reserves for future expenditures are included in accumulated surplus and represent amounts set aside for future operating and capital expenditures.

### j. Retirement Benefits

The City participates in a multiemployer defined benefit pension plan, however, sufficient information is not available to use defined benefit accounting. Therefore, the City accounts for the plan as if it were a defined contribution plan. As such, no pension liability is included in the City's financial statements and contributions are recognized as an expense in the year to which they relate. All full-time employees are eligible to participate in the plan. Contributions are defined amounts based upon a set percentage of salary.

### k. Liability for Contaminated Sites

A contaminated site is a site at which substances occur in concentrations that exceed maximum acceptable amounts under



## THE CORPORATION OF THE CITY OF ENDERBY

### Summary of Significant Accounting Policies

For the year ended December 31, 2018

---

an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the City is directly responsible or accepts responsibility, it is expected that future economic benefits will be given up and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries.

#### **l. Government Transfers**

When the City is the recipient, government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

#### **m. Budget Figures**

The budget figures are from the Financial Plan Bylaw No. 1650, 2018 adopted May 10, 2018. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

#### **n. Use of estimates**

The 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, 2018

---

### 3. Prior Period Adjustment

During the current year, the City determined that a perpetual care fund held in trust for the future operation and maintenance of the Cliffside Cemetery had been incorrectly recognized on the financial statements and represented as a restricted reserve fund. As a result, cash and temporary investments were overstated by \$213,989. This has been corrected retroactively with restatement of prior periods and is now disclosed in the notes to the financial statements (see Note 17). This restatement has had the following effect on the financial statements:

	2018	2017
<hr/>		
<b>Statement of Financial Position</b>		
Decrease in cash	\$ -	\$ (32,563)
Decrease in temporary investments	-	(180,747)
Increase in accounts payable and accrued liabilities	-	679
Decrease in accumulated surplus	-	(213,989)
 <b>Statement of Operations</b>		
Decrease in interest and penalties revenue	-	(7,508)
Decrease in other revenue from own sources revenue	-	(12,251)
Decrease in general government services expenses	-	(12,251)
Decrease in annual surplus	-	(7,508)
 <b>Statement of Change in Net Financial Assets</b>		
Decrease in annual surplus	-	(7,508)
Decrease in net financial assets, beginning of year	-	(206,481)
Decrease in net financial assets, end of year	-	(213,989)

---

### 4. Temporary Investments

	2018	2017
<hr/>		
Municipal Finance Authority - Money market fund	\$ 626,736	\$ 609,897
Credit Union - Term deposits	4,815,591	5,919,253
	<hr/>	
	\$ 5,442,327	\$ 6,529,150
	<hr/>	

The term deposits mature between March 22, 2019 and November 4, 2019 with interest rates varying from 1.85% to 2.60%.

---

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

### 5. Accounts receivable

	2018	2017
Federal Government	\$ 62,432	\$ 61,264
Trade receivables	756,196	690,024
Taxes receivable - current	109,063	124,883
arrears	54,235	64,186
	<b>\$ 981,926</b>	<b>\$ 940,357</b>

### 6. 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	2018	2017
General fund	\$ 57,010	\$ 33,731	\$ 90,741	\$ 90,023
Sewer fund	24,907	13,917	38,824	38,527
	<b>\$ 81,917</b>	<b>\$ 47,648</b>	<b>\$ 129,565</b>	<b>\$ 128,550</b>

### 7. Accounts payable and accrued liabilities

	2018	2017
Trade payables	\$ 241,856	\$ 784,402
Wages payable	130,730	130,451
	<b>\$ 372,586</b>	<b>\$ 914,853</b>

## THE CORPORATION OF THE CITY OF ENDERBY

### Notes to Financial Statements

For the year ended December 31, 2018

---

#### 8. Deferred revenue

Deferred revenue consists primarily of Development Cost Charges (DCCs), refundable deposits for building permits, conditional grants and prepaid revenues. DCCs are restricted by bylaw in their use for road, drainage, sewer and water expenses and the revenue is deferred until expenses are incurred. Refundable deposits include security deposits and building inspection surcharges that are refundable to the applicant if all conditions of the building permit are completed within 24 months of issuance. Conditional grants are recognized as revenue when all criteria have been met. Prepaid revenues are recognized in the year that the associated fee is levied.

	December 31, 2017	Inflow (Outflow)	Interest	December 31, 2018
Development cost charges	\$ 589,085	\$ 11,207	\$ 12,036	\$ 612,328
Refundable deposits	124,315	885	2,373	127,573
Conditional grants	56,550	30,935		87,485
Prepaid revenues	196,574	(4,438)	1,604	193,740
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 966,524	\$ 38,589	\$ 16,013	\$ 1,021,126

---



# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

### 9. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2018	2017
<b>General fund</b>					
1590	Road upgrades	18	2.100	\$ 431,719	\$ 449,620
1544	Road upgrades	17	2.200	400,572	417,618
1525	Road upgrades	16	3.300	267,508	279,293
1494	Storm system upgrade	25	3.150	767,912	785,642
1502	Road upgrades	15	3.150	556,315	583,030
1503	Road upgrades	15	3.150	167,713	175,766
				<b>2,591,739</b>	<b>2,690,969</b>
<b>Sewer fund</b>					
1259	Sewage treatment plant	1	2.100	23,553	46,087
1474	System upgrade	13	3.250	293,905	310,901
1475	System upgrade	13	3.250	146,952	155,451
				<b>464,410</b>	<b>512,439</b>
Total long-term debt - all funds				<b>\$ 3,056,149</b>	<b>\$ 3,203,408</b>

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

	General fund	Sewer fund
2019	\$ 102,936	\$ 50,068
2020	106,780	27,575
2021	110,770	28,678
2022	114,911	29,826
2023	119,208	20,149
2024 and subsequent periods	2,037,134	308,114
	<b>\$ 2,591,739</b>	<b>\$ 464,410</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

### 10. Tangible capital assets

	Cost	Accumulated amortization	2018	2017
<b>General fund</b>				
Land	\$ 1,659,517	\$	\$ 1,659,517	\$ 1,733,396
Building sites and parks	2,631,923	(1,541,661)	1,090,262	1,182,829
Engineering structures	909,244	(264,261)	644,983	639,716
Furniture & equipment	211,197	(71,430)	139,767	171,950
Hydrants	186,643	(147,234)	39,409	42,104
Mobile equipment	2,309,131	(1,343,222)	965,909	1,047,259
Planters	118,329	(88,383)	29,946	34,477
Roads	16,071,604	(6,603,790)	9,467,814	8,367,075
Storm system	8,756,020	(4,296,505)	4,459,515	3,836,702
Assets under construction				809,208
	32,853,608	(14,356,486)	18,497,122	17,864,716
<b>Water fund</b>				
Buildings	966,257	(628,499)	337,758	360,021
Water mains	9,985,069	(6,104,379)	3,880,690	3,456,294
Water system	3,935,229	(2,646,740)	1,288,489	1,403,353
Assets under construction	292,182		292,182	415,068
	15,178,737	(9,379,618)	5,799,119	5,634,736
<b>Sewer fund</b>				
Buildings	133,966	(50,237)	83,729	87,078
Sanitary sewer system	4,795,785	(2,434,905)	2,360,880	2,415,633
Sewer mains and lift stations	5,351,925	(2,616,625)	2,735,300	2,525,725
Assets under construction	35,391		35,391	76,425
	10,317,067	(5,101,767)	5,215,300	5,104,861
	\$ 58,349,412	\$ (28,837,871)	\$ 29,511,541	\$ 28,604,313

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

---

### 11. Accumulated Surplus

The accumulated surplus consists of individual fund balances and reserves as follows:

Surplus	2018	2017
Invested in tangible capital assets	\$ 26,455,391	\$ 25,400,905
General surplus	1,831,827	1,945,361
Enderby / Area F Joint Services surplus	334,916	311,535
Sewer surplus	953,125	899,376
Water surplus	619,181	632,143
	<u>30,194,440</u>	<u>29,189,320</u>
Reserve Funds		
Animal Control	25,659	25,155
Asset Management	6,303	314,699
Cemetery	48,123	68,256
Computer equipment	32,228	27,674
Community Works (Gas Tax)	53,401	50,101
Equipment	282,788	225,767
Fire department	300,060	152,019
Fortune Parks	187,273	57,850
Parks	9,156	8,976
Roads	2,946	147,075
Sewer system	468,825	772,468
Water system	244,385	539,172
	<u>1,661,147</u>	<u>2,389,212</u>
	<u>\$ 31,855,587</u>	<u>\$ 31,578,532</u>

---

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

---

### 12. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the Plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 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 \$77,621 (2017 - \$75,949) for employer contributions to the plan in fiscal 2018.

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, 2018

### 13. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2018	2017
Taxation			
General municipal purposes	\$ 1,442,107	\$ 1,413,728	\$ 1,375,918
1% utility taxes	55,375	62,476	54,737
Water parcel	266,984	267,023	262,199
Sewer parcel	237,463	236,999	229,483
Collections for other governments			
School District	946,829	955,422	886,981
Policing	148,448	149,970	138,152
Regional District	387,981	391,960	349,947
Regional Hospital District	117,705	118,925	113,859
Municipal Finance Authority	95	96	83
B.C. Assessment Authority	21,061	21,278	20,108
Okanagan Regional Library	102,651	103,619	99,134
	3,726,699	3,721,496	3,530,601
Transfers			
School District	946,829	955,872	886,538
Policing	148,448	149,970	138,082
Regional District	387,981	391,959	349,779
Regional Hospital District	117,705	118,912	113,797
Municipal Finance Authority	95	95	83
B.C. Assessment Authority	21,061	21,278	20,098
Okanagan Regional Library	102,651	103,619	99,080
	1,724,770	1,741,705	1,607,457
	\$ 2,001,929	\$ 1,979,791	\$ 1,923,144

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

### 14. Government grants and transfers

	Budget	2018	2017
Federal			
Community works fund - Gas tax	\$ 176,185	\$ 184,678	\$ 177,904
Provincial			
Conditional	103,940	81,493	42,000
Fortune Parks - conditional	3,424	11,824	69,175
Sewer - conditional	-	4,045	-
Small communities protection	458,000	458,692	450,300
Street lighting	900	1,468	889
Water - conditional	328,620	23,773	233,958
	894,884	581,295	796,322
Other			
Animal control	6,125	19,556	44,000
Cemetery	25,257	40,091	96,088
Fortune Parks	763,764	763,764	790,517
	795,146	823,411	930,605
	\$ 1,866,215	\$ 1,589,384	\$ 1,904,831

### 15. Sales of Service

	Budget	2018	2017
Animal control	\$ 7,650	\$ 6,683	\$ 8,731
Building permits	29,930	72,039	91,219
Business licenses	13,525	15,195	13,781
Cemetery	15,000	13,053	21,078
Fire protection	128,920	101,090	397,594
Fortune Parks	188,650	197,855	190,333
Garbage collection and disposal	102,279	103,341	102,346
Sewer user fees	525,854	547,328	515,425
Water user fees	477,761	492,519	484,660
	\$ 1,489,569	\$ 1,549,103	\$ 1,825,167

## THE CORPORATION OF THE CITY OF ENDERBY

### Notes to Financial Statements

For the year ended December 31, 2018

#### 16. Expenses by object

	Budget	2018	2017
Advertising and publications	\$ 13,900	\$ 9,704	\$ 6,344
Amortization		1,321,388	1,377,891
Contracted services	421,353	401,834	456,131
Council grants	136,012	113,074	119,476
Insurance	79,760	77,652	79,100
Interest and bank charges	113,650	115,385	124,339
Maintenance	1,203,988	1,178,995	1,159,690
Materials and supplies	559,738	327,893	256,103
Professional fees	23,600	21,392	17,370
Salaries and benefits	1,353,662	1,371,592	1,403,793
Training, travel and conferences	76,790	66,594	51,159
	\$ 3,982,453	\$ 5,005,503	\$ 5,051,396

#### 17. Funds Held in Trust

The City operates and maintains the Cliffside Cemetery. As required under Provincial legislation, the City holds in trust a Cemetery Perpetual Care Fund for the future maintenance of the cemetery. The City has excluded the trust fund and associated cash from the Statement of Financial Position and related interest earnings and transactions from the Statement of Operations and Accumulated Surplus:

##### Cemetery Perpetual Care Fund:

	2018	2017
Balance, beginning of year	\$ 213,989	\$ 206,482
Care fund contributions	1,307	3,890
Interest earned	4,530	3,617
Balance, end of year	\$ 219,826	\$ 213,989

## THE CORPORATION OF THE CITY OF ENDERBY

### Notes to Financial Statements

For the year ended December 31, 2018

---

#### 18. Financial Plan

The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. The following shows how these amounts were combined:

	2018	2017
Budget surplus per Statement of Operations	1,538,961	2,952,567
Less:		
Capital expenditures	(3,457,880)	(4,251,847)
Debt principal payments	(119,203)	(126,945)
Transfers to reserve funds	(1,232,348)	(1,194,126)
Add back:		
Transfers from accumulated surplus and reserve funds	3,270,470	2,620,351
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

---

#### 19. 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.

---

#### 20. 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, 2018

---

### 21. 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

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.

#### Transportation 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 and disposal 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 is to provide for the maintenance of City green space.

#### Enderby / Area F Services

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

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2018

---

### 18. Segmented Information (cont'd)

#### Water supply and services

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

#### Sewer services

The Sewer Department provides for the collection and treatment of wastewater.

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

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

---

# THE CORPORATION OF THE CITY OF ENDERBY

## Schedule of Segment Disclosure - Service

For the year ended December 31, 2018

Schedule I

	General revenue fund								
	General government	Protective services	Transportation services	Environmental health services	Enderby / Area F services	Other general services*	Water supply	Sewer services	2018
<b>Revenues</b>									
Taxation	\$ 1,475,769	\$	\$	\$	\$	\$	\$ 267,023	\$ 236,999	\$ 1,979,791
Grants and subsidies	266,171		460,160		835,235		23,773	4,045	1,589,384
Sales of services	87,234	101,090		103,341	217,591		492,519	547,328	1,549,103
Other revenue from own sources	75,833								75,833
Interest and penalties	129,489				5,750			17,470	152,709
	2,034,496	101,090	460,160	103,341	1,058,576		783,315	805,842	5,346,820
<b>Expenses</b>									
Advertising and publications	4,560				5,144				9,704
Amortization	100,883	64,120	560,448		54,325		319,612	222,000	1,321,388
Contracted services	61,962	31,321		97,806	83,344	90,481	33,469	3,451	401,834
Council grants	11,519				101,555				113,074
Insurance	54,989				22,663				77,652
Interest and bank charges	89,291							26,094	115,385
Maintenance	50,292	100,557	405,331		198,626		195,574	228,615	1,178,995
Material and supplies	143,799	4,387	4,610	613	110,822		53,782	9,880	327,893
Professional fees	21,392								21,392
Salaries and benefits	491,063	74,098	218,152	2,762	309,815	2,208	155,237	118,257	1,371,592
Training, travel and conferences	31,279	30,925	105		1,966		1,728	591	66,594
Transfers	(139,707)		(44,000)		49,547		82,077	52,083	-
	921,322	305,408	1,144,646	101,181	937,807	92,689	841,479	660,971	5,005,503
<b>Excess (deficiency) of revenue over expenses</b>	1,113,174	(204,318)	(684,486)	2,160	120,769	(92,689)	(58,164)	144,871	341,317
<b>Loss on disposal of tangible capital assets</b>	(64,262)								(64,262)
<b>Annual surplus (deficit)</b>	\$ 1,048,912	\$ (204,318)	\$ (684,486)	\$ 2,160	\$ 120,769	\$ (92,689)	\$ (58,164)	\$ 144,871	\$ 277,055

\*Includes Community development and recreational and cultural services.

# THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 30, 2017

Schedule I (cont'd)

	General revenue fund								
	General government	Protective Services	Transportation Services	Environmental health services	Enderby/ Area F services	Other general services*	Water supply	Sewer services	2017
Revenues									
Taxation	\$ 1,431,462	\$	\$	\$	\$	\$	\$ 262,199	\$ 229,483	\$ 1,923,144
Grants and subsidies	219,905		451,189		999,779		233,958		1,904,831
Sales of services	105,000	397,594		102,346	220,143		484,659	515,425	1,825,167
Other revenue from own sources	203,955								203,955
Interest and penalties	115,972				5,581		11,822	15,514	148,889
	2,076,294	397,594	451,189	102,346	1,225,503		992,638	760,422	6,005,986
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				23,360				79,100
Interest and bank charges	87,799						10,446	26,094	124,339
Maintenance	39,581	112,850	283,082		227,123		218,268	278,786	1,159,690
Material and supplies	68,759	10,810	5,175	366	97,503		7,538	65,952	256,103
Professional fees	16,858				512				17,370
Salaries and benefits	453,650	139,834	178,492	2,904	318,718	3,258	167,193	139,744	1,403,793
Training, travel and conferences	22,610	23,713	108		1,749		2,265	714	51,159
Transfers	(134,166)		(38,410)		54,013		69,116	49,447	-
	759,732	496,190	1,048,457	100,686	952,974	98,511	797,621	797,225	5,051,396
Excess (deficiency) of revenue over expenses	1,316,562	(98,596)	(597,268)	1,660	272,529	(98,511)	195,017	(36,803)	954,590
Gain on disposal of tangible capital assets	8,233								8,233
Annual surplus (deficit)	\$ 1,324,795	\$ (98,596)	\$ (597,268)	\$ 1,660	\$ 272,529	\$ (98,511)	\$ 195,017	\$ 36,803	\$ 962,823

\*Includes Community development and recreational and cultural services.



# THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2018

Schedule II

	Fortune Parks		Animal control		Cemetery		2018	2017
<b>Revenue</b>								
Grants and subsidies	\$	775,588	\$	19,556	\$	40,091	\$ 835,235	\$ 999,779
Sale of services		197,855		6,683		13,053	217,591	220,143
Interest and penalties		2,693		718		2,339	5,750	5,581
		976,136		26,957		55,483	1,058,576	1,225,503
<b>Expenses</b>								
Advertising		5,144					5,144	2,468
Amortization		54,325					54,325	48,303
Contracted services		71,939		11,405			83,344	69,939
Grants		96,855				4,700	101,555	109,286
Insurance		22,663					22,663	20,732
Maintenance		153,322		2,116		43,188	198,626	227,123
Materials and supplies		110,822					110,822	97,503
Professional fees								512
Salaries and benefits		302,278		1,166		6,371	309,815	318,718
Training, travel and conferences		1,966					1,966	1,749
		819,314		14,687		54,259	888,260	896,333
Annual surplus (deficit)	\$	156,822	\$	12,270	\$	1,224	\$ 170,316	\$ 329,170
Transfer to/from general fund								
Computer support	\$	8,464	\$		\$		\$ 8,464	\$ 8,290
Finance overhead charges		22,951		2,423		5,510	30,884	30,208
Insurance allocation		2,693				667	3,360	5,653
Public works equipment allocation						2,836	2,836	8,569
Lease				4,003			4,003	3,921
		34,108		6,426		9,013	49,547	56,641
Net change in financial assets		122,714		5,844		(7,789)	120,769	272,529
Opening surplus		146,665		39,129		125,741	311,535	314,995
Capital expenditures		(44,950)					(44,950)	(374,196)
Transfer to reserves		(128,265)				(3,500)	(131,765)	49,904
Transfer to/from capital		54,325				25,000	79,325	48,303
Enderby / Area F accumulated surplus	\$	150,489	\$	44,973	\$	139,452	\$ 334,914	\$ 311,535

**City of Enderby**  
**Schedule of Employee Remuneration & Expenses**  
**For Year Ended December 2018**

**Elected Officials**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
Tundra Baird	Councillor	\$ 10,449	\$ 3,081	\$ 13,530
Brad Case	Councillor	9,669	1,857	11,526
Roxanne Davyduke	Councillor	9,849	2,074	11,923
Denis Delisle	Electoral Area F Director	204	-	204
Herman Halvorson	Electoral Area F Director	204	-	204
Raquel Knust	Councillor	9,909	2,518	12,427
Greg McCune	Mayor	18,497	4,775	23,272
Brian Schreiner	Councillor	10,029	2,956	12,985
Shawn Shishido	Councillor	9,729	2,472	12,201
Total Elected Official Remuneration		\$ 78,539	\$ 19,734	\$ 98,274

**Employees**

Employees with Remuneration Exceeding \$75,000

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total</b>
Tate Bengtson	Chief Administrative Officer	\$ 127,865	\$ 548	\$ 128,413
Raymond Brown	Utility III	79,402	748	80,150
Clayton Castle	Public Works Lead Hand	83,753	70	83,823
Jamie Prevost	Utility III	78,723	-	78,723
		\$ 369,744	\$ 1,365	\$ 371,109

Consolidated total of other employees  
with remuneration of \$75,000 or less

Total Employee Remuneration	\$ 1,088,132	\$ 7,809	\$ 1,095,941
-----------------------------	--------------	----------	--------------

There were no severance agreements made between the City of Enderby and its non-unionized employees during fiscal year 2018.

**City of Enderby**  
**Schedule of Payments to Suppliers of Goods & Services**  
**for Year Ended December 2018**

<b>Supplier</b>	<b>Amount</b>
A & D ASPHALT SOLUTIONS LTD.	\$ 102,343
ALLNORTH CONSULTANTS LIMITED	26,109
AON REED STENHOUSE INC.	41,986
AQUA SOURCE DRILLING LTD.	32,411
ASPEN LANDS ADVISORY LTD	31,001
BAIRD BROS. LTD.	55,917
BC HYDRO	289,627
BEE JAY'S EXCAVATING LTD	29,854
CARO ANALYTICAL SERVICES (KELOWNA)	25,347
COMMERCIAL AQUATIC SUPPLIES	37,651
CORIX UTILITIES INC	55,310
CORIX WATER PRODUCTS LP	195,243
E. LEES & ASSOCIATES CONSULTING LTD	28,872
ELECTRIC MOTOR & PUMP SERVICE LTD.	29,621
ENDERBY & DISTRICT CHAMBER OF COMMERCE	137,425
FLETCHER PAINE ASSOCIATES LTD	26,324
GROUP SOURCE	41,457
GTI PETROLEUM	38,776
MODERN ENERGY MNGT	34,513
MONAGHAN ENGINEERING & CONSULTING LTD	228,039
MOUNTAIN VIEW ELECTRIC LTD	57,350
MOUNTAIN SIDE EARTHWORKS LTD	2,452,126
MUNICIPAL PENSION PLAN	76,906
NORTH OKANAGAN COLUMBIA SHUSWAP REGIONAL HOSPITAL	118,882
OKANAGAN REGIONAL LIBRARY	103,623
PROVINCE OF BRITISH COLUMBIA	267,505
RECEIVER GENERAL	58,391
REG. DIST. OF NORTH OKANAGAN	596,169
ROYCE ROOFING	28,350
SHUSWAP RIVER FIRE PROTECTION DISTRICT	58,577
SUMMER SCAPE DESIGNS	73,715
TIP-IT WASTE SOLUTIONS	98,681
WASTE CONNECTIONS OF CANADA INC	50,564
WSP CANADA INC.	25,914
Total Payments to Suppliers Exceeding \$25,000	5,554,581
Payments to Suppliers of \$25,000 or Less	926,269
Payments of Grants & Contributions Exceeding \$25,000	-
Payments of Grants & Contributions of \$25,000 or Less	113,074
Total Supplier Payments	<u>\$ 6,593,924</u>

The City of Enderby has not given any guarantees or indemnities under the Guarantees or Indemnities Regulation for the year ended December 31, 2018.

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: May 7, 2019  
Subject: Council Remuneration Policy – Technology Allowance

---

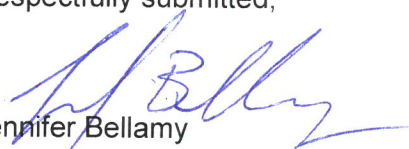
**RECOMMENDATION**

THAT Council approves the attached Council Remuneration Policy.

**BACKGROUND**

Included in the 2019 financial plan was an increase to Council's technology allowance by \$25 a month as directed by Council at the February 4, 2019 regular meeting. The attached Council Remuneration Policy has been revised to incorporate this increase.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

<b>Policy Title</b>	Council Remuneration
<b>Policy Number</b>	P0100

<u>Effective Date:</u>	<u>Authorized By:</u>	<u>Replaces</u>
XXX	Mayor & Council XXX	Council Remuneration Policy adopted by Council August 13, 2018

- 1) **Remuneration:** Remuneration for Mayor and Council member duties will be based on the following:
  - i) Effective January 1, 2019, the Mayor shall receive annual remuneration of \$19,158.00 payable in monthly payments.
  - ii) Effective January 1, 2019, members of Council shall receive annual remuneration of \$10,142.00 payable in monthly payments.
  - iii) Members of the Enderby & District Services Commission shall receive meeting pay remuneration of \$51.05 per meeting to a maximum remuneration of \$357.35 annually. This value is included in the Mayor and Council remuneration provided in Sections 1 (i) and (ii).
  - iv) Remuneration provided in 1 (i), (ii) and (iii) shall be indexed in future years to the British Columbia consumer price index of the previous year.
  - v) One third of the remuneration provided in Sections 1 (i), (ii) and (iii) shall be considered as an allowance for expenses incidental to the discharge of the duties of elected office.
  - vi) In addition to the above allowance, each member of Mayor and Council will also be provided with an annual technology allowance of \$600.
- 2) **Per Diem:** In addition to the remuneration paid pursuant to Section 1, each member of Mayor and Council shall be entitled to receive remuneration for the attendance at conventions, seminars and other meetings on behalf of Council as follows:
  - i) Full day – event commencing before noon: \$120.00
  - ii) Half day – event commencing after noon: \$ 60.00



**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
 From: Tate Bengtson, CAO  
 Date: May 16, 2019  
 Subject: Notice on Title – 1908 George Street

---

**RECOMMENDATION**

THAT Council, after providing an opportunity for the Building Inspector and property owners to be heard, confirms the recommendations of the Building Inspector with respect to Notice on Title File No. 19-0355-END-NT;

AND THAT Council directs the Corporate Officer to file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* and that further information about it may be inspected at Enderby City Hall, pertaining to the property legally described as Lot A District Lot 150, K (formerly O) DYD, Plan 5784 and located at 1908 George Street.

**ALTERNATE RECOMMENDATION**

THAT Council does not direct the Corporate Officer to file a notice in the Land Title Office on the property legally described as Lot A District Lot 150, K (formerly O) DYD, Plan 5784 and located at 1908 George Street.

**BACKGROUND**

On April 10, 2019, the City of Enderby declared 1908 George Street a Controlled Substance Property under Safe Premises Bylaw No. 1644, 2017 (“the Safe Premises Bylaw”) and identified reasonable grounds to believe that Hazardous Conditions exist on the subject property. Notices prohibiting occupation of the property were posted pursuant to the Safe Premises Bylaw. In essence, the occupancy prohibition condemned the structures on the property until such time as they could be demonstrated safe.

While the notices were initially disregarded by the tenants, following the City’s threat of legal action against the owners, a commitment was made to vacate the premises. Near the end of the process of vacating the property, on April 30, 2019, a fire originated in an electrical panel in the basement that caused considerable damage to the principal dwelling.

Given that the property remains in contravention of the Safe Premises Bylaw and cannot be occupied until it is demonstrated free of the presence of Controlled Substances and all

Hazardous Conditions have been remedied, staff requested a Building Inspector inspect the property to determine if a Notice on Title was warranted in order to advise future purchasers of bylaw contraventions. As indicated in the attached memorandum, the Building Inspector has recommended to Council that a Notice on Title should be filed in this case.

As 1908 George Street is zoned C.2 (Highway and Tourist Commercial) but used for residential purposes pre-dating a change in permitted uses under the City's Zoning Bylaw, the non-conforming use is "grandfathered" under section 528 of the *Local Government Act* as a legally non-conforming use. However, the legal authority to continue a non-conforming use is restricted by the following clause from the *Local Government Act*:

532 (1) If a building or other structure, the use of which does not conform to the provisions of a land use regulation bylaw, is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, the structure must not be repaired or reconstructed except for a conforming use in accordance with the bylaw.

It is the Building Inspector's opinion that more than 75% of the value of the structure above its foundations has been damaged or destroyed. Given this, the City will be unable to issue a building permit for any reconstruction unless it is for a conforming use.

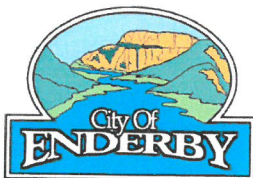
A Notice on Title is authorized under Section 57 of the *Community Charter* as a way to advise prospective purchasers, lenders, and others with a current or prospective interest in the property that there may be a condition with respect to land or building that is a contravention of a municipal bylaw or other enactment that relates to the safety of a building, which makes it unsafe or unlikely to be usable for its expected purpose during its normal lifetime. A Notice on Title adds a notation to the title of the property indicating that an interested party may obtain further information from the municipality pertaining to the contravention, which will assist that party to make an informed decision. A Notice on Title may be cancelled in a variety of ways, but most typically after a Building Inspector submits a report to the local government confirming that the condition causing the notice has been remedied and the cancellation fee is paid.

Prior to considering the recommendation of the Building Inspector, Council must provide an opportunity for the Building Inspector and property owners to be heard.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



## BUILDING DEPARTMENT INFORMATION REPORT

---

### NOTICE ON TITLE

---

**DATE:** May 14, 2019

**FILE NO.:** 19-0355-END-NT

**OWNER(s):** Jasbinder & Jaswinder Purewal  
Hardial & Jatinder Chahal

**LEGAL DESCRIPTION:** Lot A District Lot 150, K (formerly O) DYD, Plan 5784

**P.I.D.#** 010-218-564

**CIVIC ADDRESS:** 1908 George St. Enderby

**PROPERTY SIZE:** .4 Ha

**ZONING:** Commercial (C.2)

**CONTRAVENTION:** Bylaw 1644, 2017, Section 3.1. "The use of any Parcel as a Controlled Substance Property is deemed to constitute the carrying on of a noxious or offensive trade, business or manufacture, and no Owner shall cause, permit, or allow any Parcel to become or remain a Controlled Substance Property".

#### BUILDING DEPARTMENT RECOMMENDATION:

That registration of a "Notice on Title" be authorized pursuant to Section 57 of the *Community Charter* for contravention of Bylaw 1644, 2017 on the property legally described as Lot A District Lot 150, K (formerly O) DYD, Plan 5784 and located at 1908 George Street, Enderby, BC.

#### BACKGROUND:

This report relates to a Notice on Title for the property located at 1908 George Street. The owner caused, permitted or allowed the property to become unsafe due to its use for the carrying on of a noxious or offensive trade, business, or manufacture, such that it has become or remains a Controlled Substance Property.

During the arrest of a person in the dwelling, RCMP members observed controlled substances, in addition to alterations to the building and electrical system, all of which constitute hazardous conditions under Bylaw 1644. The City posted a "Do Not Occupy" notice and ordered the owner to vacate tenants from the building under the authority of Bylaw 1644. As the vacating of the building was being completed, a structural fire occurred causing substantial damage to the main floor and basement of the dwelling rendering it further unsafe to occupy. As the building's use as a dwelling was non-conforming with permitted uses in the Highway and Tourist Commercial (C.2) zone, and the damage is more than 75% of its value above the foundation, it may not be reconstructed in accordance with Section 532(1) of the *Local Government Act*.



#### LEGAL/STATUTORY AUTHORITY:

Notices are placed on the title of subject properties in accordance with Section 57 of the *Community Charter*, when the owner/permit holder has contravened a municipal bylaw, a Provincial building, or any other enactment that relates to the construction or safety of buildings or other structures that, as a result of the condition, makes it unsafe or unlikely to be used for its expected purpose during its normal lifetime.

Section 57 of the *Community Charter* states that (1) a building inspector may recommend to Council that it consider a resolution if, during the course of carrying out duties, the building inspector:

- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers:
  - (i) results from the contravention of, or is in contravention of,
    - (A) a municipal bylaw,
    - (B) a Provincial building regulation, or
    - (C) any other enactment
  - that relates to the construction or safety of buildings or other structures, and
  - (ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or
- (b) discovers that:
  - (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
  - (ii) the permit was not obtained or the inspection not satisfactorily completed.

In accordance with Section 57(2) of the *Community Charter*, notice was given to the registered property owner that this matter will be dealt with by the City of Enderby. We now present this matter for Council's consideration. Section 57(3) of the *Community Charter* states that "after providing the building inspector and the owner an opportunity to be heard, Council may confirm the recommendations of the building inspector and pass a resolution directing the Corporate Officer to file a notice in the land title office."

The notice itself is not punitive, it acts as a notification tool to inform persons acquiring interests in land that it may be in breach of a local government regulations.

#### SUMMARY:

Staff recommend that a notice be registered on the title of the subject property in accordance with Section 57 of the *Community Charter* for allowing buildings on this property to become unsafe for occupancy in accordance with Bylaw 1644, 2017.

---

Submitted by:

---

Dave Gardner, Chief Building Inspector