

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** Monday, June 17, 2019  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting Minutes of June 3, 2019 P1

Public Hearing Report June 3, 2019 P6

**3. PETITIONS AND DELEGATIONS**

AIM Roads and Ministry of Transportation and Infrastructure  
Briefing on New Maintenance Contract

Community Futures North Okanagan  
Leigha Horsfield and Connie Vizslai

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

**5. BYLAWS**

Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1682, 2019 P8  
- *adoption*

**6. REPORTS**

Mayor and Council Verbal

Area F Director P9

RDNO Building Permit Report May 2019 P16

**7. NEW BUSINESS**

<u>2018 Annual Report</u> Memo prepared by Chief Financial Officer dated June 5, 2019	P17
<u>Intent to Form Economic Development Corporation</u> Memo prepared by Chief Administrative Officer dated June 7, 2019	P56
<u>UBCM 2019 Provincial Meeting Requests and Attendance</u> Memo prepared by Chief Administrative Officer dated June 11, 2019	P58
<u>Royal Canadian Legion Branch #98 Road Closure Application</u> Memo prepared by Planner and Deputy Corporate Officer dated June 13, 2019	P79
<u>Enderby and District Chamber of Commerce</u> Correspondence dated May 29, 2019	P83
<u>Enderby and District Lions Club</u> Correspondence dated June 3, 2019	P84
<u>House of Commons</u> Correspondence dated June 10, 2019	P85

**8. PUBLIC QUESTION PERIOD**

**9. ADJOURNMENT**

**THE CORPORATION OF THE CITY OF ENDERBY**

Minutes of a **Regular Meeting** of Council held on Monday, June 3, 2019 at 4:30 p.m. in the Council Chambers of City Hall

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- Present: Councillor Tundra Baird  
Councillor Brad Case  
Councillor Roxanne Davyduke  
Councillor Raquel Knust (Acting Mayor)  
Councillor Shawn Shishido
- Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Laurel Grimm
- Other: The Press and Public
- 

**APPROVAL OF AGENDA**

Moved by Councillor Baird, seconded by Councillor Davyduke  
*“That the June 3, 2019 Council Meeting agenda be approved as circulated.”*

CARRIED

**ADOPTION OF MINUTES**

Regular Meeting Minutes of May 21, 2019

Moved by Councillor Shishido, seconded by Councillor Davyduke  
*“That the May 21, 2019 Council Meeting minutes be adopted as circulated.”*

CARRIED

Public Hearing Report of May 21, 2019

Moved by Councillor Davyduke, seconded by Councillor Shishido  
*“That the May 21, 2019 Public Hearing Report be adopted as circulated.”*

CARRIED

**PUBLIC AND STATUTORY HEARINGS**

0003-19-TUP-END (Lancaster)

Legal: Lot 1, District Lot 226, Osoyoos Division Yale District  
Plan: KAP59001  
Address: 2205 McGowan Street  
Applicant: David and Lisa Lancaster

The regular meeting gave way to a public hearing at 4:32 p.m.

The regular meeting re-convened at 4:50 p.m.

### **PETITIONS AND DELEGATIONS**

#### **The Block Watch Society of British Columbia**

Regan Borisenko, President, gave a presentation on adopting the block watch program in Enderby.

- Coordinator to be chosen by City; suggested that the Bylaw Enforcement Officer would be a good representation of the community
- City would pay for training of Coordinator
- \$75.00 to become a member of the society and \$500.00 for signs, with “hidden” costs associated with the Coordinator
- People helping each other helping the police
- Compliments programs like Citizens on Patrol

### **DEVELOPMENT MATTERS**

#### **0003-19-TUP-END (Lancaster)**

Legal: Lot 1, District Lot 226, Osoyoos Division Yale District  
Plan: KAP59001  
Address: 2205 McGowan Street  
Applicant: David and Lisa Lancaster

Moved by Councillor Baird, seconded by Councillor Case

*THAT Council authorize the issuance of a Temporary Use Permit for the property legally described as LOT 1 DISTRICT LOT 226 OSOYOOS DIVISION YALE DISTRICT PLAN KAP59001 and located at 2205 McGowan Street, Enderby to permit the property to be used for short-term vacation rental purposes for a three year period, subject to the following conditions:*

- a. Only one of the two dwelling units on the property shall be used for short-term vacation rental purposes;*
- b. All parking must be contained on site; and*
- c. The use must not become noxious or undesirable, nor result in any adverse impacts to surrounding properties.*

**CARRIED**

### **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

None

### **BYLAWS**

Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1682, 2019

## **REPORTS**

### **Mayor and Council Reports**

#### **Councillor Baird**

Previously discussed in Committee of the Whole

#### **Councillor Davyduke**

Previously discussed in Committee of the Whole.

Council to send a list of possible guest speakers to Staff to invite to meetings as delegations.

#### **Councillor Shishido**

Previously discussed in Committee of the Whole

#### **Councillor Case**

Previously discussed in Committee of the Whole

#### **Councillor Knust**

Previously discussed in Committee of the Whole

## **NEW BUSINESS**

### **Chamber of Commerce Temporary Road Closure Application – Canada Day Parade**

Moved by Councillor Shishido, seconded by Councillor Davyduke

*“That Council receives the Enderby & District Chamber of Commerce’s Temporary Road Closure application (Canada Day Parade 2019) for information.”*

CARRIED

### **Digital Billboard Sponsorship Value Increase – Enderby and District Garden Club**

Moved by Councillor Baird, seconded by Councillor Davyduke

*“That Council increases the Enderby & District Garden Clubs annual digital billboard sponsorship value from \$1,400 to \$3,500.”*

CARRIED

Councillor Case left the room declaring a conflict of interest (5:10 p.m.)

### **Request for Council Reconsideration of Placement of 722 Knight Avenue on Enhanced Compliance Schedule**

Moved by Councillor Shishido, seconded by Councillor Davyduke

*“That Council confirms the placement of 722 Knight Avenue on an enhanced compliance schedule.”*

CARRIED

The Planner and Deputy Corporate Officer gave a synopsis of the report. Discussion on the significant bylaw costs associated with the property.

*Councillor Case entered the room (5:16 p.m.)*

Okanagan Regional Library

Moved by Councillor Baird, seconded by Councillor Davyduke

*“Whereas, the City of Enderby recognizes the important role that libraries play in our community. Libraries and the early literacy programs they run are integral to developing proficient readers and ensuring that children succeed in school. More and more, digital literacy programs run by libraries also help ensure that citizens can contribute to our digital world. Additionally, vulnerable demographic groups, including seniors, low income families, youth and new Canadians rely on access to libraries as an important tool for their participation in the community – from education to searching for jobs to consuming Canadian cultural materials, and*

*WHEREAS, libraries in our community recognize that our users increasingly seek to access digital publications offered by multinational publishers, and that access to those publications is too often curtailed by prohibitively high licensing fees or else entirely denied to Canadian libraries, and*

*WHEREAS libraries must be in a position to offer digital publications to their users as part of their service offering to our community, particularly given the contemporary rapid pace of digitization or educational and cultural materials,*

*Now, be it resolved that the City of Enderby does hereby:*

- 1. Indicate our support for the Canadian Urban Libraries Council in its efforts to increase access to digital publications for library users in (name of municipality/Regional District/1st Nation) and across Canada;*
- 2. Call on the Federal government to investigate barriers faced by libraries in acquiring digital publications and the problems that poses for vulnerable demographic groups in Canada; and*
- 3. Further ask the Federal government to develop a solution that increases access to digital publications across Canada and assist libraries in meeting the cost requirements to acquire digital publications.”*

CARRIED

**PUBLIC QUESTION PERIOD**

*Dave Lancaster, 2205 McGowan Street*

Noted that the Community had a Block Watch Society several years ago which he was Captain of. Not enough community support to maintain regular meetings.

*Allan Bachi, 2205 Heitman Street*

Requested clarification on ownership of speed readers. These are owned jointly between Enderby, Armstrong and Spallumcheen.

**ADJOURNMENT**

Moved by Councillor Davyduke, seconded by Councillor Shishido  
*“That the regular meeting of June 3, 2019 adjourn at 5:25 p.m.”*

CARRIED

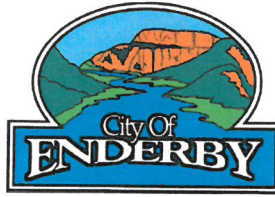
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MAYOR

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CORPORATE OFFICER

DRAFT



Agenda

## THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held on June 3, 2019 at 4:32 p.m. in the Council Chambers of City Hall.

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Present:

- Councillor Tundra Baird
- Councillor Brad Case
- Councillor Roxanne Davyduke
- Councillor Raquel Knust (Acting Mayor)
- Councillor Shawn Shishido

Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Laurel Grimm  
The Press and Public

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Acting Mayor Raquel Knust read the rules of procedure for the public hearings and introduced the following Temporary Use Permit:

0003-19-TUP-END (Lancaster)

Legal: Lot 1, District Lot 226, Osoyoos Division Yale District  
Plan: KAP59001  
Address: 2205 McGowan Street  
Applicant: David and Lisa Lancaster

The Planner provided an overview of the background information related to the application and the floor was opened to comments from the public:

Allan Bachi, 2205 Heitman Street

- Asked for clarification on location
- Concerns over long term use; people staying longer than the permitted “short term” definition
- Want to see noise kept to a minimum
- Concerned about this use at this location

Kelvin Brunner, 2202 McGowan Street

- Agricultural Land Commission regulations state you must have a minimum of 10 acres for two residential dwellings
- This area is more industrial then residential



- Would not be a good match for tourism
- This property was originally built for family use and this application would increase the property value

The Planner and Deputy Corporate Officer informed the Public that this application has been reviewed with the Agricultural Land Commission and they raised no objections to it being in contravention of the regulations.

Councillor Baird stated that this is not a permanent designation and that Council has previously reviewed the application in detail prior to this hearing. The CAO indicated that the terms and conditions of the temporary use permit actually make it easier to stop the activity than any other enforcement ability that the City has, in the event of nuisance; the permit can simply be terminated upon reasonable complaint of nuisance.

Written Submissions:

Margaret and Nick Shaztko

- In favor of the proposed short-term rental at 2205 McGowan Street
- There is a shortage of tourist accommodation in Enderby

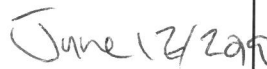
There were three calls for additional representations from the public.

Hearing none, Acting Mayor Knust made her closing statement and declared the Public Hearing closed at 4:50 pm.

Pursuant to Section 465 (6) of the *Local Government Act*, I, Tate Bengtson, Corporate Officer, hereby certify this to be a fair and accurate report of the Public Hearing held on June 3, 2019.



Signature



Date

Azeada

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1682

A BYLAW TO AMEND THE CITY OF ENDERBY GOOD NEIGHBOUR BYLAW NO. 1517, 2013

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Good Neighbour Bylaw No. 1517, 2013";

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 Good Neighbour Bylaw No. 1517, 2013 Amendment Bylaw No. 1682, 2019".
4. PART VII - ENFORCEMENT AND PENALTY of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing the reference to "6.3" with "7.3" under Section 7.4.
5. PART VII - ENFORCEMENT AND PENALTY of City of Enderby Good Neighbour Bylaw No. 1517, 2013 is hereby amended by replacing the reference to "6.5" with "7.5" under Section 7.6.

READ a FIRST time this day of , 2019.

READ a SECOND time this day of , 2019.

READ a THIRD time this day of , 2019.

ADOPTED this day of , 2019.

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MAYOR

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CORPORATE OFFICER

Agenda - Area F director report 1

**FCM**  
FEDERATION OF CANADIAN MUNICIPALITIES

**FIRE MARQUEE**

Henry Ford - "Coming together is the beginning. Keeping together is progress. Working together is success"



**There are more than 198 private P&C insurers actively competing in Canada to sell insurance policies on homes, cars and businesses.**

**Top 20 private P&C insurers by direct written premiums 2017 represent 84.59% of market share**

1. Intact Group 15.46%
2. Aviva Group 9.67%
3. Desjardins Group 8.16%
4. Co-operators Group 5.63%
5. Lloyds Underwriters 5.57%
6. T.D. Insurance Group 5.50%
7. Wawanesa Mutual Insurance 5.43%
8. RSA Group 5.27%
9. Economical Group 4.20%
10. Travelers Group 2.87%
11. Northbridge Group 2.80%
12. Allstate Group 2.71%
13. AIG Insurance Company of Canada 2.23%
14. Chubb Group 1.80%
15. Capitale Group 1.77%
16. CAA Group 1.32%
17. Genworth Financial Mortgage Insurance 1.22%
18. Zurich Insurance 1.07%
19. Green Shields 0.97%
20. Guarantee Company 0.94%

Sources: IBC, MSA

**Your Property Insurance Policy includes Fire Department Service Charges!**

Key language in this contract:  
**"25,000.00 dollar limit... liability of the Insured assumed by contract or agreement prior to the loss"**

(\*) Fire Department Service Charges to IBC

## Your Property Insurance Policy includes Fire Department Service Charges!

### 5. Fire Department Charges

The Company agrees to indemnify the insured up to \$1000. for charges for which the insured is legally responsible, if the

Key language in this contract:

**“\$1,000.00 limit...for charges for which the insured is legally responsible”**

## What is Indemnification Technology®?

## Legal Definition

1478.801, 2010/04/28, Fire Marque Inc., c/o 15th Floor, Bankers Court, 850-2nd Street SW, Calgary, ALBERTA T2P 0R8  
 Representative FRASER MILNE 1420, OTTAWA, Ontario  
 Canada

**INDEMN** Fire department incident reporting, data collection and property insurance policy wording interpretation

**SERVICES:** Fire and property loss billing opportunity insurance comp with respect to in early as March 21

**SERVICES:** Pre d'incendie, collect facturation pour le complet des services d'incendie par la facturation aux assurés d'assurances des coûts de surveillance des services d'incendie en ce qui a trait aux risques couverts. Employé au CANADA depuis au moins aussi tôt que le 22 mars 2010 en liaison avec les services.

## How Does Fire Marque's Indemnification® Program Work?

## Amend your Fees and Charges By-law Schedule for the Fire Department Fees Attached

THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 2-2016

BENING A BY-LAW TO ESTABLISH FEES AND CHARGES FOR  
THE TOWNSHIP OF NORTH HURON

WHEREAS Section 101 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a Municipality and a local board may pass by-laws imposing fees and charges for services or activities provided, and:

Schedule L: Emergency Services / Non-Emergency Fees

3. For fire department response fees/indemnification Technology®.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call
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## Why is a by-law required?

### Because Insurance Policy Wordings Require It!

Allstate – Elite Homeowner Wordings

Fire Department Charges:

**We will reimburse you up to \$5000 for fire department charges you are required to pay** when a fire department attends your Dwelling because of an Insured Peril.

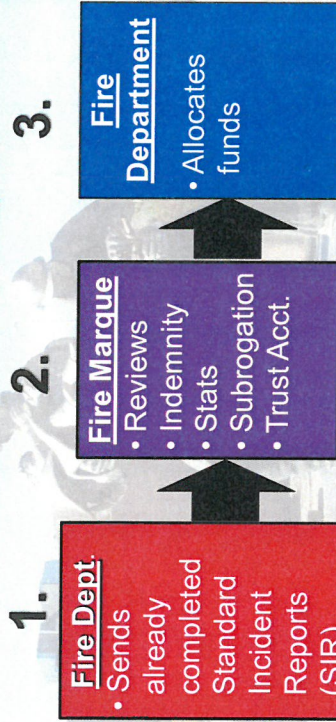
We will not pay for charges incurred as a result of a false alarm.

We do not pay for any liability claim arising from the use of the responding fire equipment or caused by the actions of any member or members of the responding fire department.

This protection does not increase the amount of insurance in this policy.

Any deductible specified in the Declaration page does not apply to this coverage.

## The Process for the New Cost Recovery Program



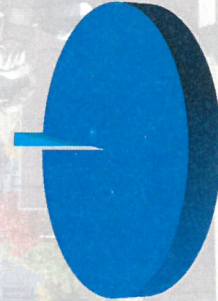
NO ADDITIONAL WORK by your staff!

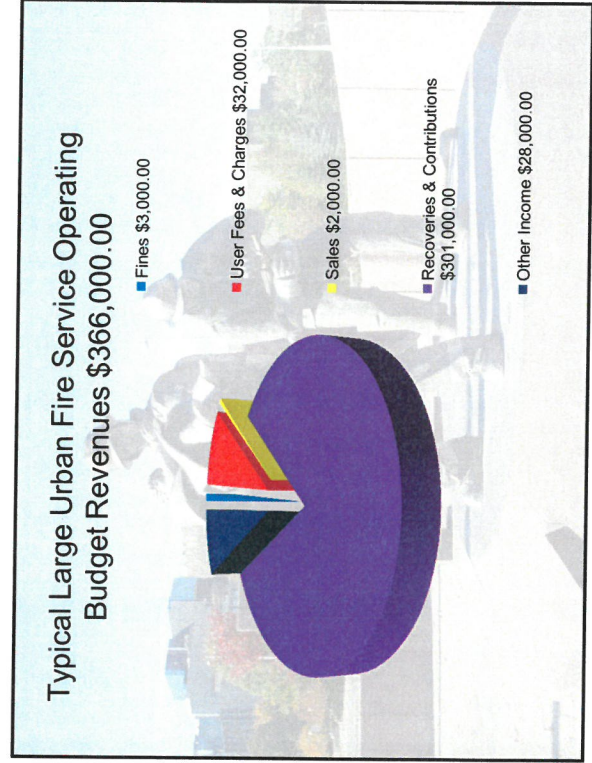
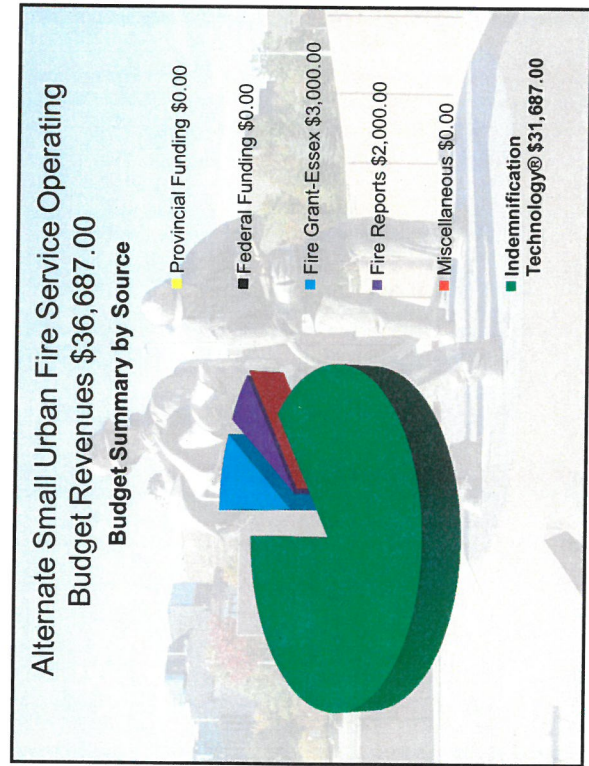
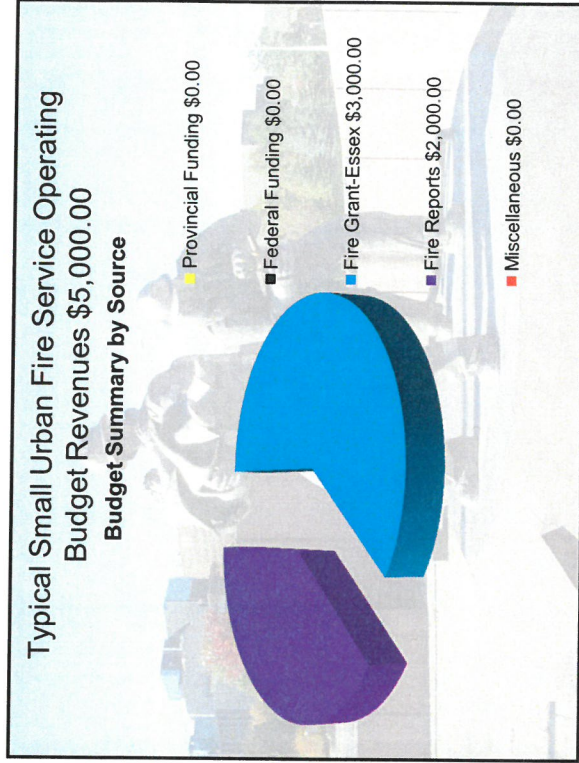
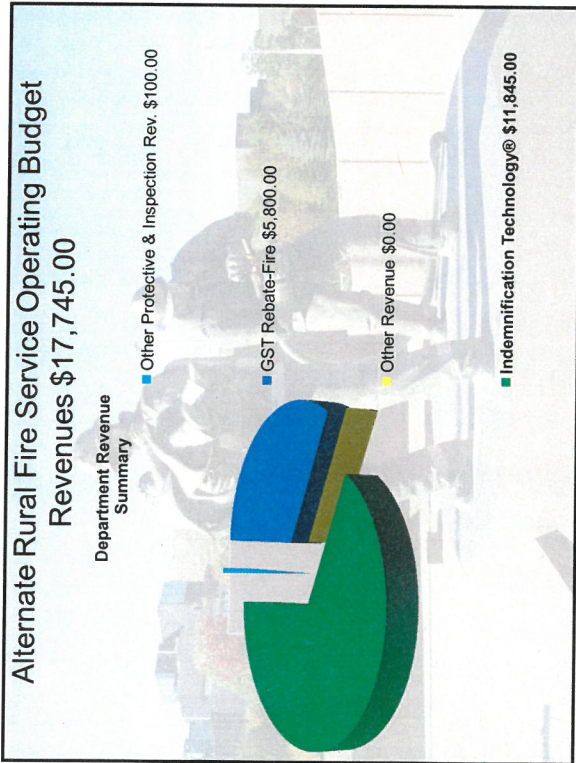
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## Typical Rural Fire Service Operating Budget Revenues \$5,000.00

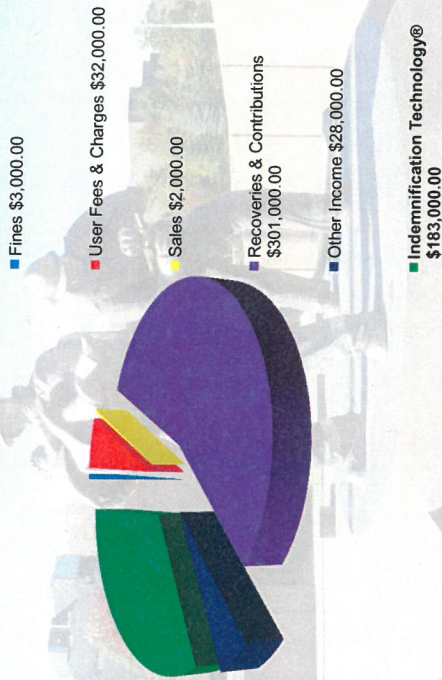
Department Revenue Summary

- Other Protective & Inspection Rev. \$100.00
- GST Rebate-Fire \$5,800.00
- Other Revenue \$0.00





### Alternate Large Urban Fire Services Operating Budget Revenues \$549,000.00



### How did you arrive at the cost recovery projection?

The average recovery (residential, farm, commercial) per thousand population occurring annually

X

The number of insured peril call outs (SIR's) per thousand population occurring annually

= COST RECOVERY PROJECTION

- "Rural areas" cost recovery is less
- "Built up" areas cost recovery is more
- Disasters (e.g. tornados) average recovery per population much higher

### The Municipal Act and User Fees

Legislatures have reversed the way in which cities exercise their jurisdiction:

Under the old scheme, any bylaw or resolution had to be expressly allowed by the governing statute.

With the **natural person powers**, councils are no longer restricted to the words of the statute, but are allowed to do **what logically flows** from the general powers granted by the Act (except where to do so would conflict with the express wording of the statute).

### Will Property Owners be required to pay a Deductible?

No. Homeowner Property policies state that no deductible is applied to this coverage.



### If Property Owners pay taxes, which include Fire Department Services, why should the Fire Department charge fees?

The Indemnification Technology® program is not a typical fee. It is a cost recovery mechanism to comply with insurance policy language.

Just as property owners have paid taxes for fire services, they have also bought and paid for fire service expense coverage in their property insurance policies.

By requesting insurance companies pay those expenses, the insurance companies are being asked to honour the contractual agreement of the policy they issued.



### Insurance Rates will not go up as a result of the Fire Marque Program

- Property insurance underwrites the building and contents. Buildings Incident Rates have remained constant.
- What an insurance company considers for risk includes:
  - Is there a Municipal Water Source (Fire Hydrant) nearby?
  - Is the Fire Department, Full-time, Composite or Volunteer (Part-time)?
  - Does the building have a sprinkler system?
  - What materials have been used in the building construction? – wood vs. brick
  - Is there an alarm system?
- Consumers are spending more on home insurance--buying bigger policies to cover recent rapid rise of home values and have more possessions to insure.
  - Basements, once used to store old clothes and hockey equipment now finished and filled with expensive electronic equipment.
  - Garages used to be for our cars, now hold "stuff"



### Insurance Rates will not go up as a result of the Fire Marque Program

- Lloyds of London Warns of More Pain after Rate Squeezes – March 30<sup>th</sup> 2017 "extremely challenging markets because of plunging insurance rates" ... "The pressure on premium rates is extraordinarily tough."
- Cottage Country Now.ca Town of Huntsville is considering a way to make insurance companies pick up part of the bill for fire response...Coun. Tim Withey, who is an insurance broker, said homeowners' insurance rates would not go up because insurance companies incorporate such costs into their policies.
- Insurance companies have been calculating premiums to include charges for Fire Department services even though they haven't had to pay out on the coverage. Fire Marque recovers these funds.
- Property insurance is very different that auto insurance.



### Why do we need Fire Marque to do it-- can't we just do it ourselves?

"Fire Marque Incorporated has the knowledge, staff and infrastructure to perform cost recovery from insurance companies through an agency agreement. They are former insurance professionals who are experienced in insurance policy wording interpretation, data collection, policy review with respect to insured perils, invoicing and recordkeeping."  
- Town of Bradford West Gwillimbury Staff Report, October 2<sup>nd</sup> 2012

"Council could consider submitting claims and collecting funds using City Staff. This alternative is also NOT recommended as the City does not have the staff resources and expertise necessary for the submission of the claims and the follow-up required with various insurance companies."  
- City of North Bay Staff Report, July 18<sup>th</sup> 2013





### Why do we need Fire Marque to do it-- can't we just do it ourselves?

Angus Tornado in Essa Township June 2014

103 separate property incidents/claims  
41 different insurance companies, 103 insurance adjusters working on the various claims

Fire Marque's Technical Team received the files 11 months after the incident. Our Team took an additional 10 months to recover the Fire Department Expenses for Essa Township and 4 responding neighbouring Departments.

On June 14<sup>th</sup> 2014, disaster struck in our municipality in the form of an F2 tornado. With Fire Marque's Indemnification Technology® the expenses for the Fire Department's emergency services were recovered.

Based on our success, I have no hesitation in recommending the Fire Marque Program.

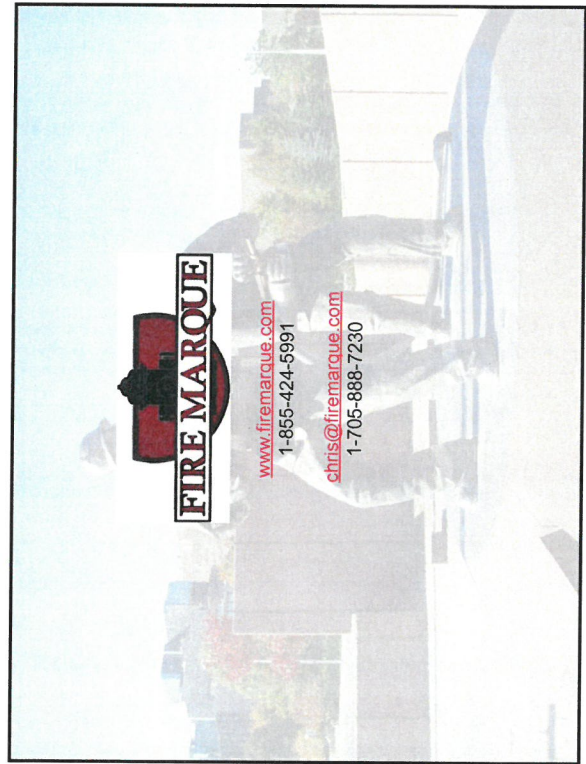
Sincerely,



Terry Dowdall  
Mayor

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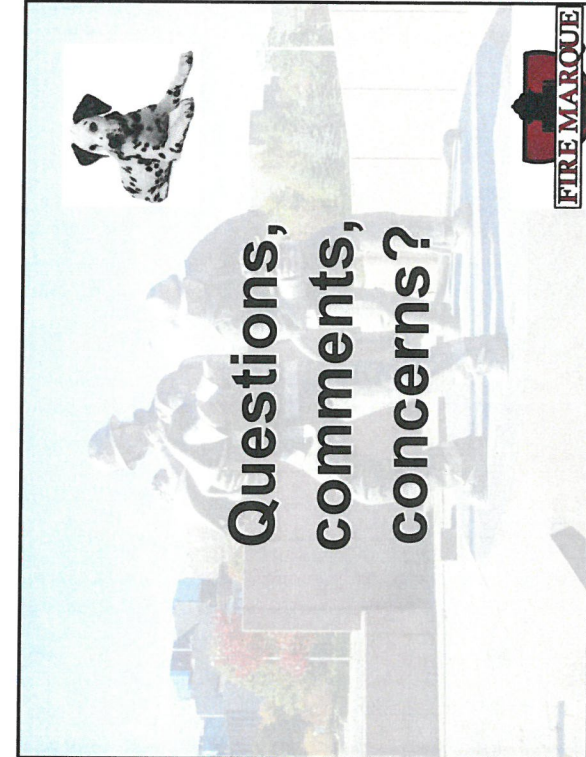
### Why Fire Marque? Experts in INDEMNIFICATION TECHNOLOGY®

**FIRE MARQUE**

[www.firemarque.com](http://www.firemarque.com)  
1-855-424-5991

[chris@firemarque.com](mailto:chris@firemarque.com)  
1-705-888-7230



**Questions,  
comments,  
concerns?**

**FIRE MARQUE**

**RDNO Building Permits Issued Comparison for Year/Month - Summary**

**Area:** CITY OF ENDERBY

**Category:** BUILDING PERMITS

**Year:** 2019 **Month:** 05

Folder Type	2019/05		2018/05		2019 to 05		2018 to 05	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	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	15,000	1	0	0	1	0
END - COMMERCIAL BUILDING	0	0	0	0	95,000	0	0	0
END - DEMOLITION	1	0	15,000	2	15,000	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 - SIGN	1	0	65,000	0	0	65,000	0	0
END - SINGLE FAMILY DWELLING	0	0	0	1	480,000	0	6	2
INDUSTRIAL BUILDING	0	0	805,000	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	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
<b>Report Totals</b>	<b>2</b>	<b>0</b>	<b>80,000</b>	<b>4</b>	<b>0</b>	<b>820,000</b>	<b>7</b>	<b>2</b>
						<b>655,000</b>		<b>1,551,000</b>

**THE CORPORATION OF THE CITY OF ENDERBY**

Agenda

**MEMO**

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: June 5, 2019  
Subject: 2018 Annual Report

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**RECOMMENDATION**

THAT Council Approves the 2018 Annual Report.

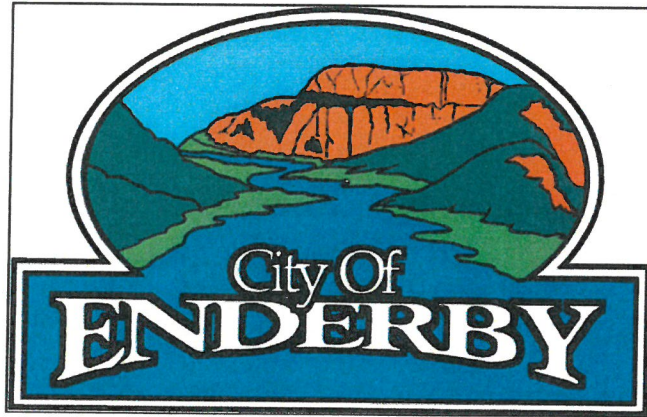
**BACKGROUND**

Attached is the 2018 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Sections 98 and 99 of the Community Charter.

The Annual Report was made available for public inspection online and at City Hall Wednesday, June 5, 2019.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



**2018**

**ANNUAL REPORT**

**ANNUAL REPORT FOR THE CITY OF ENDERBY**  
**FOR THE YEAR 2018**

**1. Audited Financial Statements**

The 2018 Audited Financial Statements were presented and approved by Council on May 6, 2019. These along with other financial information are included in the attached Statement of Financial Information.

**2. Statement of Permissive Property Tax Exemptions**

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2018:

<b>Name</b>	<b>Civic Address</b>	<b>Amount</b>
Pioneer Place Society	1104 Belvedere Street	\$ 11,650
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	\$ 2,002
Enderby & District Senior Citizen's Complex	1011 George Street	\$ 3,435
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	\$ 5,384
Enderby Fraternal Hall Society	507 Mill Avenue	\$ 1,111
Royal Canadian Legion Branch # 98	909 Belvedere Street	\$ 1,292
St. Andrew's United Church	606 Regent Avenue	\$ 908
St. Andrew's United Church	1110 Belvedere Street	\$ 625
Enderby Evangelical Chapel	706 Mill Avenue	\$ 778
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	\$ 970
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	\$ 472
Enderby Congregation of Jehovah's Witnesses	115 George Street	\$ 3,042
Roman Catholic Bishop of Kamloops	1406 George Street	\$ 1,055
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	\$ 2,336
City of Enderby (Enderby Drill Hall Committee)	208 George Street	\$ 5,100
City of Enderby (Enderby Drill Hall Committee)	206 George Street	\$ 930
City of Enderby (Enderby Drill Hall Committee)	204 George Street	\$ 1,509
City of Enderby (Enderby & District Museum Society)	903 George Street	\$ 4,805
City of Enderby (Enderby & District Chamber of Commerce)	700 Railway Street	\$ 1,593
Seventh-Day Adventist Church	703 Old Vernon Street	\$ 353
<b>Total Tax Exemptions for 2018</b>		<b>\$ 49,350</b>

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

This section reports on municipal services, operations, and progress in achieving 2018 objectives.

Conservation and Green Energy

- Reduced emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound.

### Infrastructure and Asset Management

- Completed Phase 2 construction of Salmon Arm Drive upgrades.
- Replaced a plow truck sander that had exceeded its useful life.
- Improved aeration at the sewer treatment plant by investing in new and innovative technology that improves nutrient removal and operational efficiency.
- Completed the first draft of the City's Subdivision Servicing and Development Bylaw, which will help promote sustainable development.
- Modernized the City's Development Cost Charges Bylaw.
- Replaced shingle portion of roof on City Hall to extend the useful life of the building.
- Cooperating with BC Housing on decommissioning the Princess Street lift station, which will increase operational efficiency and decrease operating costs.
- Upgraded monitoring equipment for the refrigeration plant at the Enderby Arena and Curling Rink.
- Continued to invest 1% new taxation in asset management.
- Installed a built-in back-up power system at the Meadow Crescent lift station to enhance emergency response and operational efficiency.
- Diagnosed and fixed a control issue associated with the third distribution pump at the water treatment plant, which will increase system resiliency and ensure that there is always a back-up pump online during maintenance.
- Commenced planning for water treatment plant expansion.

### Recreation, Public Spaces, and Programs

- Completed Spray Park Phase 2 installation.
- Organized the 6th Annual Our Enderby Clean-Up Challenge.
- Created an Enderby "Cliff Crunch" interpretive app.
- Created a 25-year Cemetery land use plan.
- Funded new facility amenities and parks programs to promote fitness and health.

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

- Continued to provide space and support to the Harvest Hut.
- Continued to support interagency meetings of social support providers.
- Supported construction of Phase 2 of the Memorial Terrace seniors' housing development.
- Completed the update to the Community Wildfire Protection Plan.
- Initiated a FireSmart Action Planning process.
- Continued implementation of the City's Emergency Management Program.
- Started the Citizens on Patrol program.

#### **4. Declaration and Identification of Disqualified Council Members**

None.

**5. Annual Development Cost Charges Report**

	<b>Balance Dec 31/17</b>	<b>Received in 2018</b>	<b>Interest Earned in 2018</b>	<b>Expended in 2018</b>	<b>Balance Dec 31/2018</b>
<b>Sewer</b>	105,071	5,792	2,181		113,044
<b>Water</b>	340,344	5,415	6,944		352,703
<b>Storm Sewer</b>	0	0	0		0
<b>Roads/Curbs</b>	143,670	0	2,911		146,581
<b>Total</b>	<b>589,085</b>	<b>11,207</b>	<b>12,036</b>	<b>0</b>	<b>612,328</b>

**6. Off-Street Parking Reserve Fund for 2018**

There are currently no funds in this reserve.

**7. Objectives and Progress Measures for 2019**

This section describes objectives and progress measures for 2019.

Conservation and Green Energy

- Continue to reduce emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound.

Infrastructure and Asset Management

- Complete upgrades to the road and drainage system on Reservoir Road.
- Separate the storm and sanitary sewer collection system on Revel Crescent and Red Rock Crescent, subject to obtaining grant funding.
- Repave rear splashpad of Fire Hall truck bay.
- Purchase a new aeration blower and second dissolved oxygen probe to enhance wastewater treatment.
- Complete the decommissioning of the Princess Street lift station.
- Continue to invest 1% new taxation in asset management.
- Install a new built-in back-up power system for the Brickyard sewer lift station to enhance emergency response and operational efficiency.
- Commence planning and grant applications for water treatment plant expansion.

Recreation, Public Spaces and Programs

- Organize the 7th Annual Our Enderby Clean-Up Challenge.
- Continue to fund and implement new facility amenities and parks programs to promote fitness and health.
- Review ball diamond usage and need for a fifth ball diamond at Riverside Park.
- Extend backstop on Riverside Park Diamond #1 to reduce instances of foul balls landing near the playground.

- Initiate the first phase of the Cemetery Land Use Plan, which includes improving the existing cremation area and installing a columbarium in the upper cremation garden.
- Complete a preliminary design for a new outdoor pool at Barnes Park.
- Repaint Arena.
- Replace flooring at the Arena.

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

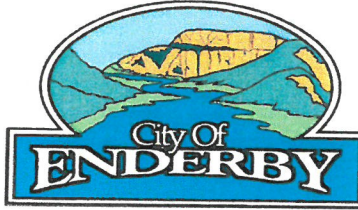
- Undertake a child care planning process to develop a child care space inventory, a child care needs assessment and an action plan for improving access to child care in the community.
- Complete a FireSmart Action Planning process.
- Create a detailed Evacuation Route Plan for the community.
- Undertake an Emergency Social Services Resiliency Planning Process
- Continue to provide space and support to the Harvest Hut.
- Continue to host interagency meetings of social support providers.
- Continue to support construction of Phase 2 of the Memorial Terrace seniors' housing development.



**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.

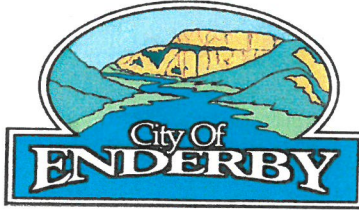
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

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



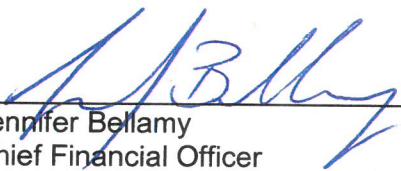
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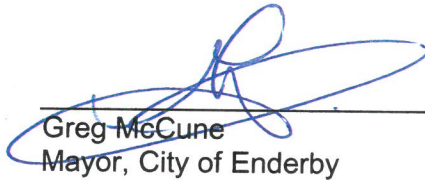
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*Where the Shuswap Meets the Okanagan*

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

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

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

May 27, 2019  
Date

May 27, 2019  
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

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## Management's Responsibility for Financial Reporting

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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.



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Chief Financial Officer  
May 6, 2019



Tel: 250 545 2136  
Fax: 250 545 3364  
www.bdo.ca

BDO Canada LLP  
2706 30<sup>th</sup> Avenue, Suite 202  
Vernon BC V1T 2B6 Canada

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## Independent Auditor's Report

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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

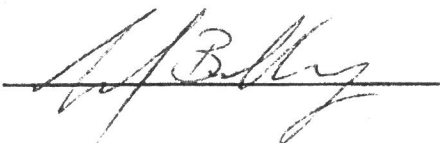
## Statement of Financial Position

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
<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	2018 Actual	2017 Actual
<b>Revenue</b>	(Note 18)		(Restated)
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
	<u>5,521,414</u>	<u>5,346,820</u>	<u>6,005,986</u>
<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
	<u>3,982,453</u>	<u>5,005,503</u>	<u>5,051,396</u>
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	(147,259)	(161,296)
<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	1,086,823	(711,884)
Increase (decrease) in cash	(241,681)	(111,845)
Cash, beginning of year	555,812	667,657
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

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### 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

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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

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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.

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

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
	<u>\$ 981,926</u>	<u>\$ 940,357</u>

## 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
	<u>\$ 81,917</u>	<u>\$ 47,648</u>	<u>\$ 129,565</u>	<u>\$ 128,550</u>

## 7. Accounts payable and accrued liabilities

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

# 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
	<u>\$ 966,524</u>	<u>\$ 38,589</u>	<u>\$ 16,013</u>	<u>\$ 1,021,126</u>

# 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>
<b>Total long-term debt - all funds</b>				<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

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### 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>

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# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2018

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## 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.

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# 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
<b>Taxation</b>			
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
<b>Collections for other governments</b>			
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
	<b>3,726,699</b>	<b>3,721,496</b>	<b>3,530,601</b>
<b>Transfers</b>			
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
	<b>1,724,770</b>	<b>1,741,705</b>	<b>1,607,457</b>
	<b>\$ 2,001,929</b>	<b>\$ 1,979,791</b>	<b>\$ 1,923,144</b>

# 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
<b>Federal</b>			
Community works fund - Gas tax	\$ 176,185	\$ 184,678	\$ 177,904
<b>Provincial</b>			
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
<b>Other</b>			
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
	<b>\$ 3,982,453</b>	<b>\$ 5,005,503</b>	<b>\$ 5,051,396</b>

### 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
	<b>\$ 219,826</b>	<b>\$ 213,989</b>

# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2018

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## 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
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

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## 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.

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## 20. Comparative figures

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

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# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2018

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## 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

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## 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).

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**THE CORPORATION OF THE CITY OF ENDERBY**

Schedule of Segment Disclosure - Service

For the year ended December 31, 2018

Schedule 1

	General revenue fund								2018
	General government	Protective services	Transportation services	Environmental health services	Enderby / Area F services	Other general services*	Water supply	Sewer services	
<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
	<u>2,034,496</u>	<u>101,090</u>	<u>460,160</u>	<u>103,341</u>	<u>1,058,576</u>		<u>783,315</u>	<u>805,842</u>	<u>5,346,820</u>
<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								89,291
Maintenance	50,292	100,557	405,331		198,626			26,094	115,385
Material and supplies	143,799	4,387	4,610	613	110,822		195,574	228,615	1,178,995
Professional fees	21,392						53,782	9,880	327,893
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	-
	<u>921,322</u>	<u>305,408</u>	<u>1,144,646</u>	<u>101,181</u>	<u>937,807</u>	<u>92,689</u>	<u>841,479</u>	<u>660,971</u>	<u>5,005,503</u>
<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								2017
	General government	Protective Services	Transportation Services	Environmental health services	Enderby / Area F services	Other general services*	Water supply	Sewer services	
<b>Revenues</b>									
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
<b>Expenses</b>									
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								124,339
Maintenance	39,581	112,850	283,082		227,123		10,446	26,094	1,159,690
Material and supplies	68,759	10,810	5,175	366	97,503		218,268	278,786	256,103
Professional fees	16,858				512		7,538	65,952	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
<b>Annual surplus (deficit)</b>	<b>\$ 1,324,795</b>	<b>\$ (98,596)</b>	<b>\$ (597,268)</b>	<b>\$ 1,660</b>	<b>\$ 272,529</b>	<b>\$ (98,511)</b>	<b>\$ 195,017</b>	<b>\$ 36,803</b>	<b>\$ 962,823</b>

\*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
<b>Transfer to/from general fund</b>					
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
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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**

Supplier	Amount
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	<u>5,554,581</u>
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.

**THE CORPORATION OF THE CITY OF ENDERBY**

Agenda

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: June 7, 2019  
Subject: Intent to Form Economic Development Corporation

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**RECOMMENDATION**

THAT Council provides an opportunity for the public to make representations on a proposed municipal corporation for the purposes of economic development.

**BACKGROUND**

The City of Enderby has taken steps towards the creation of a municipal corporation for the purposes of economic development, which may include developing non-tax revenue streams to offset the taxpayer burden and developing affordable and attainable housing in a manner that is consistent with the City's forthcoming housing needs assessment.

The attached notice was posted on the City's website, inviting the public to make representations on the proposed municipal corporation. The feedback will be advanced to the Inspector of Municipalities, who ultimately approved the articles of incorporation for the municipal corporation.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

## NOTICE OF INTENT TO FORM A MUNICIPAL CORPORATION FOR ECONOMIC DEVELOPMENT

The City of Enderby desires to form a municipal corporation for the purposes of economic development, including developing non-tax revenue streams and developing affordable and attainable housing.

The creation of a municipal corporation will enhance the ability of the City of Enderby to harness the business acumen and experience of community leaders for the purpose of promoting economic development within the City, while also developing non-tax revenue streams in a way that protects the City from financial and legal liability in relation to economic development initiatives.

The City of Enderby is proposed to be the sole shareholder in the municipal corporation. Enderby City Council will have the authority to appoint all directors for the municipal corporation.

The City anticipates that, at the outset, it will have no significant financial exposure for the municipal corporation other than usual legal and set-up costs. The City may make additional financial commitments, subject to the requirements of the Community Charter.

Any resident of the City of Enderby or other person may make representations on this matter through a written submission to the attention of the Corporate Officer, City of Enderby, P.O. Box 400, Enderby, BC V0E 1V0 by Monday, June 17, 2019 at 3:00pm or may otherwise make a representation before Council at the regular meeting on Monday, June 17, 2019 at 4:30pm.

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: June 11, 2019  
Subject: UBCM 2019 Provincial Meeting Requests and Attendance

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**RECOMMENDATION**

THAT Council identifies the Provincial ministries, agencies, commissions, or corporations for which it wishes to request a meeting at the Union of British Columbia Municipalities (UBCM) conference in 2019;

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

AND FURTHER THAT Council confirms which members are planning to attend the UBCM conference in 2019.

**BACKGROUND**

The Union of British Columbia Municipalities (UBCM) conference will be hosted in Vancouver, BC from September 23-27. The theme is *Resiliency and Change*. At UBCM, local government elected officials have an opportunity to request meetings with Provincial ministries, agencies, commissions, and corporations.

The deadline for submitting meeting requests for most Provincial officials is August 23, 2019, except for the Premier and the Minister of Municipal Affairs and Housing, which is July 17, 2019.

If Council wishes to request a meeting on a particular topic but is unsure of the responsible Provincial unit, Staff will research further or contact UBCM to confirm the most appropriate person. Staff will research and prepare information briefs for any topic upon request.

Attached to this memorandum is the excerpt from the Provincial appointment book that identifies areas of responsibility for ministries, agencies, commissions, and corporations.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

## Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
<b>Governance, Legislation and Corporate Planning Division</b>	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
<b>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</b>	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
<b>Finance, Technology and Management Services and Division Responsible for Student Housing</b>	Operating and capital grants to 25 public post-secondary institutions (PSIs), FTE and PSI financial health monitoring and reporting, Ministry's 10 year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<b>Workforce Innovation and Division Responsible for Skills Training</b>	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

## Ministry of Agriculture

DIVISION/BRANCH	TOPIC
<b>Food Safety and Inspection Branch</b>	Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<b>Corporate Governance, Policy and Legislation</b>	Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and Seafood policy.
<b>Plant and Animal Health</b>	The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
<b>Innovation and Adaptation Service Branch</b>	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

## Ministry of Attorney General

DIVISION/BRANCH	TOPIC
<b>Associate Deputy Minister's Office</b>	<p>Responsible for oversight of three Crown corporations (ICBC, BC Lottery Corporation and BC Liquor Distribution Branch) and two regulatory agencies (Gaming Policy and Enforcement Branch and Liquor &amp; Cannabis Regulation Branch):</p> <ul style="list-style-type: none"> <li>-ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing.</li> <li>-The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 197 BC Liquor Stores, 1 BC Cannabis Store (including its online portal), two Wholesale Customer Centres and four Distribution Centres; it is one of the largest retailers in B.C.</li> <li>-The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach.</li> <li>-The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling</li> <li>- Liquor &amp; Cannabis Regulation Branch regulates BC's liquor industries and private retail non-medical cannabis industries. It issues liquor and non-medical cannabis licences and permits, and enforces legislative and regulatory conditions of these licences and permits.</li> </ul> <p>The ADMO is also the co-lead (with the Ministry of Public Safety and Solicitor General) for the current Traffic Fine Revenue Sharing agreement consultation.</p>
<b>BC Prosecution Service</b>	<p>Approving and conducting criminal and regulatory prosecutions.</p> <p>Initiating and responding to appeals.</p> <p>Providing criminal law advice to the government.</p> <p>Developing policies and procedures on the administration of criminal justice.</p> <p>Collaborating with partners and stakeholders on justice reform initiatives.</p>
<b>Justice Services Branch</b>	<p>Promoting access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and overseeing the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Promoting access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals, and government ministries.</p> <p>Facilitating resolution of family disputes and operating justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Facilitating the successful payment of child and spousal support orders in the province through Maintenance Enforcement and Locate Services.</p> <p>Co-leading the partnership between the province and the BC Aboriginal Justice Council to collaboratively develop a future-focused Indigenous Justice Strategy and implement a portfolio of projects intended to realize the vision. The Indigenous Justice Strategy endeavours to reduce the overrepresentation of Indigenous people in the justice system as well as improve experiences within the justice system.</p> <p>Coordinating regular Justice Summits to consult with major justice participants and stakeholders.</p>

## Ministry of Attorney General Continued...

<p><b>Court Services Branch</b></p>	<p>Court Services Branch includes court administration, the BC Sheriff Service, and Headquarters. <a href="#">Court Administration</a> includes court clerks and registry staff. Registry staff are responsible for accepting and processing court documents and forms filed in all three levels of court in the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. Court clerks are responsible for accurately capturing detailed information for court appearances that occur in courtrooms province-wide, while managing the flow of cases in court and supporting the judiciary.</p> <p>The <a href="#">BC Sheriff Service</a> (BCSS) is responsible for ensuring the safety and security of the public, the judiciary, crown counsel and CSB staff in courthouses and other court venues across the province. Duties include escorting accused persons, convicted persons and persons confined under the <i>Mental Health Act</i> between court locations and correctional institutions as well as escort to hospitals. BCSS oversees the jury administration and selection process for Supreme Court criminal and civil trials as well as Coroner's Inquests. They also conduct threat assessments for high-security/high-profile trials and individuals through the Integrated Threat Assessment Unit.</p> <p>CSB Headquarters supports day-to-day frontline service and undertakes financial management, data analytics, facilities planning, and human resource support as well as business and technology transformation, policy/ legislative development, and training.</p>
<p><b>Legal Services Branch</b></p>	<p>Responsible for advising the B.C. government, its ministers and officials on all matters of law. LSB provides legal and legislative services to government and supports the Attorney General in his role as official legal advisor to government.</p>

## Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
Strategic Priorities / Strategic Initiatives	<p>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are:</p> <ul style="list-style-type: none"> <li>• reviewing funding provided to Family-Based Caregivers;</li> <li>• improving Youth Transitions;</li> <li>• supplementary youth-focused projects</li> </ul>
Strategic Priorities/ Strategic Services Branch	<p>The Strategic Services Branch consists: Strategic Planning &amp; Engagement, Project Management &amp; Lean Services, Implementation and Change Management, Intergovernmental Relations:</p> <p><b>Strategic Planning &amp; Engagement</b> directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; directs internal engagement; and manages internal web services.</p> <p><b>Project Management &amp; Lean Services</b> supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</p> <p><b>Implementation &amp; Change Management</b> coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</p> <p><b>Intergovernmental Relations</b> supports the ministry's formal relations and executive engagements with other governments. This team provides leadership in intergovernmental collaborations; leverages opportunities to advance ministry priorities; contributes to the development of positions; manages contributions to national and international reporting; and shares developments in social sectors of other governments.</p>
Strategic Priorities/ Strategic Integration Branch	<p>The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans.</p>



## Ministry of Children and Family Development Continued...

<p><b>Policy and Legislation</b></p>	<p>Child Welfare and Adoption Policy.          Child and Youth Mental Health Policy and school-based mental health (EASE program)          Legislation and Litigation.          Research, including the ministry's research approval process</p>
<p><b>Early Years and Inclusion</b></p>	<p>The Early Years and Inclusion Division leads the development and implementation of BC's Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</p> <p>Childcare BC:</p> <ul style="list-style-type: none"> <li>• New Spaces Fund</li> <li>• Funding for UBCM Child Care New Spaces Grants</li> <li>• Funding for UBCM Child Care Planning Grants</li> <li>• BC Maintenance Fund</li> <li>• Start-up Grants</li> <li>• Child Care Fee Reduction Initiative</li> <li>• Affordable Child Care Benefit</li> <li>• Child Care Operating Funding</li> <li>• Early Childhood Educator (ECE) Wage Enhancement</li> <li>• Funding for ECE Bursaries</li> <li>• ECE Registry</li> </ul> <p>Early Years Policy and Programs:</p> <ul style="list-style-type: none"> <li>• Early Years Service Framework</li> <li>• Aboriginal Service Innovations – Early Years grants</li> <li>• Aboriginal Head Start</li> </ul> <p>Policy and Provincial Programs for Children and Youth with Special Needs (CYSN):</p> <ul style="list-style-type: none"> <li>• CYSN Service Framework</li> <li>• Autism Funding Program</li> <li>• Medical Benefits Program</li> <li>• Autism Information Services</li> </ul> <p>Provincial Deaf and Hard of Hearing Services</p>
<p><b>Service Delivery Division</b></p>	<p>Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.</p>

## Ministry of Citizens' Services

DIVISION/BRANCH	TOPIC
<b>Corporate Information and Records Management Office</b>	Provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. Additional related responsibilities include the development of corporate information management strategies, legislation, policies, standards, training and compliance.
<b>Service BC (SBC)</b>	Service BC is government's chief provider of citizen and business centred services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, SBC provides hundreds of services for more than 30 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's licence on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property through BC online and other online services. SBC also delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
<b>Procurement and Supply</b>	The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
<b>Real Property</b>	The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
<b>Office of Chief Information Officer</b>	The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.
<b>Information, Communication and Technologies</b>	Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. The Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. The Division further provides a leadership role in supporting government and broader public sector goals for economic development, health, education and public safety by enabling an innovative and digital government through maximizing value from IT investments and closing the digital divide for British Columbians.

## Ministry of Education

DIVISION/BRANCH	TOPIC
<b>Libraries Branch</b>	The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the <i>Library Act</i> . Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
<b>Capital Division</b>	The Capital Division establishes and administers the Ministry of Education's Capital Program, estimated at \$550 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.
<b>Resource Management and Corporate Services Division</b>	The Resource Management and Corporate Services Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; correspondence; Freedom of Information requests; risk management; and planning/reporting.

## Ministry of Energy, Mines and Petroleum Resources

DIVISION/BRANCH	TOPIC
<b>Mines Competitiveness and Authorizations Division</b>	Public Geoscience, Policy and Competitiveness, Indigenous Engagement, Tenures Process, Fair, effective and transparent authorizations, Regional operations and Mineral Development.
<b>Electricity and Alternative Energy Division</b>	<p>The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low-carbon transportation fuels, and advance energy efficiency.</p> <p>The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors.</p> <p>The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</p>
<b>Oil Infrastructure Group</b>	Responsible for facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects that benefit British Columbia through liaising with oil transmission pipeline proponents and providing the central point of contact on proposed interprovincial oil transmission pipelines to British Columbia's coast.

## Ministry of Energy, Mines and Petroleum Resources Continued...

<p><b>Oil and Gas Division</b></p>	<p>Responsible for management of the province's oil and gas resources, including disposing and administering subsurface oil and gas tenures, facilitating infrastructure development to improve access to oil and gas resources; developing and implementing policies and programs, including the province's royalty regime; consulting with First Nations and other stakeholders; and engaging in external relations and providing information to the public. Develops legislation and regulations for B.C.'s oil and gas industry and sets policy for the province's regulator, the BC Oil and Gas Commission.</p> <p>Also responsible for negotiating and implementing agreements with other governments, First Nations, and non-governmental organizations regarding the fiscal, regulatory, scientific, health, safety, environmental, socio-economic, and financial aspects of oil and gas development.</p> <p>Responsible for development of the province's liquefied natural gas (LNG) industry and other industries that add value to British Columbia's oil and gas resources to strengthen and further diversify the provincial economy, including engagement with proponents, joint venture and investment interests, and liquefied natural gas and value-added gas importing countries; project implementation; and the development of a value-added oil and gas industry.</p> <p>Supports engagement on cross-jurisdictional issues relating to liquefied natural gas and value-added oil and gas, including financial and economic analysis; and relationship building with stakeholders and participation in relevant conferences and forums.</p>
<p><b>Strategic and Indigenous Affairs Division</b></p>	<p>Responsible for leadership and support in strategic planning and reporting; marketing and outreach, budget estimates; risk framework; supporting Clean BC ; regulatory reform; managing Crown Corporation planning and reporting requirements; Provides leadership and support in cross ministry policy and intergovernmental relations; building investor confidence in mining through outreach; and positioning B.C.'s interests/objectives in the Canadian Energy Strategy and Energy and Mines Ministers' Conference.</p> <p>Also, responsible for the management of the ministry's Indigenous relations; contributing to reconciliation with Indigenous nations; support for Indigenous nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with Indigenous nations on specific issues.</p> <p>Leads implementation of the Environmental Stewardship Initiative (ESI), and also responsible for the management of the legislative and legal affairs of the ministry.</p>
<p><b>Woodfibre Implementation Group</b></p>	<p>Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</p>

## Ministry of Environment and Climate Change Strategy

DIVISION/BRANCH	TOPIC
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
Climate Change Strategy	Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, adaptation planning and engagement, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals), carbon offsets, Climate Solutions and Clean Growth Advisory Council and climate action pieces of legislation related to climate change including: <i>Greenhouse Gas Industrial Reporting and Control Act</i> , <i>Climate Change Action Accountability Act</i> (formerly called <i>Greenhouse Gas Reduction Targets Act</i> ), <i>Carbon Tax</i> , <i>Greenhouse Gas Reduction (Emissions Standards)</i> , <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act)</i> , <i>Greenhouse Gas Reduction (Vehicle Emissions Standards) Act</i> , and <i>Clean Energy Act</i> .
Conservation Officer Service	A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
Environmental Assessment Office	Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications. Environmental Assessment Revitalization and the new <i>Environmental Assessment Act</i> .
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , extended producer responsibility, recycling, zero waste, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
Environmental Sustainability and Strategic Policy	Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i> : development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; BC Lake Stewardship and Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Professional Reliance Review coordination of government actions. Corporate Indigenous relations and partnership development.

## Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Provincial tax policy, including: <ul style="list-style-type: none"> <li>• Provincial property taxes (school, rural, police)</li> <li>• Property Transfer Tax</li> <li>• Provincial Sales Tax</li> <li>• Carbon Tax</li> <li>• Motor Fuel Tax</li> <li>• Provincial Income Tax</li> <li>• Cannabis Tax</li> <li>• Indigenous Taxation</li> </ul>

## Ministry of Forests, Lands, Natural Resource Operations and Rural Development

DIVISION/BRANCH	TOPIC
BC Wildfire Service	Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative
Forest Policy and Indigenous Relations	Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
Integrated Resource Operations	Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
Office of the Chief Forester	Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices and Innovation, Bio economy and Indigenous Opportunities.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire recovery.
Resource Stewardship	Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat. Includes resource practices, land-based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.

## Ministry of Health

DIVISION/BRANCH	TOPIC
<b>Office of Indigenous Health</b>	Works in partnership with BC First Nations, Metis, Inuit and Health Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health.
<b>Finance and Corporate Services</b>	Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include Audit and Investigations, Capital Services Management, Health Authority Regional Grants Decision Support, and Finance and Decision Support.
<b>Health Human Resources and Labour Relations</b>	Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<b>Population and Public Health</b>	Focuses on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm; and ensuring particular focus on key groups including Indigenous peoples, women and children (Health Protection; Healthy Living and Health Promotion; Public Health Services).
<b>Primary Care</b>	Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
<b>Provincial, Hospital and Laboratory Health Services</b>	Focuses on provincial health services, regional hospital services, pathology and laboratory, and precision medicine. The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.
<b>Specialized Services</b>	Focuses on implementing specialized community and surgical services and programs. Community Care - Seniors services and Mental health and substance use services. Work on wait times - Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.

## Ministry of Indigenous Relations and Reconciliation

DIVISION/BRANCH	TOPIC
<b>Negotiations and Regional Operations Division</b>	Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.
<b>Reconciliation Transformation &amp; Strategies Division</b>	Leads the development of reconciliation policy and works with all governments on topics including governance, rights recognition, self-determination, capacity building, implementation of adoption of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Calls to Action, and the Tsilhqot'in Supreme Court decision. Responsible for developing a cross-government vision for reconciliation for the province in collaboration with Indigenous peoples.
<b>Implementation and Lands Services Branch</b>	Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> <li>• Provincial representative on treat Implementation Committees;</li> <li>• Tri-partite treaty closing to reach Effective Date;</li> <li>• Research/advice and survey for crown land negotiations; and,</li> <li>• Implementation best practices to ensure agreement obligations met.</li> </ul>
<b>Socio-Economic Partnerships Branch</b>	Leads the development and implementation of key corporate indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous people in BC living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<b>Community and Social Innovation Branch</b>	Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<b>Major Project and Cross Gov't Initiatives Branch</b>	Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.



## Ministry of Jobs, Trade and Technology

Division/Branch	Topic
<b>Strategic Investments Office Branch</b>	Works directly with prospective investors whose projects have the potential to provide significant economic and job creation benefits to British Columbia. The SIO provides client-focused and personalized business services to help major investors save time and money, minimize risk and maximize certainty as their project proposal moves through provincial government regulatory and approval processes. The SIO works with municipalities, Indigenous communities and government agencies to facilitate significant investment projects in BC.
<b>Small Business, Jobs and Workforce Division</b>	Small business initiatives, programs, resources and available supports including the Small Business Task Force; and Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. Economic Policy and Support including Manufacturing sector support, including industries such as aerospace and marine; Provincial Economic Development Framework. Immigrations programs, settlement and integrations services; including Provincial Nominee Program, Entrepreneur Immigration Regional Pilot; foreign qualifications recognition, interprovincial labour mobility. BC Stats Information and Analysis.
<b>Planning and Innovation Branch</b>	Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on BC's research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.
<b>International Trade Division</b>	Overseas trade and investment representative (TIR) presence in US, Europe and Asia; Trade readiness and trade services programs including support to communities across the province including indigenous communities; Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs; International and domestic trade negotiations and agreements; International strategy and research; Trade and Investment Missions; International marketing; International engagement
<b>Regional Programs and Engagement Branch</b>	Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.

## Ministry of Labour

DIVISION/BRANCH	TOPIC
Labour Relations	Administration of the <i>Labour Relations Code</i> through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> .
Employment Standards	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new <i>Temporary Foreign Worker Protection Act</i> .
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the <i>Occupational Health and Safety Regulation</i> . The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

## Ministry of Mental Health and Addictions

DIVISION/BRANCH	TOPIC
Mental Health and Addictions	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the <i>Mental Health Act</i>

## Ministry of Municipal Affairs and Housing

DIVISION/BRANCH	TOPIC
<b>Community and Legislative Services Division</b>	
Community Gaming Grants	Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
Community Policy and Legislation	TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
Property Assessment Services	Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, redevelopment lands and impacts on business and housing affordability.
<b>Local Government Division</b>	
Governance Structures Governance Services Governance Relations	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations relations and Crown Grant/Nominal Rent Tenure sponsorships.
Local Government Finance	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
Infrastructure and Engineering	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Investing in Canada Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund).
Planning and Land Use Management Programs / Negotiations and Corporate Initiatives Local Government Climate Action Dispute Resolution Guidance	Local government planning and land use management framework, including: new legislation related to rental zoning, housing needs reports and TransLink development cost charges; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action. Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
Local Government Policy, Research and Legislation	Overall responsibility for local government legislation development for <i>Community Charter</i> , <i>Local Government Act</i> , <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.

## Ministry of Municipal Affairs and Housing Continued...

<b>Office of Housing and Construction Standards</b>	
<b>Housing and Policy Branch</b>	Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as actions in the <i>Homes for BC: A 30-Point Plan For Housing Affordability</i> ; BC Housing.
<b>Building and Safety Standards Branch</b>	Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.
<b>Residential Tenancy Branch</b>	The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

## Ministry of Public Safety and Solicitor General

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Policing and Security Branch</b>	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in B.C.
<b>Community Safety and Crime Prevention Branch</b>	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
<b>Corrections Branch</b>	Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
<b>RoadSafety BC</b>	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
<b>Emergency Management BC</b> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	Emergency Management BC (EMBC) is the lead co-ordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<b>Cannabis Legalization and Regulation Secretariat</b>	The Secretariat is responsible for coordinating cannabis policy across the provincial government. Working with partner ministries and external stakeholders, the Secretariat seeks to advance Government's overarching cannabis policy goals, which include: public health and safety, protecting children and youth, reducing crime and the illegal market, addressing cannabis-impaired driving, and supporting economic development.

## Ministry of Social Development and Poverty Reduction

DIVISION/BRANCH	TOPIC
<p>Research, Innovation and Policy Division</p> <p>Service Delivery Division</p>	<p>TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25% and child poverty by 50% by 2024.</p> <p>With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone.</p> <p>Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas:</p> <ul style="list-style-type: none"> <li>• More affordable housing for more people</li> <li>• Supporting families, children and youth</li> <li>• Expanding access to education and training</li> <li>• More opportunities, more jobs</li> <li>• Improving income supports</li> <li>• Investing in social inclusion</li> </ul> <p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</p> <p>Income and Disability Assistance - Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and can't fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.</p>
Employment and Labour Market Services Division	<p>How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</p> <p>How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</p>

## Ministry of Tourism, Arts and Culture

DIVISION/BRANCH	TOPIC
BC Arts Council	Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; funding for community arts organizations and regional arts organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through scholarships and early career development; support for touring.
Arts and Cultural Development	Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishing of a Chinese Canadian Museum
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.
BC Athletic Commission	Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. .

<b>Tourism</b>	Policy development and strategic issues management to support BC's tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with DestinationBC and Ministry of Finance.) Provides oversight of Destination BC (tourism marketing/development) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
<b>Creative Sector</b>	Policy development, research and inter-government relations work in support of B.C.'s creative industries including, film, television, interactive digital media, music, and publishing. Provides oversight of Creative BC and the Knowledge Network.
<b>Multiculturalism</b>	Multiculturalism Community Grant program, Organizing Against Racism and Hate Program, Multicultural Advisory Council, Premier's Chinese Canadian Advisory Council Secretariat.

## Ministry of Transportation and Infrastructure

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b>Highway Operations</b>	The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
<b>Highway Services</b>	The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles.
<b>Major Projects, Infrastructure and Properties Department</b>	The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10 year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<b>Transportation Policy &amp; Programs Department</b>	The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, passenger transportation regulations and licensing, inter-governmental relations, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

## Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
<b>Agricultural Commission</b>	<b>Land</b> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<b>Auditor General for Local Government</b>	The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our work emphasizes a collaborative approach in working with local governments and we would be pleased to meet and discuss areas of risk or concerns and how our office can assist in addressing these issues.
<b>BC Emergency Health Services (BCEHS)</b>	BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (paramedics and emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN), which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C.  Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.
<b>BC Housing</b>	BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.  Through the <i>Homeowner Protection Act</i> , BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<b>BC Hydro</b>	Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
<b>BC Oil and Gas Commission</b>	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.

## Provincial Agencies, Commissions and Corporations Continued...

<p><b>BC Transit</b></p>	<p>From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.</p>
<p><b>Insurance Corporation of British Columbia (ICBC)</b></p>	<p>ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.</p>
<p><b>Royal Canadian Mounted Police (RCMP)</b></p>	<p>Various police issues.</p>



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: June 13, 2019  
Subject: Royal Canadian Legion Branch #98 Road Closure Application - Legion Week Event

**RECOMMENDATION**

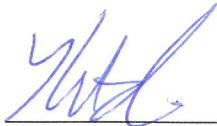
THAT Council receives the Royal Canadian Legion Branch #98's Road Closure application for information.

**BACKGROUND**

The Royal Canadian Legion Branch #98 has submitted a Road Closure application (attached) related to their Legion Week event on Thursday June 27, 2019 which will involve the 100 Guitar Players jam session and outdoor BBQ.

The applicant is proposing to close the portion of the Belvedere Street between the Mill Avenue intersection and the alley directly south of the Return-It Recycling Depot. As this is not first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application.

Respectfully Submitted,



Kurt Inglis  
Planner and Deputy Corporate Officer

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

Is this a first-time or relocated event?      Yes      **No**

Name of Sponsoring Organization ROYAL CANADIAN LEGION

Name of Contact Person CINDY TOTTENHAM

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

Name of Event LEGION WEEK

Date(s) of Closure THURSDAY JUNE 27<sup>th</sup> 2019

Start time for Closure 9:00 A.M.      End time for Closure 5:00 P.M.

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

Required Attachments

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

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

Authorized Signatory [Signature]      Date MAY 22/2019

Do Not Complete – For Administrative Purposes			
Approved by	<u>[Signature]</u>	Date	<u>JUNE 13, 2019</u>
Certificate of Insurance	<b>Yes</b>	No	N/A
Map	<b>Yes</b>	No	N/A
Petition of Affected Business Owners	<b>Yes</b>	No	N/A



**The Royal Canadian Legion #98**

**Enderby**

909 Belvedere Street

PO Box 514

Telephone: (250) 838-7283

Fax: (250) 838-7235

Email: [enderbylegion@gmail.com](mailto:enderbylegion@gmail.com)

Website: [www.enderbylegion.com](http://www.enderbylegion.com)

May 22, 2019

Dear Neighbour,

We will be having our Legion Week again this year – June 22 to June 30th. On Thursday, June 27<sup>th</sup> we will be hosting our 100 Guitars/Jam Session outside on Belvedere Street in front of the Legion. Belvedere Street will be closed from Veterans Way to the alley between Lookers and the Bottle Depot from 9 a.m. to 5 p.m.

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

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

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

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

Please call with any concerns

Cindy Tottenham

President Br #98

(250) 838-7283

Mill Ave

Mill Ave

Mill Ave

Mill Ave

~~//////~~ CLOSE



Country Coffee House



Royal Canadian  
Legion Branch 98

Belvedere St

Enderby Bottle Depot



~~//////~~ CLOSE

ALLEY

Belvedere St

Lookers



Agenda



a. Box 1000, 702 Railway Street, Enderby BC V0E 1V0  
p. 250-838-6727 | f. 250-838-0123  
w. [enderbychamber.com](http://enderbychamber.com) | e. [info@enderbychamber.com](mailto:info@enderbychamber.com)

May 29, 2019

City of Enderby  
Box 400  
Enderby, BC V0E 1V0

Dear Mayor Greg McCune,

On behalf of the Enderby & District Chamber of Commerce, I would like to cordially invite you to attend our 2019 Canada Day Celebrations - Opening Ceremony.

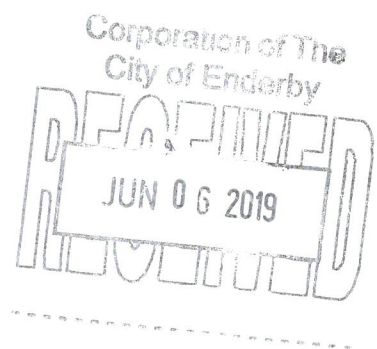
It would be an honor to have you be part of our special celebrations at Barnes Park. This invitation includes the opportunity to say a few words to the guests.

Venue: Barnes Park  
Date: July 1, 2019  
Time: 1:00 PM

Please kindly RSVP at your earliest convenience to Ali Maki, Coordinator for the 2019 Canada Day Celebrations at [ali@enderbychamber.com](mailto:ali@enderbychamber.com)

Best regards,

Ali Maki, Executive Director  
Enderby & District Chamber of Commerce



Agenda

**Enderby & District Lions Club**  
Box 228  
Enderby B.C. V0E 1V0  
Serving since 1947  
Meeting nights: 2<sup>nd</sup> & 4<sup>th</sup> Mondays



JUNE 03, 2019

Mayor & City Council of Enderby  
City Hall  
Enderby BC

We the Enderby & District Lions Club respectfully request permission to hold a Beer Garden at the Lions Gazebo from June 28 to July 1, 2019.

DATE	START	END
JUNE 28	1 PM	1 AM
JUNE 29	11 AM	1 AM
JUNE 30	11 AM	1 AM
JULY 01	11 AM	7 PM

SINCERELY,

DENNIS MORGAN

PRESIDENT.

Notes: confirm to JP



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA



**DAN ALBAS, MP**

CENTRAL OKANAGAN-  
SIMILKAMEEN-NICOLA



**OTTAWA**

560 Valour Building  
151 Sparks Street  
Ottawa, ON  
K1A 0A6

Phone: 613-995-1702  
Fax: 613-995-1154  
dan.albas@parl.gc.ca

**CONSTITUENCY**

2562B Main Street  
West Kelowna, BC  
V4T 2N5

1-800-665-8711  
dan.albas@parl.gc.ca

Mayor Greg McCune  
City of Enderby  
PO Box 400, 619 Cliff Avenue  
Enderby, BC V0E 1V0

June 10, 2019

Dear Mayor McCune,

Thank you for your service and commitment to our great country.

Today I write to you to draw attention to proposed new legislation that will help modernize the Criminal Code in regard to natural disasters and evacuation orders.

Almost every province has had struggles with natural disasters- floods, fires, earthquakes and even tornadoes in recent years. We all know the very real impact these events have on our citizens in terms of their health, safety and to our local economies.

When these events occur, local, provincial and federal officials often must make tough decisions, such as evacuation orders to rapidly respond to these threats.

It is a testament to our strong commitment as Canadians, when our neighbours need help; we often rise to these challenges and support one another.

Unfortunately there are those who will take advantage of these public safety emergencies for their own gain by looting.

While it remains a fact of life that these challenges exist, we can act to address them.

I have recently tabled a private member's bill that proposes a simple amendment to the Criminal Code, creating an aggravating factor where a natural disaster or evacuation order is present.

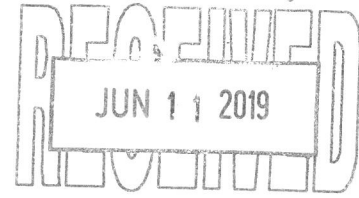
This would indicate that Canadian society, through Parliament requires a Judge, upon sentencing to designate a stiffer penalty for those that break the law and loot during these challenging situations.

This legislation would help provide peace of mind for citizens under an evacuation order to comply, as they would know that the criminal justice system has their back.

As this is an issue that would complement local and provincial efforts in maintaining public order, I would like to ask if you consider supporting this legislation publicly.

*Agenda*

Corporation of The  
City of Enderby



First Session, Forty-second Parliament,  
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

Première session, quarante-deuxième législature,  
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

HOUSE OF COMMONS OF CANADA

CHAMBRE DES COMMUNES DU CANADA

## BILL C-447

## PROJET DE LOI C-447

An Act to amend the Criminal Code  
(aggravating circumstance — evacuation  
order or emergency)

Loi modifiant le Code criminel (circonstance  
aggravante — ordre d'évacuation ou  
situation d'urgence)

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FIRST READING, MAY 13, 2019

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PREMIÈRE LECTURE LE 13 MAI 2019

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MR. ALBAS

M. ALBAS

421441



## BILL C-447

An Act to amend the Criminal Code (aggravating circumstance — evacuation order or emergency)

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

R.S., c. C-46

### Criminal Code

**1 Paragraph 718.2(a) of the *Criminal Code* is amended by adding the following after subparagraph (iii.1):** 5

**(iii.2)** evidence that the offender, in committing the offence, took advantage of the fact that the place where the offence was committed was under a lawful evacuation order or was experiencing a natural disaster or other emergency, 10

## PROJET DE LOI C-447

Loi modifiant le Code criminel (circonstance aggravante — ordre d'évacuation ou situation d'urgence)

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

L.R., ch. C-46

### Code criminel

**1 L'alinéa 718.2a) du *Code criminel* est modifié par adjonction, après le sous-alinéa (iii.1), de ce qui suit :** 5

**(iii.2)** que l'infraction perpétrée par le délinquant a été commise à un endroit qui était visé par un ordre d'évacuation autorisé par la loi ou qui était touché par une catastrophe naturelle ou une autre situation d'urgence et que le délinquant en a indûment tiré parti, 10



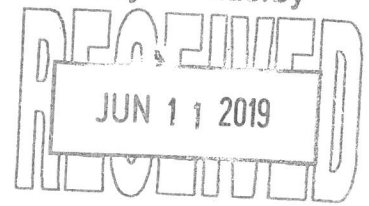
**Office of the Mayor**

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

mayorandcouncil@westkelownacity.ca

Corporation of The  
City of Enderby



May 22, 2019

Dan Albas, MP Central Okanagan – Similkameen – Nicola  
2562-B Main Street  
West Kelowna, BC  
V4T 2N5

Dear MP. Albas:

West Kelowna Council fully supports your proposed private members bill regarding action against looting in communities affected by emergency evacuation orders.

We stand with you in the belief that those who take advantage of emergency evacuations to engage in looting or vandalizing evacuated properties should be held accountable for these despicable acts to a much greater degree than is currently allowed in the Criminal Code.

Our community has experienced these atrocious crimes on multiple occasions as we have faced a variety of emergencies – from flooding to wildfire – that have prompted many of our neighbourhoods to be evacuated. Even though our emergency crews try to keep an eye on communities that have been evacuated, opportunistic criminals have found their way into these neighbourhoods and made off with valuables many times.

Media have covered these crimes, and the public outrage is clear, but it also serves to make people think twice about evacuating their priorities. We believe, like you, that people should not have to choose between protecting their property from shady characters and evacuating to a safe distance. Emergency responders should not have to spend valuable time convincing people to evacuate.

West Kelowna Council fully supports your Private Member's Bill C-447 and wishes you all the best in getting this important legislation passed.

Sincerely,

A handwritten signature in cursive script that reads "Gord Milsom".

Mayor Gord Milsom

cc:  
West Kelowna Council