

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** April 20, 2020  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

2.1. Special Meeting Minutes of April 8, 2020 Page 1

**3. PUBLIC AND STATUTORY HEARINGS**

**4. DELEGATIONS**

4.1. BDO Canada LLP: 2019 Financial Statements Page 6

**5. DEVELOPMENT MATTERS**

5.1. 0024-20-DVP-END (McMahon) Page 56

Legal: LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS  
(FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498  
Address: 709 Vernon Street, Enderby BC  
Applicant: Mark McMahon

5.2. 0025-20-DVP-END (Francks) Page 72

Legal: LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS  
(FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A  
Address: 709 Russell Avenue, Enderby BC  
Applicant: Dean Francks

5.3. 0026-20-DVP-END (Vetter) Page 86

Legal: LOT 2 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE  
6<sup>TH</sup> MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP78763  
Address: 144 Cliffview Drive, Enderby BC  
Applicant: Geoff Vetter

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

**7. REPORTS**

7.1. RDNO Building Permit Summary – March 2020 Page 91

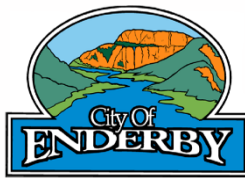
**8. NEW BUSINESS**

8.1. Village of Hazelton: Correspondence dated April 15, 2020

Page 92

**9. ADJOURNMENT**





## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Special Meeting** of Council held by teleconference on Wednesday, April 8, 2020 at 4:00 p.m. in the Council Chambers of City Hall

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

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Secretary Clerk – Laurel Grimm

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### **APPROVAL OF AGENDA**

Moved by Councillor Schreiner, seconded by Councillor Davyduke  
*“THAT the March 16, 2020 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of March 16, 2020

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*“THAT the March 16, 2020 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **REPORTS**

#### Mayor and Council Reports

##### Councillor Baird

Thank you to all who supported the “Hearts” initiative.

##### Councillor Knust

Will be participating in an Interagency Meeting next week via Zoom. The Order of the Provincial Health Officer made on March 27, 2020 regarding long term care facility staff movement limitations has not been implemented at many long-term care facilities.

Moved by Councillor Baird, seconded by Councillor Knust

*“THAT Staff research the Provincial Health Officer’s Order of March 27, 2020 regarding Long Term Care Facility Staff Movement Limitations and request an update on implementation from the Interior Health Authority if necessary.”*

CARRIED

Councillor Davyduke

Councillor Davyduke thanked Councillor Knust for her service as a health care worker in Enderby. She discussed the positive feedback over Council's "heart-message" campaign around COVID-19 and physical distancing.

Councillor Schreiner

Remote meeting attendance and teleconferencing are not available at the Regional District at this time. He intends to raise the matter with the Chair in advance of the next Regional District Board meeting.

**NEW BUSINESS**COVID-19 Pandemic Emergency Meeting Provisions

Moved by Councillor Baird, seconded by Councillor Shishido

*"THAT, for the duration of the provincial state of emergency made on March 18, 2020, Council directs staff to arrange for all regular and special meetings to be held electronically in a manner that is consistent with Ministerial Order M083 [Local Government Meetings and Bylaw Process (COVID-19) Order] sections 3 and 6, subject to the following mitigating measures designed to balance safety, expediency, openness, public participation, and business continuity;*

*AND THAT Council reinstates its regular meeting schedule beginning with the April 20, 2020 meeting;*

*AND THAT Council postpones Committee of the Whole meetings typically held prior to a regular Council meeting until such time as the pandemic emergency has resolved, and instead directs the Corporate Officer to arrange for special meetings to be held during that same time when the need arises, or at other times as necessary;*

*AND THAT Council, including its committees and commissions, postpones decisions on new or controversial initiatives not directly related to the emergency unless an alternative form of safe and meaningful public participation is provided that is proportionate to the initiative;*

*AND THAT Council only considers adopting a bylaw on the same day as third reading for matters that are urgent and related directly or indirectly to the emergency, including the financial plan and related bylaws;*

*AND THAT Council directs staff to post a summary of the decisions of Council, including its committees and commissions, on the City of Enderby website within 2 business days of the conclusion of a meeting that would normally be open to the public;*

*AND THAT Council directs staff to relocate its Public Notice Posting Place, as referenced in Council Procedure Bylaw No. 1506, 2012, from the public notice board in the inside foyer of City Hall to the lower entrance doors, for the duration of the public closure of City Hall, so that it may be more readily seen by the public;*

*AND THAT Council directs staff to limit public participation for all non-statutory public hearings, such as Development Variance Permits, to written and email submissions only, which shall be read out to Council during the meeting and for which the applicant will be given an opportunity to respond in advance in writing, which the applicant may choose to forego;*

*AND THAT Council only gives two readings to any Zoning Bylaw amendment and defers further consideration until a statutory public hearing may be conducted pursuant to Section 464(1) of the Local Government Act, unless Council determines that it is appropriate to waive the statutory public hearing in accordance with section 464(2), which is subject to the Zoning Bylaw amendment being consistent with the Official Community Plan;*

*AND THAT Council makes any waiving of a Zoning Bylaw public hearing conditional upon the applicant providing a release of all claims and staff providing notice of an alternative form of public participation involving written and email submissions and for which the applicant will be given an opportunity to respond in advance in writing, which the applicant may choose to forego;*

*AND FURTHER THAT Council only gives two readings to any Official Community Plan amendment and defers further consideration of such amendments until it is feasible to hold a public hearing and provide reasonable opportunities for consultation, or otherwise receives guidance from the Province on alternative methods with which the consideration of such amendments may proceed.”*

CARRIED

Acting Mayor Order of Succession

Moved by Councillor Schreiner, seconded by Councillor Case

*THAT Council resolves to designate the following rolling order of succession for Acting Mayors:*

- *Councillor Case*
- *Councillor Baird*
- *Councillor Knust*
- *Councillor Davyduke*
- *Councillor Schreiner*
- *Councillor Shishido*

CARRIED

Designation of Local Government Liaison Pursuant to the Public Health Act

Moved by Councillor Schreiner, seconded by Councillor Case

*“THAT Council designates the Chief Administrative Officer as the Local Government Liaison pursuant to Section 83 of the Public Health Act;*

*AND THAT Council directs staff to send notice of the designation to the regional health board having authority over the area that includes the City of Enderby.”*

CARRIED

2020 Proposed Budget

Council was briefed by the Chief Financial Officer on the impact of the revised roll from BC Assessment, which was received after the Finance Portfolio considered the proposed budget. The revised roll had the impact of reducing property valuations as a result of appeals and reduced non-market change. As a result, this has pushed up the tax increase to 2.4%. The

Chief Financial Officer presented a set of measures that could reduce the combined impact of taxation and user fees to a 0.4% decrease without a significant impact to customer service levels in the short-term. She noted that these temporary measures cannot be sustained for multiple years without impacting service levels, and will need to be made up through tax increases in subsequent years; however, these measures can provide short-term assistance to taxpayers and users given the challenging circumstances associated with the pandemic emergency.

Moved by Councillor Schreiner, seconded by Councillor Baird

*THAT Council directs staff to make the following amendments to the draft budget:*

1. *Reduce Social Planning by \$2,000 to \$4,000 to reflect pandemic-related changes in meeting expenses and well as actual expenditures in prior years.*
2. *Reduce Administration Staff Development by \$2,000 to reflect reductions in travel and conference attendance.*
3. *Eliminate the \$1,100 donation to the Okanagan Film Commission for 2020.*
4. *Reduce the drainage amount included in the transportation budget by \$2,000 and fund any overages through prior-year surplus.*
5. *Reduce Fire Inspection budget by \$3,000 and design a self-inspection system for 2020 consistent with a model from the Office of the Fire Commissioner, as an interim measure due to the pandemic.*
6. *Defer \$3,000 for expanding the parking at Tuey Park to 2021 as, due to the pandemic, physical distancing will likely still be in place and, even if it were not, it would not be appropriate to create more parking at this time given the prohibitions around mass gatherings over 50 people.*
7. *Remove the \$15,000 contribution to Parks Reserves, which was to start working towards the City's own Parks Reserve following the Fortune Parks governance review, and bring forward in the 2021 budget.*
8. *Remove the \$4,000 contribution to computer reserves as the current amount in this reserve fund is sufficient in the short term, but contributions need to be resumed in the future.*
9. *Defer the supply and installation of the clarifier brushes at the Sewer Treatment Plant to 2021 which, while it will not affect the tax rate, it will reduce sewer user fees.*

CARRIED

Council discussed cancelling the spring pruning pick-up, with some in favour and some against. The Chief Administrative Officer described the purpose of the program as well as the request from landfills for essential trips only, which would impact yard waste handling. He advised Council of a pilot project developed this year with Fink Machine to demonstrate how yard waste can be used to fuel the biomass boiler in the Public Works yard. The Chief Financial Officer explained how it was funded through user fees.

Council discussed the long-term impact of a 0% increase and the uncertainty in today's economy, as well as the necessity for taxpayer financial relief as a result of the pandemic. The Chief Financial Officer reviewed the Province's property tax deferral program and that it would be highlighted on the property tax insert. Council and staff discussed the intended approach for implementing projects only when the appropriate revenue source is realized in order to provide the services, while also being mindful of cashflows. It was recognized that there needs to be a balance in terms of getting things done and maintaining services while also ensuring the fiscal sustainability of the City, which is dependent upon property taxes. The Chief Financial Officer

discussed how revenue anticipation borrowing works and the role that it may need to play in maintaining short-term cashflows.

Moved by Councillor Schreiner, seconded by Councillor Davyduke

*“THAT Council directs Staff to bring forward a revenue anticipation borrowing measures along with the proposed financial plan bylaws.”*

CARRIED

Moved by Councillor Schreiner, seconded by Councillor Case

*“THAT Council approves the draft 2020 budget as amended and directs staff to advance the proposed Financial Plan Bylaws to public consultation.*

*AND THAT Council directs staff to defer any non-essential budgeted expenditures until sufficient cash flows are available through the related revenue source.”*

CARRIED

**PUBLIC QUESTION PERIOD**

No public was present.

**ADJOURNMENT**

Moved by Councillor Shishido, seconded by Councillor Baird

*“That the special meeting of April 8, 2020 adjourn at 5:08 p.m.”*

CARRIED

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CORPORATE OFFICER**



# CITY OF ENDERBY

## FINAL REPORT TO THE MAYOR AND COUNCIL

For the year ended December 31, 2019

Dated April 20, 2020



April 20, 2020

Mayor and Council  
City of Enderby  
619 Cliff Avenue  
PO Box 400  
Enderby, BC  
V0E 1V0

Dear Mayor and Council

We are pleased to present this report on the results of our audit of the financial statements of City of Enderby (“City”) for the year ended December 31, 2019. The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the Mayor and Council and should be read in conjunction with the draft financial statements and our draft audit report which is included as Appendix A.

We would like to bring to your attention that our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our sincere appreciation for the co-operation we received during the audit from City of Enderby’s management and staff who have assisted us in carrying out our work. We look forward to connecting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,



Markus Schrott, CPA, CA  
Partner through a corporation  
BDO Canada LLP

Chartered Professional Accountants

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## SUMMARY



### Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2019 financial statements, subject to completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Receipt of outstanding bank confirmations
- ▶ Subsequent events review through to financial statement approval date, anticipated to be April 20, 2020
- ▶ Approval of financial statements by those charged with governance.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See Appendix A for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated March 20, 2020.



### Materiality

As communicated to you in our Planning Report to the Mayor and Council, preliminary materiality was \$580,000. Overall materiality is based upon non-financial assets and is used to audit items that are capital in nature. Preliminary specific materiality was assessed as \$170,000 based upon total revenues. Specific materiality was used to audit operations related items. Final materiality remained unchanged from our preliminary assessment for both overall and specific materiality.



### Audit Findings

Our audit focused on the risks specific to your operations and key accounts. Our discussion points below focus on key areas of audit focus:

- ▶ Management Override of Controls



### Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified.

There were no control deficiencies noted that, in our opinion, are of significant importance to discuss with those charged with governance. However, please refer to the management letter which outlines recommendations over areas of operational improvement.



### Independence

Our annual letter confirming our independence was previously provided to you. We know of no circumstances that would cause us to amend the previously provided letter. We confirm that we are still independent as of the date of this letter.



### Adjusted and Unadjusted Differences

We have disclosed all adjusted and unadjusted differences greater than 5% of materiality, as well as all material disclosure omissions identified through the course of our audit engagement.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Mayor and Council agree with this assessment, we do not propose further adjustments.

The summary of adjusted and unadjusted differences and disclosure omissions has been presented in Appendix C.



### Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including them in the audit working papers, memoranda of discussions with management and written representations received from management.

A summary of the written representations we have requested from management is set out in the representation letter included in Appendix B to the report.



### Significant Audit Estimates

Management is responsible for determining City of Enderby's significant accounting policies. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the organization. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the accounting policies and estimates in the financial statements are reasonable and the disclosures relating to accounting estimates are in accordance with Canadian public sector accounting standards.



### Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the City.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Municipality since our discussions held at planning, we request that you provide us with this information.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Mayor and Council.

## AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the District's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters can also be discussed verbally with you. A summary of the key discussion points are as follows:

### KEY AUDIT AREAS

As described in our Planning Report to the Mayor and Council, the following key audit areas were identified based on our knowledge of the City of Enderby's operations, our past experience, and knowledge gained from management and the Mayor and Council.

#### Management Override of Controls

Key Audit Area	Approach	Results
<p>Management is in a unique position to directly or indirectly change accounting records without oversight, and prepare financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p><i>This risk is required to be addressed for all audits pursuant to Canadian audit standards.</i></p>	<p>Tested the appropriateness of journal entries recorded in the general ledger, review key estimates and other adjustments made in the preparation of the financial statements.</p>	<p>All audit testing in this area was executed as planned with no issues to be reported.</p>

## INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the Municipality's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were determined to be relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing significant deficiencies in internal control that we have identified during the audit. A significant

deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the Municipality's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No significant deficiencies in internal controls were identified during the audit.

## OTHER REQUIRED COMMUNICATIONS

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the table below summarizes these additional required communications.

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
1. Our responsibilities under Canadian Auditing Standards (CAS)	✓		Included in our engagement letter dated March 20, 2020
2. Our audit strategy and audit scope	✓		Included in our Planning Report dated March 20, 2020
3. Fraud risk factors	✓		Included in our Planning Report dated March 20, 2020
4. Going concern matters		✓	None
5. Significant estimates or judgments		✓	None
6. Audit adjustments		✓	None noted
7. Unadjusted differences		✓	See Appendix C
8. Omitted disclosures		✓	None noted
9. Disagreements with management		✓	There were no disagreements with management
10. Consultations with other accountants or experts		✓	No external experts were consulted during this engagement
11. Major issues discussed with management in regards to retention		✓	None
12. Significant difficulties encountered during the audit		✓	No significant difficulties were encountered during our audit

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
13. Significant deficiencies in internal control		✓	No significant deficiencies were noted
14. Material written communication between BDO and management		✓	No material written communications were noted
15. Any relationships which may affect our independence	✓	✓	No independence issues noted
16. Any illegal acts identified during the audit		✓	No illegal activities identified through the audit process
17. Any fraud or possible fraudulent acts identified during the audit	✓	✓	No fraud identified through the audit process
18. Significant transactions with related parties not consistent with ordinary business operations		✓	None noted
19. Non-compliance with laws or regulations identified during the audit		✓	No legal or regulatory non-compliance matters were noted as part of our audit
20. Limitations of scope over our audit, if any		✓	None
21. Written representations made by management		✓	See Appendix B
22. Any modifications to our opinion, if required		✓	Please see our draft independent auditor’s report included in Appendix A

## **APPENDIX A: INDEPENDENT AUDITOR'S REPORT**



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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, 2019, 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, 2019, 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.

### 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  
April 20, 2020

# APPENDIX B: REPRESENTATION LETTER

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

April 20, 2020

BDO Canada LLP  
Chartered Professional Accountants  
2706 30th Avenue  
Suite 202  
Vernon, BC  
V1T 2B6

This representation letter is provided in connection with your audit of the financial statements of City of Enderby for the year ended December 31, 2019, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **Financial Statements**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated October 17, 2018, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.

### **Information Provided**

- We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.

- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

### **Fraud and Error**

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

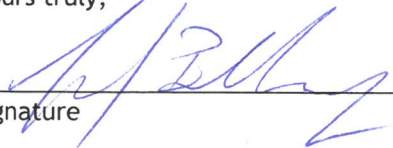
### **General Representations**

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.


### **Other Representations Where the Situation Exists**

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

  
\_\_\_\_\_  
Signature

Chief Financial Officer  
\_\_\_\_\_  
Position

  
\_\_\_\_\_  
Signature

Chief Administrative Officer  
\_\_\_\_\_  
Position

City of Enderby  
 Summary of Unadjusted Misstatements  
 December 31, 2019

Description of Misstatement	Identified Misstatements	Projections of Identified Misstatements	Estimates	Proposed Adjustments				Details of why no adjustment has been made to the F/S
				Assets Dr(Cr)	Liabilities Dr(Cr)	Opening R/E Dr(Cr)	Income Dr(Cr)	
BC Hydo Accrual	15,948	-	-	-	(15,948)	-	15,948	Full year is accrued per client as cutoff error at end of PY.
Likely Aggregate Misstatements Before Effect of Previous Year's Errors and Estimates	15,948	-	-	-	(15,948)	-	15,948	
Effect of Previous Year's Errors				-	-	18,040	(18,040)	
Likely Aggregate Misstatements				-	(15,948)	18,040	(2,092)	

# APPENDIX C: SCHEDULE OF UNADJUSTED DIFFERENCES



## SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected misstatements noted during the course of our audit engagement:

	Increase (Decrease)			
	Assets	Liabilities	Equity	Net Income
BC Hydro Accrual	\$ -	\$ (15,948)	\$ -	\$ 15,948
Total	\$ -	\$ (15,948)	\$ -	\$ 15,948
Effect of Prior Year's Reversing Errors	-	-	18,040	(18,040)
<b>Total Unadjusted Differences</b>	<b>\$ -</b>	<b>\$ (15,948)</b>	<b>\$ 18,040</b>	<b>\$ (2,092)</b>

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** April 15, 2020  
**Subject:** 2019 Financial Statements

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Recommendation

THAT Council receives the 2019 Audited Financial Statements as presented;

AND THAT Council approves the 2019 Audited Financial Statements.

Background

Section 171 of the Community Charter requires the municipal auditor to report to Council on the annual financial statements of the municipality. Canadian Auditing Standards requires Council to approve the financial statements before the Auditor will date the audit report.

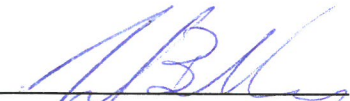
Below is a summary of the major changes from 2018 to 2019 and to budget:

- Cash - Increase of \$0.8 million from 2018. The amount cash on hand varies depending the cash flow requirements at the time. More cash on hand was required at the end of 2019 due to upcoming projects.
- Tangible Capital Assets - Increase of \$0.4 million from 2018. The City did a total of \$1.8 million in capital projects in 2019. This amount is offset by \$1.3 million in current year amortization and further reduced by the net book value of road work and underground utilities replaced of \$119,798.
- Revenue - 2019 actual amounts are relatively consistent with the 2019 budget. Grants and subsidies are slightly under budget as grants received for specific projects are recorded as revenue when the related work is completed. The grant received for the Shuswap River Watermain Crossing is still ongoing.
- Expenditures - Excluding amortization (as this is not a budget item) the City's 2019 expenditures are below budget by \$440,997. This amount primarily consists of special projects budgeted but not completed in 2019. These projects have been included in the 2020 budget and will be funded through surplus.

Attached is an alternate income statement that has been revised to show the amortization differently and include non-income statement budget items in order to better represent where actual expenses are compared to budget and the actual surplus for the year.

Overall the 2019 Audited Financial Statements provide a fair representation of the City's financial position as of December 31, 2019.

Respectfully submitted,



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Jennifer Bellamy  
Chief Financial Officer

**The Corporation of the City of Enderby**

**Income Statement**

**December 31, 2019**

	2019 Budget	2019 Actual	2018 Actual
<b>Revenue</b>			
Taxation (net)	\$ 2,141,720	\$ 2,115,848	\$ 1,979,791
Grants and subsidies	1,831,072	1,748,810	1,589,384
Sale of services	1,502,648	1,599,223	1,549,103
Other revenue from own sources	48,729	54,095	75,833
Interest and penalties	125,030	180,959	152,709
	<b>5,649,199</b>	<b>5,698,935</b>	<b>5,346,820</b>
<b>Expenditures</b>			
General government services	753,566	736,479	820,439
Protective services	323,250	230,650	241,288
Transportation services	544,631	495,458	584,198
Environmental health services	105,690	104,560	101,181
Community development services	22,800	18,884	18,979
Recreational and cultural services	87,090	76,481	73,710
Commission services	963,463	911,508	883,482
Water services	593,447	474,582	521,867
Sewer services	564,297	468,635	438,971
	<b>3,958,234</b>	<b>3,517,237</b>	<b>3,684,115</b>
Excess revenue over expenses	<b>1,690,965</b>	<b>2,181,698</b>	<b>1,662,705</b>
Loss on disposal of tangible capital assets	-	<b>(112,707)</b>	<b>(64,262)</b>
Amortization	-	<b>(1,297,796)</b>	<b>(1,321,388)</b>
<b>Accounting Surplus (per Financial Statements)</b>	<b>\$ 1,690,965</b>	<b>\$ 771,195</b>	<b>\$ 277,055</b>
Adjustments for other budget items:			
Add:			
Amortization	-	1,297,796	1,321,388
Transfers from reserves	1,511,129	1,072,493	1,966,568
Transfers from surplus	599,400	398,667	366,338
Capital disposal	-	119,798	141,762
Deduct:			
Capital expenditures	(2,488,183)	(1,846,881)	(2,370,376)
Transfers to reserves	(1,194,108)	(1,366,862)	(1,238,419)
Debt repayments	(119,203)	(119,203)	(119,203)
Actuarial payments (included in income)	-	(33,800)	(28,056)
<b>Actual Surplus</b>	<b>-</b>	<b>\$ 293,204</b>	<b>\$ 317,057</b>
Surplus Breakdown:			
General		172,658	143,453
Sewer		118,306	136,213
Water		2,240	37,391
Total		<b>\$ 293,204</b>	<b>\$ 317,057</b>

**THE CORPORATION OF THE CITY  
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2019

DRAFT

# THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2019

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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  
April 20, 2020



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## Independent Auditor's Report

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

### Opinion

We have audited the financial statements of the Corporation of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2019, 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, 2019, 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.

### 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.

Chartered Professional Accountants

Vernon, British Columbia  
April 20, 2020

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Financial Position

As at December 31, 2019

	2019	2018
<b>Financial assets</b>		
Cash	\$ 1,142,828	\$ 314,131
Portfolio investments (Note 3)	5,151,961	5,442,327
Accounts receivable (Note 4)	939,721	981,926
Deposit - Municipal Finance Authority (Note 5)	42,098	47,648
	<u>7,276,608</u>	<u>6,786,032</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 6)	508,127	372,586
Deferred revenue (Note 7)	1,186,446	1,021,126
Reserve - Municipal Finance Authority (Note 5)	42,098	47,648
Long-term debt (Note 8)	2,903,145	3,056,149
	<u>4,639,816</u>	<u>4,497,509</u>
<b>Net financial assets</b>	<u>2,636,792</u>	<u>2,288,523</u>
<b>Non-financial assets</b>		
Prepaid expenses	49,161	55,523
Tangible capital assets (Note 9)	29,940,829	29,511,541
<b>Accumulated surplus (Note 10)</b>	<u>\$ 32,626,782</u>	<u>\$ 31,855,587</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, 2019

	2019 Budget	2019 Actual	2018 Actual
(Note 18)			
<b>Revenue</b>			
Taxation - net (Note 13)	\$ 2,141,720	\$ <b>2,115,848</b>	\$ 1,979,791
Grants and subsidies (Note 14)	1,831,072	<b>1,748,810</b>	1,589,384
Sale of services (Note 15)	1,502,648	<b>1,599,223</b>	1,549,103
Other revenue from own sources	48,729	<b>54,095</b>	75,833
Interest and penalties	125,030	<b>180,959</b>	152,709
	<u>5,649,199</u>	<u><b>5,698,935</b></u>	<u>5,346,820</u>
<b>Expenses (Note 16)</b>			
General government services	753,566	<b>837,841</b>	921,322
Protective services	323,250	<b>296,930</b>	305,408
Transportation services	544,631	<b>1,028,008</b>	1,144,646
Environmental health services	105,690	<b>104,560</b>	101,181
Community development services	22,800	<b>18,884</b>	18,979
Recreational and cultural services	87,090	<b>76,481</b>	73,710
Enderby / Area F services	963,463	<b>966,774</b>	937,807
Water supply	593,447	<b>793,721</b>	841,479
Sewer services	564,297	<b>691,834</b>	660,971
	<u>3,958,234</u>	<u><b>4,815,033</b></u>	<u>5,005,503</u>
Excess revenue over expenses	1,690,965	<b>883,902</b>	341,317
Loss on disposal of tangible capital assets		<b>(112,707)</b>	(64,262)
Annual surplus	<u>\$ 1,690,965</u>	<u>\$ <b>771,195</b></u>	<u>\$ 277,055</u>
Accumulated surplus, beginning of year	<u>31,855,587</u>	<u><b>31,855,587</b></u>	<u>31,578,532</u>
Accumulated surplus, end of year	<u>\$ 33,546,552</u>	<u>\$ <b>32,626,782</b></u>	<u>\$ 31,855,587</u>

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, 2019

	2019	2018
<b>Annual surplus</b>	<b>\$ 771,195</b>	<b>\$ 277,055</b>
Amortization of tangible capital assets	1,297,795	1,321,388
Change in prepaid expenses	6,363	(21,839)
Loss on disposal of tangible capital assets	119,797	141,761
Acquisition of tangible capital assets	<u>(1,846,881)</u>	<u>(2,370,376)</u>
Increase (decrease) in net financial assets	348,269	(652,011)
Net financial assets, beginning of year	<u>2,288,523</u>	<u>2,940,534</u>
Net financial assets, end of year	<u>\$ 2,636,792</u>	<u>\$ 2,288,523</u>

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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, 2019

	2019	2018
<b>Cash flows from operating activities</b>		
Cash received from:		
Taxation	\$ 2,107,666	\$ 2,035,821
Grants and subsidies	1,886,338	1,639,670
Sale of services and other revenues	1,731,496	1,531,652
Interest received	180,959	152,709
Cash paid for:		
Cash payments to suppliers and employees	(3,258,064)	(4,132,837)
Interest paid	(117,271)	(115,385)
	<u>2,531,124</u>	<u>1,111,630</u>
<b>Financing activities</b>		
Debt repayment	<u>(153,003)</u>	<u>(147,259)</u>
<b>Capital activities</b>		
Purchase of tangible capital assets	(1,846,881)	(2,370,375)
Proceeds on disposition of tangible capital assets	7,091	77,500
	<u>(1,839,790)</u>	<u>(2,292,875)</u>
<b>Investing activities</b>		
Increase in portfolio investments	<u>290,366</u>	<u>1,086,823</u>
Increase (decrease) in cash	828,697	(241,681)
Cash, beginning of year	<u>314,131</u>	<u>555,812</u>
Cash, end of year	<u>\$ 1,142,828</u>	<u>\$ 314,131</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, 2019

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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. Portfolio investments

Portfolio 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 2.4% (2018 - 1.9%).

#### 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, 2019

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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, 2019

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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. 1674, 2019 adopted May 6, 2019. 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, 2019

### 3. Portfolio Investments

	2019	2018
Municipal Finance Authority - Money market fund	\$ 641,161	\$ 626,736
Credit Union - Term deposits	3,010,800	4,815,591
Canaccord Genuity - Term deposits	1,500,000	
	<b>\$ 5,151,961</b>	<b>\$ 5,442,327</b>

The term deposits mature between August 4, 2020 and March 22, 2022 with interest rates varying from 2.5% to 2.75%.

### 4. Accounts receivable

	2019	2018
Federal Government	\$ 66,304	\$ 62,432
Trade receivables	716,827	756,196
Taxes receivable - current	117,122	109,063
arrears	39,468	54,235
	<b>\$ 939,721</b>	<b>\$ 981,926</b>

### 5. 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	2019	2018
General fund	\$ 57,010	\$ 34,517	\$ 91,527	\$ 90,741
Sewer fund	13,825	7,581	21,406	38,824
	<b>\$ 70,835</b>	<b>\$ 42,098</b>	<b>\$ 112,933</b>	<b>\$ 129,565</b>

### 6. Accounts payable and accrued liabilities

	2019	2018
Trade payables	\$ 336,074	\$ 241,856
Wages payable	172,053	130,730
	<b>\$ 508,127</b>	<b>\$ 372,586</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2019

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### 7. 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, 2018	Inflow (Outflow)	Interest	December 31, 2019
Development cost charges	\$ 612,328	\$ 7,471	\$ 15,977	\$ 635,776
Refundable deposits	127,573	8,888	2,935	139,396
Conditional grants	87,485	150,118		237,603
Prepaid revenues	193,740	(22,387)	2,318	173,671
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 1,021,126	\$ 144,090	\$ 21,230	\$ 1,186,446

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# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

## 8. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2019		2018
General fund						
1590	Road upgrades	18	2.100	\$ 413,281	\$	431,719
1544	Road upgrades	17	2.200	382,930		400,572
1525	Road upgrades	16	3.300	255,250		267,508
1494	Storm system upgrade	25	3.150	749,473		767,912
1502	Road upgrades	15	3.150	528,532		556,315
1503	Road upgrades	15	3.150	159,337		167,713
				2,488,803		2,591,739
Sewer fund						
1259	Sewage treatment plant	1	2.100	-		23,553
1474	System upgrade	13	3.250	276,228		293,905
1475	System upgrade	13	3.250	138,114		146,952
				414,342		464,410
Total long-term debt - all funds				\$ 2,903,145		\$ 3,056,149

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

	General fund	Sewer fund
2020	\$ 106,780	\$ 27,575
2021	110,770	28,678
2022	114,911	29,826
2023	119,208	31,019
2024	123,668	32,259
2025 and subsequent periods	1,913,466	264,985
\$ 2,488,803		\$ 414,342

# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

## 9. Tangible capital assets

	Cost	Accumulated amortization	2019	2018
<b>General fund</b>				
Land	\$ 1,659,517	\$ -	\$ 1,659,517	\$ 1,659,517
Building sites and parks	2,677,013	(1,635,731)	1,041,282	1,090,262
Engineering structures	916,869	(294,060)	622,809	644,983
Furniture & equipment	211,197	(103,044)	108,153	139,767
Hydrants	186,643	(149,929)	36,714	39,409
Mobile equipment	2,373,925	(1,443,160)	930,765	965,909
Planters	118,329	(92,913)	25,416	29,946
Roads	16,773,242	(6,889,457)	9,883,785	9,467,814
Storm system	8,959,532	(4,165,581)	4,793,951	4,459,515
Assets under construction	24,731	-	24,731	
	<b>33,900,998</b>	<b>(14,773,875)</b>	<b>19,127,123</b>	<b>18,497,122</b>
<b>Water fund</b>				
Buildings	966,257	(650,763)	315,494	337,758
Water mains	10,070,144	(6,286,390)	3,783,754	3,880,690
Water system	3,986,848	(2,761,604)	1,225,244	1,288,489
Assets under construction	428,192	-	428,192	292,182
	<b>15,451,441</b>	<b>(9,698,757)</b>	<b>5,752,684</b>	<b>5,799,119</b>
<b>Sewer fund</b>				
Buildings	133,966	(53,586)	80,380	83,729
Sanitary sewer system	4,900,991	(2,575,300)	2,325,691	2,360,880
Sewer mains and lift stations	5,327,970	(2,681,404)	2,646,566	2,735,300
Assets under construction	8,385	-	8,385	35,391
	<b>10,371,312</b>	<b>(5,310,290)</b>	<b>5,061,022</b>	<b>5,215,300</b>
	<b>\$ 59,723,751</b>	<b>\$ (29,782,922)</b>	<b>\$ 29,940,829</b>	<b>\$ 29,511,541</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2019

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### 10. Accumulated Surplus

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

Surplus	2019	2018
Invested in tangible capital assets	\$ 27,037,682	\$ 26,455,391
General surplus	1,802,606	1,831,827
Enderby / Area F Joint Services surplus	379,628	334,916
Sewer surplus	999,190	953,125
Water surplus	452,160	619,181
	<u>30,671,266</u>	<u>30,194,440</u>
Reserve Funds		
Animal Control	26,325	25,659
Asset Management	6,466	6,303
Cemetery	53,324	48,123
Computer equipment	37,065	32,228
Community Works Fund (Gas Tax)	194,410	53,401
Equipment	353,637	282,788
Fire department	352,859	300,060
Fortune Parks	248,216	187,273
Parks	9,394	9,156
Roads	3,022	2,946
Sewer system	211,661	468,825
Water system	459,137	244,385
	<u>1,955,516</u>	<u>1,661,147</u>
	<u>\$ 32,626,782</u>	<u>\$ 31,855,587</u>

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### 11. Commitments and subsequent events

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there could be further impact on the City, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the City's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff, will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2019

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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 trusteed 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, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 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 at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Corporation for the City of Enderby paid \$84,196 (2018 - \$77,621) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021 with results available in 2022.

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, 2019

## 13. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2019	2018
<b>Taxation</b>			
General municipal purposes	\$ 1,557,228	\$ <b>1,531,209</b>	\$ 1,413,728
1% utility taxes	69,660	<b>69,655</b>	62,476
Water parcel	271,622	<b>272,629</b>	267,023
Sewer parcel	243,210	<b>242,065</b>	236,999
<b>Collections for other governments</b>			
School District	962,013	<b>971,806</b>	955,422
Policing	152,327	<b>154,092</b>	149,970
Regional District	391,202	<b>395,936</b>	391,960
Regional Hospital District	145,290	<b>147,050</b>	118,925
Municipal Finance Authority	102	<b>103</b>	96
B.C. Assessment Authority	21,262	<b>21,503</b>	21,278
Okanagan Regional Library	99,955	<b>101,093</b>	103,619
	<b>3,913,871</b>	<b>3,907,141</b>	3,721,496
<b>Transfers</b>			
School District	962,013	<b>971,806</b>	955,872
Policing	152,327	<b>154,092</b>	149,970
Regional District	391,202	<b>395,738</b>	391,959
Regional Hospital District	145,290	<b>146,975</b>	118,912
Municipal Finance Authority	102	<b>103</b>	95
B.C. Assessment Authority	21,262	<b>21,497</b>	21,278
Okanagan Regional Library	99,955	<b>101,082</b>	103,619
	<b>1,772,151</b>	<b>1,791,293</b>	1,741,705
	<b>\$ 2,141,720</b>	<b>\$ 2,115,848</b>	\$ 1,979,791

# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

## 14. Government grants and transfers

	Budget	2019	2018
Federal			
Community works fund - Gas tax	\$ 176,185	\$ 364,567	\$ 184,678
Provincial			
Conditional	86,950	60,090	81,493
Fortune Parks - conditional	1,000	3,950	11,824
Sewer - conditional	-	-	4,045
Small communities protection	458,000	473,806	458,692
Street lighting	1,100	1,123	1,468
Water - conditional	304,791	15,647	23,773
	851,841	554,616	581,295
Other			
Animal control	5,257	16,784	19,556
Cemetery	25,631	40,685	40,091
Fortune Parks	772,158	772,158	763,764
	803,046	829,627	823,411
	<b>\$ 1,831,072</b>	<b>\$ 1,748,810</b>	<b>\$ 1,589,384</b>

## 15. Sales of Service

	Budget	2019	2018
Animal control	\$ 10,300	\$ 10,450	\$ 6,683
Building permits	21,000	34,523	72,039
Business licenses	13,985	15,984	15,195
Cemetery	15,000	10,748	13,053
Fire protection	125,810	158,615	101,090
Fortune Parks	193,100	208,906	197,855
Garbage collection and disposal	105,689	105,942	103,341
Sewer user fees	534,845	565,983	547,328
Water user fees	482,919	488,072	492,519
	<b>\$ 1,502,648</b>	<b>\$ 1,599,223</b>	<b>\$ 1,549,103</b>



# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2019

### 16. Expenses by object

	Budget	2019	2018
Advertising and publications	\$ 12,600	\$ 6,279	\$ 9,704
Amortization		1,297,796	1,321,388
Contracted services	479,930	390,768	401,834
Council grants	146,753	139,875	113,074
Insurance	72,000	72,339	77,652
Interest and bank charges	115,180	117,271	115,385
Maintenance	1,274,857	1,069,020	1,178,995
Materials and supplies	356,323	231,444	327,893
Professional fees	36,600	19,716	21,392
Salaries and benefits	1,379,641	1,397,111	1,371,592
Training, travel and conferences	84,350	76,504	66,594
Transfers		(3,090)	
	\$ 3,958,234	\$ 4,815,033	\$ 5,005,503

### 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:

	2019	2018
Balance, beginning of year	\$ 219,826	\$ 213,989
Care fund contributions	1,466	1,307
Interest earned	5,849	4,530
Balance, end of year	\$ 227,141	\$ 219,826

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2019

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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:

	2019	2018
Budget surplus per Statement of Operations	1,690,965	1,538,961
Less:		
Capital expenditures	(2,488,183)	(3,457,880)
Debt principal payments	(119,203)	(119,203)
Transfers to reserve funds	(1,194,107)	(1,232,348)
Add back:		
Transfers from accumulated surplus and reserve funds	2,110,528	3,270,470
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

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### 19. Financial instruments

The City's financial instruments consist of cash, portfolio 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, 2019

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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, 2019

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## 21. 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, 2019

Schedule I

		General revenue fund							2019
		General government	Protective services	Transportation services	Environmental health services	Enderby/ Area F services	Other general services*	Water supply	Sewer services
<b>Revenues</b>									
Taxation	\$	1,601,154	\$	474,929	\$	833,577	\$	272,629	\$ 242,065
Grants and subsidies		424,657				230,104		15,647	
Sales of services		50,507	158,615		105,942			488,072	565,983
Other revenue from own sources		54,095							
Interest and penalties		152,417				9,032			19,510
		<b>2,282,830</b>	<b>158,615</b>	<b>474,929</b>	<b>105,942</b>	<b>1,072,713</b>		<b>776,348</b>	<b>827,558</b>
									<b>5,698,935</b>
<b>Expenses</b>									
Advertising and publications		2,258				4,021			
Amortization		101,362	66,280	532,550		55,266		319,139	223,199
Contracted services		48,488	56,155		100,561	90,736	93,259	1,569	
Council grants		30,787				109,088			
Insurance		59,094				13,245			
Interest and bank charges		91,719							
Maintenance		46,850	67,358	331,881		202,660		195,056	25,552
Material and supplies		51,504	1,845	1,482	520	113,291		32,407	225,215
Professional fees		19,390				326			30,395
Salaries and benefits		488,563	78,916	223,533	3,479	322,572	2,106	152,918	125,024
Training, travel and conferences		44,974	26,376	46		1,484		1,684	1,940
Transfers		(147,148)		(61,484)		54,085		90,948	60,509
		<b>837,841</b>	<b>296,930</b>	<b>1,028,008</b>	<b>104,560</b>	<b>966,774</b>	<b>95,365</b>	<b>793,721</b>	<b>691,834</b>
									<b>4,815,033</b>
<b>Excess (deficiency) of revenue over expenses</b>		<b>1,444,989</b>	<b>(138,315)</b>	<b>(553,079)</b>	<b>1,382</b>	<b>105,939</b>	<b>(95,365)</b>	<b>(17,373)</b>	<b>135,724</b>
<b>Loss on disposal of tangible capital assets</b>		<b>(112,707)</b>							<b>(112,707)</b>
<b>Annual surplus (deficit)</b>	\$	<b>1,332,282</b>	\$	<b>(138,315)</b>	\$	<b>1,382</b>	\$	<b>105,939</b>	\$
				<b>(553,079)</b>		<b>(95,365)</b>		<b>(17,373)</b>	\$
					<b>1,382</b>			<b>(17,373)</b>	<b>135,724</b>
									<b>(3,090)</b>
									<b>2,115,848</b>
									<b>1,748,810</b>
									<b>1,599,223</b>
									<b>54,095</b>
									<b>180,959</b>

\*Includes Community development and recreational and cultural services.



# THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

Schedule I (cont'd)

For the year ended December 30, 2018

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

Enderby/Area F Services

For the year ended December 31, 2019

Schedule II

	Fortune Parks	Animal control	Cemetery	2019	2018
<b>Revenue</b>					
Grants and subsidies	\$ 776,108	\$ 16,784	\$ 40,685	\$ 833,577	\$ 835,235
Sale of services	208,906	10,450	10,748	230,104	217,591
Interest and penalties	4,042	1,208	3,782	9,032	5,750
	989,056	28,442	55,215	1,072,713	1,058,576
<b>Expenses</b>					
Advertising	4,021			4,021	5,144
Amortization	55,266			55,266	54,325
Contracted services	78,191	12,545		90,736	83,344
Grants	105,888		3,200	109,088	101,555
Insurance	13,245			13,245	22,663
Maintenance	176,045	6,861	19,754	202,660	198,626
Materials and supplies	113,291			113,291	110,822
Professional fees	326			326	
Salaries and benefits	311,432	1,197	9,943	322,572	309,815
Training, travel and conferences	1,484			1,484	1,966
	859,189	20,603	32,897	912,689	888,260
Annual surplus (deficit)	\$ 129,867	\$ 7,839	\$ 22,318	\$ 160,024	\$ 170,316
<b>Transfer to/from general fund</b>					
Computer support	\$ 8,693	\$	\$	\$ 8,693	\$ 8,464
Finance overhead charges	23,550	2,577	5,658	31,785	30,884
Insurance allocation	3,207		782	3,989	3,360
Public works equipment allocation			5,507	5,507	2,836
Lease		4,111		4,111	4,003
	35,450	6,688	11,947	54,085	49,547
Net change in financial assets	94,417	1,151	10,371	105,939	120,769
Opening surplus	150,490	44,973	139,452	334,915	311,535
Capital expenditures	(56,465)			(56,465)	(44,950)
Transfer to reserves	(56,077)		(3,950)	(60,027)	(131,765)
Transfer to/from capital	55,266			55,266	79,325
Enderby / Area F accumulated surplus	\$ 187,631	\$ 46,124	\$ 145,873	\$ 379,628	\$ 334,914

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: April 3, 2020  
Subject: 0024-20-DVP-END (McMahon) – Consideration of Revised Site Plan and New Variance Request

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**RECOMMENDATION**

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498 and located at 709 Vernon Street, Enderby B.C. to permit a variance to Section 901.3 of Zoning Bylaw No. 1550, 2014 by reducing the number of required off-street parking spaces from fifteen (15) to eight (8).

**BACKGROUND**

At its Regular Meeting of March 2, 2020, Enderby City Council considered a Development Variance Permit application for the property located at 709 Vernon Street. The applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level, and in order to accommodate the proposed development the applicant sought variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

1. Section 309.2.a.iii by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street;
2. Section 403.10.d.ii by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet);
3. Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet);
4. Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway;
5. Section 901.2.k by permitting tandem parking for a commercial use;
6. Section 901.3 by reducing the number of required off-street parking spaces from fifteen (15) to nine (9);
7. Section 901.2.a by increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%); and
8. Section 1001.4.a.i by waiving the requirement for one (1) off-street loading space.



Staff were supportive of all of the variance requests, except the requests to, i) reduce the minimum width of an unobstructed maneuvering aisle for right angle parking spaces and, ii) permit a parking design where vehicles are required to back out on to a highway; Staff's concerns were summarized as follows:

- The reduced width of the previously proposed maneuvering aisle meant that vehicles would need to rely on the paved boulevard to maneuver from parking spaces on the subject property; this paved boulevard area is part of the Vernon Street road dedication and the property owner could not rely on its use, given that it could potentially be used for other purposes should Vernon Street be realigned or redesigned (i.e. edge of travelled portion of the lanes could be shifted to the east), or if it is used as highway couplet in the future (currently under consideration as part of the Ministry of Transportation and Infrastructure's Highway 97A planning process);
- Given the location of two hydro poles within the paved boulevard area, several of the previously proposed parking spaces would not have the ability to maneuver within the paved boulevard area and would be required to back out directly into the travelled lanes of Vernon Street in order to leave the site; this scenario was neither safe nor functional from a traffic management perspective, and was further exacerbated by the fact that, i) the subject property is directly adjacent to an intersection between Russell Avenue and Vernon Street, and ii) Vernon Street could potentially be a highway couplet in the future; and
- Should Vernon Street be a highway couplet in the future, and vehicles from the subject property were required to back on to the highway given the lack of an adequately sized maneuvering aisle on site, access restrictions could have had major implications for the applicant.

Council supported the Staff recommendation to authorize the issuance of a Development Variance Permit to authorize all of the requested variances, except the requests to reduce the minimum width of an unobstructed maneuvering aisle for right angle spaces and permit a parking design where vehicles are required to back out on to a highway.

At the Council meeting, the applicant advised that in light of Staff's concerns he had developed an alternative parking layout which involved an adequately sized maneuvering aisle whereby vehicles were not required to back out on to a highway; he advised that with this new parking layout, only eight parking stalls would be provided instead of the originally proposed nine. Council resolved to direct Staff to withhold the issuance of the Development Variance Permit until either the applicant had submitted an amended site plan with revised variance requests, or the applicant advised that they only intend to proceed with the approved variances. The applicant has since submitted a revised site plan which provides an unobstructed maneuvering aisle that meets the minimum width specified in the Zoning Bylaw, and a parking layout where vehicles are not required to back out on to a highway. With this revised site plan, the applicant is proposing to vary Section 901.3 of Zoning Bylaw No. 1550, 2014 by reducing the number of required off-street parking spaces from fifteen to eight.

Adjacent landowner letters were sent to neighbouring properties to advise them of the new variance request that Council would be considering.

Staff have reviewed the new variance request and are recommending that Council authorize the proposed variance for the following reasons:

- Although the revised parking design has one less space than originally proposed, the parking design is made up entirely of full-size parking spaces and does not rely on the provision of 'small-car' parking, which the previous design did (4/9 stalls were for small-car parking under the original design);
- Given the size and layout of the lot, there is limited potential to provide additional parking stalls on site while still maintaining an appropriately sized maneuvering aisle where vehicles are not required to back out on to a highway; and
- Should there be isolated instances where the parking demands of the site exceed the supply of off-street parking spaces, the Russell Avenue parking lot is in close proximity to the subject property and is available to accommodate any potential spill-over.

Should Council support the new variance request, this variance and the previous variances supported by Council will be authorized through the issuance of a Development Variance Permit. Should Council not support the new variance request, only the previously supported variances will be authorized through the issuance of a Development Variance Permit.

Respectfully Submitted,

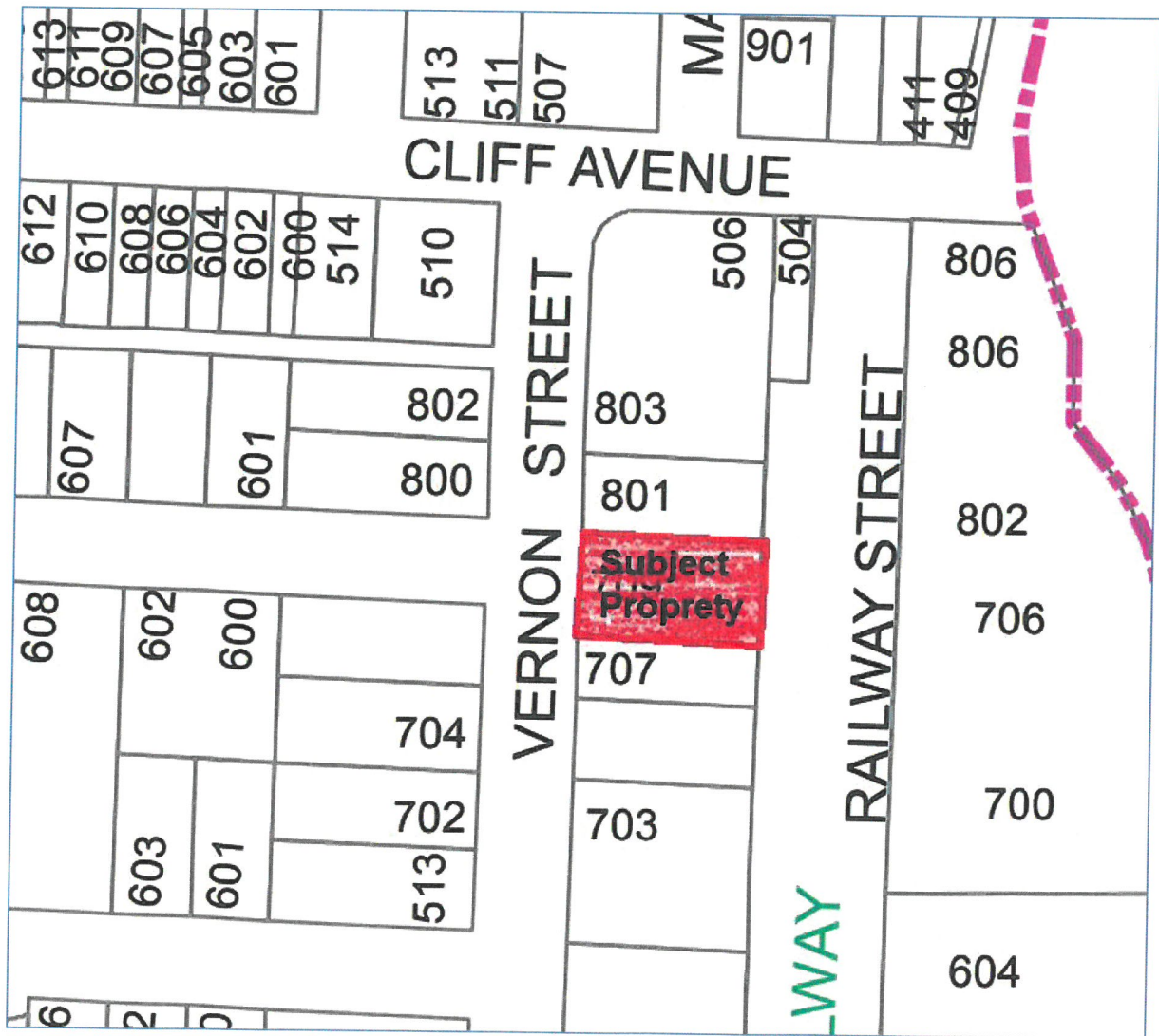


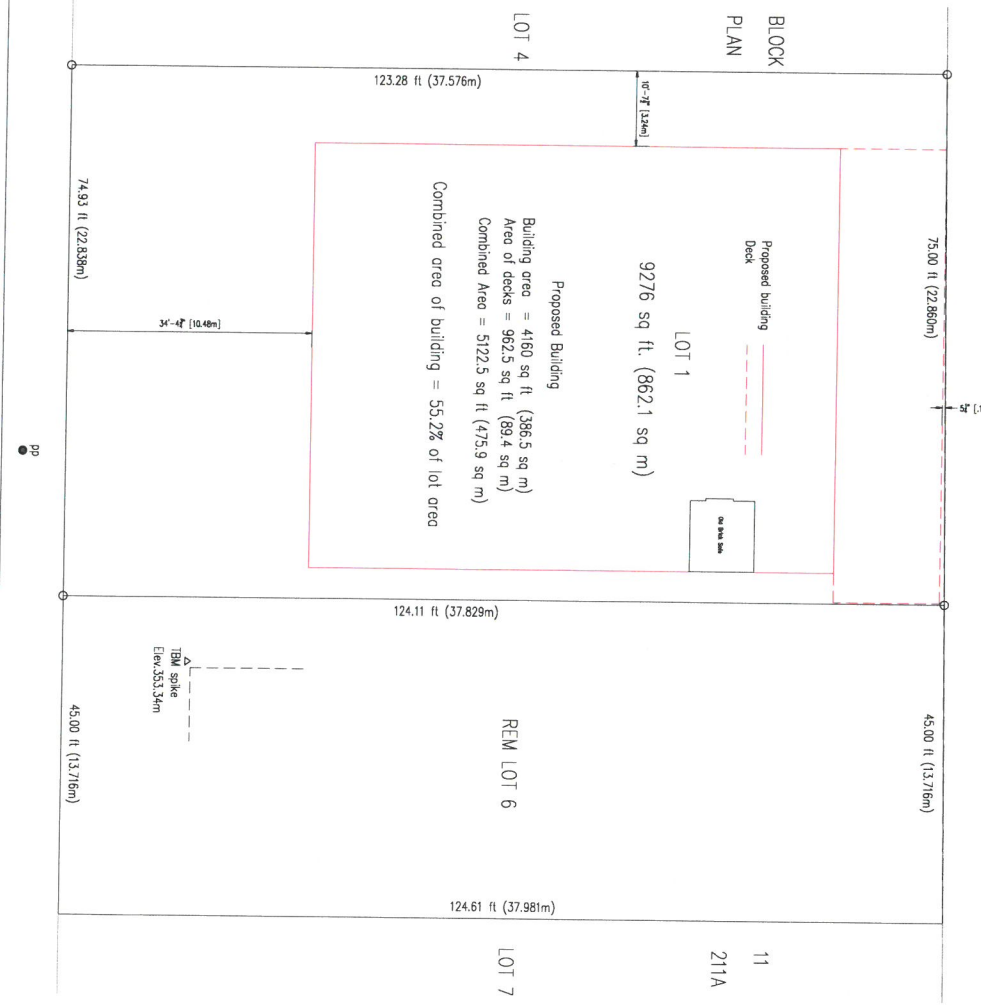
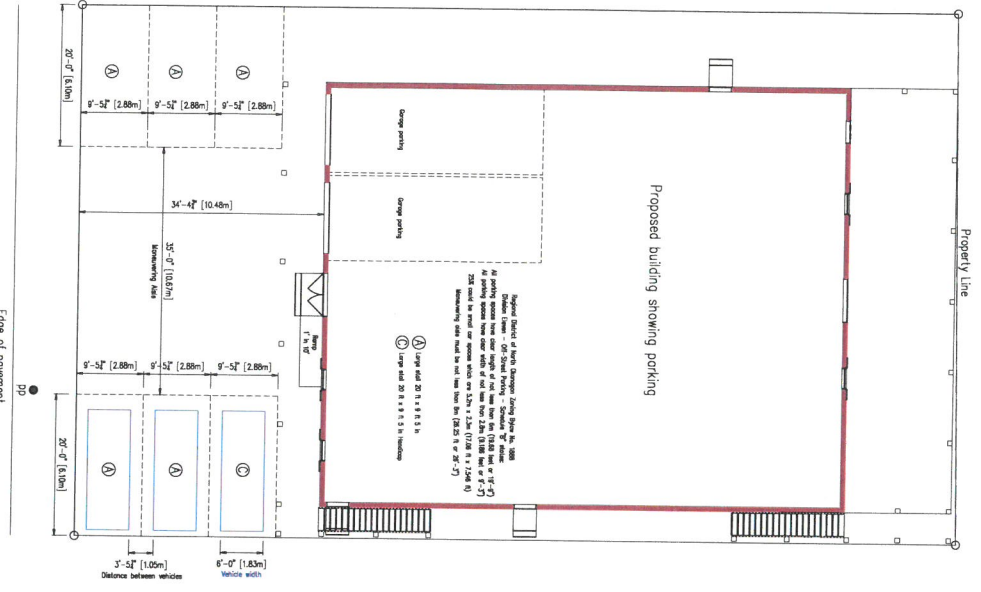
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Kurt Inglis  
Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION  
SUBJECT PROPERTY MAP

File: 0024-20-DVP-END  
Applicant/Owner: Mark McMahon  
Location: 709 Vernon Street, Enderby BC





OLD VERNON ROAD

SITE PLAN

OLD VERNON ROAD

Major occupancy classification includes Group C and D  
Residential and Business Services

Copyright Kaila Drafting & Design

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411 Poison Ave  
Enderby, B.C. V0E 1V2  
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cell (250) 804-3549

DRAWN BY: AGK  
CHECKED:  
DATE: March 3, 2020  
SHEET: 10 of 10

PROJECT : memohan  
FILE: k4/2019  
SCALE: 1/8" = 1'

Mark McMahon  
709 Vernon Rd, Enderby BC, V0E 1V0  
Lot 5, Blk 11, Plan 211A, DL 150, KDVD  
North 15' of Lot 6 and remainder Lot 6

CONSULTANT:  
SEAL:

REVISIONS:



Agenda

**CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION**

File No.: 0024-20-DVP-END

February 27, 2020

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**APPLICANT:** Mark McMahon

**LEGAL DESCRIPTION:** LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498

**P.I.D #:** 030-977-622

**CIVIC ADDRESS:** 709 Vernon Street, Enderby BC

**PROPERTY SIZE:** 0.089 hectares (0.221 acres/894.5 m<sup>2</sup>)

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

**O.C.P DESIGNATION:** General Commercial

**PROPOSAL:** To construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level

**PROPOSED VARIANCE:** Vary Zoning Bylaw to waive requirement for a landscape buffer area, reduce the minimum side yard setback area, reduce the minimum width of an unobstructed maneuvering aisle for right-angle parking, permit a parking design involving four or more off-street parking spaces where vehicles are required to back out on to a highway, permit tandem parking for a commercial use, reduce the number of required off-street parking spaces, increase the percentage of off-street parking stalls that can be made up of small-car parking, and waive the requirement for one off-street loading space.

**RECOMMENDATION:**

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 1 BLOCK 11 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN EPP98498 and located at 709 Vernon Street, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.2.a.iii by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street, as shown on the attached Schedule 'A';
- Section 403.10.d.ii by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet), as shown on the attached Schedule 'A';

- Section 901.2.k by permitting tandem parking for a commercial use, as shown on the attached Schedule 'A';
- Section 901.3 by reducing the number of required off-street parking spaces from fifteen (15) to nine (9), as shown on the attached Schedule 'A';
- Section 901.2.a by increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%), as shown on the attached Schedule 'A'; and
- Section 1001.4.a.i of the City of Enderby Zoning Bylaw by waiving the requirement for one (1) off-street loading space, as shown on the attached Schedule 'A'.

AND THAT Council not authorize the issuance of a Development Variance Permit to vary the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet), as shown on the attached Schedule 'A';
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, as shown on the attached Schedule 'A'.

**BACKGROUND:**

This report relates to a Development Variance Permit application for the property located at 709 Vernon Street. The applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. In order to accommodate the proposed development, the applicant has submitted a Development Variance Permit application seeking variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.2.a.iii by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street;
- Section 403.10.d.ii by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet);
- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet);
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway;
- Section 901.2.k by permitting tandem parking for a commercial use;
- Section 901.3 by reducing the number of required off-street parking spaces from fifteen (15) to nine (9);
- Section 901.2.a by increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%); and

- Section 1001.4.a.i by waiving the requirement for one (1) off-street loading space.

### Site Context

The 0.089 hectare (0.221 acres/894.5 m<sup>2</sup>) subject property is located along the eastern side of Vernon Street, which is identified as a Municipal Major Collector in the Official Community Plan (OCP), and west of the discontinued CP Rail corridor. The subject property is relatively flat and is currently vacant, with the previous improvements on the property being demolished in 2019 (single-family dwelling with commercial storage units).

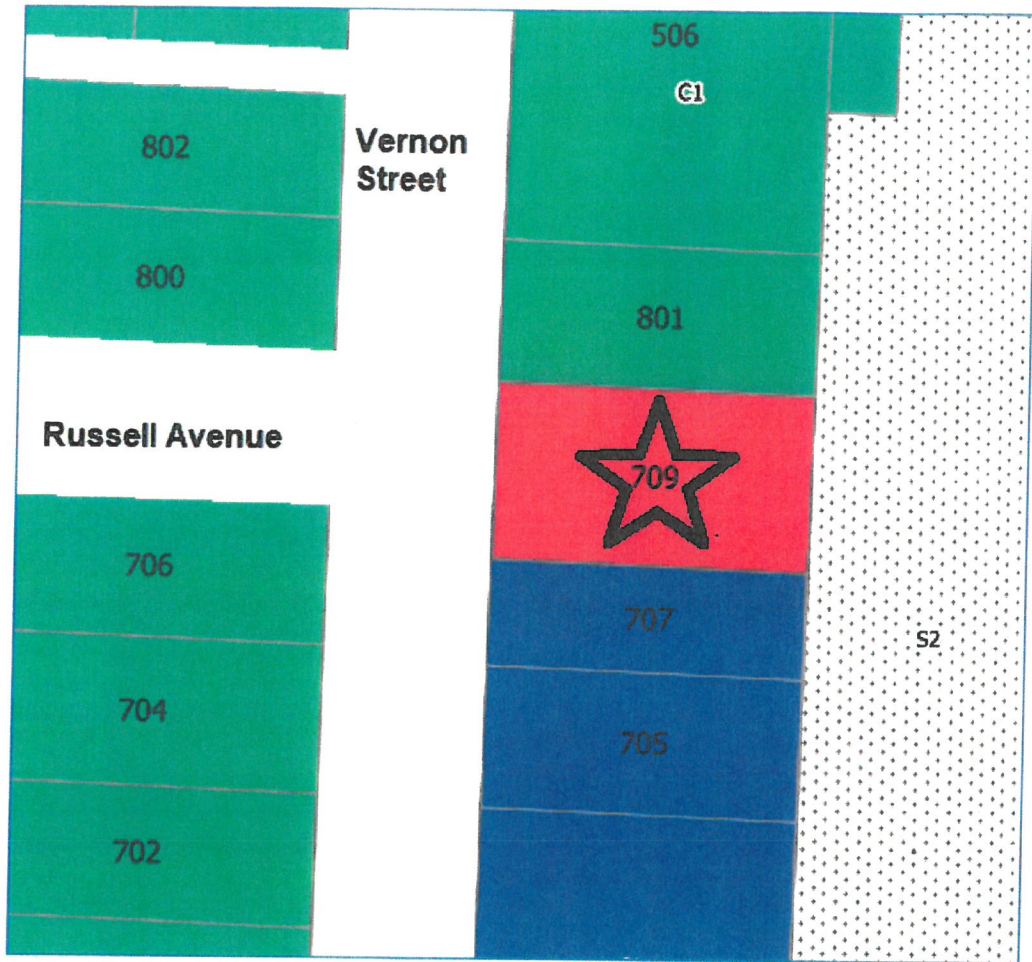
### The Proposal

As shown on the attached Schedule 'A', the applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. The commercial building, including the eastern deck, will have a combined area of 475.9 m<sup>2</sup> (5,122.5 square feet); the commercial building will be located in the centre of the lot, with the eastern deck extending to within 0.063 m (0.208 feet) of the eastern property line.

Primary access to the property is proposed to be gained off of Vernon Street via a paved 2.50 m (8.188 feet) wide maneuvering aisle along the western property boundary; given that a 2.5 m (8.188 feet) wide maneuvering aisle is not sufficient to accommodate movement of a typical sized vehicle to and from an off-street parking space, the applicant is relying on the paved boulevard area within the Vernon Street road dedication to act as an informal extension of this maneuvering aisle.

Seven off-street parking spaces (four of which would be 'small car' parking spaces) are proposed adjacent to the western side of the building, while two off-street parking stalls are proposed to be located in the garage of the building; given that several of the off-street parking spaces are proposed to be located directly in front of the garage entrances, this is considered 'tandem parking', whereby the cars parked in front of the garage entrance will need to be moved in order for the parking spaces in the garage to be accessed.

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



**Figure 1: Zoning Map**

- Green – General Commercial (C.1)
- Blue – Light Industrial (I.1)
- Red – Service Commercial (C.4)
- Dotted – Transportation Corridor (S.2)



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



**ZONING BYLAW:**

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

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

- Transportation facilities.

The proposal as compared to the Zoning Bylaw requirements for the C.4 zone is as follows (highlighted items require a variance):

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Floor Area for Dwelling Unit (min.)	> 60 m <sup>2</sup> (645.8 square feet)	60 m <sup>2</sup> (645.8 square feet)
Building Height (max.)	< 12 m (39.37 feet), 2 storeys	12 m (39.37 feet) or three (3) storeys
Lot Area (min.)	894.5 m <sup>2</sup> (9,628 square feet)	560 m <sup>2</sup> (6,028 square feet)
Lot Coverage (max.)	55.2%	60%
Lot Frontage (min.)	22.84 m (74.93 feet)	15 m (49.21 feet)
Off-street Parking (min.)	9 spaces	2 spaces/dwelling unit = 2 spaces  1 per 30 m <sup>2</sup> gross floor area plus 1 per 2 employees = 13 spaces (342.1 m <sup>2</sup> floor area, 2 employees)  Total = 15 spaces
Percentage of Required Parking to be Made Up of Small-Car Parking (max.)	44.44%	40%
Unobstructed Maneuvering Aisle for Right-Angle Parking (min.)	2.50 m (8.188 feet)	8 m (26.25 feet)
Tandem Parking	Yes	No
Parking Design	More than four (4) parking spaces are provided and are required to back out onto a highway	Where more than four (4) parking spaces are provided, they must be so designed that vehicles are not required to back out onto a highway
Off-street Loading (min.)	0 loading spaces	1 loading space
Setbacks (min.)		
- Front Yard	> 3 m (9.842 feet)	3 m (9.842 feet)
- Exterior Side Yard	N/A	N/A



- Interior Side Yard	3.24 m (10.63 feet) on at least one side	5 m (16.40 feet) on at least one side
- Rear Yard	0.063 m (0.208 feet)	0 m (0 feet)
- Special Building Line	~19 m (62.34 feet)	10 m plus the required setback of the respective zone measured from the centre line of Vernon Street  10 m + 3.0 m = 13.0 m (42.65 feet)
Screening	N/A	N/A
Landscaping	No Landscape Buffer Area	Landscape Buffer Area - 3 m (9.84 feet) in width adjacent to Vernon Street

**OFFICIAL COMMUNITY PLAN:**

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

- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.
- Policy 8.3.h - Council will support infill and redevelopment within the community.
- Policy 8.3.i - Council will support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.

**REFERRAL COMMENTS:**

The subject application was referred to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

The City's Public Works Manager provided the following comments:

*"With respect to 0024-20-DVP-END (McMahon) I provide the following comments on behalf of Public Works:*

- 1. Permitting a parking design allowing vehicles to back out into oncoming traffic is a concern, especially in light of the potential that this could form part of the frontage for Highway 97A. This presents increased risk both for customers and oncoming traffic, especially if there is a realignment of travelled lanes due to widths, active transportation/multi-purpose uses. Unlike the neighbouring property that is also owned by the applicant, this parking lot faces into a three-way intersection that increases the potential for conflict, especially given the broader context of other proposed variances.*
- 2. Related to the first point, there should be proper access management. I recognize that other parcels in the vicinity do not have proper parking management, but many of these uses were grandfathered; I do not think that it is appropriate to continue this practice when a parcel develops or redevelops. The variances sought by the applicant (reduced maneuvering aisle plus allowing vehicles to back out onto a highway) do not appear to provide effective access management. Permitting this now has foreseeable adverse impacts to the applicant should access management be required or needed due to conflicts.*
- 3. Applicant should review the power pole locations relative to parking stalls and any access management measures that are implemented, as this may necessitate a relocation by BC Hydro.*

The Enderby Fire Chief provided the following comments:

*"I have reviewed the request from the applicant of 709 Vernon street in regards to a variance request. The variance request being brought forward will not affect the way the Fire Department would fight a fire should the need arise."*

## **PLANNING ANALYSIS:**

### Landscape Buffer Area

The City of Enderby Planner raises no objections to the applicant's request to vary Section 309.2.a.iii of the Zoning Bylaw by waiving the requirement for a 3 m (9.84 feet) landscaped buffer area adjacent to Vernon Street, as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The provision of a landscaped buffer area would take up space that could otherwise be used to improve the functionality of the parking area along the western property boundary;
- The property relies on the paved boulevard adjacent to Vernon Street for access to the site and its parking area, and installing a landscape buffer in this area would inhibit access to the site;

- Several of the neighbouring properties in the area do not have landscaped buffer areas, therefore it is not anticipated that the waiving of a landscape buffer area would provide visual inconsistency; and
- It is not anticipated that the proposed variance would have a negative impact on the use and enjoyment of the subject or neighbouring properties.

#### Side Yard Setback

The City of Enderby Planner raises no objections to the applicant's request to vary Section 403.10.d.ii of the Zoning Bylaw by reducing the minimum side yard setback on at least one side from 5 m (16.40 feet) to 3.24 m (10.63 feet), as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The reduced side yard setback would not affect the Fire Department's firefighting capabilities, as previously mentioned by the Enderby Fire Chief; and
- Although the neighbouring property to the north is being used as a single-family dwelling and could benefit from an increased setback in order to provide a buffer between the commercial and residential uses, this neighbouring property is zoned General Commercial (C.1) and the residential use is considered 'legally non-conforming'; in accordance with Sections 531 and 532 of the *Local Government Act*, once the single-family dwelling on the neighbouring property has reached the end of its useful life, the property will lose its legally non-conforming residential status and will need to be developed in a manner consistent with its base General Commercial (C.1) zoning designation.

#### Number of Parking Stalls, Tandem Parking, and Small Car Parking

The City of Enderby Planner raises no objections to the applicant's request to vary Sections 901.2.k, 901.3, and 901.2.a of the Zoning Bylaw by permitting tandem parking for a commercial use, reducing the number of required off-street parking spaces from fifteen (15) to nine (9), and increasing the percentage of required off-street parking stalls that can be made up of small-car parking from forty percent (40%) to forty-four percent (44.4%), respectively, as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variances for the following reasons:

- Given the modest width of the parcel, there is limited opportunity to provide additional parking stalls while maintaining an adequate building footprint;
- Even with the two parking spaces in the garage not being accessible at times given the proposed tandem parking layout, it is anticipated that the nine proposed off-street parking stalls will be sufficient to accommodate the parking demands of the proposed development;

- Should there be isolated instances where the parking demands of the site exceed the supply of off-street parking spaces, the Russell Avenue parking lot is in close proximity to the subject property and is available to accommodate any potential spill-over; and
- Increasing the percentage of required off-street parking spaces that can be made up of small-car parking spaces enables the applicant to maximize the total number of spaces that can fit within the horizontal dimensions of the parcel.

#### Maneuvering Aisle and Parking Design

The City of Enderby Planner has concerns with the applicant's request to vary Section 901.2.b and 901.2.c of the City of Enderby Zoning Bylaw by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 2.50 m (8.188 feet) and permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, respectively; these concerns are summarized as follows:

- The reduced width of the proposed maneuvering aisle means that vehicles will need to rely on the paved boulevard to maneuver from parking spaces on the subject property; this paved boulevard area is part of the Vernon Street road dedication and the property owner cannot rely on its use, given that it could potentially be used for other purposes should Vernon Street be realigned or redesigned (i.e. edge of travelled portion of the lanes could be shifted to the east), or if it is used as highway couplet in the future (currently under consideration as part of the Ministry of Transportation and Infrastructure's Highway 97A planning process);
- Given the location of two hydro poles within the paved boulevard area, several of the proposed parking spaces would not have the ability to maneuver within the paved boulevard area and would be required to back out directly into the travelled lanes of Vernon Street in order to leave the site; this is neither safe nor functional from a traffic management perspective, and is further exacerbated by the fact that the subject property is directly adjacent to an intersection between Russell Avenue and Vernon Street, and that Vernon Street could potentially be a highway couplet in the future;
- Should Vernon Street be a highway couplet in the future, and vehicles from the subject property are required to back on to the highway given the lack of an adequately sized maneuvering aisle on site, the Ministry may restrict access to the subject property altogether given safety concerns which could have major implications for the applicant.

Staff anticipate that if the applicant were to shrink the footprint of the proposed building area (i.e. removing the eastern deck, reducing the commercial floor space, etc.), there will be sufficient space on the subject property for a functional parking area with an appropriately sized maneuvering aisle.

For the above reasons, and upon consideration of input from adjacent landowners, it is recommended that Council not authorize the proposed variances.

Off-street Loading Space

As described above, it is recommended that Council not support the proposed variances to reduce the minimum width of a maneuvering aisle and permit a parking design where vehicles are required to back out on to a highway; given this, the applicant would be required to adjust their site plan to have an appropriately sized maneuvering aisle on the site in order to make for a more functional parking area, and it is anticipated that this appropriately sized maneuvering aisle would act as an informal loading space for the site. For that reason, the City of Enderby Planner raises no objections to the applicant's request to vary Section 1001.4.a.i of the City of Enderby Zoning Bylaw by waiving the requirement for one (1) off-street loading space, as shown on the attached Schedule 'A', and upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance.

**SUMMARY:**

This is an application for a Development Variance Permit for the property located at 709 Vernon Street, Enderby BC. The applicant is proposing to construct a commercial building (print/photo/recording studio) with a dwelling unit on the second storey level. The applicant is proposing to vary numerous sections of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to accommodate the proposed development.

It is recommended that Council authorize the issuance of a Development Variance Permit to waive the requirement for a landscape buffer area, reduce the minimum side yard setback area, permit tandem parking for a commercial use, reduce the number of required off-street parking spaces, increase the percentage of off-street parking stalls that be made up of small-car parking, and waive the requirement for one off-street loading space.

Furthermore, it is recommended that Council not authorize the issuance of a Development Variance Permit to reduce the minimum width of an unobstructed maneuvering aisle for right-angle parking and permit a parking design involving four or more off-street parking spaces where vehicles are required to back out on to a highway.

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**Prepared By:**



Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer





- Section 604.a.6.d by reducing the minimum lot area for a four-family dwelling from 1,300 m<sup>2</sup> (13,993 square feet) to 668.9 m<sup>2</sup> (7,200 square feet), as shown on the attached Schedule 'A';
- Section 604.a.10.e.i by reducing the minimum side yard setback for a four-family dwelling from 4 m (13.12 feet) to 3.048 m (10 feet), as shown on the attached Schedule 'A';
- Section 901.2.a by increasing the percentage of required off-street parking spaces that can be made up of small-car parking from forty percent (40%) to forty-three percent (43%), as shown on the attached Schedule 'A';
- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 3.048 m (10 feet), as shown on the attached Schedule 'A';
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, as shown on the attached Schedule 'A'; and
- Section 901.3 by reducing the number of required off-street parking spaces from eight (8) to seven (7), as shown on the attached Schedule 'A',

subject to the property owner registering a housing agreement on the title of the subject property, satisfactory to the City, which requires that the parking demands associated with the development are contained on-site and which shall be a material term of any tenancy agreement;

AND THAT Council waive the minimum lot frontage requirement of Section 604.a.8.c of the City of Enderby Zoning Bylaw No. 1550, 2014 for the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 709 Russell Avenue, Enderby B.C by permitting the minimum lot frontage for a four-family dwelling to be reduced from 30 m (98.42 feet) to 18.288 m (60 feet), as shown on the attached Schedule "A".

**BACKGROUND:**

This report relates to a Development Variance Permit application for the property located at 709 Russell Avenue. The applicant is proposing to demolish an existing, boarded single-family dwelling and construct a four-family dwelling on the subject property, which would be used for rental purposes; in order to accommodate the proposed development, the applicant has submitted a Development Variance Permit application seeking variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 604.a.4.b by reducing the minimum floor area for four-family dwelling units from 60 m<sup>2</sup> (645.8 square feet) per dwelling unit to 40 m<sup>2</sup> (430.5 square feet) per dwelling unit, as shown on the attached Schedule 'A';
- Section 604.a.6.d by reducing the minimum lot area for a four-family dwelling from 1,300 m<sup>2</sup> (13,993 square feet) to 668.9 m<sup>2</sup> (7,200 square feet), as shown on the attached Schedule 'A';
- Section 604.a.10.e.i by reducing the minimum side yard setback for a four-family dwelling from 4 m (13.12 feet) to 3.048 m (10 feet), as shown on the attached Schedule 'A';

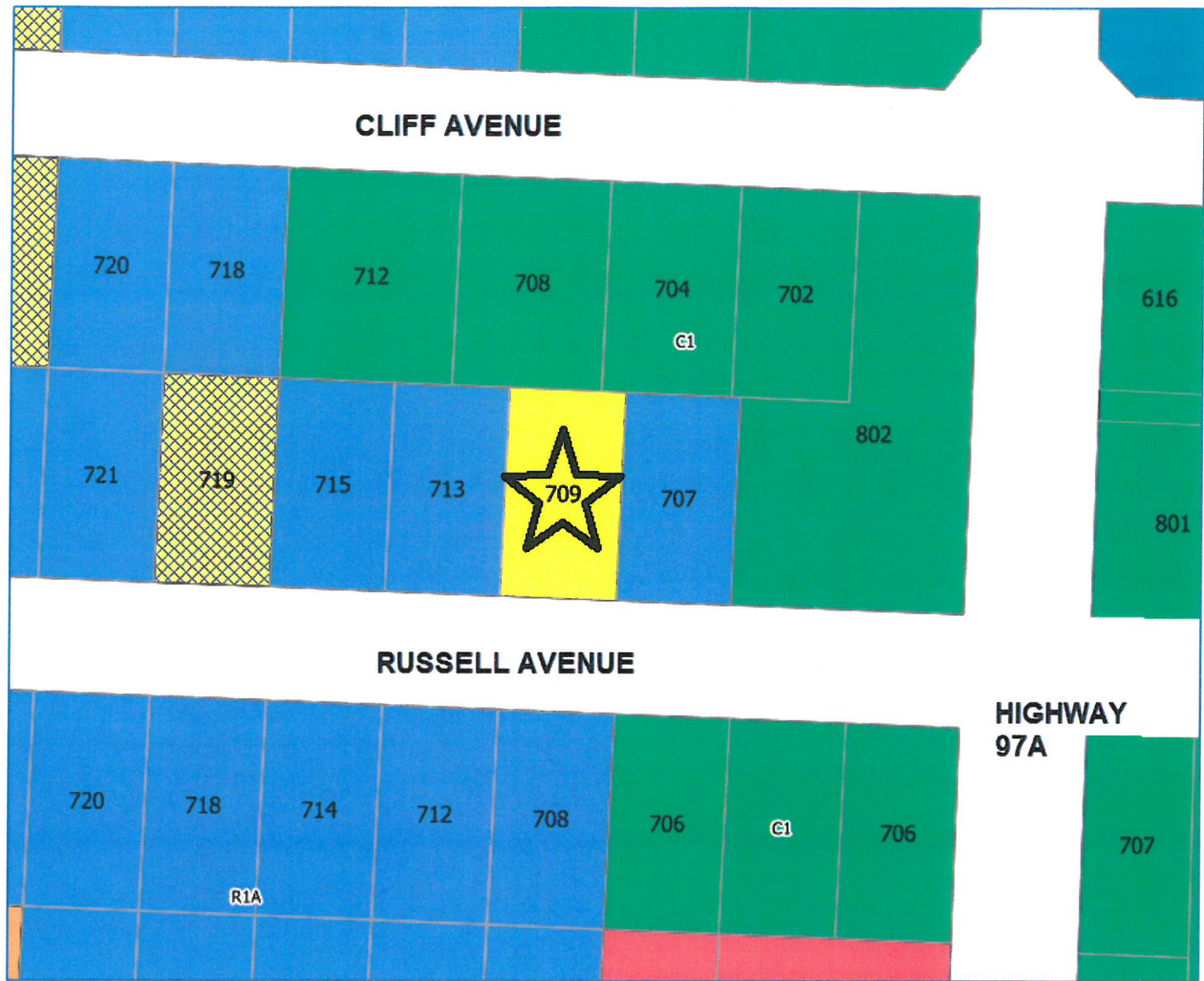
- Section 901.2.a by increasing the percentage of required off-street parking spaces that can be made up of small-car parking from forty percent (40%) to forty-three percent (43%), as shown on the attached Schedule 'A';
- Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 3.048 m (10 feet), as shown on the attached Schedule 'A';
- Section 901.2.c by permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, as shown on the attached Schedule 'A'; and
- Section 901.3 by reducing the number of required off-street parking spaces from eight (8) to seven (7), as shown on the attached Schedule 'A'.

### Site Context

The 668.9 m<sup>2</sup> (0.1653 acres) subject property is relatively flat and is located on the north side of Russell Avenue. Vehicular access to the property is gained via a driveway off Russell Avenue. A single-family dwelling, built in 1961, is located in the centre of the property; further to an inspection of this single-family dwelling in 2017, a qualified professional determined that the building was unfit for occupancy due to significant health concerns, and the building was boarded up by the City of Enderby to prevent entry, pursuant to the *City of Enderby Safe Premises Bylaw No.1644, 2017*. Furthermore, a Notice on Title was registered on the title of the property in accordance with Section 57 of the *Community Charter*; a Notice on Title is a tool used to advise prospective property purchasers that there may be a condition with respect to land or building that is a contravention of a municipal bylaw that relates to the construction or safety of buildings or other structures and that, as a result of the violation, is unsafe or unlikely to be usable for its expected purpose during its normal lifetime.

The subject property is zoned Residential Multi-Family Low Intensity (R.3-A) and designated in the Official Community Plan (OCP) as Residential Medium Density. The properties to the east, south and west are zoned Residential Single Family (R.1-A) and are designated in the OCP as Residential Low Density. The properties to the north and southeast are zoned General Commercial (C.1) and are designated as General Commercial in the OCP.

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



**Figure 1: Zoning Map**

- Yellow - Residential Multi-Family Low Intensity (R.3-A)
- Blue – Residential Single Family (R.1-A)
- Green – General Commercial (C.1)
- Cross-hatch – Residential Two Family (R.2)

It should be noted that although the property located directly west of the subject property is zoned Residential Single Family (R.1-A), it is currently being used as a four-family dwelling. Given that this property's current zoning designation of Residential Single Family (R.1-A) does not permit four-family dwellings, but this use appears to have been lawfully permitted on the property at a point in the past, the use is deemed 'legally non-conforming' (i.e. grandfathered).



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

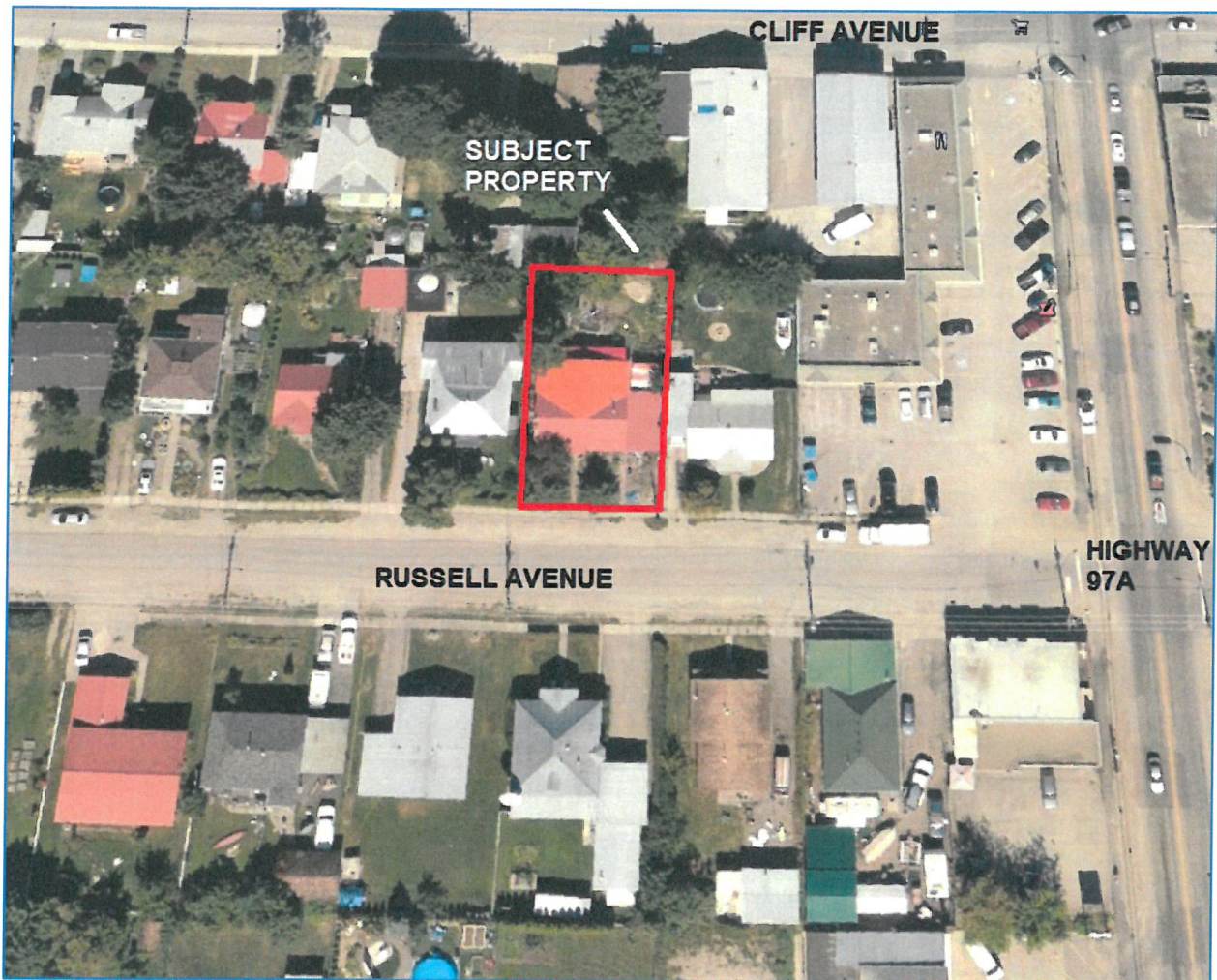


Figure 2: Orthophoto

### The Proposal

The applicant is proposing to demolish an existing, boarded single-family dwelling in order to construct a four-family dwelling, which would be used for rental purposes. The proposed individual dwelling units range in floor area from 40.1 m<sup>2</sup> (431.63 square feet) to 40.6 m<sup>2</sup> (437.01 square feet). The entrances to the individual dwelling units are proposed along the eastern side of the four-family dwelling, with each of the dwelling units having a private courtyard area.

A total of 7 off-street parking spaces are proposed, with 4 being full-sized parking spaces and 3 being 'small-car' parking spaces. Access to and from the parking spaces will be gained via a 3.048 m (10 foot) maneuvering aisle off of Russell Avenue.

### Development Application History

In order to facilitate this development proposal, in early 2020 the applicant successfully applied to change the OCP designation of the subject property from Residential Low Density to Residential Medium Density, and to rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone. At the same time, the applicant also successfully applied to amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property from 41 units per hectare (16.59 units per acre) to 60 units per hectare (24.28 units per acre), in order to increase the number of permitted residential dwelling units on the property from two to four.

### **ZONING BYLAW:**

The subject property is zoned Residential Multi-Family Low Intensity (R.3-A) and uses permitted within this zone include:

- Accessory residential;
- Boarding, lodging, or rooming houses;
- Convalescent, nursing, and personal care homes;
- Restricted agriculture;
- Single-family dwellings;
- Two-family dwellings;
- Three-family dwellings;
- Four-family dwellings;
- Row housing;
- Attached secondary suites;
- Bed and breakfasts;
- Civic and public service use.

Section 604.a.11.g of the Zoning Bylaw states that the maximum permitted gross density for development shall not exceed forty-one (41) units per hectare (16.59 units per acre). Given the property's area of 0.0669 hectares, this limited the maximum number of dwelling units permitted on the property to two. However, as the applicant was successful in amending the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum permitted gross density for the property to 60 units per hectare (24.28 units per acre), the number of permitted residential dwelling units on the property is now four.

The proposal as compared to the Zoning Bylaw requirements for the R.3-A zone is as follows (highlighted items require variance):



CRITERIA	R.3-A ZONE REQUIREMENTS	PROPOSAL
Number of buildings (max.)	One four-family dwelling	One four-family dwelling
Floor area (min.)	60 m <sup>2</sup> (645.8 square feet) per dwelling unit in a four-family dwelling	40 m <sup>2</sup> (430.5 square feet)
Height of buildings (max.)	9 m (29.53 feet) or two storeys	<9 m (29.53 feet) or two storeys
Lot Area (min.)	1,300 m <sup>2</sup> (13,993 square feet) for four-family dwellings	668.9 m <sup>2</sup> (0.165 acres)
Lot Coverage (max.)	40%	~24%
Lot Frontage (min.)	30 m (98.42 feet); and  One-tenth the perimeter of the parcel	18.288 m (60 feet); and  > One-tenth the perimeter of the parcel
Setbacks		
Front Yard	6 m (19.68 feet)	10.73 m (35.2 feet)
Rear Yard	6 m (19.68 feet)	6.096 m (20 feet)
Exterior Side Yard	5 m (16.40 feet)	N/A
Side Yard	4 m (13.12 feet)	3.048 m (10 feet)
Other buildings	3 m (9.842 feet)	> 3 m (9.842 feet)
Off-Street Parking Spaces (min)	8 spaces	7 spaces
Percentage of Required Parking to be Made Up of Small-Car Parking (max.)	40%	43%
Unobstructed Maneuvering Aisle for Right-Angle Parking (min.)	8 m (26.25 feet)	3.048 m (10 feet)
Parking Design	Where more than four (4) parking spaces are provided, they must be so designed that vehicles are not required to back out onto a highway	More than four (4) parking spaces are provided and are required to back out onto a highway
Setback between parking area and dwelling	1.5 m (4.921 feet)	1.524 m (5 feet)

**OFFICIAL COMMUNITY PLAN:**

Policies contained within the OCP which apply to this development include:

- Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.
- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.



- Policy 2.2.f - To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.
- Policy 8.3.h - Council will support infill and redevelopment within the community.
- Policy 8.3.i - Council will employ Smart Growth principles in future development.
- Policy 8.3.l - Council will support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.
- Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.
- Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.
- Policy 20.3.g - Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.

**REFERRAL COMMENTS:**

The subject application was referred to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

The Public Works Manager provided the following comments in response to the referral:

*"Water and sanitary sewer services will likely need to be upsized to meet Code requirements for increased density.*

*As Russell Avenue is a local road, a low number of vehicles backing onto the road can be tolerated; however, as the proposed design reduces off-street parking requirements and requires vehicles to back onto a highway, effectively eliminating on-street parking adjacent to the subject property, recommend that Council approval of the variances is subject to the registration of a housing agreement satisfactory to the City, to assure parking is contained on-site as a condition of tenancy, with restrictions on number and size of vehicles and clear designation of visitor parking."*

No other comments were received in response to the referral.

**PLANNING ANALYSIS:**

Minimum Floor Area

The City of Enderby Planner raises no objections to the applicant’s request to vary Section 604.a.4.b by reducing the minimum floor area for four-family dwelling units from 60 m<sup>2</sup> (645.8 square feet) per dwelling unit to 40 m<sup>2</sup> (430.5 square feet) per dwelling unit, as shown on the attached Schedule ‘A’; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The provision of smaller dwelling units facilitates higher density residential use within an existing developed area which is a key element of Smart Growth development, is supported in the OCP, and provides the following community benefits:
  - More efficient use of land by increasing the ratio of improvement-to-land values;
  - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
  - Focusing future growth within developed areas of the community in order to maximize the values of existing infrastructure; and
  - Adding residential capacity without encroaching upon rural or environmentally sensitive areas.
- Smaller floor areas enable more dwelling units to be contained within the building footprint, thus supporting additional affordable housing within the community while broadening the spectrum of housing choices; and
- It is not anticipated that the proposed variance would negatively impact the use or enjoyment of the subject or surrounding properties.

Minimum Lot Area

The City of Enderby Planner raises no objections to the applicant’s request to vary Section 604.a.6.d by reducing the minimum lot area for a four-family dwelling from 1,300 m<sup>2</sup> (13,993 square feet) to 668.9 m<sup>2</sup> (7,200 square feet), as shown on the attached Schedule ‘A’; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- It is anticipated that the subject property is of a sufficient size to be able to accommodate the proposed use;
- Reducing the minimum lot area for a four-family dwelling will facilitate a more intensive residential use on the subject property, which will result in the provision of additional affordable housing units and more efficient use of land; and
- It is not anticipated that the proposed variance would negatively impact the use or enjoyment of the subject or surrounding properties.

\*\*It should be noted that a Development Variance Permit cannot vary use or density. Although varying a reduction in the minimum lot area for a four-family dwelling will *enable* or *facilitate* a higher density residential use on the site, density for the site is ultimately regulated through the R.3-A zone's 'maximum permitted gross density' provision of 41 units per hectare/16.59 units per acre; the applicant has already amended the Zoning Bylaw to obtain a maximum permitted gross density of 60 units per hectare (24.28 units per acre), in order to increase the number of permitted residential dwelling units on the property from two to four.

#### Side Yard Setback

The City of Enderby Planner raises no objections to the applicant's request to vary Section 604.a.10.e by reducing the minimum side yard setback for a four-family dwelling from 4 m (13.12 feet) to 3.048 m (10 feet), as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variance for the following reasons:

- The extent of the requested variance is relatively minor (~3-foot reduction);
- The proposed four-family dwelling is only one-storey in height and therefore it is not anticipated that a minor reduction in the required side yard would negatively impact the views of the neighbouring property to the west.

#### Number of Parking Spaces and Small Car Parking

The City of Enderby Planner raises no objections to the applicant's request to vary Sections 901.3, and 901.2.a of the Zoning Bylaw by reducing the number of required off-street parking spaces from eight (8) to seven (7), and increasing the percentage of required off-street parking spaces that can be made up of small-car parking from forty percent (40%) to forty-three percent (43%), respectively, as shown on the attached Schedule 'A'; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variances for the following reasons:

- Given the modest size of the parcel, there is limited opportunity to provide additional parking spaces on the site;
- Given that the proposed dwelling units are small in area (~430 square feet), they are more likely to be occupied by smaller families (singles or couples) who will have a reduced parking demand as compared to traditionally-sized dwelling units that can accommodate larger families;
- Although there is still potential for parking spill-over from the site, due in part to the fact that there will be no opportunity for adjacent on-street parking given the layout, this risk would be mitigated by requiring the property owner to register a housing agreement on the title of the subject property which requires that the parking demands associated with the development are contained on-site; this could be achieved within the housing agreement by requiring the property owner to have material terms within Tenancy Agreements restricting the size and/or number of vehicles per tenant, requiring a minimum number of spaces to be reserved for visitor parking, etc.; and

- Increasing the percentage of required off-street parking spaces that can be made up of small-car parking spaces enables the applicant to maximize the total number of spaces that can fit within the horizontal dimensions of the parcel.

#### Maneuvering Aisle and Parking Design

The City of Enderby Planner raises no objections to the applicant's request to vary Section 901.2.b and 901.2.c of the City of Enderby Zoning Bylaw by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking spaces from 8 m (26.25 feet) to 3.048 m (10 feet) and permitting a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway, respectively; upon consideration of input from adjacent landowners, it is recommended that Council authorize the proposed variances for the following reason:

- Although it is not preferred to have a parking design where more than four vehicles are required to back out on to a highway in order to leave a site, it is not anticipated that this would create a significant safety concern given that Russell Avenue is a local road with relatively low traffic volumes and the subject property is not in close proximity to an intersection.

#### Lot Frontage

The City of Enderby Planner raises no objections to the applicant's request to waive the minimum lot frontage requirement of Section 604.a.8.c of the City of Enderby Zoning Bylaw by permitting the minimum lot frontage for a four-family dwelling to be reduced from 30 m (98.42 feet) to 18.288 m (60 feet), as shown on the attached Schedule "A"; it is recommended that Council authorize the proposed lot frontage waiver for the following reasons:

- A reduced lot frontage will enable more intensive residential use on the property which is a key element of Smart Growth development, is supported in the OCP, and provides the following community benefits:
  - More efficient use of land by increasing the ratio of improvement-to-land values;
  - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
  - Focusing future growth within developed areas of the community in order to maximize the values of existing infrastructure; and
  - Adding residential capacity without encroaching upon rural or environmentally sensitive areas.
- It is not anticipated that the proposed lot frontage waiver would negatively impact the use or enjoyment of the subject or surrounding properties.

#### **SUMMARY**

This is an application for a Development Variance Permit for the property located at 709 Russell Avenue, Enderby BC. The applicant is proposing to demolish a vacant, boarded single family dwelling in order to

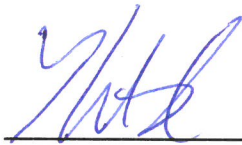
construct a new four-family dwelling, which would be used for rental purposes. The applicant is proposing to vary a number of sections of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to accommodate the proposed development.

It is recommended that Council authorize a Development Variance Permit in support of the variance requests, subject to the property owner registering a housing agreement on the title of the subject property, satisfactory to the City, which ensures that the parking demands associated with the development are contained on-site, which shall be a material term of any Tenancy Agreement.

Furthermore, it is recommended that Council waive the minimum lot frontage requirement for the subject property.

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**Prepared By:**



Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer

**Reviewed By:**



Tate Bengtson  
Chief Administrative Officer

**THE CORPORATION OF THE CITY OF ENDERBY**  
**DEVELOPMENT VARIANCE PERMIT APPLICATION**  
**SUBJECT PROPERTY MAP**

**File:** 0025-20-DVP-END (Francks)  
**Applicant:** Dean Francks  
**Owner(s):** Dean Francks, Duane Dennis, Tyler Cull  
**Location:** 709 Russell Avenue, Enderby BC

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**SOKOL DRAFTING**  
 1200 5th Avenue  
 Vancouver BC V6L 1V2  
 Tel: 604-681-9999  
 Fax: 604-681-9998  
 Email: info@sokoldrafting.com

DATE	BY/ISSUED	REVISION
1	MARCH 19, 2020	ISSUED FOR APPROVAL
2	MARCH 19, 2020	GENERAL REVISIONS

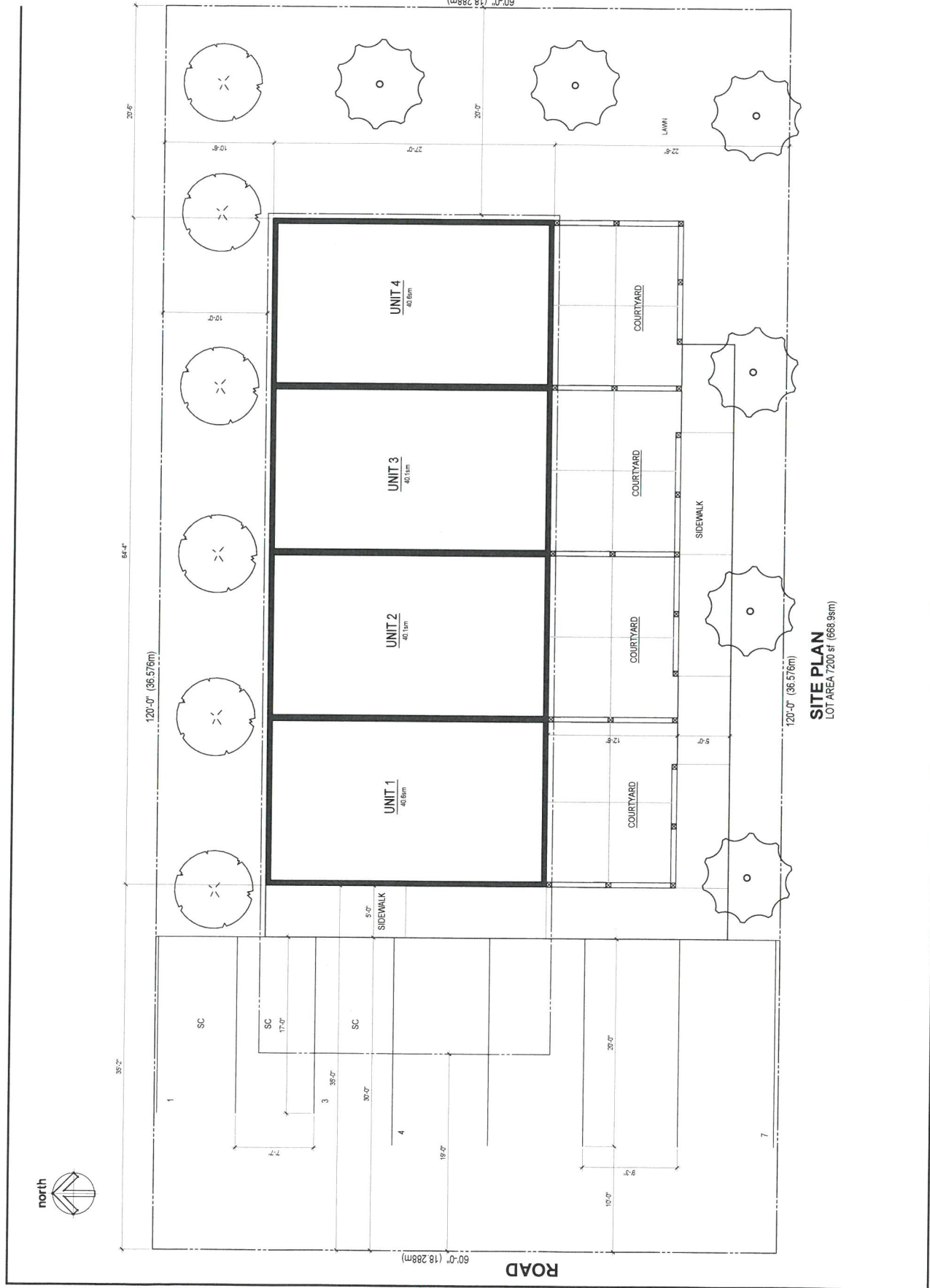
**HOUSING**  
**709 RUSSELL AVENUE**  
**ENDERBY, BRITISH COLUMBIA**

ALL DIMENSIONS ARE GIVEN TO FACE UNLESS OTHERWISE SPECIFIED.  
 DIMENSIONS WITH FRACTIONS SHOULD BE GIVEN AS DECIMALS.  
 THIS DRAWING MUST NOT BE REPRODUCED OR COPIED WITHOUT THE WRITTEN PERMISSION OF SOKOL DRAFTING.

**SITE PLAN**

DATE:	MARCH 19, 2020
SCALE:	1/4" = 1'-0"
DRAWN BY:	MS
CHECKED BY:	

**A1R2**



**SITE PLAN**  
 LOT AREA 7200 sf (668.58m<sup>2</sup>)

*Schedule 'A'*



Agenda

**CITY OF ENDERBY  
DEVELOPMENT VARIANCE PERMIT APPLICATION**

**File No: 0026-20-DVP-END**

**April 6, 2020**

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**APPLICANT:** Geoff Vetter

**OWNER:** Keith Budd and Kim Chatterly

**LEGAL DESCRIPTION:** LOT 2 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN  
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP78763

**PID #:** 026-383-641

**LOCATION:** 144 Cliffview Drive, Enderby BC

**PROPERTY SIZE:** 932 m<sup>2</sup> (0.23 acres)

**ZONING:** Residential Single Family (R.1), Residential Two Family (R.2)

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

**PROPOSAL:** Construct a single-family dwelling with a secondary suite

**PROPOSED VARIANCE:** Vary Section 601.11.b.iii of Zoning Bylaw by increasing the maximum floor area of a secondary suite from 90 m<sup>2</sup> (968.75 square feet) to 121.52 m<sup>2</sup> (1,308 square feet)

**RECOMMENDATIONS:**

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 2 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP78763 and located at 144 Cliffview Drive, Enderby B.C. to permit a variance to Section 601.11.b.iii of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum floor area of a secondary suite from 90 m<sup>2</sup> (968.75 square feet) to 121.52 m<sup>2</sup> (1,308 square feet), as shown on the attached Schedule 'A'.

**BACKGROUND:**

This report relates to a Development Variance Permit application for the property located at 144 Cliffview Drive, Enderby BC. The applicant is proposing to construct a single-family dwelling with a secondary suite, and in order to accommodate this proposed development, the applicant is requesting a

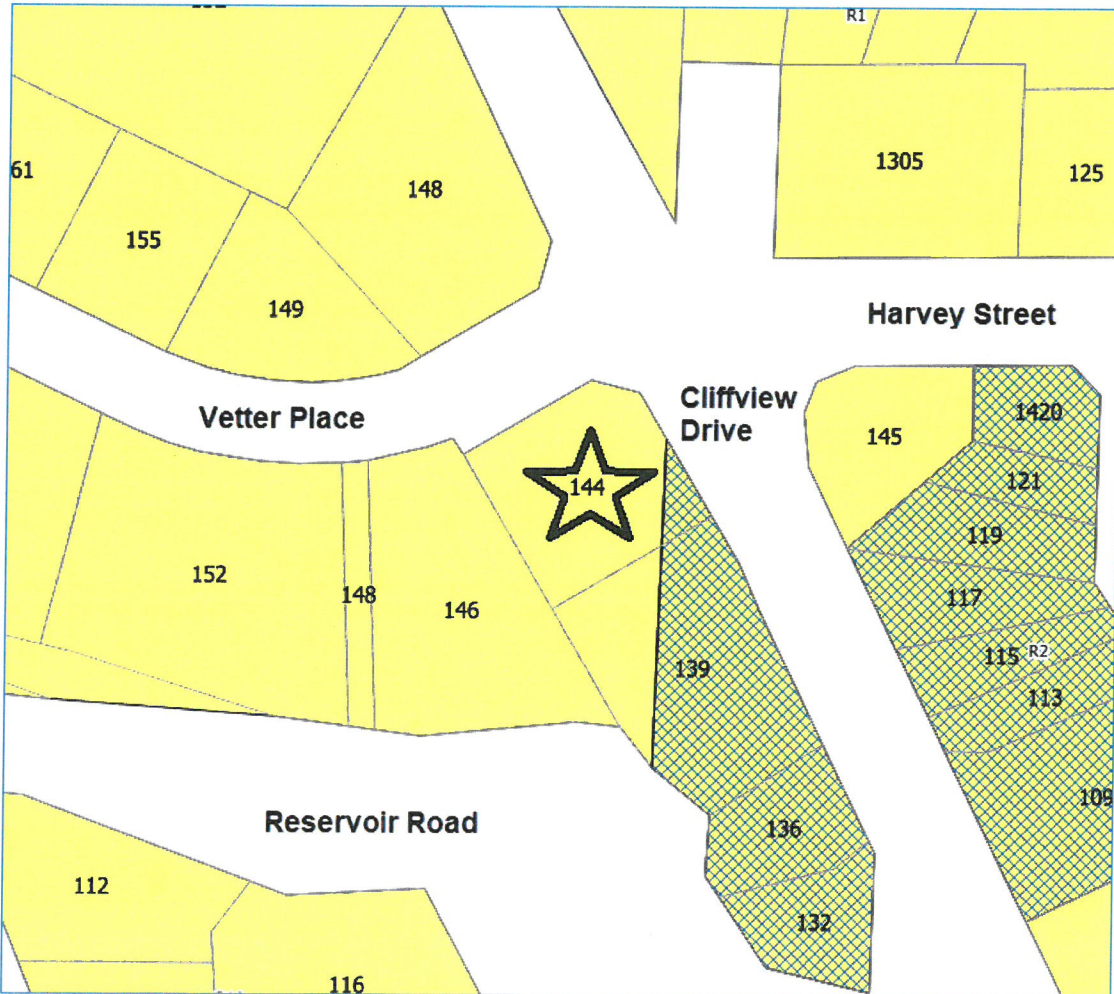
variance to Section 601.11.b.iii of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum floor area of a secondary suite from 90 m<sup>2</sup> (968.75 square feet) to 121.52 m<sup>2</sup> (1,308 square feet).

Site Context

The 932 m<sup>2</sup> (0.23 acres) subject property is undeveloped and is located on the southwest corner of the intersection of Vetter Place and Cliffview Drive. The southern portion of the property has a steep grade oriented to the north, while the central portion of the lot is relatively flat.

The subject property and property to the south are both dual-zoned as Residential Single Family (R.1) and Residential Two Family (R.2), the properties to the north, east, and west are zoned Residential Single Family (R.1/R.1-A), and the properties to the southwest are zoned Residential Two Family (R.2). The subject and surrounding properties are all designated in the OCP as Residential Low Density

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



**Figure 1: Zoning Map**  
Yellow - Residential Single Family (R.1/R.1-A) Zone  
Crosshatch – Residential Two-Family (R.2) Zone



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



Figure 2: Orthophoto

### The Proposal

The applicant is proposing to construct a two-storey single-family dwelling which would contain a secondary suite in the lower level. The applicant is proposing a floor area of 121.52 m<sup>2</sup> (1,308 square feet) for the secondary suite, which exceeds the Zoning Bylaw's maximum floor area of 90 m<sup>2</sup> (968.75 square feet) for secondary suites; given this, the applicant is requesting a variance to Section 601.11.b.iii of the Zoning Bylaw.

### **ZONING BYLAW:**

The subject property is zoned Residential Single Family (R.1) and the permitted uses within this zone include accessory residential buildings, single family dwellings, secondary suites, bed and breakfasts, civic and public service use, and restricted agricultural use. The proposal as compared to the Zoning

Bylaw requirements for the R.1 zone, and accessory residential buildings more broadly, is as follows (highlighted items require a variance):

CRITERIA	R.1 ZONE REQUIREMENTS	PROPOSAL
Number of Buildings (max.)	One single-family dwelling and two accessory residential buildings	One single-family dwelling
Building Height (max.)	7 m (22.97 feet) above the midpoint of the rear property line	< 7 m (22.97 feet) above the midpoint of the rear property line
Lot Area (min.)	560 m <sup>2</sup> (6,028 square feet)	932 m <sup>2</sup> (10,032 square feet)
Lot Coverage (max.)	50%	~25%
Lot Frontage (min.)	21 m (68.9 feet)	58.06 m (190.49 feet)
Setbacks (min.)		
Front Yard	4.5 m (14.76 feet)	4.58 m (15 feet)
Rear Yard	4.5 m (14.76 feet)	6.04 m (19.81 feet)
Exterior Side Yard	5 m (16.40 feet)	14.06 m (46.13 feet)
Side Yard	1.2 m (3.94 feet)	1.22 m (4.02 feet)
Other buildings	3 m (9.842 feet)	N/A
Floor Area of Secondary Suite (max.)	Lesser of 90 m <sup>2</sup> (968.75 square feet) or 40% of the habitable floor area of the single-family dwelling	-121.52 m <sup>2</sup> (1,308 square feet) -36% of the habitable floor area of the single-family dwelling

#### OFFICIAL COMMUNITY PLAN:

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

- Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.
- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- Policy 2.2.f - To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.
- Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.



**REFERRAL COMMENTS:**

The subject application was referred to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief. No comments were received in response to the referral.

**PLANNING ANALYSIS:**

The City of Enderby Planner raises no objections to the applicant's request to vary 601.11.b.iii of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum floor area of a secondary suite from 90 m<sup>2</sup> (968.75 square feet) to 121.52 m<sup>2</sup> (1,308 square feet). Upon consideration of input from adjacent land owners, it is recommended that Council authorize the issuance of the Development Variance Permit for the following reasons:

- Increasing the maximum floor area of the secondary suite would not increase the intensity of the residential use of the suite such that it would result in adverse impacts to the subject property or the surrounding neighbourhood;
- Increasing the maximum floor area of the secondary suite will result in a large dwelling unit being added to the rental market, which in turn will help to broaden the spectrum of housing choices within the community; and
- It is not anticipated that the proposed variance would negatively affect the use and enjoyment of the subject or neighbouring properties.

**SUMMARY**

This is an application for a Development Variance Permit for the property located at 144 Cliffview Drive, Enderby BC. The applicant is proposing to construct a single-family dwelling with a secondary suite and in order to accommodate the proposed development is requesting a variance to Section 601.11.b.iii of the City of Enderby Zoning Bylaw No. 1550, 2014 to increase the maximum floor area of a secondary suite from 90 m<sup>2</sup> (968.75 square feet) to 121.52 m<sup>2</sup> (1,308 square feet).

The City of Enderby Planner is supportive of the proposed variance and is recommending that Council authorize the issuance of a Development Variance Permit.

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**Prepared By:**

**Reviewed By:**

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Kurt Inglis, MCIP, RPP  
Planner and Deputy Corporate Officer



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Tate Bengtson  
Chief Administrative Officer

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

**Area: CITY OF ENDERBY**

**Category: BUILDING PERMITS**

**Year: 2020 Month: 03**

Folder Type	2020 / 03		2019 / 03		2020 to 03		2019 to 03	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	0	1	95,000
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	15,000	0	0
END - PLUMBING	0	0	0	0	1	0	0	0
END - SIGN	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	480,000	1	0	0	1	480,000
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	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>0</b>	<b>0</b>	<b>480,000</b>	<b>1</b>	<b>0</b>	<b>15,000</b>	<b>2</b>	<b>575,000</b>

Corporation of the  
**VILLAGE OF HAZELTON**  
Office of the Mayor

*Agenda*

P.O. Box 40  
4310 Field St.,  
Hazelton, B.C. V0J 1Y0



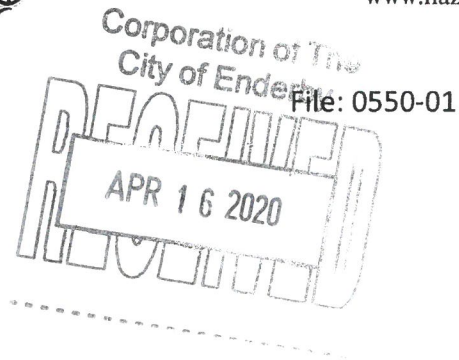
Tel (250) 842-5991  
Fax (250) 842-5152  
www.hazelton.ca

April 15, 2020

**\*\*Sent Via Email\*\***

Dear Mayor and Council

**Re: BC Gaming Grant**



In British Columbia (B.C.), it is difficult for communities under 10,000 to have access to funds for programs and services in relation to Arts and Culture, Sport, Public Safety, Environment and Social Services. We understand that smaller communities do not all have gaming facilities, but this does not mean that members in our communities do not travel and spend money in communities that do have gaming facilities.

The Province of B.C. has already committed to revenue sharing with First Nations under this Program, why not extend this to communities under 10,000? Having the opportunity to apply for the Community Gaming Grants would benefit small communities and would support the delivery of ongoing (and/or new) programs.

The Village of Hazelton Council asks your Council to endorse the following resolution and support the resolution at the Union of BC Municipalities Convention.

"THAT the Council of the Village of Hazelton supports the recommendation that communities under 10,000 in B.C. should be considered to be eligible to apply for the Community Gaming Grants Program for Arts and Culture, Sport, Public Safety, Environment and/or Social Services".

We hope that you will join the Village of Hazelton, with your support, we hope to achieve the possibilities of municipalities under 10,000 to be able to apply for the BC Gaming Grant.

Thank-you for your consideration.

Yours truly,

Dennis Sterritt  
Mayor