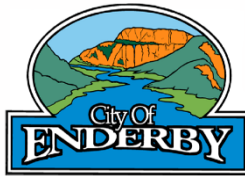


REGULAR MEETING OF COUNCIL AGENDA

DATE: May 4, 2020
TIME: 4:30 p.m.
LOCATION: Enderby City Hall

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**
- 2.1. Meeting Minutes of April 20, 2020 Page 1
3. **PUBLIC AND STATUTORY HEARINGS**
4. **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**
5. **BYLAWS**
- 5.1. 2020 Budget Bylaws Page 6
Memo prepared by Chief Financial Officer dated April 30, 2020
- 5.2. 2020 Fees & Charges Bylaw Page 21
Memo prepared by Chief Financial Officer dated April 30, 2020
- 5.3. Revenue Anticipation Borrowing Bylaw Page 31
Memo prepared by Chief Financial Officer dated April 30, 2020
6. **REPORTS**
- 6.1. Mayor and Council Reports Verbal
- 6.2. 1st Quarter 2020 VNOD Policing Report Page 34
7. **NEW BUSINESS**
- 7.1. BC Parks Re-Opening Plan: Verbal Discussion led by Mayor McCune Verbal
- 7.2. Pandemic Corporate Service Recovery Policy Page 51
Memo prepared by Chief Administrative Officer dated April 28, 2020
- 7.3. Pandemic Community Recovery Select Committee Page 53
Memo prepared by Chief Administrative Officer dated April 28, 2020
- 7.4. Disclosure of Contracts - Council Page 58
Memo prepared by Chief Financial Officer dated April 29, 2020

- 7.5. Enderby Child Care Action Plan: Report distributed under separate cover Page 59
Memo prepared by Planner and Deputy Corporate Officer dated April 29, 2020
- 7.6. Board of Variance Appointments Page 62
Memo prepared by Planner and Deputy Corporate Officer dated April 30, 2020
- 7.7. Enderby and District Chamber of Commerce Page 66
Correspondence Re: Re-Open Resource Kit
- 8. CLOSED MEETING RESOLUTION**
Closed to the public, pursuant to Section 90 (1) (e) of the *Community Charter*
- 9. ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held via teleconference on Monday, April 20, 2020 at 4:31 p.m. in City Hall

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
Planner and Deputy Corporate Officer – Kurt Inglis
Secretary Clerk – Laurel Grimm

Other: Markus Schrott, BDO Canada LLP

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Case
“THAT the April 20, 2020 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Special Council Meeting Minutes of April 8, 2020

Moved by Councillor Shishido, seconded by Councillor Schreiner
“THAT the April 8, 2020 Special Council Meeting minutes be adopted as circulated.”

CARRIED

DELEGATIONS

BDO Canada LLP: 2019 Financial Statements

Moved by Councillor Baird, seconded by Councillor Schreiner
“THAT Council receives the 2019 Audited Financial Statements as presented;

AND THAT Council approves the 2019 Audited Financial Statements.”

CARRIED

Markus Schrott, BDO Canada LLP, presented the 2019 Audited Financial Statements. He stated that the 2019 Audited Financial Statements provide a fair representation of the City's financial position as of December 31, 2019.

DEVELOPMENT MATTERS

Councillor Baird declared a conflict of interest due to employment and left the meeting (4:46 p.m.)

2024-20-DVP-END (McMahon)

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

Moved by Councillor Knust, seconded by Councillor Davyduke

" 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)."

CARRIED

The Planner and Deputy Corporate Officer gave a synopsis of the report including the revised site plan. Councillor Knust inquired whether further correspondence has been received from the adjacent landowner who had expressed concerns previously. No correspondence has been received from the adjacent landowners.

Written Submissions:

Ryan Nitchie, Columbia Shuswap Regional District

The Sicamous to Armstrong Rail Trail Technical Operational Committee met to review the DVP Application and provided the following comments:

- Primary concern is that the proposed development provides for adequate on-site parking to facilitate the proposed use.
- Under no circumstances will the owners of the Rail Trail Corridor permit parking for the proposed development on the rail trail corridor lands.

Applicant Response:

- The applicant has no intent to use the rail trail corridor for parking.
- The applicant had previously allowed parking on his property for the Rail Trail and other recreational users without complaint.
- Eight parking stalls will be sufficient as this is his personal living quarters and he does not anticipate having a large increase in traffic.
- Public parking is available nearby at the Russell Avenue parking lot if it is needed.

Councillor Baird re-entered the meeting (4:56 p.m.)

0025-20-DVP-END (Francks)

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

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council authorize the issuance of a Development Variance Permit 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. to permit variances to the following Sections of Zoning Bylaw No. 1550, 2014:

- *Section 604.a.4.b by reducing the minimum floor area for four-family dwelling units from 60 m² (645.8 square feet) per dwelling unit to 40 m² (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 m² (13,993 square feet) to 668.9 m² (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".

CARRIED
OPPOSED Councillor Shishido

The Planner and Deputy Corporate Officer gave a synopsis of the report. Councillor Shishido questioned the feasibility behind decreasing parking spaces. Current tenants may agree with the parking allocations but what if additional visitors and family members and so on were to place additional demands upon parking? How will we enforce the parking restrictions to ensure no overflow into neighbouring properties? The Planner and Deputy Corporate Officer said that, as a subject to approval of the Development Variance Permit, a Housing Agreement will need to be executed with the property owner. The Housing Agreement will require, as a material term of all tenancy agreements, the management of available parking. This places the onus on the property owner to ensure that the requirements of the Housing Agreement are observed and that parking management is an express condition of tenancy. Furthermore, the square footage of the proposed dwellings is sufficiently small that it is unlikely that a large number of occupants may be able to live in a single dwelling. Restrictions for recreational and other vehicles unable to be accommodated on-site will be built into the Housing Agreement.

Written Submissions:

Tony and Patsy Vetter, 802 George Street

- Concerns over snow removal procedures.
- Commercial properties are required to store snow onsite; the City snow plows the snow onto the boulevard, and it piles up on the sidewalks.
- For safety reasons snowbanks at stop signs and entrances to business should not get too high
- Difficult to keep parking lot access at Vetter Plaza open when the City is not removing the street snow. When additional cars are parked on the road it makes it that much harder to plow. Concerned over possible additional vehicles parking in the Vetter Plaza Parking lot and snow removal.

Thurman and Dorothy Doran, 708 Russell Avenue

- Do not see any issues with the proposed development other than potentially parking.
- Believes this could be a huge improvement to the neighbourhood.

Applicant Response:

- The Applicant does not anticipate any parking issues within the proposed development. Given the size of the proposed units they do not see these units as being occupied by tenants who own multiple vehicles. However, the applicant agrees with Staff's recommendation of registering a housing agreement on the title of the property to ensure that they can manage any parking issues moving forward. This should also satisfy any concerns presented around snow removal.

0026-20-DVP-END (Vetter)

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

Address: 144 Cliffview Drive, Enderby BC

Applicant: Geoff Vetter

Moved by Councillor Baird, seconded by Councillor Knust

"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 m² (968.75 square feet) to 121.52 m² (1,308 square feet), as shown on the attached Schedule ‘A’.”

CARRIED

No Written Submissions were received for this application.

Council raised a question of the Planner with respect to the proposed driveway access or accesses and the proximity to the intersection with round-about. The Planner described the bylaw regulations around the distance from an intersection to a driveway.

REPORTS

No Mayor and Council Reports

RDNO Building Permit Summary for March 2020

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receive and file the RDNO Building Permit summary for March 2020.”

CARRIED

NEW BUSINESS

Village of Hazelton: Correspondence dated April 15, 2020

Moved by Councillor Baird, seconded by Councillor Schreiner

“THAT Council receive and file the Village of Hazelton correspondence dated April 15, 2020.”

CARRIED

PUBLIC QUESTION PERIOD

No public was present.

ADJOURNMENT

Moved by Councillor Shishido, seconded by Councillor Baird

“That the regular meeting of April 20, 2020 adjourn at 5:20 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 30, 2020
Subject: 2020 Budget Bylaws

Recommendation:

THAT Council approves an Alternative Municipal Tax Collection Scheme whereby the property tax due date of July 2nd remains, but the date the 10% penalty applies is October 1, 2020 for all property classes;

AND THAT Council gives first reading of the bylaws cited as "City of Enderby 2020-2024 Financial Plan Bylaw No. 1696, 2020", "City of Enderby Annual Tax Rate Bylaw No. 1697, 2020", "City of Enderby Sewer Frontage Tax Bylaw No. 1698, 2020" and "City of Enderby Water Frontage Tax Bylaw No. 1699, 2020";

AND THAT Council considers any public submissions received;

AND THAT Council provides any amendments it wishes to the bylaws at this time;

AND FURTHER THAT, in accordance with Section 9 of Ministerial Order No. M083 [Local Government Meetings and Bylaw Process (COVID-19) Order], Council gives second and third readings and adopts the bylaws cited as "City of Enderby 2020-2024 Financial Plan Bylaw No. 1696, 2020", "City of Enderby Annual Tax Rate Bylaw No. 1697, 2020", "City of Enderby Sewer Frontage Tax Bylaw No. 1698, 2020" and "City of Enderby Water Frontage Tax Bylaw No. 1699, 2020".

Background:

The attached budget bylaws are consistent with the proposed budget as amended by Council at the April 8, 2020 regular meeting. Per Section 197 of the Community Charter, these bylaws must be adopted by May 15, 2020. The accompanying Financial Plan Bylaw and background information was available for public input on April 14, 2020 on the City's website and advertised in the April 16th and 23rd editions of the local newspaper. Any public input received will be read into the record during the meeting.

The attached bylaws are typical of what is adopted by Council each year. The exception to this is the Annual Tax Rate Bylaw. One of the relief measures that the Province introduced for businesses was postponing the date of the late payment penalty to October 1, 2020. For the City, this measure applies to its class 5, 6 and 8 properties but not for residential, utility and farm properties. Per discussions with other municipal finance departments in the North Okanagan and Shuswap, most have kept the due date of July 2nd, but have deferred the date that the penalty applies to October 1st for all classes of property. Keeping the July 2nd due date encourages those who can pay their property taxes to do so on time but provides more time to pay for those who need it, without being penalized.

Under Section 235 of the Community Charter, Council may adopt an Alternative Municipal Tax Collection Scheme, which allows Council to establish alternate due dates and penalty provisions. The

Annual Tax Rate Bylaw as presented makes provision for an Alternative Municipal Tax Collection Scheme in accordance with the above proposal.

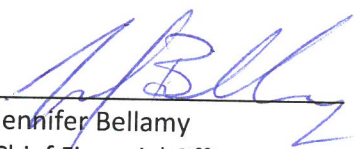
One concern with deferring the penalty date is that it may further impact the City's cash flows. More than half of the property taxes levied are collected for other governments. The City is still required to remit these taxes to those parties by August 1st, regardless of whether they have been collected. The 2020 requisitions total approximately \$815,180. The Province has extended the deadline for the School Tax remittance to December 2020 (approximately \$200,000), however the remaining \$615,180 payable to other governments is still due on August 1st. Although the delayed school tax payment does help, the remaining amounts payable still pose a cash flow issue.

In 2019, the City collected 89% of its property taxes by the due date. If this collection rate decreases to 50%, there will be sufficient cash flows to maintain the services at the reduced levels due to the pandemic; however, larger maintenance projects and capital projects will need to be further deferred. Many of the projects included in the 2020 budget are important/critical or have been committed and cannot be deferred. If the City's collection rate does drop to 50% as of July 2, 2020, short-term borrowing will likely be needed. If collection continues to be at a 50% rate into late summer, short-term borrowing will be needed and property taxes in 2021 will need to be raised in order to fund the costs of borrowing. This will be unavoidable if the collection rate remains low into 2021.

To provide an approach consistent with neighboring jurisdictions and a smoother collection process (from consistent messaging on the property tax notice through to calculating penalties), staff are supportive of Council providing an Alternative Municipal Tax Collection Scheme where the due date will continue to be July 2, 2020, but the late penalty will not apply until October 1, 2020 for all property classes; however, Council should be mindful of the cash flow consequences described above, and the potential need to make some difficult decisions this summer if the collection rate is low.

The City will be actively encouraging those who can pay, to pay and keeping the July 2nd due date will help work towards this. Messaging encouraging this will be in the property tax insert and staff will be encouraging payment by the due date when interacting with residents.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1696

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2020 – 2024 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2020 – 2024 Financial Plan Bylaw No.1696, 2020”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2020 – 2024 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2020 – 2024 Financial Plan.
4. Bylaw No. 1674, cited as “City of Enderby 2019 – 2023 Financial Plan Bylaw No. 1674, 2019”, is hereby repealed.

READ a FIRST time this ____ day of _____, 2020.

READ a SECOND time this ____ day of _____, 2020.

READ a THIRD time this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

MAYOR

CORPORATE OFFICER

**CITY OF ENDERBY
2020-2024 Financial Plan**

**Consolidated Five Year Financial Plan
Schedule 'A' of Bylaw No. 1696**

	<u>2020</u> <u>Budget</u>	<u>2021</u> <u>Budget</u>	<u>2022</u> <u>Budget</u>	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>
REVENUES					
Municipal Taxation	1,571,333	1,613,142	1,747,548	1,794,642	1,843,150
Utility Taxes / Grants in Lieu	100,373	102,380	104,428	106,516	108,647
Sale of Services / Other Contributions	638,261	626,138	966,161	651,434	664,463
Revenue from own Sources	1,206,322	1,230,448	1,255,057	1,280,158	1,305,761
Grants	1,307,775	1,322,725	687,488	687,488	687,488
Sewer Revenue	760,196	749,745	761,670	773,819	786,195
Water Revenue	763,470	786,176	799,278	812,619	826,203
Total Revenues	6,347,730	6,430,754	6,321,630	6,106,676	6,221,907
EXPENSES					
General Government Services	832,889	823,027	839,488	856,277	873,403
Protective Services	445,050	223,584	228,056	232,617	237,269
Transportation Services	641,160	646,333	659,259	672,445	685,894
Environmental Health Services	104,260	106,345	108,472	110,641	112,854
Animal Control	28,982	29,562	30,153	30,756	31,371
Cemetery	68,430	59,052	60,234	61,438	62,667
Recreation & Cultural Services	105,560	107,671	109,825	112,021	114,262
Fortune Parks Recreational Services	909,881	762,839	778,095	793,657	809,531
Tourism & Community Engagement	240,100	244,902	249,800	254,796	259,892
Sewer Expenditures	606,891	520,905	531,323	541,950	552,789
Water Expenditures	562,513	539,288	550,073	561,075	572,296
Fiscal Services	109,905	104,156	104,156	104,156	104,156
Total Expenses	4,655,621	4,167,664	4,248,934	4,331,829	4,416,384
SURPLUS (DEFICIT) FOR THE YEAR	1,692,109	2,263,090	2,072,696	1,774,847	1,805,523
TOTAL CASH FROM OPERATIONS	1,692,109	2,263,090	2,072,696	1,774,847	1,805,523
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(2,549,250)	(1,100,347)	(840,000)	(1,024,000)	(190,212)
Debt Principle repayment	(108,794)	(108,794)	(108,794)	(108,794)	(108,794)
Debt Proceeds	-	-	-	-	-
Transfer From Reserves	1,823,390	318,123	512,500	846,253	108,624
Transfer to Reserves	(1,388,728)	(1,388,072)	(1,636,402)	(1,488,306)	(1,615,141)
Transfer From Operating Surplus	531,273	16,000	-	-	-
TOTAL CASH ADJUSTMENT	(1,692,109)	(2,263,090)	(2,072,696)	(1,774,847)	(1,805,523)
FINANCIAL PLAN BALANCE	-	-	-	-	-

**CITY OF ENDERBY
2020-2024 Financial Plan**

**Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1696**

In accordance with Section 165(3.1) of the *Community Charter*, the City of Enderby is required to include in the Five Year Financial Plan objectives and policies regarding each of the following:

1. The proportion of total revenue that is proposed to come from each funding source;
2. The distribution of property taxes among the property classes;
3. The use of permissive tax exemptions.

Proportion of Total Revenue From Funding Sources

Property Taxation provides a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis such as fire protection, street maintenance, snow removal, and general administration.

User fees and charges are collected for services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.

Government Grants are for projects where the City of Enderby has received grant approval or is anticipating approval in 2020.

Policies

- The City of Enderby will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service, while maintaining affordability for its citizens.
- Where possible, the City of Enderby will use revenues from grant funding and user fees and charges to lessen the burden on its property tax base.

Table 1: Sources of Funding

<i>Funding Source</i>	% of Total Revenue	Dollar Value
<i>Property taxation</i>	18.1 %	\$ 1,571,333
<i>User Fees and charges</i>	23.8 %	\$ 2,068,766
<i>Other sources*</i>	43.1 %	\$ 3,754,519
<i>Government grants</i>	15.0 %	\$ 1,307,775
<i>Debt proceeds</i>	0.0 %	\$ 0
<i>Total</i>	100.0 %	\$ 8,702,393

* *Other sources* includes transfers from reserves and surplus funds, and funding received from other jurisdictions.

Distribution of Property Value Taxes

The residential property class provides the largest proportion of property tax revenue as the class also forms the largest portion of the assessment base.

Objective

- To distribute the tax burden amongst the property classes equitably.

Table 2: Distribution of Property Tax Rates

Property Class	% Of Total Property Taxation	Dollar Value
Residential (1)	78.26 %	\$ 1,229,705
Utilities (2)	1.15 %	\$ 18,056
Light Industrial (5)	2.06 %	\$ 32,378
Business and Other (6)	18.44 %	\$ 289,660
Recreation / Non-Profit (8)	0.04 %	\$ 675
Farmland (9)	0.05 %	\$ 859
Total	100.00 %	\$ 1,571,333

Permissive Tax Exemptions

- The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:
 - The Organization's use of the land and/or improvements must be used for public benefit to provide programs and/or activities consistent with Council's objective of enhancing quality of life and delivering services economically.
 - The exemption must be used to benefit the Organization directly and the cost savings attributed to the exemption cannot be turned over to another organization.
 - Only Organizations who meet the requirements of the *Community Charter* are eligible for a permissive tax exemption.

Objective

In conjunction with the development of the Financial Plan, Council will continue to provide permissive tax exemptions to non-profit societies where the value of permissive tax exemptions granted would not exceed approximately 5% of the annual municipal levy.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1697

A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL
DISTRICT, REGIONAL LIBRARY, AND
REGIONAL DISTRICT PURPOSES FOR THE YEAR 2020

WHEREAS pursuant to section 197 of the *Community Charter*, Council must, by bylaw, impose property value taxes for the year by establishing the tax rates for the municipal revenue proposed to be raised from property value taxes and the amounts to be collected by means of rates established by the City to meet its taxing obligations in relation to another local government or other public body;

AND WHEREAS pursuant to section 235 of the *Community Charter*, Council may, by bylaw, establish an Alternative Municipal Tax Scheme setting out dates on which all or part of property taxes are due including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

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

1. This bylaw may be cited as “City of Enderby Annual Tax Rate Bylaw No. 1697, 2020”.
2. The following rates are hereby imposed and levied for the year 2020:
 - (a) For all lawful and general purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Schedule “A” attached hereto and forming part of the bylaw.
 - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
 - (c) For library purposes on the value of land and improvements taxable for Regional Library purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
 - (d) For regional district purposes on the value of land and improvements taxable for Regional District purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
3. The minimum amount of taxation upon a parcel or real property shall be One Dollar (\$1.00).
4. An owner may elect to pay the rate and taxes named under this bylaw in accordance with the General Tax Collection Scheme established under Part 7, Division 10 of the *Community Charter* by giving written notice of the election to the Chief Financial Officer on or before June 15, 2020.

5. If an owner does not make an election under Section 4, the Alternative Municipal Tax Collection Scheme applies to the rate and taxes payable by that owner in accordance with Section 6 of this bylaw and are payable on or before July 2, 2020.
6. If a portion of the property taxes levied for 2020 remain unpaid after September 30, 2020, the Collector must add a penalty equal to ten percent (10%) of the unpaid portion of taxes.
7. Bylaw No. 1675, cited as "City of Enderby Annual Tax Rate Bylaw No. 1675, 2019", is hereby repealed.

READ a FIRST time this ____ day of May, 2020.

READ a SECOND time this ____ day of May, 2020.

READ a THIRD time this ____ day of May, 2020.

ADOPTED this ____ day of May, 2020.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	3.1692	0.3403	0.2203	0.7877
2 Utility	37.3910	1.1910	2.5994	2.7569
5 Light Industry	8.5568	1.1569	0.5949	2.6781
6 Business	6.3384	0.8337	0.4406	1.9298
8 Recreation	3.8030	0.3403	0.2644	0.7877
9 Farm	3.1692	0.3403	0.2203	0.7877

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1698

A BYLAW TO IMPOSE A SEWER FRONTAGE TAX ON OWNERS OF LAND
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing sewer services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1698, 2020".
2. In this bylaw, unless the context otherwise requires, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Assessor" means the Chief Financial Officer of the City of Enderby;

"Taxable foot frontage" means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the work or highway, and in respect of which parcel the frontage tax is levied for the work or services;

"Total actual foot frontage" means the sum or the actual foot frontage of the parcels of land which actually abuts on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with sewer by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.58 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the Corporation of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of the bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the sewer.
- 8. For the purpose of this bylaw:
 - a) Whereas the number of feet of a parcel of land which abuts a sewer main has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot of frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2020 and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1676, cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1676, 2019", is hereby repealed.

READ a FIRST time this ____ day of May, 2020.

READ a SECOND time this ____ day of May, 2020.

READ a THIRD time this ____ day of May, 2020.

ADOPTED this ____ day of May, 2020.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1699

A BYLAW TO IMPOSE A WATER FRONTAGE TAX ON OWNERS OF LAND
PURSUANT TO THE PROVISIONS OF THE COMMUNITY CHARTER

WHEREAS the Council of the Corporation of the City of Enderby, is empowered by the Community Charter to impose and levy a frontage tax to meet the cost of works and services that benefit land within the Municipality;

AND WHEREAS certain costs have been incurred by the City in providing water services to land within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a frontage tax on land benefiting from such service to meet such costs;

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

1. This bylaw may be cited as "City of Enderby Water Frontage Tax Bylaw No. 1699, 2020".
2. In this bylaw, unless the context otherwise required, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

"Assessor" means the Chief Financial Officer of the City of Enderby;

"Taxable foot frontage" means the actual foot frontage or, where applicable, the number of feet of a parcel of land deemed to abut on the highway, and in respect of which parcel the frontage tax is levied for the work or services;

"Total actual foot frontage" means the sum of the actual foot frontage of the parcels of land which actually abut on the work or highways;

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with water by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$2.73 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the City of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the water.
- 8. For the purpose of this bylaw:
 - a) Where the number of feet of a parcel of land has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2020, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1677, cited as "City of Enderby Water Frontage Tax Bylaw No. 1677, 2019", is hereby repealed.

READ a FIRST time this ____ day of May, 2020.

READ a SECOND time this ____ day of May, 2020.

READ a THIRD time this ____ day of May, 2020.

ADOPTED this ____ day of May, 2020.

MAYOR

CORPORATE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 30, 2020
Subject: 2020 Fees & Charges Bylaw

Recommendation:

THAT Council approves waiving the penalty for the January 2020 to April 2020 utility billing period;
AND THAT Council gives first reading to the bylaw cited as "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1700, 2020";
AND THAT Council amends the bylaw so as to make it consistent with amendments to the adopted financial plan bylaw, if any;
AND FURTHER THAT Council gives second and third readings and adopts "City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1700, 2020".

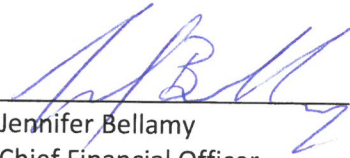
Background:

The attached fees and charges amendment bylaw updates the rates for sewer user fees and garbage collection fees as per the amended draft budget approved by Council at the April 8, 2020 Council meeting. No changes have been made to the water user fees.

An item that has been added to the bylaw, for Council consideration, is the waiver of the penalty provision for the January 2020 to April 2020 billing period. Normally the penalty for this billing period is applied on the same day as the property tax penalty. With the proposed extension of the date that the property tax penalty is applied, waiving the penalties associated with the utility billings for the first period will further help those who are facing financial challenges during this time. The due date of July 2nd would still remain to encourage those who can pay, to pay, but for those who cannot, it provides them with time without penalty.

Waiving the penalty for the period will result in approximately \$3,400 in lost revenue, which will need to be made up through spending reductions that are viable in the short term but not sustainable in the long-term, or otherwise through prior-year surplus.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1700

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 1479, 2010

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Fees and Charges Bylaw No. 1479, 2010";

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1700, 2020".
2. Schedules "3", "4" and "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3", "4" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ___ day of May, 2020.

READ a SECOND time this ___ day of May, 2020.

READ a THIRD time this ___ day of May, 2020.

ADOPTED this ___ day of May, 2020.

MAYOR

CORPORATE OFFICER

SCHEDULE 3

SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

<u>DESCRIPTION</u>	<u>PER</u>	<u>MINIMUM CHARGE</u>
APARTMENT	Unit	255.45
BAKERY	Unit	424.74
BARBER	Chair	145.56
BEAUTY	Chair	145.56
BODY SHOP	Unit	509.88
BED & BREAKFAST	Unit	160.44
BUTCHER SHOP	Unit	374.58
CAMPGROUND - TENT SPACE	Unit	41.70
CAMPGROUND - RV HOOKUP	Unit	84.51
CAMPGROUND - SANI DUMP	Unit	350.49
CARWASH (RECYCLABLE)	Stall	455.94
CARWASH (NON-RECYCLABLE)	Stall	781.05
CHURCH	Unit	255.45
CURLING RINK	Unit	1,243.41
DAYCARE	Unit	372.45
DENTAL OFFICE	Unit	326.25
DUPLEX/TRI-PLEX	Unit	289.02
GARAGE	Unit	442.11
HEALTH/FITNESS	Unit	238.44
HOSPITAL	Bed	170.55
HOTEL/MOTEL	Unit	160.65
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	127.32
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	255.45
INDUSTRY (1-5 PEOPLE)	Unit	275.73
INDUSTRY (EACH ADDITIONAL PERSON)	Person	26.91
LAUNDROMAT	Washer	160.65
LODGING/BOARDING HOUSE	Unit	197.82
MEDICAL CLINIC	Unit	350.49
MILL	Unit	401.70
OFFICE (0-2000 SQUARE FEET)	Unit	113.49
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	14.19
POOL	Unit	2,141.25
PUBLIC HALLS	Unit	224.73
RECREATION HALL	Unit	186.63
RESTAURANT (1-10 SEATS)	Unit	231.75
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	14.19
SCHOOL	Class	187.74

SINGLE FAMILY DWELLING	Unit	265.74
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	372.12
SKATING RINK	Unit	2,141.25
SPRAY PARK	Unit	3,541.26
STORE (0-1000 SQUARE FEET)	Unit	145.56
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	45.15
STRATA/CONDO	Unit	255.45
TRANSPORTATION - LARGE FACILITY	Unit	6,795.39

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding. This penalty shall be waived for the January 2020 to April 2020 billing period.

SERVICE CONNECTIONS

- a) Inspection and Administration Fee \$55.00
- Where a connection has been provided and paid for by a developer

- b) Any additional work required Cost plus 15% Administration Fee

SCHEDULE 4
WATER USER FEES

Administered through the Water and Sprinkling Regulation Bylaw

USER FEES

Metered Rates

	<u>Flat Rate / Period</u>	<u>Consumption Rate / Period</u>
A. Single Family Residential		
Jan-Apr / Sep-Dec	\$ 72.34	\$ 0.51 / m ³ over 40 m ³ to 55 m ³ \$ 1.32 / m ³ over 55 m ³ to 325* m ³
May - Aug	\$ 72.34	\$ 0.51 / m ³ over 85 m ³ to 105 m ³ \$ 1.32 / m ³ over 105 m ³ to 650* m ³
B. Single Family Residential with Legalized Suite		
Jan-Apr / Sep-Dec	\$ 103.04	\$ 0.51 / m ³ over 65 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 412* m ³
May - Aug	\$ 103.04	\$ 0.51 / m ³ over 105 m ³ to 125 m ³ \$ 1.32 / m ³ over 125 m ³ to 825* m ³
C. Strata Residential		
Jan-Apr / Sep-Dec	\$ 57.01	\$ 0.51 / m ³ over 30 m ³ to 40 m ³ \$ 1.32 / m ³ over 40 m ³ to 280* m ³
May - Aug	\$ 57.01	\$ 0.51 / m ³ over 70 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 560* m ³
Irrigation:		
Metered		\$ 1.32 / m ³
Non-metered		\$ 1.32 / m ³ based on estimated volume
D. Multi Family Residential		
Jan-Apr / Sep-Dec	\$ 57.01	\$ 0.51 / m ³ over 30 m ³ to 40 m ³ \$ 1.32 / m ³ over 40 m ³ to 280* m ³
May - Aug	\$ 57.01	\$ 0.51 / m ³ over 70 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 560* m ³
E. Business / Industrial	\$ 33.67	\$ 1.32 / m ³ over 24 m ³ to 60 m ³ \$ 0.52 / m ³ over 60 m ³
F. Business / Industrial with Residential	\$ 50.33	\$ 1.32 / m ³ over 35 m ³ to 60 m ³ \$ 0.52 / m ³ over 60 m ³
G. Institutional / Civic	\$ 33.67	\$ 1.32 / m ³ over 24 m ³ to 60 m ³ \$ 0.52 / m ³ over 60 m ³

Irrigation on separate meter		\$ 0.52 / m ³	
H. Agricultural**			
Properties with single family residential			
Jan-Apr / Sep-Dec	\$ 78.91	\$ 0.51 / m ³ over 45 m ³	
May - Aug	\$ 78.91	\$ 0.51 / m ³ over 90 m ³	
Land only			
Jan-Apr / Sep-Dec		\$ 0.51 / m ³	
May - Aug		\$ 0.51 / m ³	Irrigation
I. Home Hemodialysis***		\$ 0.51 / m ³	

* Amount to increase by 25 m³ in the Jan - Apr and Sep - Dec periods and by 50 m³ in the May - Aug period each year.

** Agricultural rates are only applicable to properties classified as a "Farm" property by BC Assessment and are located within the City limits.

*** Rate is subject to the City of Enderby having received a request from Interior Health and confirmation that a water meter has been installed on the patient's home hemodialysis unit to the satisfaction of the City of Enderby.

Non-Metered Rates

- Where metering is not possible, consumption is based on the average usage for the same property class.
- Where metering is possible, but refused, the user fee per period will be based on the maximum chargeable consumption for the corresponding period in addition to the flat rate.
- For properties located out of town, an out of town parcel tax will apply. The parcel tax will be equivalent to the annual frontage tax rate charged consistent with the City of Enderby Water Frontage Tax Bylaw. Each out of town property is deemed to have 100 feet of taxable frontage.

Late Penalty

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding. This penalty shall be waived for the January 2020 to April 2020 billing period.

MISC. CHARGES

Connection Charge

- | | | |
|----|--|----------------------------------|
| a) | Inspection and Administration Fee | \$55.00 |
| | - Where a connection has been provided and paid for by a developer | |
| b) | Any additional work required | Cost plus 15% Administration Fee |

Failure or Refusal to Have a Water Meter Installed

\$750 over and above the cost of the water meter for the installation of the chamber plus any additional costs that pertain to installing the water meter outside the building.

Meter Reading Request

Per request \$25.00.

Hydrant Use

Water Usage

Application fee.....	\$50.00
Equipment Rental Fee per day or part thereof	\$30.00
Consumption Charge	\$1.32/m ³

* Fees shall not apply to a contractor retained by the City for City business.

Turn-On Turn-Off

Turn-Off for discontinuance of service	\$50.00
Turn-Off for temporary repairs	\$50.00
Turn-On	\$25.00

Note: No credit or rebate of charges paid or payable for the current calendar year will be granted following the cessation of service.

SCHEDULE 9

GARBAGE COLLECTION

The following rates shall be paid for the garbage collection and disposal and processing under the terms of this bylaw:

Garbage Collection:

- a) Garbage Collection: \$96.80 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$1.50 per sticker

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding. This penalty shall be waived for the January 2020 to April 2020 billing period.

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THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 30, 2020
Subject: Revenue Anticipation Borrowing Bylaw

Recommendation:

THAT Council gives three readings and adopts the bylaw cited as “City of Enderby Revenue Anticipation Borrowing Bylaw No. 1701, 2020”.

Background:

At the April 8, 2020 Council meeting, Council directed staff to bring forward a revenue anticipation borrowing bylaw. A revenue anticipation borrowing bylaw provides the City with the ability to borrow funds in the short term for operations and for remittances owed to other governments and entities. The borrowing can be done through the Municipal Finance Authority or another financial institution. The borrowing is limited to the amount of unpaid taxes imposed for the year plus any amounts outstanding from other governments (which includes the Small Community Grant). This amounts to a total of \$3,021,840 that the City may borrow; however, Council has the ability to limit this amount.

The adoption of this bylaw does not obligate the City to borrow, but it gives the City the ability to borrow if needed. The City relies on property taxes to fund its operations and is a tax collector for other entities in accordance with Provincial legislation. COVID-19 has had a financial impact on people, and if property owners cannot pay their taxes on time, the City’s cash flows will be significantly impacted. More than half of the property taxes levied are collected for other governments and entities and must be remitted to those parties by August 1st. For 2020 this amounts to approximately \$815,180 that must be remitted. The Province has extended the deadline for remitting school taxes until the end of the year to help with cash flows, which reduces the amount payable to other governments by August 1st to \$615,180. Although this delayed school tax payment does help, the remaining amounts payable still pose a cash flow issue.

Any borrowing done under this bylaw must be repaid through the subsequent collection of taxes, where normally the deadline to do so is December 31st of the same year. For the 2020 taxation year, the Province has extended this deadline for an additional year to December 31, 2021, although the terms and conditions of this extension are not yet known. The additional year has been provided to alleviate some pressure on local governments if property owners cannot pay their taxes until 2021. The Province has stated that local governments must demonstrate that they have accessed a portion of their investments, including capital reserves, before seeking revenue anticipation borrowing through the Municipal Finance Authority; however, details on this requirement have not yet been released.

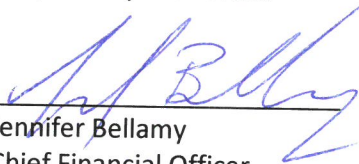
Although the City does have funds in term deposits, these term deposits are earning higher interest rates than the interest rates charged on borrowing. Redeeming these terms early will cost the City interest revenue, which has been built into the budget to fund current year operations.

Staff are recommending that Council adopt the attached bylaw that authorizes the City to borrow up to \$1,000,000 for revenue anticipation borrowing. This amount should be sufficient to cover operations and requisition amounts payable in August, until other revenues and cash transfers are received.

In 2019 89% of property taxes were collected by the due date. If the collection rate drops to 50%, cash flows will still be sufficient to maintain services at the reduced levels due to the pandemic, but will not be adequate to fund larger maintenance projects, and the capital road projects budgeted for 2020 will need to be further deferred. Staff are cautiously optimistic that if any short-term borrowing is needed, it will only be for a few months; however, if the short-term borrowing is needed until the end of 2020, or extends into 2021, property taxes for 2021 will need to be raised in order to fund the costs of borrowing. Deferring capital projects also directly impacts operating and maintenance costs, as future tax increases will be needed to fund the increased costs of short-term repairs rather than put towards replacing the aging infrastructure.

Any borrowing done through this bylaw will require sign off by the Mayor and the Chief Financial Officer. If it appears that the short-term borrowing done and its associated borrowing costs will affect the 2021 taxation year, staff will inform Council.

Respectfully submitted.



Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1701

A BYLAW TO PROVIDE FOR THE BORROWING OF MONEY IN ANTICIPATION OF REVENUE

WHEREAS the Council of the City of Enderby may, by bylaw, in accordance with Section 177 of the *Community Charter*, without the assent of the electors or the approval of the Inspector of Municipalities, authorize the borrowing of such sum or sums of money as may be necessary to meet current lawful expenditures of the municipality, and pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding shall not exceed at any time the sum of the unpaid taxes for all purposes imposed during the year and the money remaining due from other governments;

AND WHEREAS the total amount of liability that Council may incur is Three Million, Twenty-One Thousand, Eight Hundred and Forty Dollars (\$3,021,840), made up of the sum of Two Million, Two Hundred and Seventy Two Thousand, and Seventy Four Dollars (\$2,272,074) being the whole amount of unpaid taxes levied for all purposes and remaining due for the year, and Seven Hundred and Forty-Nine Thousand, Seven Hundred and Sixty-Six Dollars (\$749,766) being the whole amount of the sum of money remaining due from other governments;

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

1. This bylaw may be cited as the "City of Enderby Revenue Anticipation Borrowing Bylaw No. 1701, 2020".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ a FIRST time this ____ day of May, 2020.

READ a SECOND time this ____ day of May, 2020.

READ a THIRD time this ____ day of May, 2020.

ADOPTED this ____ day of May, 2020.

MAYOR

CORPORATE OFFICER



VERNON NORTH OKANAGAN DETACHMENT

1st Quarter (January to March) 2020

QUARTERLY POLICING REPORT

Committed to preserve the peace, uphold the law and provide quality service in partnership with our communities.

Superintendent Shawna BAHER

Officer in Charge

POLICING ACTIVITY REPORT ~ 1st Quarter 2020

The Vernon North Okanagan Detachment continues to focus on the priorities of Enhanced Public Safety, Community Connections and Road Safety. To support our plan, we have implemented various initiatives including prolific and priority offender management, increased police visibility, and traffic enforcement. One method used to track our performance is to compare crime statistics with the same quarter from the previous year. All crime statistics for specific areas are featured at the end of the report and are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities. The statistics reflect monthly totals for January to March 2020 with comparisons from the previous year. This report is a synopsis of some of the recent investigations conducted by the Vernon North Okanagan Detachment and does not reflect all the tasks our police officers are working on nor does it include information which could impact on going police investigations.

COMMUNITY EVENTS

The Vernon North Okanagan Detachment participated in many community events, and were honored by a local committee’s efforts to have February 1st designated to RCMP Appreciation Day in BC. This hardworking group of volunteers arranged for a proclamation ceremony at the Vernon Museum, and a puck drop at the Vernon Vipers game. The festivities continued with Vernon Winter Carnival events throughout the area, and our participation in Red Serge at the announcement of Queen Silver Star was one of the highlights. Later that month, our police officers were challenged by a group of special Olympians to try our skills in a friendly game of floor hockey. In support of anti-bullying day, on February 26th our front line officers’ donned pink shirts, and our School Resource Officer drove a pink police car to many school assemblies. Also on that day, the Vernon Detachment Senior Management Team met with our local stakeholders to provide an update on our three year strategic plan, and to learn the priority to issues of the many clients we serve. March brought about unprecedented changes with the global novel coronavirus pandemic. The Vernon North Okanagan Detachment quickly recognized the impact of these changes, and have adapted to ensure our front line officers remain healthy. The cell blocks located in Armstrong and Enderby detachments have been temporarily closed with all prisoners housed at the Vernon detention facility. Extra cleaning and protective measures have been implemented to ensure the safety of prisoners and staff. The Vernon North Okanagan RCMP are committed to providing a quality police response to the communities we serve during this time.

VERNON/COLDSTREAM

OPERATIONS

The table below highlights the total number of calls for service with Criminal Code offences and property crime extracted for the 1st quarter as well as the cumulative number since January 1, 2020 to the end of the quarter.

Category	Vernon		Coldstream		Vernon Rural	
	Q1	YTD	Q1	YTD	Q1	YTD
Calls for Service	4,632	4,632	317	317	370	370
Criminal Code Offences	1,452	1,452	61	61	80	80
Property Offences	907	907	34	34	58	58

Below is a table of the total charges forwarded to Vernon Crown Counsel, the total prisoners held in the Vernon cell block, and the total interventions by the Vernon North Okanagan Police Dog Service. The Vernon North Okanagan continues to track files associated to the street entrenched population; “SEPTA” is an acronym for Street Entrenched Policing Target Analysis type files.

Vernon Jan 1 to Mar 31, 2020	Q1	YTD
Charges Forwarded	425	425
Total Prisoners	392	392
PDS Interventions	-	-
SEPTA Files	355	355

FRONT LINE POLICING

Vernon

On January 11th, front line officers responded to a robbery at a business on 31st Avenue. An unknown male entered the business and demanded cash. No one was injured and the suspect was not identified.

On January 15th, front line officers arrest a 47 year old man after he broke into a residence on Black Rock Road. The man was charged with break, enter and theft and remains in custody.

On January 16th, front line officers arrested a 63 year old man at a business on 32nd Avenue after he assaulted staff. The man was released from custody on numerous conditions and the matter is before the courts.

On January 18th, front line officers responded to a robbery at a business on Middleton Way when two men entered the business and demanded cash. The suspects fled in a stolen truck and were not located despite numerous patrols. On January 21st, the stolen truck was located in another jurisdiction resulting in the arrest of three men for possession of stolen property. There was insufficient evidence to substantiate a charge of robbery.

On January 24th, an off duty police officer witnessed a motor vehicle incident in the 5000 block of Hwy 97. The vehicle went into a ditch and was partially submerged upside down in water. The police officer rendered assistance to keep the driver's head above water until emergency crews arrived to extract the man from the vehicle. The 36 year old driver was transported to hospital where he succumbed to injuries.

On January 24th, police executed a search warrant at a residence on 34A Street for an illegal cannabis production operation. Police seized 145 cannabis plants and 3.7 kg of cannabis oil from the illegal operation. A 43 year old man was arrested and faces charges under the Cannabis Act.

On February 15th, a 24 year old man attended to the Vernon Jubilee Hospital with injuries consistent with an assault. The victim was not cooperative with police and investigation continues.

On March 9th, police responded to a report of two suspects who had forced entry into a home located in the 9000 block of Tronson Road. The investigation continues.

On March 10th, police arrested two men breaking into parking meters in the 2800 block of 27 Avenue. Both men were held for court and one was released on conditions while the other remains in custody.

On March 12th, police arrested a 35 year old male at a local hotel in possession of drugs, cash and drug trafficking paraphernalia. A search warrant was executed on the hotel room which located a firearm. The matter is before the court.

On March 18th, front line officers responded to a robbery at a business on 30th Avenue. An unknown male entered the business and fled with an undisclosed amount of cash. No one was injured and a suspect was not identified.

On March 23rd, police arrested a 29 year old man breaking into vehicles on Sonora Court. The man faces charges of several offences including theft under and breach of probation. He was released on numerous conditions to appear in court at a later date. 2020-4845

Coldstream

On January 3rd, police responded to a single vehicle roll over due to icy road conditions on Hwy 97 near Bailey Road. The driver sustained minor injuries.

On January 8th, frontline officers were advised of a suicidal 20 year old woman on the pier at Kalamalka Beach. Police attended and apprehended the woman under the Mental Health Act. She was transported to hospital.

On January 25th, police investigated a break and enter to a business in the 6000 block of Hwy 6 where several items were stolen. Police were unable to identify a suspect.

On February 12th, a theft of fuel from a business on Kalamalka Road was reported to police. A man presented a credit card to purchase fuel and left in a pickup truck. It was later determined the credit card and vehicle were stolen from Kamloops. No suspects have been identified.

On February 12th, frontline officer responded to a report a single vehicle had been located down an embankment off of Kalamalka Lakeview Drive. A police officer climbed down to the vehicle and discovered a 50 year old driver deceased inside. The BC Coroners Service assumed conduct of the investigation.

On March 27th, frontline officers attended to a single vehicle collision on Hwy 6 at Aberdeen Road and the 47 year old driver failed a roadside alcohol screen device test. The driver was issued a 90 day Immediate Roadside Prohibition and the vehicle was impounded for 30 days.

GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the General Investigation Section and does not reflect all the tasks the officers are working on, nor does it include information which could impact on going police investigations.

Serious Crime Unit (SCU)

In January, SCU assisted another jurisdiction with a homicide investigation and obtained statements from witnesses who reside in the Vernon area as well as connected them with RCMP Victim Services.

In January, SCU assisted the United States Federal Bureau of Investigation with a multi-million dollar fraud investigation. SCU obtained local statements and documents to assist with the investigation.

In February, the unit assisted front line officers with an investigation where a suspect forced entry into a residence. SCU canvased the area for video surveillance and potential witnesses.

In February, SCU assisted front line officers with an investigation of assault where the victim was non-cooperative with police. This matter is still under investigation.

In February, the unit took conduct of a suspicious death at a motel located on 32nd Street. The investigation continues.

In March, SCU took conduct of an investigation where two men forced entry to a residence on Tronson Road. The investigation is ongoing.

Special Victim Unit (SVU)

The Special Victim Unit investigates crimes relating to vulnerable victims. The SVU is comprised of a Corporal and two Constables who are responsible for high risk investigations relating to domestic violence, sex crimes and missing persons. During this quarter, the Corporal in charge of the unit has transferred and a process is underway to identify a new candidate.

Domestic Violence Unit (DVU)

During this quarter, the DVU received eight (8) new Integrated Case Assessment Team (ICAT) referrals with regards to high risk domestic files. As well, DVU obtained a statement from the victim of a high risk file and provided guidance to the investigator. DVU provided oversight and file review for several intimate partner violence investigations conducted by front line officers.

Sex Crimes

During this quarter, Sex Crimes conducted four (4) child interviews and monitored an additional six (6) interviews. The BC Integrated Child Exploitation Unit (BC ICE) advised of a new report of child pornography in the area and the Sex Crimes investigator has taken the lead. There are currently 22 National Sex Offender Registry (NSOR) registrations in the area and monthly individual checks are completed by a police officer for each.

In January, Sex Crimes assisted front line officers with a sexual assault investigation and conducted interviews as well as obtained a search warrant for a residence. Crown Counsel has approved criminal charges and the matter is before the courts.

In March, during the examination of a cellular telephone with regards to an unrelated investigation, child pornography was discovered. Sex Crimes launched an investigation into the images and obtained a warned statement from the owner of the phone. Information learned led to the execution of a search warrant on a residence. The investigation is ongoing.

In March, Sex Crimes assisted another jurisdiction with a sexual interference investigation where a search warrant was executed at an address in Lavington and the arrest of a suspect. The evidence obtained has been forwarded to the originating police agency.

Missing Persons

The Missing Person (MP) coordinator provides support and guidance to front line officers on high risk missing person investigations. During this quarter, the MP coordinator liaised with the families of open historical missing person investigations to provide updates as necessary.

TARGETED POLICING

In an effort to continue to work closely with partner agencies and stakeholders, the Targeted Policing Unit met regularly with numerous partner agencies including Interagency, Community Outreach and Mentally Disordered Offenders.

Task Force

In February, Task Force investigated a drug trafficking group associated to a Provincial Tactical Enforcement Priority (PTEP) target. A 31 year old man was arrested and a search warrant executed at a residence on 32 Avenue residence as well as a local motel room. Police seized controlled drugs, cash and drug trafficking paraphernalia. The investigation continues.

In March, Task Force assisted another agency with the execution of a search warrant at a residence. During the search, police located and seized several firearms including a prohibited firearm. Charges are being pursued locally with relation to the firearms offences.

Crime Reduction Unit

The Crime Reduction Unit perform a significant role in the bi-weekly comparative statistics meeting where emerging crime trends, hot spots of criminal activity, problem premises, priority prolific offenders and social chronic offenders are identified and tasks are assigned to various units to help reduce crime.

Prolific Offender

A Prolific Offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offences; who is identified by current intelligence to be criminally active; and assessed by police and partner agencies as medium to high risk to re-offend. These are offenders who are residing within our detachment area that are capable of causing a disproportionate amount of crime in the community. At the conclusion of this reporting period, there are 19 Prolific Offenders identified for monitoring in the Vernon North Okanagan. Of those, 7 are currently in custody and 12 are not in custody.

In January, the Prolific Offender Unit assisted front line officers with a day time residential break and enter in progress where a 47 year old man was arrested and remains in custody.

In March, the Prolific Offender Unit assumed conduct of two theft from vehicle investigations and provided assistance to front line officers on a third in response to a recent spike in similar thefts. The coordinated effort led to the identification and arrest of a 36 year old suspect who remains in custody on 15 criminal charges.

Downtown Enforcement

During this reporting period, the Crime Reduction Unit executed 112 arrest warrants and recommended 15 files to Crown Counsel for charge approval.

While conducting pro-active enforcement at an identified problem premise in January, the Downtown Enforcement Unit located and arrested a prolific offender for a number of offences including failure to comply with conditions and possession of break in instruments. The 31 year old man remains in custody. 2020-1634

Opioid Pilot Project

The Opioid Pilot Project started on December 8th, 2018. This pilot was created to improve service for people suffering from addiction issues which often lead to their involvement in crime. The Vernon North Okanagan RCMP are working with Interior Health's Mental Health and Substance Unit to streamline referrals to services, provide training to police officers, and offer Naloxone kits to those at risk. The goal is to save lives and reduce crime associated to addiction.

Month	Card given	Referral made	Video shown	Kit provided
January	25	18	1	13
February	5	5	0	3
March	5	3	0	4
Total	35	26	1	20

NORTH OKANAGAN RURAL

OPERATIONS

The below tables are the total number of calls for service with Criminal Code offences and property crime extracted for the 1st quarter of 2020.

Category	Armstrong		Spallumcheen		Enderby	
	Q1	YTD	Q1	YTD	Q1	YTD
Calls for Service	251	251	254	254	492	492
Criminal Code	72	72	53	53	161	161
Property Offences	34	34	30	30	73	73

Category	Falkland		Lumby		Westside	
	Q1	YTD	Q1	YTD	Q1	YTD
Calls for Service	125	125	227	227	216	216
Criminal Code	25	25	53	53	67	67
Property Offences	11	11	23	23	20	20

Below is a table of the total charges forwarded to either Salmon Arm or Vernon Crown Counsel, the total prisoners held in the Armstrong and Enderby cell blocks, and the total interventions by the Vernon North Okanagan Police Dog Service.

Category	Q1	YTD
	Charges Forwarded	84
Prisoners	39	39
PDS Interventions	0	0

FRONT LINE POLICING

Armstrong

On February 19th, front line officers were advised a man had threatened a person with a firearm on Pleasant Valley Boulevard. Police located and arrested the suspect without incident. The 44 year old man had in his possession a black 9mm handgun, and faces charges of pointing a firearm and uttering threats. The matter is before the court.

On February 26th, front line officers responded to a pedestrian motor vehicle incident in the 3300 Block of Smith Drive. An elderly woman had been attempting to cross the street when she was struck by a vehicle turning out of a parking lot. The driver remained on scene and was cooperative. The woman was taken to hospital with non-life threatening injuries.

On March 24th, police responded to a disturbance at a residence on Rosedale Ave. A 40 year old man had broken into the residence and assaulted the occupant. The accused is charged with break and enter, and assault. The matter is before the courts.

Enderby

On January 23rd, front line officers were assaulted when responding to a disturbance on Jackpine Road. A 31 year old individual was apprehended under the Mental Health Act and taken to hospital by police.

On February 20th, police investigated a report of a vehicle stolen from Kildonan Avenue. The vehicle was later recovered in Sorrento and no suspects were identified.

On March 20th, front line officers were advised of an unlicensed driver on Canyon Road. Police patrolled the area and located the vehicle being operated by a prohibited driver. It was learned the vehicle was stolen and uninsured. The driver faces numerous charges under the Criminal Code and Motor Vehicle Act.

On March 27th, front line officers responded to a theft of vehicle in progress on George Street. The vehicle was quickly located by police and a known offender was taken into custody. The 47 year old man faces numerous charges.

Falkland

On February 25th, police investigated an overnight break in to an outbuilding at a business located on Highway 97 in Monte Lake. There were no witnesses to the incident and police were unable to identify a suspect.

Lumby

On January 6th, police were advised a truck with a dirt bike in the rear had been stolen from Sugar Lake Road overnight. The vehicle was later discovered burned on a Forest Service Road in Cherryville; however, the 1997 red Yamaha Summit 700 remains outstanding. Police were unable to identify any suspects.

On January 21st, front line officers assisted the Lumby Fire Department with a chimney fire at an outbuilding on Creighton Valley Road. There were no injuries reported.

On March 21st police responded to a motor vehicle incident on Shuswap Avenue. A witness advised the incident was the result of road rage between the driver and a pedestrian. Police located both parties involved. The driver was arrested for assault and the investigation continues.

Spallumcheen

On January 24th, police investigated a theft from two vehicles parked at a business on L&A Cross Road where approximately \$5000 worth of tools were taken. The incident was captured on video surveillance; however, the suspect could not be identified.

On February 3rd, police were advised a white enclosed box trailer valued at \$8000 was stolen from a locked compound at a business on L&A Cross Road. No suspects were identified and the trailer was not recovered.

On February 19th, front line officers attended a single vehicle incident on Hullcar Road where a vehicle had gone off road and down an embankment. Police formed reasonable suspicion the driver had operated a motor vehicle under the influence of alcohol and demanded a road side screen device test. The driver failed the breath sample test and received a 90 day immediate driving prohibition as well as had the vehicle impounded for 30 days.

On February 26th, police attended to a workplace injury on Otter Lake Road. As a result, Work Safe BC was contacted and assumed conduct of the investigation.

On March 29th, a patrolling officer observed a vehicle on Hwy 97A swerving and unable to maintain lanes. The vehicle was stopped and the driver showed signs of impairment by alcohol. An Alcohol Screen Device demand was made and the driver provided a breath sample which failed. The driver was given a 90 day immediate roadside prohibition and the vehicle was impounded for 30 days.

Westside

On February 11th, police investigated a break and enter to a business on Westside Road where approximately \$800 worth of chainsaws were stolen. No suspects were identified and the items were not recovered.

On March 8th, policer conducted a traffic stop of an ATV on Westside Road near Newport Beach Campground. The driver was intoxicated by alcohol and was arrested on an outstanding endorsed warrant for arrest. In addition, the driver failed an Alcohol Screen Device test and was issued a 90 day immediate roadside prohibition and had the ATV impounded for 30 days.

GENERAL INVESTIGATION SECTION

North Okanagan Rural GIS provided guidance to front line officers in securing a search warrant for a break, enter and assault investigation. As well, Rural GIS assisted with the canvass for video surveillance.

North Okanagan Rural GIS provided direction to front line officers to the seizure of electronic devices in order to prevent the loss of evidence crucial to a sexual assault investigation.

TRAFFIC ENFORCEMENT

North Okanagan Rural

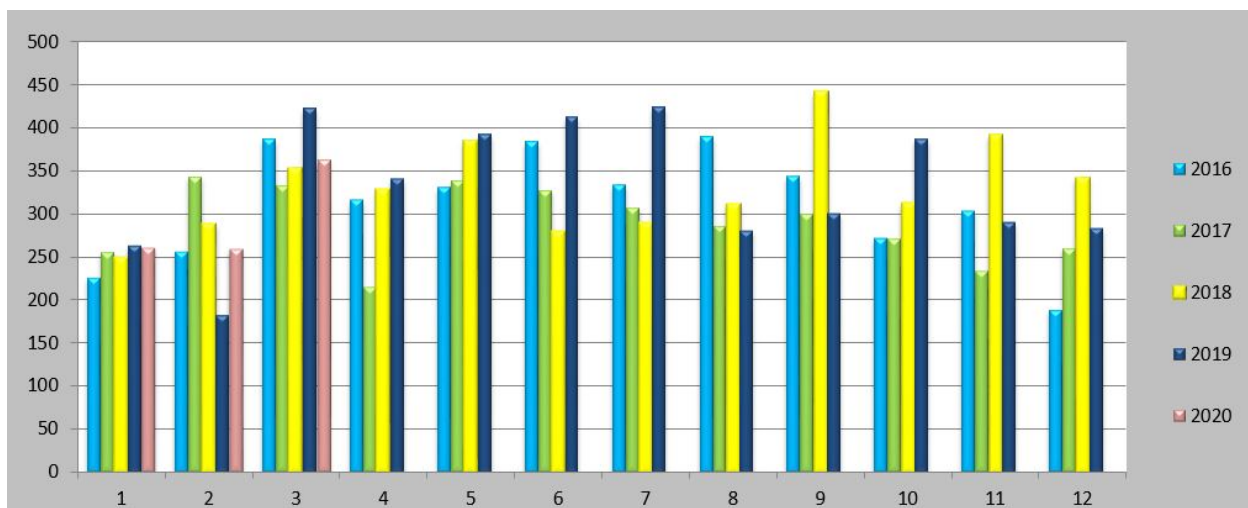
- Road Check Stops: 7
- Impaired Drivers taken off the road by way of suspension or charge: 16
- Distracted Driver Charge: 2

Area	Violation Ticket	Warning
Armstrong	80	31
Enderby	15	22
Falkland	5	5
Lumby	28	13
Spallumcheen	12	23
Westside	6	14

Vernon/Coldstream

- Road Check Stops: 31
- Impaired Drivers taken off the road by way of suspension or charge: 44
- Distracted Driver Charge: 0

Area	Violation Ticket	Warning
Vernon	316	214
Coldstream	156	148
Vernon Rural	21	12



This graph depicts the total traffic enforcement (Tickets and Warnings) results for the Vernon, Coldstream & Vernon Rural area.

FORENSIC IDENTIFICATION SECTION

The Vernon North Okanagan Forensic Identification Section currently has two of the three members in rotation available. Vernon FIS shares on call responsibility with Revelstoke FIS to provide weekend and evening

coverage. During the 1st Quarter of 2020, a total of 7 individuals were identified on 42 files through fingerprints or other types of physical evidence. At total of 82 friction ridge impressions had been collected as well as 13 footwear impressions and 57 DNA Swabs.

Call for Service	Vernon/Coldstream	North Rural
Break and Enter	9	0
Coroner Act	1	0
Theft from Vehicle	2	0
Theft of Vehicle	9	0
Mischief	2	0
Theft under \$5000	2	0
Aggravated Assault	1	1
Homicide	1	0
Robbery	4	0
Firearms Offences	1	0
Home Invasion	2	1
Drug Offences	2	0
Other offences	2	0
Total	40	2

*Vernon FIS Calls for Service encompass Vernon, Vernon Rural and Coldstream.
The North Rural calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.*

POLICE DOG SERVICE

With two police service dogs in rotation, our police officer handlers and their canine partners were kept busy responding to calls for service and assisting with Search and Rescue events this quarter. One of our police dogs recently attended avalanche training in Revelstoke to assist with local calls should the need arise. Our other police dog assists the SED Emergency Response Team with high risk incidents.

RESERVE CONSTABLE PROGRAM

There are currently 7 Reserve Constables who provide a variety of functions to the Vernon North Okanagan. These experienced police officers provide assistance with in house training, conduct traffic enforcement, provide coverage for personnel shortages in front line policing and FIS, and conduct crime scene security.

AREA	PATROLS	VIOLATION TICKET	WARNING
Vernon	27	192	91
Coldstream	26	89	70
Total	53	281	161

SCHOOL RESOURCE OFFICER

During the quarter, the School Resource Officer was very active in the schools and was preparing for the annual youth academy reviewing the over 50 applications. Constable Terleski continued with pro-active presentations including six healthy relationship presentations at Kal Secondary, Vernon Secondary and Seaton Secondary schools as well as eight internet and responsible social media presentations to grade 6/7 classes at several elementary schools. Constable Terleski conducted presentations to grade 12 law students at Clarence Fulton Secondary and Vernon Secondary School, participated in two career presentations to secondary classes and at Kal Secondary career night to promote the Constable Jean Minguy Youth Academy. As well, Constable Terleski made several presentations at Okanagan Landing Elementary in support of the "Read With Me and the RCMP" program. On Anti-bullying day, Constable Terleski drove the pink police car and made appearances at seven elementary schools. Constable Terleski assisted school district staff by participating in district screening meetings, board suspension meetings, and service of no trespass orders. Constable Terleski worked with SD22 Director of Support Services to update the maps for the SAFE plan. Unfortunately, in March, the COVID-19 pandemic closed all the schools in the Province. AS a result, the annual youth academy, which was to be held in

May, has been cancelled for 2020 and the SRO has been re-assigned to assist frontline policing until school resumes.

COMMUNITY POLICING

Community Safety Office

The Community Safety Office completed 606 hours of volunteer work during this quarter; which included greeting 531 visitors to the office, and answering 292 phone calls. The coordinator conducted workshops on personal safety and boundaries, de-escalation techniques for dealing with hostile clients, cyber safety and digital citizenry, as well as frauds cons and scams to a group of pensioners.

Vernon RCMP Volunteers

Vernon Winter Carnival events kept the Vernon RCMP Volunteers busy this quarter with barricade duties for the fireworks display and annual parade. As well, volunteers conducted 6 hours of distracted driver operations checking 347 vehicles to identify 3 offenders. They have conducted 35 vehicle patrols for a total of 662 hours in the community, 2238 kilometers driven, and checked 4657 licence plates. Block Watch currently has 86 groups involved which represents 2000 homes and over 3400 residents. In March, all volunteer activities were suspended given the global COVID-19 pandemic.

HUMAN RESOURCES

Established Levels

Vernon North Okanagan Detachment is currently at 103 Regular Members: 56 City of Vernon; 30 Provincial; 4 City of Armstrong; 7 District of Coldstream; 4 Township of Spallumcheen, 1 Splat's in First Nation & 1 Okanagan Indian Band (OKIB).

Funded Levels

As of March 31, 2020, the Vernon North Okanagan Detachment billed 51.96 City of Vernon; 25.45 Provincial; 3.83 City of Armstrong; 6.64 District of Coldstream; 3.19 Township of Spallumcheen, 0.68 Splat's in First Nation & 0.5 Okanagan Indian Band (OKIB).

QUARTERLY STATISTICS

The following pages contain the police statistics for the 1st Quarter of 2020. The activity types selected are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities, and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.

1st Quarter Statistics – City of Vernon						
ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	1295	1379	1089	1295	1328	1416
Robbery	-	7	4	3	2	4
Assault (Includes DV)	32	33	30	39	41	40
Domestic Violence	5	12	11	5	10	7
Sex Offence	4	7	5	6	3	7
B&E Residence	10	9	6	16	7	10
B&E Commercial	9	7	5	13	9	3
Theft of Vehicle	22	11	7	9	8	10
Theft From Vehicle	53	71	37	65	46	49
Theft Over \$5000	1	-	3	2	-	2
Theft Under \$5000	91	104	88	105	92	91
Drug Offence	21	37	27	34	34	30
Liquor Offences	13	18	15	17	21	24
Impaired Driving	11	14	3	9	7	10
24 Hour Driving Suspension	-	-	2	-	2	1
Motor Vehicle Accidents	7	18	10	31	11	29

1st Quarter Statistics – Vernon Rural						
ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	100	125	101	103	126	82
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	4	2	1	2	2
Domestic Violence	1	4	2	1	-	2
Sex Offence	1	1	-	1	-	-
B&E Residence	-	1	-	1	1	2
B&E Commercial	-	2	1	1	1	2
Theft of Vehicle	-	-	2	3	1	2
Theft From Vehicle	4	12	4	6	4	2
Theft Over \$5000	-	-	-	-	-	2
Theft Under \$5000	2	2	3	2	4	2
Drug Offence	-	1	-	1	1	-
Liquor Offences	-	-	-	-	2	-
Impaired Driving	1	-	-	-	1	-
24 Hour Driving Suspension	-	-	-	-	1	-
Motor Vehicle Accidents	-	4	6	10	1	1

1st Quarter Statistics – District of Coldstream

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	84	87	93	87	89	96
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	2	1	6	3
Domestic Violence	1	-	-	1	2	1
Sex Offence	2	2	-	-	1	2
B&E Residence	2	-	3	2	1	1
B&E Commercial	-	1	-	-	-	-
Theft of Vehicle	3	-	1	1	2	1
Theft From Vehicle	3	1	1	6	1	3
Theft Over \$5000	-	-	1	-	-	1
Theft Under \$5000	3	2	3	2	3	1
Drug Offence	-	-	-	-	-	2
Liquor Offences	-	1	-	-	-	2
Impaired Driving	1	1	1	1	1	4
24 Hour Driving Suspension	-	1	1	-	3	-
Motor Vehicle Accidents	1	3	3	7	4	4

1st Quarter Statistics – City of Armstrong NR4100 and NR4101

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	63	74	74	77	70	80
Robbery	-	-	1	-	-	-
Assault (includes DV)	1	1	2	1	1	3
Domestic Violence	1	1	-	1	-	2
Sex Offence	1	-	1	-	-	-
B&E Residence	-	1	-	-	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	2	-	-
Theft From Vehicle	4	4	2	-	3	-
Theft Over \$5000	-	1	-	-	-	-
Theft Under \$5000	3	2	1	2	3	-
Drug Offence	-	-	-	-	-	2
Liquor Offences	-	-	1	-	1	-
Impaired Driving	-	-	1	2	-	2
24 Hour Driving Suspension	-	-	-	2	-	2
Motor Vehicle Accidents	3	1	-	3	2	-

1st Quarter Statistics – Spallumcheen NR4200

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	64	68	73	87	71	81
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	1	-	2	-	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	1	-	-	-	-	-
B&E Residence	1	1	1	-	1	-
B&E Commercial	-	-	-	-	-	1
Theft of Vehicle	1	2	2	-	2	3
Theft From Vehicle	1	2	1	1	1	-
Theft Over \$5000	1	1	-	1	2	-
Theft Under \$5000	1	-	1	-	-	3
Drug Offence	-	-	-	-	-	1
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	1	-	1
24 Hour Driving Suspension	-	-	-	1	-	-
Motor Vehicle Accidents	7	7	14	10	7	2

1st Quarter Statistics – Spallumcheen Hwy 97/97A

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	12	20	19	21	19	17
Impaired Driving	-	-	-	-	-	-
24 Hour Suspension	-	-	-	-	-	-
Drug Offences	-	-	-	-	-	-
Motor Vehicle Accidents	2	6	6	6	4	2
Collision over \$10000	-	-	-	-	-	-
Collision under \$10000	-	4	4	5	4	2
Collision non-fatal injury	2	2	2	1	-	-
Collision Fatal	-	-	-	-	-	-
Driving Complaints	8	10	6	7	12	13

1st Quarter Statistics – City of Enderby NR1200 and NR1201

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	76	66	76	67	93	104
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	1	-	-	3
Domestic Violence	-	-	-	-	-	-
Sex Offence	1	-	-	-	-	-
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	-	-	2	2	1
Theft of Vehicle	-	-	1	3	-	3
Theft From Vehicle	3	4	5	-	4	1
Theft Over \$5000	-	-	1	-	-	2
Theft Under \$5000	1	1	2	4	1	3
Drug Offence	1	3	-	1	-	1
Liquor Offences	2	2	-	1	1	2
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	1	-	-	-
Motor Vehicle Accidents	5	1	4	-	1	3

1st Quarter Statistics – Enderby Rural NR1202 to NR1204

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	42	66	50	60	75	64
Robbery	-	-	-	-	-	1
Assault (Includes DV)	-	-	-	-	2	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	2	-	1	-	1
B&E Commercial	-	-	-	1	-	-
Theft of Vehicle	-	1	-	-	1	1
Theft From Vehicle	-	-	-	1	-	-
Theft Over \$5000	-	-	-	-	1	-
Theft Under \$5000	-	-	-	-	-	-
Drug Offence	-	-	-	-	1	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	2	5	6	5	5	3

1st Quarter Statistics – Village of Falkland NR1300 and NR1301

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	9	10	14	7	11	10
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	-	-	-
Domestic Violence	1	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	1	-	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	1	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	1	-	-	-	-

1st Quarter Statistics – Falkland Rural NR1302 and NR1303

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	29	36	41	23	42	34
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	2	1	-	1
Domestic Violence	-	-	1	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	-	-	1	-
B&E Commercial	-	-	-	1	-	-
Theft of Vehicle	-	1	-	-	-	-
Theft From Vehicle	1	-	-	-	-	-
Theft Over \$5000	3	-	-	-	1	-
Theft Under \$5000	-	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	1	-	-	-
Impaired Driving	-	-	1	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	7	9	3	-	-

1st Quarter Statistics – Village of Lumby NR1400 and NR1401

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	33	34	34	32	44	45
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	3	-	2	-	3
Domestic Violence	1	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	1	-	2	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	3	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	2	-	-	-	1	1
Impaired Driving	-	-	-	1	1	1
24 Hour Driving Suspension	-	-	-	-	1	-
Motor Vehicle Accidents	-	1	1	-	-	-

1st Quarter Statistics – Lumby Rural NR1402 and NR1403

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	41	44	21	31	37	30
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	2	1	1	-	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	1	-	-	-
B&E Residence	1	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	2	-	1	-	1
Theft From Vehicle	-	-	1	-	-	1
Theft Over \$5000	1	-	-	-	-	1
Theft Under \$5000	-	-	-	-	-	1
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	1	-
Impaired Driving	-	1	-	-	-	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	5	4	1	3	4	3

1st Quarter Statistics – OKIB NR8000, NR8001, NR8101, NR8102

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	41	43	34	26	32	53
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	-	-	1	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	2	-	-	-
B&E Commercial	1	-	1	1	-	-
Theft of Vehicle	-	-	1	-	-	-
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	1	-	-	-	-	-
Theft Under \$5000	-	1	-	-	-	2
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	1	-	-	-	1
Impaired Driving	-	-	-	1	1	1
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	4	4	6	1	1	1

1st Quarter Statistics – Splatsin NR8100 and NR8200

ACTIVITY TYPE	Jan 2019	Jan 2020	Feb 2019	Feb 2020	Mar 2019	Mar 2020
Total Files	38	22	19	16	23	23
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	-	1	2	3
Domestic Violence	-	-	-	-	2	-
Sex Offence	-	-	1	-	-	-
B&E Residence	2	-	1	-	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	-	-	-	-	2	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	2	-	-	-	2	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	2	-	-	1
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	1	-
Motor Vehicle Accidents	3	4	2	1	1	1

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 28, 2020
Subject: Pandemic Corporate Service Recovery Policy

RECOMMENDATION

THAT Council endorses the following broad principles to serve as a matrix for advance planning related to corporate service recovery from the COVID-19 pandemic:

1. Clear guidance from a health officer that it is reasonably safe to resume the service, and the basis on which it may be resumed;
2. A risk assessment of the service to ensure that we can provide for the safety of workers and the public in accordance with the guidelines of a health officer; and
3. An analysis of industry stakeholder positions (such as Destination BC and the BC Recreation and Parks Association) as well as comparison to neighbouring jurisdictions.

BACKGROUND

While it remains unclear whether the COVID-19 pandemic will resume during the autumn, indicators from health authorities suggest that there will be an easing of restrictions during the summer. As is the case with any emergency - whether wildfire, flood, or pandemic – planning for recovery begins in the midst of response.

The BC Emergency Management System defines recovery as:

Recovery is the phase of emergency management in which steps and processes are taken/implemented to:

- *Repair communities affected by a disaster*
- *Restore conditions to an acceptable level or, when feasible, improve them*
- *Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities*

Recovery involves short, medium, and long-range stages. Of central concern is how recovery proceeds such that it minimizes harm while planning for a transition that is coordinated, empowers individuals, mitigates risk, and prioritizes resources.

There are two related aspects of recovery for an Emergency Operations Centre: corporate (or business continuity) and community. This memorandum will deal with the corporate aspect; another memorandum on this same agenda will propose a framework for community recovery.

At the corporate level, recovery for the City involves items such as the campground, recreation facilities, recreation programming, playground structures, the re-opening of City Hall, tourism, and department-level operational considerations. These services are vital to public health and wellness, to customer service, to community economic prosperity, and to corporate financial management. It is anticipated that these services will resume on a phased-in basis with risk mitigation measures.

Staff are seeking Council policy support for the following broad principles, ordered by importance, to serve as a matrix for advance planning related to recovery:

1. Clear guidance from a health officer that it is reasonably safe to resume the service, and the basis on which it may be resumed;
2. A risk assessment of the service to ensure that the City can provide for the safety of workers and the public in accordance with the guidelines of a health officer; and
3. An analysis of industry stakeholder positions (such as Destination BC and the BC Recreation and Parks Association) as well as comparison to neighbouring jurisdictions.

These principles are designed to aid advance planning for the recovery of corporate services and functions while giving due consideration to external authorities, such as health officers appointed pursuant to the *Public Health Act*, and local characteristics.

Staff are recommending consideration of external authorities given the circumstances of the pandemic; as it is global in nature but the response is primarily decided at the provincial level, recovery efforts should be coordinated in that context, as is the case for response efforts.

These principles are emphatically not intended to signal that it is appropriate to “open the gates” for everything, all at once, and on the same operating basis as pre-emergency; rather, these principles are used to provide a coordinated, strategic, and safe basis to plan for recovery. As restrictions start to ease, there will be a demand from some quarters for an immediate return to normal, which is unsafe and impracticable. On the converse side, there is misunderstanding over what is, in fact, a public health order, as well as how the orders have created a provincial response framework distinct from the “lock down” approach used elsewhere. It should come as no surprise that there will be a range of public opinion over how to implement corporate service recovery, in much the same way that there is a range of positions regarding pandemic response measures. As such, clear Council policy referencing external authorities and considering local service characteristics will provide a balanced, efficient, and responsible approach to corporate service recovery.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 28, 2020
Subject: Pandemic Community Recovery Select Committee

RECOMMENDATION

THAT Council establishes a Pandemic Community Recovery Select Committee to consider matters related to the community's recovery from the COVID-19 pandemic;

AND THAT Council appoints two Council members to serve on the Pandemic Community Recovery Select Committee;

AND FURTHER THAT Council considers up to three members of the public to appoint to the Pandemic Community Recovery Select Committee.

BACKGROUND

In addition to corporate service recovery, addressed elsewhere on the agenda, planning for recovery of the broader community is the other critical aspect of the pandemic emergency at this stage. Recovery is one of the four pillars of emergency management (mitigation, preparedness, response, and recovery) and typically starts during the response pillar.

The BC Emergency Management System defines recovery as:

Recovery is the phase of emergency management in which steps and processes are taken/implemented to:

- *Repair communities affected by a disaster*
- *Restore conditions to an acceptable level or, when feasible, improve them*
- *Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities*

Community recovery involves short, medium, and long-range stages. It involves items such as business resumption and individual empowerment. Unlike other types of emergencies, such as flooding or wildfire, which often damage or interrupt critical infrastructure and services that must be re-established as a precondition to community recovery, pandemic recovery is primarily concerned with undertaking safe and coordinated measures as activity restrictions are gradually lifted.

While corporate service recovery is being addressed through the City's own business continuity planning, there are distinct items that staff are recommending be addressed through mechanisms better suited to public engagement and participation, subject to public health considerations.

Under section 142 of the *Community Charter*, Council may establish and appoint a Select Committee "to consider or inquire into any matter and to report its findings and opinions to the council." At least one member of a select committee must be a Council member; however, persons who are not on Council may be appointed to a select committee. Unlike a Standing Committee, which is for ongoing matters that would be better dealt with by committee (and for which at least half of the members must be Council members), a Select Committee is used to inquire of and report to Council its findings and opinions; in essence, a Select Committee is advisory in nature.

Proposed terms of reference for the Pandemic Community Recovery Select Committee are:

Scope

- To consider matters related to the City of Enderby's community recovery from the COVID-19 pandemic, particularly individual empowerment and business resumption.
- To provide recommendations to Council on ways to restore self-sufficiency and increase resilience among individuals, families, organizations (including businesses), and the community.

Membership

- Two members of Council
- Up to three members of the public
- Staff support

Meeting Format

- Teleconference until such time as in-person meetings are safe to schedule

Reporting Relationship

- The Select Committee shall report its findings to Council

Activities

In a safe and socially responsible manner:

- Liaise with local businesses and regional business recovery initiatives
- Engage with individuals to identify ways to support personal empowerment and family resiliency
- Discuss and evaluate outcomes of public engagement among the Select Committee members
- Report to Council on the Select Committee's findings with respect to the above activities

Considerations


- Ensuring that meetings and engagement are occurring in ways that are safe and responsible;
- Ensuring that the Select Committee observes its defined scope;
- Ensuring that City resources including staff are balancing support commitments for the Select Committee relative to other ongoing and emergency demands.

Competencies that Council should consider when appointing public members of the Select Committee are:

- Community economic development and business planning
- Disaster psychosocial resilience (see attached) and public health
- Risk management

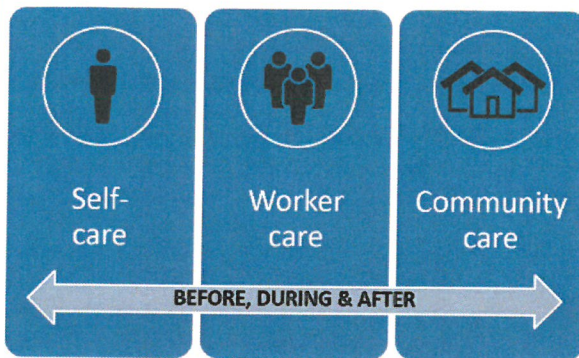
While the City has limited resources in terms of finances and capacity, one item that the Pandemic Community Recovery Select Committee may wish to provide a recommendation to Council on would be potential uses of the Community Response and Recovery Fund that is included in the 2020 budget.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

APPROACH TO PSYCHOSOCIAL RESILIENCE



PSYCHOSOCIAL IMPACTS OF DISASTERS

Psychological:

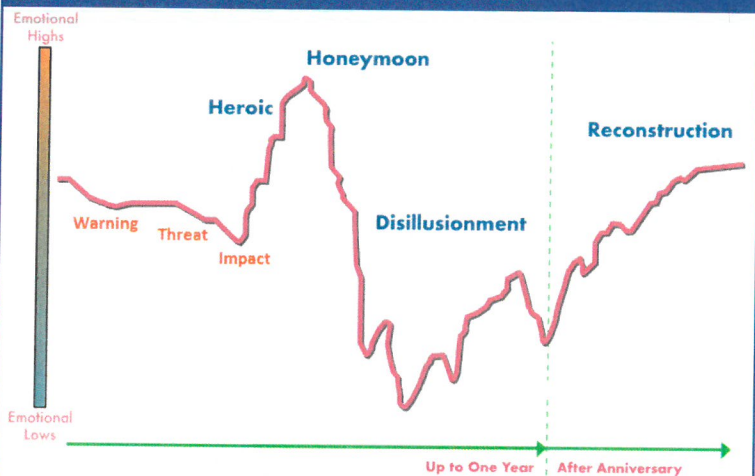
- Stress/maladjustment
- Worries/fear
- Uncertainty
- Grief/loss
- Depression, anxiety, PTSD
- Substance abuse
- Worsened pre-existing mental illnesses
- Increased suicide rates
- Decreased faith

Social:

- Loss of homes, family, and friends
- Job disruption/loss
- Separation/loss of pets
- Intimate partner/family violence
- Separations and divorces
- Disorganized health services
- Disrupted transportation
- Interrupted school
- Economic loss (e.g., tourism)
- Crime and violence
- Political breakdown

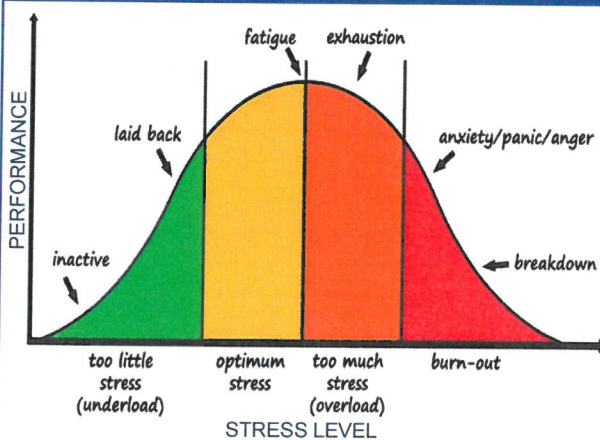
(British Columbia Ministry of Health, 2007).

PSYCHOSOCIAL PHASES OF DISASTERS



Theory: Rao, 2006. Image: Substance Abuse and Mental Health Services Administration, 2017.

STRESS AND PERFORMANCE



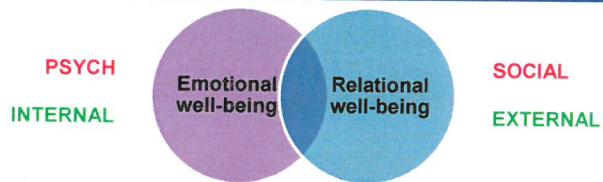
Theory: Yerkes & Dodson, 1908. Image: Babson College, 2018.

DIMENSIONS OF STRESS RESPONSES

- Behavioural
- Emotional
- Physical
- Cognitive
- Interpersonal
- Spiritual

(Shubert et al., 2007.)

PSYCHOSOCIAL RESILIENCE



RESOURCES

International

100 Resilient Cities
www.100resilientcities.org

American Psychological Association – Disasters section
www.apa.org/topics/disasters

Inter-Agency Standing Committee (humanitarian assistance)
www.interagencystandingcommittee.org

World Health Organization – Emergencies section
www.who.int/emergencies

Canadian

Canadian Mental Health Association
www.cmha.ca

Centre for Counselling & Community Safety (JIBC)
www.jibc.ca/cccs

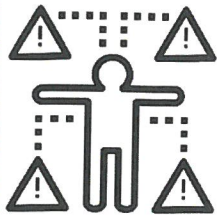
Disability Alliance BC
www.disabilityalliancebc.org

Disaster Psychosocial Services
www.phsa.ca/our-services/programs-services/health-emergency-management-bc/disaster-psychosocial-program

The Working Mind First Responders
www.theworkingmind.ca/working-mind-first-responders

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STRESS RISK FACTORS IN DISASTERS



Individual:

- Recent stress
- Previous trauma
- Limited social support

Specific to EM Personnel:

- Perfectionism
- Difficulty giving up control
- Obsessive/worrying thoughts

Setting:

- Lack of preparedness
- Lack of community solidarity



Specific to EM Personnel:

- Negative attitude of leadership
- Insufficient training
- Unclear/limited communication
- Overwhelming workload



Disaster-Related:

- Type and severity
- Closer physical proximity
- Time of day
- Media involvement

Specific to EM Personnel:

- Personal loss
- Exposure to casualties

(British Columbia Disaster Worker Care Committee, 2005).

C-MIST: FUNCTIONAL NEEDS FRAMEWORK



Individuals with limited/no ability to speak, see, or hear, or those that have limitations in learning and understanding.

Examples of what they may need in a disaster:

- Communication boards in reception centres and group lodging
- Translators



Individuals with chronic or contagious health conditions, or those who use medication or medical equipment/supplies.

Examples of what they may need in a disaster:

- Phone numbers of their family doctor and pharmacist
- Medication in their "Grab and Go" kit
- Details about medication including expiry date and storage requirements (e.g., refrigeration)



Individuals who use assistive equipment to be independent.

Examples of what they may need in a disaster:

- Wheelchair or walker
- Copy of service animal certificate
- Extra pet food in "Grab and Go" kit



Individuals who need the accompaniment of a family member, friend, care provider, or home support worker (e.g., dementia).

Examples of what they may need in a disaster:

- Phone number of caregiver
- Emergency plan that includes the caretaker



Individuals who cannot drive or have limited/no access to a vehicle.

Examples of what they may need in a disaster:

- A list of available transportation options
- Identified meeting places close to home and work

(Disability Alliance BC, 2017).

VULNERABLE POPULATIONS

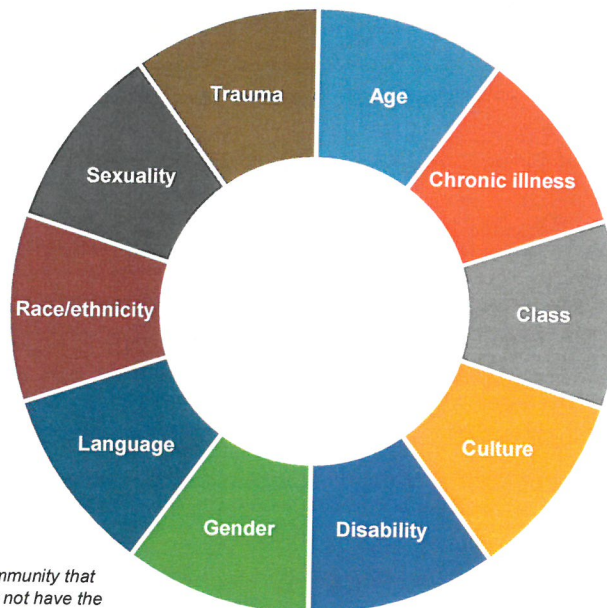
Trauma: past trauma, current trauma (due to the disaster), intimate partner/family violence

Sexuality: minority in the community, LGBT2Q+

Race/ethnicity: minority in the community, recent immigrants

Language: minority in the community

Gender: pregnant women, trans individuals



Age: children, adolescents, seniors

Chronic illness: physical illness, mental illness, addictions, immunocompromised individuals

Class: economically disadvantaged, the uninsured, homeless individuals

Culture: minority in the community

Disability: physical, intellectual/learning

Note: "Minority" refers to a small group in a community that is outnumbered by other groups and thus, may not have the same level of services as larger groups in the community.

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 29, 2020
Subject: Disclosure of Contracts - Council

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

During the said period, the City of Enderby entered into the following contracts:

January 01, 2020 to March 31, 2020

Council Member	Supplier	Amount
Councillor Baird	Baird Bros. Ltd.	\$ 8,864.14
Mayor McCune	GTI Petroleum	\$ 18,062.34
Mayor McCune	Sutherland's Bakery	\$ 150.00

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: April 29, 2020
Subject: Enderby Child Care Action Plan

RECOMMENDATION

THAT Council receives the Enderby Child Care Action Plan;

AND THAT as part of the next update to the City of Enderby Zoning Bylaw No. 1550, 2014, Council directs Staff to amend the Zoning Bylaw to include 'child care facilities' as a permitted use in all commercial zones;

AND THAT Council directs Staff to monitor for grant opportunities to support the provision of open houses, information sessions, and/or first aid training for prospective child care providers;

AND FURTHER THAT Council directs Staff to prepare a letter to the Provincial government advocating for, i) revisions to existing child care licensing regulations in order to make them more responsive to the needs of families and child care providers, and ii) increases to funding for early childhood education initiatives.

BACKGROUND

The UBCM Community Child Care Planning Program provides funding for local governments to engage in child care planning activities in order to develop a child care action plan. The City of Enderby was successful in receiving a grant through this program in the amount of \$24,750 to undertake a local child care planning process.

Kara Wilhelms was retained as the consultant to undertake the child care planning process. Through this process, a child care space inventory, child care needs assessment, and an action plan were developed which together form the Enderby Child Care Action Plan (attached). The Action Plan outlines the context of child care within the Enderby area, identifies targets for the total number of child care spaces for each child care age group over the next 10 year period, identifies targets for creating those child care spaces over the short, medium and long term, and provides recommendations on how a range of stakeholders can work towards achieving these targets. The planning process involved engagement with a range of community stakeholders and partners, which enabled the Action Plan to be tailored to the community's needs and context; community engagement involved a survey for parents/caregivers, a survey for child care providers, and one-on-one interviews with a range of relevant stakeholders.

The key findings and outcomes of the Enderby Child Care Action Plan are as follows:

- The Enderby area is underserved in child care spaces in the 0-2 and 6-12 year age categories, while there are sufficient child care spaces to accommodate the 3-5 year age category.
- It is anticipated that the Enderby area will need to see growth of 54 spaces in the 0-2 years age category, and 46 spaces in the 6-12 year age categories, in order to meet the anticipated child care demands over the next 10-year period.
- The parent/caregiver needs assessment identified the following themes for local child care:
 - i. Availability: 75% of families and respondents reporting that there is not an adequate supply of licensed child care in Enderby and area;
 - ii. Affordability: 52% of families and respondents reported they could not afford the cost of child care; and
 - iii. Flexibility: 31% of families and respondents reported that they required child care outside of the usual daytime, business week hours (Monday- Friday; 7:30am-5:30pm).
- The child care provider needs assessment identified the following themes for local child care providers:
 - i. Staffing: Various child care operators and owners reported that finding and maintaining qualified staff is a significant challenge;
 - ii. Wages: It was reported that low wages for qualified staff impact further recruitment in the field; and
 - iii. Limitations: Registered child care facilities cited that the regulations placed on their business creates limitations that impact the financial viability of their operations.
- Through the child care planning process, the consultant identified recommended actions that can be undertaken by a range of stakeholders to address the existing and future child care challenges in the Enderby area, and work towards achieving the identified child care space targets; these recommendations include:
 - i. City to update its Zoning Bylaw to permit child care facilities in all commercial zones;
 - ii. City to act in a support capacity to facilitate the following activities in support of local child care:
 - a) Working with existing and prospective child care providers to identify residential/commercial lease opportunities for child care purposes;
 - b) Supporting grant applications for local child care providers to secure additional funding for start-up costs;
 - c) Pursuing grant funding to aid in the provision of open houses, information sessions, and/or first aid training for prospective child care providers; and
 - d) Providing letters of support to agencies or businesses pursuing grants through the UBCM Space Creation Program, Child Care BC Maintenance Fund, and the Child Care BC New Spaces Fund.
 - iii. Provincial government to examine and revise current licensing regulations to be responsive to the needs of families and child care providers; and
 - iv. Provincial government to increase funding for early childhood education initiatives.

It is anticipated that the Enderby Child Care Action Plan will provide a framework upon which stakeholders can gain a stronger understanding of the local context of child care opportunities within the Enderby area, and how they can support the provision of child care in the future.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: April 30, 2020
Subject: Board of Variance Appointments

RECOMMENDATION

THAT the Economic Development Portfolio uses the attached Competency Matrix and Council consultation to recommend three individuals to be appointed by Council to serve on the City of Enderby Board of Variance.

BACKGROUND

As per the *Local Government Act*, any community which has enacted a Zoning Bylaw is required to establish and appoint a Board of Variance (BOV), which is an independent body that has the power to grant minor variances and exemptions in situations where compliance with particular Bylaws or legislation would cause a person undue hardship.

The jurisdiction of the BOV is to:

1. Grant minor variances to zoning regulation relating to the siting, size, and dimensions of buildings or structures;
2. Grant minor variances to tree protection bylaws established under section 8(3)(c) [fundamental powers - trees] of the *Community Charter*;
3. Grant an exemption to a prohibition of a structural alteration or addition under section 911(5) [non-conforming uses and siting] of the *Local Government Act*;
4. Grant minor variances to subdivision servicing requirements under section 938(1)(c) [subdivision servicing requirements] of the *Local Government Act* in areas zoned for agricultural or industrial use;
5. Set aside a Building Inspectors determination of the percentage of destruction of a non-conforming building or structure under section 911(8) [non-conforming uses and siting] of the *Local Government Act*, in which case the Board would make their own determination under section 911(8) in its place; and
6. Order that the provisions of a terminated land use contract may continue to apply for a specified period of time ending no later than June 30, 2024.

The City of Enderby established its BOV through the Board of Variance Bylaw No. 1373, 2005. Under Board of Variance Bylaw No. 1373, 2005, the BOV is to be comprised of three members, with each member to be appointed for a period of three years, or longer if no new appointments are made.

Under Board of Variance Bylaw No. 1373, 2005, the procedure associated with an appeal to the BOV is as follows:

1. Any person exercising the right of appeal to the BOV files a written notice with the Chief Administrative Officer or designate, clearly stating the grounds upon which the appeal is made;
2. Applicant pays the BOV application fee of \$225;
3. Chief Administrative Officer refers the application to the BOV to determine if the application is within the Board's jurisdiction;
4. If the BOV Chair accepts the application, the hearing date is set;
5. A Notice of Hearing is mailed to the applicant and adjacent property owners;
6. A BOV hearing is held and any person who feels their property is affected by the application will be given an opportunity for public representation; and
7. The BOV makes its decision, with the decision being filed with the Chief Administrative Officer.

BOV decisions are final if they relate to minor variances, exemptions from restrictions on additions or alterations to legally non-conforming uses, and exemptions to relieve hardships from early termination of land use contracts. With regards to a BOV decision related to setting aside the determination of a building inspector related to the percentage of destruction of a non-conforming building or structure, the applicant or local government may appeal the BOV's decision to the Supreme Court.

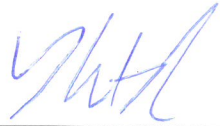
Appointments to the City of Enderby's BOV last took place in 2009. Given that there are no current BOV members, Staff are recommending new appointments to the BOV. While use of the BOV has been increasingly rare as other more contemporary mechanisms are available for minor variances, Staff have received a BOV application recently. It is recommended that the Economic Development Portfolio uses the attached Competency Matrix and consults with Council to recommend three individuals to be appointed by Council to serve on the City of Enderby Board of Variance. The Matrix of Competencies will help to identify candidates who are able to be objective, exercise sound judgement, and work collectively to render decisions; these qualities are paramount given that the decisions of the BOV are final, and in the case of a decision related to setting aside the determination of a building inspector related to the percentage of destruction of a non-conforming building or structure, there is the potential for the decision to be appealed to the Supreme Court, for which the City would need to provide for the legal defence of the BOV.

It should be noted that as per Section 536.2.a.b of the *Local Government Act*, the only persons who are disqualified from serving on the BOV are those who are members of the local government (or a potential advisory planning commission) or officers/employees of the local government.

When considering the appointments, Staff wish to make Council aware that the decisions of BOVs, because they are independent and final by definition, have historically been subject to legal challenge on several fronts, including from applicants, the public, and even the local governments who made the appointments in the first place. Grounds for legal challenge have included things like whether the matter was properly within the jurisdiction of a BOV (including things like whether a matter is properly considered "hardship" and whether the variance was minor, in the eyes of the court) as well as whether the decision was reasonable. This prospect exists in addition to an applicant's right of appeal to the BC Supreme Court for the overturning of a building inspector's decision with respect to the total damage done to a structure. As

the City must fund the expenses of a BOV, including legal costs, it is extremely important that the appointees are able to formulate rational decisions that consider information on jurisdiction and jurisprudence.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Competency Matrix

	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Objective				
Collaborative				
Diligent				
Technical				
Analytical				
Logical				

*Insert an X for each quality that the candidate possesses

Agenda

Hello,

I hope this letter finds you well.

The Enderby & District Chamber of Commerce would like to extend its services to the City of Enderby as part of its continuing commitment to local businesses, in this troubled time and in future.

We would like to work with the City to develop a "Re-Open Resource Kit" for those businesses who have been closed, one that provides the latest Interior Health guidelines for best practices as well as a basic set of supplies to get them started again.

If you would like to provide your input on these guidelines and/or support our supply provision, we would be happy to collaborate.

In addition, the "Re-Open Resource Kit" would include a web advertisement campaign on our site supporting not only the newly opened business but those who have been open throughout as well.

Finally, we would like to propose a Cliff AVE event when things Re-Open, perhaps after the first week to let businesses settled again. A small street event with rules on social distancing posted, tables/seats set at proper distance apart, with open hours, music safely prepared food etc. The Chamber would host a table explaining the new public event guidelines; the entire affair would be designed to show that Enderby is open for business and that fun public events can still be held with social distancing.

If the city would like to allow such an event, the Chamber feels it would be a great boost for morale. Any participation on the City's part and involvement in the planning process would be greatly appreciated.

The Chamber of Commerce has been working tirelessly to provide the latest resources, assistance and support for all businesses in the local area; we would like to take this time to thank the City of Enderby for its own dedicated service to the people of the region.

It is our hope that this initiative will be the start of a long, prosperous new co-operation between the City and The Chamber of Commerce.

Thank you,

Clyde.