

**SPECIAL MEETING OF COUNCIL
AGENDA**

DATE: April 8, 2020
TIME: 4:00 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

Regular Meeting Minutes of March 16, 2020

P1

3. PUBLIC AND STATUTORY HEARINGS

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

5. REPORTS

Mayor and Council

6. NEW BUSINESS

COVID-19 Pandemic Emergency Meeting Provisions

P6

Memo prepared by Chief Administrative Officer dated March 31, 2020

Acting Mayor Order of Succession

P15

Memo prepared by Chief Administrative Officer dated April 1, 2020

Designation of Local Government Liaison Pursuant to the Public Health Act

P19

Memo prepared by Chief Administrative Officer dated April 1, 2020

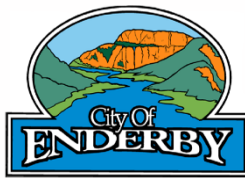
2020 Proposed Budget

P20

Memo prepared by Chief Financial Officer dated April 2, 2020

7. PUBLIC QUESTION PERIOD

8. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, March 16, 2020 at 4:38 p.m. in the Council Chambers of 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

Other: The Press

APPROVAL OF AGENDA

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

CARRIED

ADOPTION OF MINUTES

Regular Meeting Minutes of March 2, 2020

Moved by Councillor Shishido, seconded by Councillor Schreiner
“THAT the March 2, 2020 Council Meeting minutes be adopted as amended.”

CARRIED

Public Hearing Report of March 2, 2020

Moved by Councillor Shishido, seconded by Councillor Schreiner
“THAT the March 2, 2020 Public Hearing Report be adopted as circulated.”

CARRIED

PETITIONS AND DELEGATIONS

All delegations have been postponed due to the distancing requirements associated with the COVID-19 pandemic.

BYLAWS

Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

Moved by Councillor Baird, seconded by Councillor Case

“THAT Council adopt the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Schreiner

Attended the North Okanagan-Shuswap Employment and Business Fair. Although down from 2019, attendance was still good.

Received an invitation from IODE. Unable to attend but let the group know the invitation was appreciated.

Councillor Davyduke

Attended the North Okanagan-Shuswap Employment and Business Fair. Attendance was down by about 50%. Hoping for more community representatives next year.

Councillor Baird

Attended the North Okanagan-Shuswap Employment and Business Fair.

Attended the Rail Trail Fundraising Committee meeting. There are a lot of partners attending the meeting. This Friday's meeting has been cancelled.

Councillor Shishido

Nothing to report.

Councillor Case

Attended the Hometown Hockey event in Salmon Arm.

Councillor Knust

Attended the Annual Seed Swap as a representative from the Harvest Hut.

Interagency meetings have been cancelled until May as most of the individuals are front line workers.

Mayor McCune

Nothing to report.

RDNO Building Permit Summary for February 2020

Moved by Councillor Shishido, seconded by Councillor Davyduke

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

CARRIED

NEW BUSINESS

Acceptance of North Okanagan Regional Growth Strategy Amendment Bylaw No. 2846, 2019

Moved by Councillor Knust, seconded by Councillor Schreiner

“THAT Council accepts the North Okanagan Regional Growth Strategy Amendment Bylaw No. 2846, 2019;

AND THAT Council directs staff to send correspondence to the Regional District of the North Okanagan Board of Directors advising of the City of Enderby’s acceptance of the North Okanagan Regional Growth Strategy Amendment Bylaw No. 2846, 2019”

CARRIED

SD83: Request for AED Funding Support

Moved by Councillor Schreiner, seconded by Councillor Case

“THAT staff send correspondence to School District No. 83 to obtain more details about this initiative such as whether other funding sources have been explored and whether the Ministry of Education is supporting this undertaking.”

CARRIED

Community Emergency Preparedness Fund: Emergency Operations Centres and Training Program

Moved by Councillor Shishido, seconded by Councillor Knust

“THAT Council directs staff to submit an application under the Emergency Operations Centres and Training funding stream of the Community Emergency Preparedness Fund in order to purchase equipment and supplies to maintain and improve the City’s Emergency Operation Centre;

AND THAT Council confirms that the City of Enderby is willing to provide overall grant management for the aforementioned activities.”

CARRIED

8th Annual Our Enderby Clean-Up Challenge

Moved by Councillor Davyduke, seconded by Councillor Shishido

“THAT the 8th Annual Our Enderby Clean-Up Challenge be postponed.”

CARRIED

Tolko Industries Ltd.: Proposed Cut Blocks and Roads in Brash Community Watershed

Moved by Councillor Case, seconded by Councillor Knust

“THAT Council receives the memorandum dated March 9, 2020 from the Planner and Deputy Corporate Officer for information;

AND THAT Council directs staff to request that Tolko Industries Ltd. provide a list of the environmental improvements that will be made post-harvest.”

CARRIED

UBCM: 2018 CEPF: Emergency Support Services – City of Enderby Emergency Social Services Resiliency: Training and Equipment

Moved by Councillor Knust, seconded by Councillor Davyduke

“THAT Council receives the UBCM: 2018 CEPF: Emergency Support Services – City of Enderby Emergency Social Services Resiliency: Training and Equipment correspondence for information.”

CARRIED

Wastewater Annual Report 2019

Moved by Councillor Shishido, seconded by Councillor Schreiner

“THAT Council receives the City of Enderby Wastewater Annual Report for information.”

CARRIED

Mayor McCune questioned whether there are times when our system is overburdened. The CAO advised that, during the spring freshet, flows can be very high due to inflow and infiltration, which can exceed permitted effluent volumes.

UBCM: UBCM Resolutions Process

Moved by Councillor Case, seconded by Councillor Baird

“THAT Council receives the UBCM Resolutions Process correspondence for information.”

CARRIED

RDNO: Coalition of Inclusive Municipalities

Moved by Councillor Schreiner, seconded by Councillor Shishido

“THAT Council receives the Coalition of Inclusive Municipalities correspondence for information.”

CARRIED

RDNO: Climate Projections Report – Okanagan

Moved by Councillor Schreiner, seconded by Councillor Baird

“THAT Council receives the Climate Projections Report – Okanagan correspondence for information.”

CARRIED

Councillor Shishido OPPOSED

Invitation to Enderby Old Time Dance Club’s “About 100” Party

Moved by Councillor Knust, seconded by Councillor Davyduke

“THAT Council receives the Invitation to Enderby Old Time Dance Club’s “About 100” Party for information.”

CARRIED

Corporation of the City of New Westminster: National Pharmacare Program

Moved by Councillor Case, seconded by Councillor Baird

“THAT Council sends a letter of support for a National Pharmacare Program to the City of New Westminster.”

CARRIED

PUBLIC QUESTION PERIOD

Will Hansma of the Okanagan Advertiser questioned whether there was a concern regarding the autonomy of local jurisdictions as result of the Regional Growth Strategy. The CAO advised that there were concerns with the original proposals, which were addressed during the review process to ensure that local government autonomy was retained in a manner that reflected recent case law.

Will Hansma asked whether there was a mechanism for ensuring the rehabilitation of Tolko's harvested areas. Council discussed Tolko's work with local governments and Splatsin in the context of Tolko's legislated requirement to follow its Forest Stewardship Plan.

ADJOURNMENT

Moved by Councillor Shishido, seconded by Councillor Knust
"That the regular meeting of March 16, 2020 adjourn at 5:18 p.m."

CARRIED

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
 From: Tate Bengtson, CAO
 Date: March 31, 2020
 Subject: COVID-19 Pandemic Emergency Meeting Provisions

RECOMMENDATION

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

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

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

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

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

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

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

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

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

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

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

BACKGROUND

In response to the COVID-19 pandemic, which has compelled Orders under the Public Health Act prohibiting mass gatherings and direction from the Public Health Officer regarding safe physical distancing, the ability to hold open meetings safely is no longer practicable.

Ministerial Order No. M083 of the Minister of Public Safety and Solicitor General ("M083", attached) provides three measures designed to enable the business of a municipality to continue during the provincial declaration of a state of emergency made on March 18, 2020. References to the sections of M083 are enclosed in brackets.

1. A Council is not required to allow members of the public to attend an open meeting (Section 3).
2. All of Council may participate in a regular or special meeting through electronic or other remote means provided that the meeting's participants can hear, or watch and hear, each other, but there is not a requirement to provide the facilities to enable the public to hear, or watch and hear, the participation of Council (Section 6).
3. Council may adopt a bylaw on the same day that it has been given three readings (Section 9).

While conducting meetings in exceptional times necessitates flexibility, broader principles of open government, including public participation, should continue to be applied to the ordinary business that must continue. Good government in a time of emergency involves, to the extent

reasonably possible without compromising safety, response, and recovery objectives, the continuance of the ordinary business that remains crucial to the progress and well-being of the community.

Staff are recommending a set of policy resolutions to balance flexibility and openness for the ordinary and extraordinary business that may be considered at Council meetings during the pandemic emergency. These resolutions are likely to evolve in response to changing circumstances, including the nature of the emergency, further orders, legislation and guidance from senior government, the City's own business continuity needs, and further technical review.

The following policy resolutions are proposed and, subject to Council's acceptance, will provide guidance for how staff formulate recommendations around development matters, bylaw adoption, and public participation more broadly.

1. That Council, for the duration of the provincial state of emergency made on March 18, 2020, directs staff to arrange for all regular and special meetings to be held electronically in a manner that is consistent with Ministerial Order M083 [Local Government Meetings and Bylaw Process (COVID-19) Order] sections 3 and 6, subject to the below mitigating measures designed to balance safety, expediency, openness, public participation, and business continuity.
2. That Council reinstates its regular meeting schedule beginning with the April 20, 2020 meeting. Council should note that this will be evaluated on an ongoing basis due to the changing context of the emergency and City staff's capacity. However, under the Council Procedure Bylaw, two consecutive Council meetings may not be cancelled. Staff are evaluating whether this provision should be amended temporarily so as to provide for an ongoing set of special meetings called as and when needed but believe that there is value in maintaining a normal schedule of meetings until such time as it is no longer possible or practicable.
3. That Council postpones Committee of the Whole meetings typically held prior to a regular Council meeting until such time as the pandemic emergency has resolved, and instead directs the Corporate Officer to arrange for special meetings to be held during that same time when the need arises, or at other times as necessary.
4. That Council, including its committees and commissions, postpones decisions on new or controversial initiatives not directly related to the emergency unless an alternative form of safe and meaningful public participation is provided that is proportionate to the initiative.
5. That Council directs staff to post a summary of the decisions of Council, including its committees and commissions, on the City of Enderby website within 2 business days of the conclusion of a meeting that would normally be open to the public.

6. That Council only uses the provisions around the adoption of a bylaw on the same day as third reading for matters that are urgent and related directly or indirectly to the emergency, including the financial plan and related bylaws.
7. That Council directs staff to relocate the Public Notice Posting Place, as referenced in the Council Procedure Bylaw, from the public notice board in the inside foyer of City Hall to the lower entrance doors for the duration of the public closure of City Hall, so that it may be more readily seen by the public. The Public Notice Posting Place is where a schedule of meetings and agenda covers are posted for public viewing, among other items.
8. That Council directs staff to limit public participation for all non-statutory public hearings, such as Development Variance Permits, to written and email submissions only, which shall be read out to Council during the meeting and for which the applicant will be given an opportunity to respond in advance, which the applicant may choose to forego.
9. That Council only gives two readings to any Zoning Bylaw amendment and defers further consideration until a statutory public hearing may be conducted pursuant to Section 464(1) of the *Local Government Act*, unless Council determines that it is appropriate to waive the statutory public hearing in accordance with section 464(2), which is subject to the Zoning Bylaw amendment being consistent with the Official Community Plan.

In the event that the public hearing is waived, Council directs staff to provide notice of an alternative public participation opportunity through written and email submissions only, which shall be read out to Council during the meeting and for which the applicant will be given an opportunity to respond in writing in advance, which the applicant may choose to forego.

For the waiving of a statutory public hearing, that Council makes it conditional upon the applicant signing a release agreement, to the satisfaction of the City, waiving any right to proceed with a legal claim for reasons including but not limited to any duty of fairness that may arise from a modified public participation opportunity or a limited ability to make a representation before Council.

10. That Council only gives two readings to any Official Community Plan amendment and defers further consideration until it is feasible to hold a public hearing and provide reasonable opportunities for consultation, or otherwise receives guidance from the Province on alternative methods with which to proceed.

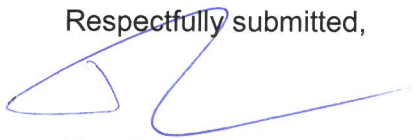
With respect to the above recommendations that speak to development matters, the intent is to provide two readings so that Council may evaluate an amendment so as to determine its suitability for advancing to a future public hearing, which will help prevent development matters that are complete non-starters for Council from being left in limbo. Given that an Official Community Plan amendment requires the highest degree of public participation and consultation, there does not appear to be a reasonable way to meet the legislative requirements

for adoption until such time as the emergency has been resolved or the Province provides temporary authority through regulation or ministerial order for alternative procedures.

With respect to all of the above matters, and decision-making more generally, the Mayor has a unilateral right and the Council has a majority right to reconsider matters decided at a prior meeting, subject to the conditions and limitations of the *Community Charter* and the Council Procedure Bylaw.

As mentioned above, these recommendations are likely to evolve in response to changing circumstances, including the nature of the emergency, further orders, legislation and guidance from senior government, the City's own business continuity needs and further technical review. The intent is to provide a "starting point" for the conduct of extraordinary and ordinary Council business in a time of emergency.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M083

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

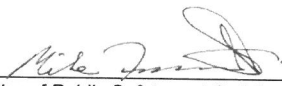
AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

I HEREBY make the attached Local Government Meetings and Bylaw Process (COVID-19) Order.

March 26, 2020

Date


Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020

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LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER

Definitions

- 1 In this order:
 - “board” has the same meaning as in the Schedule of the *Local Government Act*;
 - “council” has the same meaning as in the Schedule to the *Community Charter*;
 - “municipality” has the same meaning as in the Schedule of the *Community Charter*;
 - “municipality procedure bylaw” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
 - “regional district” has the same meaning as in the Schedule of the *Local Government Act*;
 - “regional district procedure bylaw” means a procedure bylaw under section 225 of the *Local Government Act*;
 - “Vancouver council” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
 - “Vancouver procedure bylaw” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.

Open meetings - municipalities

- 3 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, if a council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings – regional districts

- 4 (1) Despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,

(b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and

(c) any applicable requirements in a regional district procedure bylaw of a board,

a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* is not required to allow members of the public to attend an open meeting of the board or committee.

- (2) For the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board or a board committee do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Open meetings - Vancouver

- 5 (1) Despite

(a) section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, and

(b) any applicable provision in the Vancouver procedure bylaw, the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* is not required to allow members of the public to attend an open meeting of the council or body.

- (2) For the purposes of section 165.1 of the *Vancouver Charter* if the Vancouver council or a body do not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.

Electronic meetings – municipalities

- 6 (1) Despite

(a) section 128 [*electronic meetings and participation by members*] of the *Community Charter*, and

(b) any applicable requirements in a municipality procedure bylaw of a council, a council or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.

- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings – regional districts

- 7 (1) Despite

(a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,

- (b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board,
- a board or a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act* may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.
- (2) A member of a board or board committee who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Electronic meetings - Vancouver

8 Despite

- (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012,
 - (b) any applicable provision in the Vancouver procedure bylaw,
- the Vancouver council or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter* may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
 - (3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.

Timing requirement for bylaw passage – municipalities

- 9** Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

Timing requirement for bylaw passage – regional districts

- 10** Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 1, 2020
Subject: Acting Mayor Order of Succession

RECOMMENDATION

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

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

BACKGROUND

Section 130 of the Community Charter and section 8 of the Council Procedure Bylaw require that Council designate an Acting Mayor from amongst its members. Historically, the Acting Mayor role has been designated on a rotating basis in the City of Enderby. The Acting Mayor is responsible for acting in the place of the Mayor when the Mayor is absent or unable to act, or when the office of Mayor is vacant. By convention, a single Councillor has been designated to serve as Acting Mayor at any given time.

In the event of a declaration of a state of local emergency being required (for instance, if a local flooding or wildfire emergency occurred during the Provincial pandemic emergency), it must be issued by the order of the Mayor or the resolution of Council. Typically, such declarations are issued by order of the Mayor given the urgency.

During a time of pandemic emergency, when there is a greater likelihood of incapacity by several elected officials at a given time, there is a risk of both the Mayor and Acting Mayor being unable to act and Council being unable to obtain the quorum necessary to designate an Acting Mayor or resolve to make a declaration of a state of local emergency. In the event that such a scenario were to arise, the City's emergency response may be compromised.

Given these scenarios, staff are proposing that Council designate an order of succession for the Acting Mayor role. Given that the Acting Mayor role rotates, the order of succession is

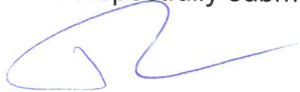
proposed on a “rolling” basis. The proposed order is based on the length of tenure of the elected official and then alphabetically by last name, as follows:

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

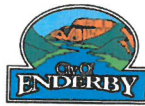
Under the “rolling” provision, if Councillor Schreiner is the current Acting Mayor and unable to perform the role when needed, Councillor Shishido would be the next in the order of succession and would assume the Acting Mayor role, then Councillor Case, and so on.

Attached to this memorandum is the current Acting Mayor Schedule.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



2018- 2022 ACTING MAYORS

2018

November
December

Councillor Davyduke
Councillor Davyduke

2019

January
February
March
April
May
June
July
August
September
October
November
December

Councillor Case
Councillor Case
Councillor Baird
Councillor Baird
Councillor Knust
Councillor Knust
Councillor Schreiner
Councillor Schreiner
Councillor Shishido
Councillor Shishido
Councillor Davyduke
Councillor Davyduke

2020

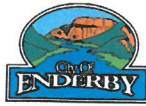
January
February
March
April
May
June 1-15
June 16-30
July 1-15
July 16-30
August 1-15
August 16-31
September 1-15
September 16-30
October
November
December

Councillor Shishido
Councillor Shishido
Councillor Schreiner
Councillor Schreiner
Councillor Case
Councillor Case
Councillor Baird
Councillor Case
Councillor Baird
Councillor Knust
Councillor Davyduke
Councillor Knust
Councillor Baird
Councillor Davyduke
Councillor Davyduke
Councillor Knust

2021

January
February
March
April
May
June
July
August
September
October
November
December

Councillor Baird
Councillor Baird
Councillor Davyduke
Councillor Davyduke
Councillor Shishido
Councillor Shishido
Councillor Knust
Councillor Knust
Councillor Case
Councillor Case
Councillor Schreiner
Councillor Schreiner



2018- 2022 ACTING MAYORS

2022

January	Councillor Davyduke
February	Councillor Davyduke
March	Councillor Knust
April	Councillor Knust
May	Councillor Shishido
June	Councillor Shishido
July	Councillor Baird
August	Councillor Baird
September	Councillor Schreiner
October	Councillor Schreiner
November	Councillor Case
December	Councillor Case

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 1, 2020
Subject: Designation of Local Government Liaison Pursuant to the Public Health Act

RECOMMENDATION

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

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

BACKGROUND

Section 83 of the *Public Health Act* requires that a local government designate a liaison and provide notice to the regional health board having jurisdiction. The liaison does not have enforcement capabilities and is primarily designed to report and communicate with health officers; however, the nature of the role may evolve in response to the pandemic emergency.

As the Chief Administrative Officer also serves as the Director of the Emergency Operations Centre, under which a Liaison Officer may be appointed for inter-agency contact and coordination, the liaison designation will be consistent across emergency and non-emergency situations.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 2, 2020
Subject: 2020 Proposed Budget

Recommendation

THAT Council reviews the attached budgets and specifies any amendments it wishes to make for inclusion in the Financial Plan Bylaw;

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

Background/Discussion:

Several challenges were presented during the development of the 2020 budget due to the uncertainties surrounding COVID-19. Operating expenses need to be adequate to continue to provide essential services, while cash flow shortages may arise if taxpayers are unable to pay. Non-critical services have been reduced operationally during this time (i.e. recreation, tourism, events, etc.), but in the event that these services need to ramp up, budgeted expenditures need to be sufficient to provide the ability to do so.

To help mitigate the risk of a cash flow shortage, budgeted expenditures for non-essential services will be deferred or limited until sufficient cash flows are available through the related revenue source.

The attached 2020 Taxation/User Fee Impact spreadsheet provides a summary of the budget impact to the average home. Overall the budget proposes a 0.4% decrease, which amounts to a decrease of \$7.83 for the average home. The proposed budget has been reviewed with the Finance Portfolio.

2020 Budget - General

The overall proposed net property taxation change for the City is 0%. Although expenditure increases are required to continue to provide services, a 0% tax increase was made possible due to operational efficiencies and by leveraging an increase to the Small Community Grant. This is an annual grant provided by the Province to help offset costs for small communities.

Another item to note is that as a result of the governance review of the RDNO Fortune Parks service, the scope of services shared with Area F have been reduced and there are now services that will be solely funded by the City. The cost increases associated with these items will be offset by the decrease in the requisition amount to the RDNO so the net impact will be zero for taxpayers.

The attached Comparison of 2020 Budget vs 2019 Budget - General provides a summary of the changes broken out into operating, special projects, and capital projects.

- Total operating costs have increased by \$65,834 for 2020.
 - Executive expenses have remained consistent with the 2019 budget. To accomplish this, the amount included for the FCM conference has been removed from the Council conventions line item and the Social Planning budget amount previously at \$10,000 has been reduced to \$6,000 to reflect historical usage. For Council conventions, only the amount previously budgeted for FCM has been removed, although there may be further cancellations to other conventions.
 - During the budget review with the Finance Portfolio, the possibility of creating a Community Recovery/Response fund through the use of unused convention expenses was discussed. By reallocating funds for SILGA and UBCM, \$25,000 could be used for this initiative. This is reflected in the budget as presented.
 - Administration expenses have increased by \$11,968 for 2020. The budget line item for administration wages normally has an offsetting amount equal to the administration fees charged to the Fortune Parks service. With the reduced scope of the service, the administration fees charged have also been reduced, resulting in the appearance of a higher than normal increase for 2020. This increase will be offset by the decrease in the requisition amount from the RDNO. Other amounts included in this line item include:
 - A \$7,000 increase to bylaw enforcement for increased coverage with the new contract.
 - Removal of the Visitor Centre Management Fee and the contribution to the River Ambassadors totaling \$8,000 as these are now funded through the Tourism and Community Engagement section.
 - Also included in the administration budget line are the Donations & Grants for 2020 (see attached listing).
 - Transportation (Public Works) expenses have increased by \$36,774, primarily due to increased costs for snow removal. Non-labour related snow removal costs were budgeted at \$54,000 in 2019. The 2020 actual costs to date are over \$60,000. As snow removal costs are continually increasing, budgeted expenses have increased to help properly fund them.
 - Refuse expenses have decreased slightly due to the decrease in contractor costs.
 - City Parks Services have increased by \$18,470 primarily due to the change in the scope of services with Fortune Parks. The City is now responsible for fully funding the Riverwalk and Tuey Park, and the costs associated with maintenance have been added. Also note that \$3,000 has been included to expand the parking at Tuey Park. These additional costs will all be offset by the decrease in the RDNO requisition.
- Special Projects
 - A breakdown of the special projects for 2020 are listed on the Recap of Capital and Operating Projects Funding Sources spreadsheet, along with the related funding sources.
- Capital
 - The larger capital projects for 2020 are the Hubert Avenue and 3rd Avenue Rehabilitations, using the funding strategies previously approved by Council.
 - A 1% increase to Asset Management reserves has continued to be included to help meet the City's Annual Capital Investment required to properly fund asset replacement.

- An additional reserve amount has been included for Parks for \$15,000. The City previously contributed to a Parks Plan reserve under the Fortune Parks service, which was removed during the governance review. This amount will be funded through the decrease in the requisition amount from the RDNO.

The net increase in expenditures after operating efficiencies is offset by the increased revenue from the Small Community Grant and additional taxation revenue from non-market change (i.e. new construction). The attached Tax Impact Summary provides a summarized breakdown of the tax impact of each service and also includes optional items for Council to consider. The following are optional items not represented in the budget:

1. Women's Health Grant (\$500) – this was referred to budget by Council at the December 16, 2019 meeting. It is not known if this convention has been cancelled.
2. Increase funding for Feature Tree Light Up (\$2,000 increase) – The Finance Portfolio has recommended that a scaled back Feature Tree Light Up limited to \$1,000 be included in the budget. If Council wishes to increase this amount to \$3,000, an extra \$2,000 will be required, resulting in a 0.1% tax increase to fund this. Note that there have not been any funds allocated to enhance the lighting on City Hall. If Council wishes to add funds for this initiative, an additional tax increase will be required.
3. Reallocate increase in Small Community Grant to Asset Management (\$25,000) – staff were originally going to recommend that this amount be allocated to Asset Management consistent with policy; however, given the COVID-19 pandemic, the draft budget proposes using it to offset a needed tax increase. Council may choose to allocate this funding elsewhere, which would require up to a 1.6% tax increase to do so.

Budget 2020 - Protective Services

- Operating Costs have increased by \$2,050 for 2020. This increase is primarily due to the previously committed increases to hourly wages. Included in this line item is also the budget for Emergency Management, which has been reviewed by the Emergency Management Executive Committee.
- Special Projects
 - A breakdown of the special projects for 2020 are listed on the Recap of Capital and Operating Projects Funding Sources spreadsheet. The larger projects included here are:
 - Flood Mapping and Risk Assessment - \$130,750 (grant funded plus in kind contributions)
 - Emergency Operation Centre Equipment - \$25,000 (grant funded)
 - Fire Department Splash Pad Repairs - \$30,000 (cost shared with Shuswap River Fire Protection District with the City portion funded through reserves).
- Capital Projects
 - The contributions to equipment reserves are adequate at this time to fund scheduled apparatus replacement, including the new fire truck scheduled for 2022.

Budget - 2020 – Tourism / Community Engagement

This budget matches what was previously approved by Council at the March 2, 2020 meeting, with one exception. The City has received approval in the amount of \$3,600 from the Celebrate Canada grant for Canada Day celebrations, to fund a fireworks display. This amount has been added to the Community Events line item with an offset to Conditional Grants.

Budget - 2020 - Fortune Parks/Animal Control/ Cemetery

These are the budgets approved by the Enderby & District Services Commission on February 14, 2020 and have been advanced to the RDNO for inclusion in its budget.

Budget 2020 - Sewer

- Operating Costs have decreased by \$40,535 for 2020. These savings have been realized primarily through the increased certification levels of staff resulting in the ability to eliminate contracted chief operator oversight that was required previously.
- Special Projects - a breakdown of planned projects is attached. Increased dollars will be required for lift station renewals for 2019 and 2020. In order to fund these, a portion of the savings realized from operating costs have been reallocated to special projects.
- Capital Projects
 - A breakdown of the capital projects for 2020 is attached.
 - A 1% increase to asset management reserves has continued. Contributions to reserves have also increased for 2020 as debt payments from a loan that had matured in 2019 have been reallocated to asset management consistent with policy.

The draft budget proposes a 5% decrease to user fees, and a 1.2% increase to frontage tax. This amounts to a decrease of \$11.14 for a home with 100 feet or more of frontage.

Budget 2020 - Water

- Operating Costs have increased by \$4,544 for 2020 due to minor adjustments to various operating accounts.
- Special Projects - A list of projects planned for 2020 is attached.
- Capital Projects
 - A listing of the 2020 capital projects is attached.
 - A 1% increase to asset management reserves has continued.

The draft budget proposes a 0.0% change to residential user fees and a 1.9% increase to frontage tax. In total this amounts to an additional \$5.00 for a home with 100 feet or more of frontage. Actual user fees for water were underbudget in 2019 due to a lower usage year. The user fees are set so higher fees collected in higher usage years are used to offset lower usage years. At this time staff are not recommending any changes to the user fees, but this may need to be revisited next year.

Any adjustments Council wishes to make will be reflected in the budget provided for public consultation. Due to the social distancing measures in place, the public will be invited to provide written submissions on the budget. Any written submissions received will be read to Council at the May 4, 2020 meeting.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

City of Enderby
2020 Taxation/User Fee Impact

Description		2019 Levy/Fees - based on average assessment of \$314,500*		Percentage Increase	Dollar Change	Total 2020
General**		1,006.13		0.0%	0.00	1,006.13
Water-Frontage		268.00		1.9%	5.00	273.00
Sewer-Frontage		255.00		1.2%	3.00	258.00
Water-User		224.69		0.0%	-	224.69
Sewer-User		282.70		-5.0%	(14.14)	268.57
Refuse		98.50		-1.7%	(1.70)	96.80
Total General Taxes & Utilities		2,135.02		-0.4%	(7.83)	2,127.19

* Average value of a 2020 home excluding non-market change (i.e. New construction)

** Includes reduction in RDNO requisition amount for reduced scope of services for Fortune Parks.

City of Enderby
Tax Impact Summary
2020

	Original Budget	
	\$ Value	% Increase
<u>Additional Budget Items Required for 2020:</u>		
<u>Operating (net of respective revenues):</u>		
Executive	53	0.0%
General / Administration	- 19,365	-1.2%
Public Works	35,440	2.3%
Fire Department	1,726	0.1%
City Green Space	21,470	1.4%
Animal Control / Cemetery	1,528	0.1%
Fortune Parks*	-	0.0%
Operating Increase Required	40,852	2.6%
<u>Capital:</u>		
Asset Management Reserves	15,572	1.0%
Parks Reserves	15,000	1.0%
	30,572	2.1%
<u>Other Revenue Offsets:</u>		
Small Community Grant	- 25,000	-1.6%
Non-Market Change / GIL	- 9,137	-0.6%
RDNO Requisition Decrease (Parks Governance)	- 37,287	-2.4%
Net taxation increase per draft budget	0	0.0%
<u>Optional Budget Items:</u>		
Women's Health Grant	500	0.0%
Increase funding for Feature Tree Light Up	2,000	0.1%
Reallocate increase in Small Community Grant to Asset Management	25,000	1.6%
Potential Net Tax Increase	27,500	1.8%

* Taxation for Fortune Parks is through requisition from the RDNO, not the general City levy.

City of Enderby
Donations & Grants
2020

	<u>2020 Budget</u>	<u>Recommendations from Finance Portfolio</u>
Legion - Wreaths	150.00	Continue
Heritage Commission	1,050.00	Reallocate to Community Recovery/Response Fund
Enderby & District Arts Council	4,000.00	Provide an amount to help with core funding only unless events can be held. Any remaining amount to be allocated to Community Recovery/Response Fund.
Okanagan Regional Library Contribution	1,540.00	Provide only if funds are needed for operating. Otherwise allocate to Community Recovery/Response Fund.
NO Shuswap Employment & Business Fair	250.00	Event has already occurred and amount paid.
Film Commission	1,100.00	Continue - other jurisdictions have committed.
Drill Hall - utilities	350.00	Continue
Shuswap Trail Alliance - Round Table	500.00	Reallocate to Community Recovery/Response Fund
Conservation - Boat Patrol	2,500.00	Provide if program proceeds. Otherwise allocate to Community Recovery/Response Fund.
Misc.	560.00	
	<u>12,000.00</u>	

City of Enderby
Comparison of 2020 Budget vs. 2019 Budget - General

Operating					Special Projects				Capital Projects			

Protective Services

Operating					Special Projects				Capital Projects			

Tourism / Community Engagement

		Operating				Special Projects				Capital Projects			
		2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget	2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget	2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget
Revenue													
	Riverside RV Park	0	0	207,500	207,500				0	0	0	18,000	18,000
	Tourism Revenues	0	0	23,000	23,000				0	0	0	0	0
	Conditional Grants	0	0	24,600	24,600				0	0	0	0	0
	Contribution - amortization									0	0	0	0
	Transfer from reserves								0	0	0	0	0
	Transfer from surplus								0	0	0	0	0
Total Revenue		0	0	255,100	255,100	0	0	0	0	0	0	18,000	18,000
Expenditures													
	Riverside RV Park	0	0	150,800	150,800				0				0
	Tourism Expenses	0	0	63,200	63,200								
	Community Events	0	0	26,100	26,100								
	Community Enhancement Fund	0	0	15,000	15,000								
Total Operating Expenses		0	0	255,100	255,100	0	0	0	0	0	0	0	0
Capital										0	0	0	0
Amortization										0	0	0	0
Transfer to Reserves										0	0	18,000	18,000
Total Capital Expenses		0	0	0	0	0	0	0	0	0	0	18,000	18,000
Total Expenditures		0	0	255,100	255,100	0	0	0	0	0	0	18,000	18,000
Net Income		0	0	0	0	0	0	0	0	0	0	0	0

Fortune Parks

Operating					Special Projects				Capital Projects			

Animal Control

Operating					Special Projects				Capital Projects			

Cemetery

		Operating				Special Projects				Capital Projects			
		2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget	2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget	2019 Budget	2019 Actual	2020 Budget	2020 vs 2019 Budget
Revenue	Revenue from Other Sources	38,786	36,773	41,589	2,803					3,950	3,950	4,465	515
	Conditional Grants	0	0	0	0								
	Property Taxes-General Revenue	15,054	14,492	16,241	1,187								
	Contribution - amortization												
	Transfer from reserves					25,748	0	10,600	-15,148	57,700	0	74,335	16,635
	Transfer from DCC's												
	Transfer from surplus												
Total Revenue		53,840	51,265	57,830	3,990	25,748	0	10,600	-15,148	61,650	3,950	78,800	17,150
Expenditures													
	Cemetery	53,840	39,448	57,830	3,990	25,748	5,396	10,600	-15,148				0
Total Operating Expenses		53,840	39,448	57,830	3,990	25,748	5,396	10,600	-15,148	0	0	0	0
	Capital									57,700	0	74,400	16,700
	Amortization												0
	Fiscal Services												0
	Transfer to Reserves									3,950	3,950	4,400	450
Total Capital Expenses		0	0	0	0	0	0	0	0	61,650	3,950	78,800	17,150
Total Expenditures		53,840	39,448	57,830	3,990	25,748	5,396	10,600	-15,148	61,650	3,950	78,800	17,150
	Net Income	0	11,817	0	0	0	-5,396	0	0	0	0	0	0

City of Enderby
Comparison of 2020 Budget vs. 2019 Budget - Sewer

Operating					Special Projects				Capital Projects			
Revenue	2019		2020	2020 vs 2019	2019	2019	2020	2020 vs 2019	2019	2019	2020	2020 vs 2019
	Budget	2019 Actual										
User Fees	434,454	444,563	386,269	-48,185	79,800	79,800	103,300	23,500	1,140	1,140	1,100	(40)
Connection Fees	750	0	750	0								-
Frontage Tax	0	0	0	0				0	243,211	242,065	248,405	5,194
Conditional Grants	0	0	0	0				0	-	-	-	-
Misc. Revenue	18,700	40,480	26,350	7,650					-	-	-	-
Transfer from DCC's	0	0	0	0					-	-	-	-
Transfer from Surplus	0	0	0	0	4,500	-	96,200	91,700	181,500	72,241	102,000	(79,500)
Transfer from Reserves	0	1	0	0				0	-	-	239,500	239,500
Borrow	0	0	0	0					-	-	-	-
Contribution - Amortization	0	0	0	0					-	223,199	-	-
Total Revenue	453,904	485,044	413,369	-40,535	84,300	79,800	199,500	115,200	425,851	538,646	591,005	165,154
Expenditures												
Sewer Maintenance	28,900	21,562	28,900	0								
Staff Development	3,000	1,940	3,000	0								
Administration Fee	49,229	49,229	54,497	5,268								
PW Equipment	11,794	11,280	22,600	10,806								
Labour and benefits	131,481	125,024	128,872	-2,609								
Treatment Plant	190,000	179,704	140,000	-50,000								
Pre-Engineering/Design/Studies	5,000	0	5,000	0				0				
Sludge Handling	29,000	23,948	25,000	-4,000								
Annual Upgrades	0	0	0	0	84,300	30,395	199,500	115,200				
Sundry	5,500	0	5,500	0								
Legal/Professional Fees	0	0	0	0								
Total Operating Expenses	453,904	412,688	413,369	-40,535	84,300	30,395	199,500	115,200	-	-	-	-
Transfer to Reserves									106,332	106,332	106,332	0
Transfer to Reserves - Asset Manage.									42,867	42,867	65,024	22,157
Capital									220,000	113,591	380,000	160,000
Amortization									0	223,199	0	0
Debt Servicing									56,652	56,110	39,649	-17,003
Total Capital Expenses	0	0	0	0	0	0	0	0	425,851	542,099	591,005	165,154
Total Expenditures	453,904	412,688	413,369	-40,535	84,300	30,395	199,500	115,200	425,851	542,099	591,005	165,154
Net Income	0	72,356	0	0	0	49,405	0	0	0	(3,454)	0	(0)

City of Enderby
Comparison of 2020 Budget vs. 2019 Budget - Water

Operating					Special Projects				Capital Projects			

RECAP OF CAPITAL & OPERATING PROJECTS FUNDING SOURCES

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE				SURPLUS / RESERVES												OTHER RESERVES		
			Grants	Borrow Funds	SRFPD Contribution/Ot her Contributions	2020 Taxation/User Fee/Property Owners	Sewer YTD Surplus	Water YTD Surplus	General YTD Surplus	General - Fire Dept	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non- Statutory	Sewer - Non - Statutory	DCC - Sewer	DCC - Water	DCC - Roads
YTD Surplus at Dec 31/19							999,190	452,160	1,571,686												
Reserves at Dec 31/19										351,775	36,949	3,012	5,181	1,262	352,615	194,410	459,137	211,661	119,875	365,510	150,391
Transfer between Funds																	67,570	674,818			
Contribution to Reserves in 2020										67,043	4,000	70,000	95,979	146,441	65,400	179,888	233,992	171,356			

GENERAL FUND																					
Fire Dept Surplus transfer		22,043							22,043												
Fire Dept - splashpad repairs		30,000			15,000					15,000											
Fire Dept - Radios		5,800			2,900				2,900												
Fire Dept - extra turnout gear		5,000			2,500				2,500												
Fire Dept - Backup power wiring		8,000			4,000				4,000												
Legal Fees - Business Development		1,000							1,000												
Community Child Care Planning		15,000	15,000																		
City Hall - HVAC Cleaning		2,500				2,500															
Northern Drainage Basin Plan		15,000	10,000			5,000															
Emergency Social Services		16,050	6,650						9,400												
Evacuation Route Planning		3,950	3,950																		
Regent Alarm System		7,500							7,500												
Flood Mapping & Risk Assessment		130,750	120,000						10,750												
Firesmart Implementation Plan		1,300	1,300																		
EOC Equipment		25,000	25,000																		
Plow Blade - Hydraulic system		4,000				4,000															
Generator liftstation connections		2,000				2,000															
Hubert Avenue Rehabilitation	749,000					177,747			25,000				24,252	147,703		374,298					
3rd Avenue Rehabilitation	283,000								133,080			73,012	76,908								
Culvert Crossing - Northern / W. End.	36,100								36,100												
Sander Replacement	17,000														17,000						
Total Used - General Fund	1,085,100	294,893	181,900	-	24,400	191,247	-	-	254,273	15,000	-	73,012	101,160	147,703	17,000	374,298	-	-	-	-	-
Balance of Surplus & Reserves @ Dec 31/20									1,317,413	403,818	40,949	(0)	0	0	401,015	0					150,391

RECAP OF CAPITAL & OPERATING PROJECTS FUNDING SOURCES

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE				SURPLUS / RESERVES											OTHER RESERVES			
			Grants	Borrow Funds	SRFPD Contribution/Other Contributions	2020 Taxation/User Fee/Property Owners	Sewer YTD Surplus	Water YTD Surplus	General YTD Surplus	General - Fire Dept	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non-Statutory	Sewer - Non-Statutory	DCC - Sewer	DCC - Water	DCC - Roads
YTD Surplus at Dec 31/19							999,190	452,160	1,571,686												
Reserves at Dec 31/19										351,775	36,949	3,012	5,181	1,262	352,615	194,410	459,137	211,661	119,875	365,510	150,391
Transfer between Funds																	67,570	674,818			
Contribution to Reserves in 2020										67,043	4,000	70,000	95,979	146,441	65,400	179,888	233,992	171,356			

SEWER FUND																					
So2/H2S Sensor		1,000					1,000														
McGowan LS pump		13,500					13,500														
McGowan LS electrical renewal		35,000				35,000															
Brickyard LS service		4,200					4,200														
Brickyard LS pump		14,000					14,000														
Lift Station condition assessments		25,000				25,000															
WWTP Clarifier - brushes		5,800				5,800															
Calibrate equipment		2,500				2,500															
Riverdale LS pump		13,500					13,500														
Riverdale LS electrical renewal		50,000					50,000														
Kate LS servicing		5,000				5,000															
Other upgrades		30,000				30,000															
Hubert Avenue	175,000																	175,000			
3rd Avenue	103,000					38,500												64,500			
Princess Street	102,000						102,000														
	-			-																	
Total Used - Sewer Fund	380,000	199,500	-	-	-	141,800	198,200	-	-	-	-	-	-	-	-	-	-	239,500	-	-	-
Total Capital & Operating		579,500																			
Balance of Surplus & Reserves @ Dec 31/20																					
							800,990											818,334	119,875		

WATER FUND																					
Reservoir repairs		20,000				12,500		7,500													
Railway ROW surveying		13,500						13,500													
Booster #1 piping		5,500				5,500															
Booster #2 inlet piping		9,500				9,500															
WTP - Roof Replacement		14,500															14,500				
Water line surveying		10,000						10,000													
Intake pump		2,800						2,800													
Unknowns		10,000				10,000															
Shuswap River Crossing	603,000		287,387															315,613			
Hubert Ave	186,000																	186,000			
3rd Ave	124,000					15,265												108,735			
PLC	33,000							33,000													
Total Used - Water Fund	946,000	85,800	287,387	-	-	52,765	-	66,800	-	-	-	-	-	-	-	-	-	624,848	-	-	-
Balance of Surplus & Reserves @ Dec 31/20																					
								385,360										135,850		365,510	