

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: June 1, 2020
TIME: 4:30 p.m.
LOCATION: Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

2.1. Meeting Minutes of May 19, 2020 Page 1

3. DEVELOPMENT MATTERS

3.1. 0027-20-DVP-END (Cohen) Page 5

Legal: LOT 2 BLOCK 5 DISTRICT LOT 150 KAMLOOPS (FORMERLY
OSOYOOS) DIVISION YALE DISTRICT PLAN 211B
Address: 725 Knight Avenue, Enderby BC
Applicant: Burt Cohen

3.2. Housing Agreement Authorization Bylaw No. 1703, 2020 - 709 Russel Avenue Page 13
1st, 2nd and 3^d readings

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

5. REPORTS

5.1. Mayor and Council Reports Verbal

6. NEW BUSINESS

6.1. Pandemic Community Recovery Select Committee Recommendations Page 27
Memo prepared by Chief Administrative Officer dated May 28, 2020

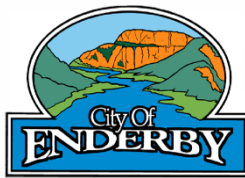
6.2. 2019 Statement of Financial Information Page 30
Memo prepared by Chief Financial Officer dated May 27, 2020

6.3. Cancellation of Notice on Title - 709 Russell Avenue Page 64
Memo prepared by Planner and Deputy Corporate Officer dated May 25, 2020

6.4. Local Government Pre-Approval for Expanded Services Area Footprint for Page 67
Liquor
Memo prepared by Planner and Deputy Corporate Officer dated May 26, 2020

- 6.5. Bylaw Enforcement Statistics for First Period of 2020 (Jan-Apr)
Memo prepared by Planner and Deputy Corporate Officer dated May 27, 2020

7. **ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Tuesday, May 19, 2020 at 4:30 p.m. in Council Chambers

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:

APPROVAL OF AGENDA

The following items were added to the agenda under New Business:

- Speeding on West Enderby Road
- Pandemic Community Recovery Select Committee Appointments
- Gym and Fitness Centre Re-Opening Guidelines

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT the May 19, 2020 Council Meeting agenda be approved as amended.”

CARRIED

ADOPTION OF MINUTES

Council Meeting Minutes of May 4, 2020

Moved by Councillor Schreiner, seconded by Councillor Davyduke
“THAT the May 4, 2020 Council Meeting minutes be adopted as circulated.”

CARRIED

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

None

REPORTS

Mayor and Council Reports

Councillor Case

Preparing for an interview on behalf of the BC Dairy Association to discuss the social and economic impacts of the dairy industry on the local economy.

Councillor Davyduke

Councillor Davyduke provided an update on Community Futures North Okanagan, including:

- Re-opening strategies and impacts on employees.
- Virtual meetings.
- Employment assistance.
- Women's Momentum Group.
- Women Entrepreneurs in Business. Funding available for Fall 2020 for businesses that have been operating for the last few years. There are currently 9 spots available and 12 spots which have been filled.
- Community Futures has been receiving feedback from small businesses with tight margins who are struggling.

Councillor Shishido

Attended a meeting at the Enderby and District Community Resource Centre on May 12, 2020. They have had a very successful year selling flower baskets and have finalized their Policy Manual. The EDCRC has some program funds that it is preparing to allocate to programming in the near future.

Discussion around insurance requirements for programming in Barnes Park. Councillor Shishido will gather further information regarding the inquiry and report back.

Councillor Baird

The Enderby and District Museum is planning to open its doors after the July long weekend. Councillor Baird will be participating in an Okanagan Regional Library Board meeting via Zoom on May 20, 2020. The ORL's online participation has increased substantially thanks to the many online resources that have been made available. Currently preparing to implement a re-opening strategy.

Councillor Schreiner

Councillor Schreiner attended the RDNO Regional Growth Strategy meeting and the following regional priorities have been set:

- Housing
- Climate Change
- Agriculture
- Economic Development/Tourism
- Transportation/Housing

There was a lot of feedback from communities concerned about water, regional agriculture, local food, and emergency preparation.

Mayor McCune

Was not able to attend the RCMP Meeting but arranged to the CAO to advance Council's question from the prior meeting about crime rates in Enderby. Drivers of crime are difficult to pinpoint, but they can involve things like drug trade with larger neighbouring communities and criminals hitting many different communities along the highway in quick succession. Focusing on the root causes of crime in a proactive way is always valuable.

Chief Administrative Officer

The Chief Administrative Officer gave an overview of 2020 road projects. Tendering has been deferred until cash flows associated with property taxes and utility payments are known in mid-June. If cash flows are in place, the intent would be to tender the projects and complete 3rd Avenue in the fall and Hubert Avenue in the spring of 2021. If cash flows are lower than projected, the City may need to defer the projects in full to 2021.

Councillor Knust joined the meeting (4:49 p.m.)

Councillor Knust

Will be attending the Interagency meeting next week. The Harvest Hut is scheduled to open mid-June and have requested another parking space on Mondays. Staff to install another sign for the Harvest Hut.

RDNO Building Permit Summary for April 2020

Moved by Councillor Schreiner, seconded by Councillor Case

"THAT Council receives and files the RDNO Building Permit Summary for April 2020".

CARRIED

NEW BUSINESS

Corporate Service Recovery Proposed Phase-In

Moved by Councillor Shishido, seconded by Councillor Baird

"THAT Council endorses the proposal for re-opening facilities and services to the public as presented".

CARRIED

Correspondence: Lake Country

Moved by Councillor Schreiner, seconded by Councillor Case

"THAT Council receives and files the correspondence from Lake County dated April 15, 2020".

CARRIED

Correspondence: The City of North Vancouver

Moved by Councillor Case, seconded by Councillor Baird

"THAT Council receives and files correspondence from the City of North Vancouver dated April 30, 2020".

CARRIED

Speeding on West Enderby Road

Councillor Shishido brought forward concerns over the amount of speeding on City roads.

Staff will advance a copy of the Traffic Calming Policy to Council for review.

Moved by Councillor Case, seconded by Councillor Shishido

“That Council send a map or list of streets in the City of Enderby identifying where speeding is a known issue to the RCMP.”

CARRIED

Pandemic Community Recovery Select Committee Report

Moved by Councillor Case, seconded by Councillor Davyduke

“That Council appoints Quentin Bruns, Mitzi Berndt, Dawn Wierzbicki, and Bonita Lundquist as the public members of the Pandemic Community Recovery Select Committee.”

CARRIED

Gym and Fitness Centre Re-Opening Strategy

Moved by Councillor Shishido, seconded by Councillor Davyduke

“THAT Council requests that the Interior Health Authority draft alternative guidance for infection control for unstaffed gyms that takes a risk-based approach to providing an equivalent level of protection while enabling the business model to continue to be viable.

CARRIED

While Council appreciates that the conditions for re-opening gym and fitness centres are intended to provide infection control to protect customers, many gyms in small and rural communities operate on an “unstaffed” business model and are unable to meet the prohibitory terms described in the “COVID-19 Guidance for Gyms and Fitness Centres” which was released by the Interior Health Authority on May 19, 2020.

PUBLIC QUESTION PERIOD

No public was present.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Knust

“That the regular meeting of May 19, 2020 adjourn at 5:33 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

Agenda

**CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION**

File No: 0027-20-DVP-END

May 25, 2020

APPLICANT: Burt Cohen

LEGAL DESCRIPTION: LOT 2 BLOCK 5 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211B

PID #: 012-456-632

LOCATION: 725 Knight Avenue, Enderby BC

PROPERTY SIZE: 743.2 m² (0.184 acres)

ZONING: Residential Single Family (R.1-A)

O.C.P DESIGNATION: Residential Low Density

PROPOSAL: Legalize the siting of a single-family dwelling

PROPOSED VARIANCE: Vary Section 602.10.b of Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback area from 6 m (19.68 feet) to 4 m (13.12 feet).

RECOMMENDATIONS:

THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 2 BLOCK 5 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211B and located at 725 Knight Avenue, Enderby B.C. to permit a variance to Section 602.10.b of Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback area from 6 m (19.68 feet) to 4 m (13.12 feet), as shown on the attached Schedule 'A'.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 725 Knight Avenue, Enderby BC. The applicant recently enclosed an existing porch to convert it into habitable floor space within the single-family dwelling, and these works resulted in the footprint of the single-family dwelling now being within the front yard setback area; given this, the applicant is seeking to legalize the siting of the single-family dwelling through a Development Variance Permit application which requests to vary Section 602.10.b of Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback area from 6 m (19.68 feet) to 4 m (13.12 feet).

Site Context/Proposal

The 743.2 m² (0.184 acre) subject property is flat and is located on the north side of Knight Avenue, which is designated in the Official Community Plan as a Municipal Minor Collector Road. Vehicular access to the property is gained via a driveway off of Knight Avenue, with the property also having access off of the lane to the north of the property. A single-family dwelling, built in 1910, is located in the centre of the property and an accessory residential building is located along the eastern property line.

In 2019, the applicant obtained a Building Permit to raise the single-family dwelling located on the property. However, upon inspection the Building Inspector observed that in addition to raising the dwelling, an existing porch had been enclosed in order to convert it into habitable floor space. Given that the porch had been converted into habitable floor space, the applicant was required to expand the foundation. Previously, the siting of the porch was within the required front yard setback area of the R.1-A zone but was considered legally non-conforming by way of siting (*grandfathered*) pursuant to the *Local Government Act*; furthermore, porches are permitted to encroach 1 m (3.281 feet) into a required setback area pursuant to Section 308.2.b of the Zoning Bylaw. However, given that the porch was converted to habitable floor space, it meant that the legally non-conforming siting status was lost, and because the floor space is no longer a porch, the exemption under Section 308.2.b of the Zoning Bylaw no longer applies. Given this, the applicant is now requesting a variance in order to legalize the siting of the single-family dwelling.

The subject property and the properties to the east, west and south are zoned Residential Single-Family (R.1-A) and are designated in the Official Community Plan (OCP) as Residential Low Density. The property to the north is zoned Assembly, Civic and Public Service Use (S.1) and is designated in the OCP as School Site.

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



Figure 1: Zoning Map

Blue – Residential Single Family (R.1-A)
 Teal – Assembly, Civic and Public Service Use (S.1)
 Pink – Highway and Tourist Commercial (C.2)

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



Figure 2: Orthophoto

ZONING BYLAW:

The subject property is zoned Residential Single Family (R.1-A) and the permitted uses within this zone include accessory residential buildings, single family dwellings, secondary suites, bed and breakfasts, civic and public service use, and restricted agricultural use. The proposal as compared to the Zoning Bylaw requirements for the R.1-A zone is as follows (highlighted items are the ones requiring a variance):

CRITERIA	PROPOSAL	ZONING REQUIREMENTS
Building Height (max.)	< 9 m (29.53 feet) or two storeys	9 m (29.53 feet) or two storeys
Lot Area (min.)	743.2 m ² (8,000 square feet)	450 m ² (4,844 square feet)
Lot Coverage (max.)	< 50%	50%
Lot Frontage (min.)	24.4 m (80 feet)	15 m (49.2 feet)
Setbacks (min.)		
Front Yard	4 m (13.12 feet)	6 m (19.68 feet)
Rear Yard	> 6 m (19.68 feet)	6 m (19.68 feet)
Exterior Side Yard	N/A	5 m (16.40 feet)
Side Yard	> 1.2 m (3.94 feet)	1.2 m (3.94 feet)

OFFICIAL COMMUNITY PLAN:

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

- Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.
- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- Policy 2.2.f - To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.
- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

REFERRAL COMMENTS:

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

PLANNING ANALYSIS:

The City of Enderby Planner raises no objections to the applicant's request to vary Section 602.10.b of Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback area from 6 m (19.68 feet) to 4 m (13.12 feet). Upon consideration of input from adjacent land owners, it is recommended that Council authorize the issuance of the Development Variance Permit for the following reasons:

- There are several single-family dwellings along Knight Avenue that have a similar reduced front yard setback area, either due to being legally non-conforming by way of siting (i.e. grandfathered) or the properties have been granted variances in the past;
- The reduced front yard setback area will not detract from the character or aesthetics of the subject property or the neighbourhood more broadly; and

- It is not anticipated that the proposed variance would negatively affect the use and enjoyment of the subject or neighbouring properties.

SUMMARY

This report relates to a Development Variance Permit application for the property located at 725 Knight Avenue, Enderby BC. The applicant recently enclosed an existing porch to convert it into habitable floor space within the single-family dwelling, and these works resulted in the footprint of the single-family dwelling now being within the front yard setback area; given this, the applicant is seeking to legalize the siting of the single-family dwelling through a Development Variance Permit application which requests to vary Section 602.10.b of Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback area from 6 m (19.68 feet) to 4 m (13.12 feet).

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

Prepared By:



Kurt Inglis, MCIP, RPP
Planner and Deputy Corporate Officer

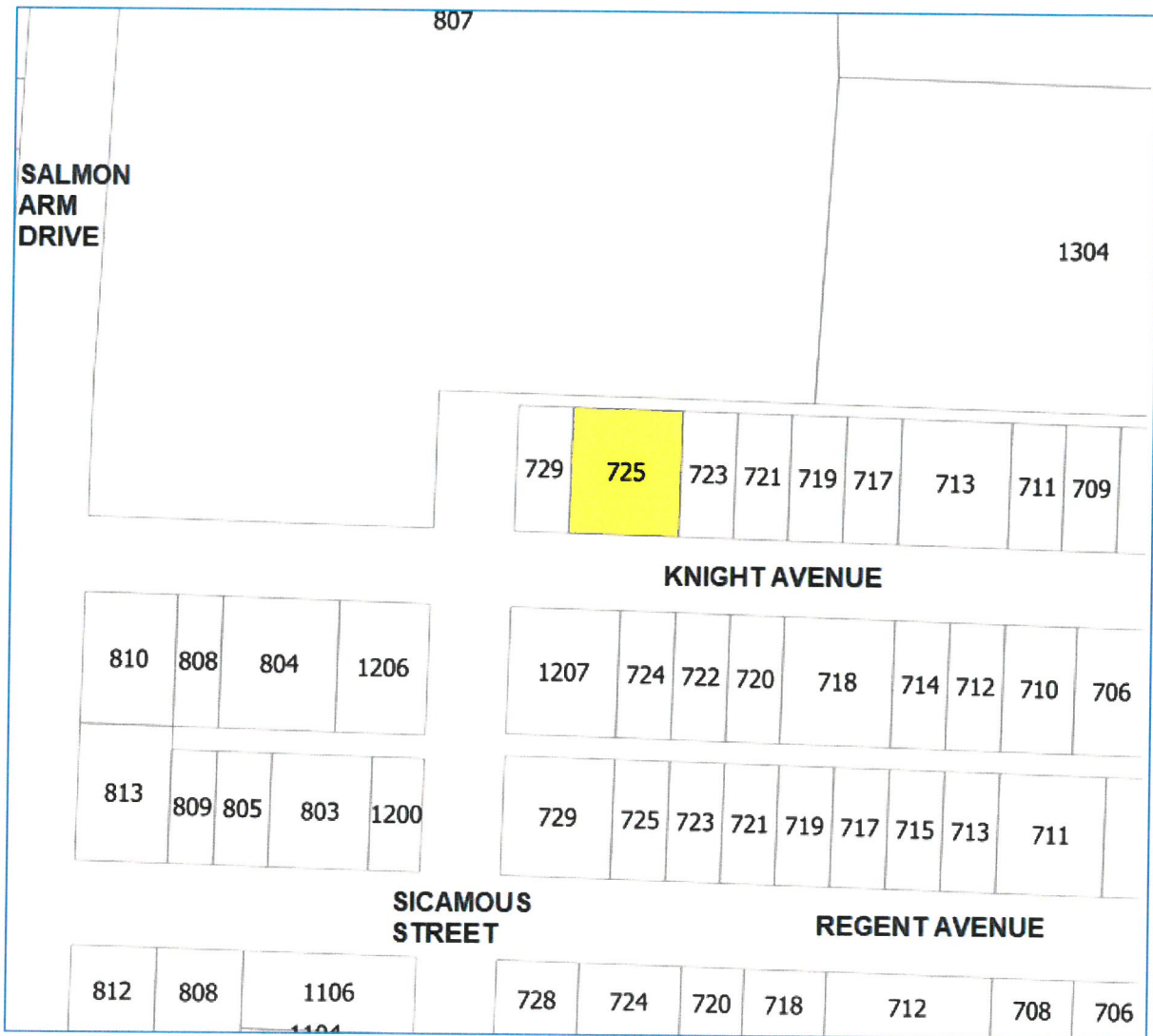
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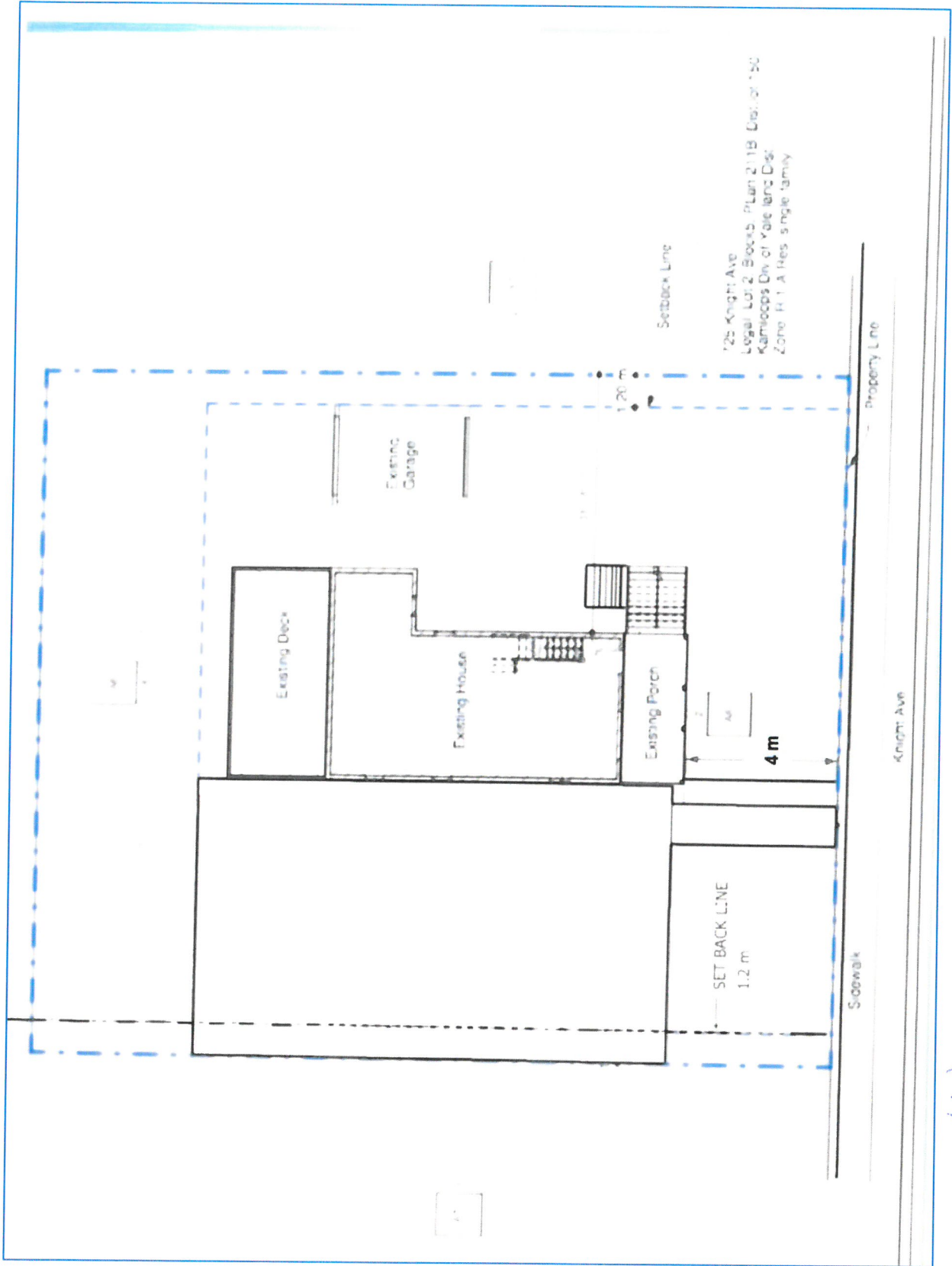


Tate Bengtson
Chief Administrative Officer

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

File: 0027-20-DVP-END (Cohen)
Applicant: Burt Cohen
Owner(s): Burt Cohen and Heidi Brooks
Location: 725 Knight Avenue, Enderby BC





Schedule 'A'

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 26, 2020
Subject: Housing Agreement Authorization Bylaw No. 1703, 2020 – 709 Russell Avenue

RECOMMENDATION

THAT Council gives three readings to Housing Agreement Authorization Bylaw No. 1703, 2020;

AND THAT the Corporate Officer be authorized to file in the land title office a notice that the property legally described as LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A (PID: 012-592-081) and located at 709 Russell Avenue is subject to the attached Housing Agreement;

AND FURTHER THAT the Mayor and Corporate Officer be authorized to register a Section 219 Covenant (Housing Agreement) on the title of the property legally described as *LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A* (PID: 012-592-081) and located at 709 Russell Avenue.

BACKGROUND

In 2019, the owners of 709 Russell Avenue successfully applied to rezone the property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone in order to construct a four-family dwelling on the subject property. The property owners subsequently applied for a Development Variance Permit seeking the following variances to Zoning Bylaw No. 1550, 2014:

- Reduce 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;
- Reduce 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);
- Reduce the minimum side yard setback for a four-family dwelling from 4 m (13.12 feet) to 3.048 m (10 feet);
- Increase 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%);
- Reduce 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);
- Permit a parking design involving four (4) or more off-street parking spaces where vehicles are required to back out on to a highway; and

- Reduce the number of required off-street parking spaces from eight (8) to seven (7).

Council authorized the issuance of a Development Variance subject to the property owners 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.

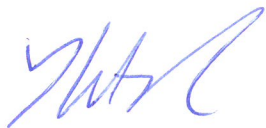
A Housing Agreement is a tool used by municipalities to preserve the use of a property for affordable housing or special needs housing purposes, and it may include terms and conditions agreed to by the local government and the owner regarding the occupancy of the dwelling units identified in the agreement.

Attached is the proposed Housing Agreement for 709 Russell Avenue, which Staff feel is appropriately structured to be able to manage the parking demands of the development. The key terms of the attached Housing Agreement are as follows:

- No commercial vehicles, motorhomes, oversized vehicles, or trailers are permitted on the subject property;
- Visitor parking is to be established, signed and maintained on the subject property;
- Visitor and tenant's vehicles are not permitted to be parked on the street adjacent to the subject property;
- Tenancy Agreements must: i) indicate that all tenant and visitor vehicles must be parked on the subject property, ii) indicate tenant and visitor vehicles may only park in appropriately sized parking spaces, and iii) designate tenant and visitor parking spaces on the subject property.

Given that the Housing Agreement has been structured to be a covenant under Section 219 of the *Land Title Act*, Staff are recommending that the Mayor and Corporate Officer be authorized to execute the covenant on the title of 709 Russell Avenue. Once the Section 219 Covenant/Housing Agreement has been registered on title, Staff will proceed with issuing the Development Variance Permit for the subject property which will enable the applicant to proceed with their Building Permit application.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

PART 2 - TERMS OF INSTRUMENT

HOUSING AGREEMENT AND SECTION 219 COVENANT
(Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act*)

THIS AGREEMENT made this day of , 2020.

BETWEEN:

CITY OF ENDERBY
619 Cliff Avenue
P.O. Box 400 Enderby, British Columbia
VOE 1V0
(the "**City**")

OF THE FIRST PART

AND:

Dean Michael Francks, Project Manager,
12011 Cottonwood Lane, Coldstream, BC V1B 1J5;
Duane Anthony Dennis, Owner/Operator,
550 Mt. Ida Dr., Coldstream, BC V1B 3Y3; and
Tyler Shane Cull, Sales Manager,
900 34 Ave., Vernon, BC V1T 9V7
(collectively the "**Owner**")

OF THE SECOND PART

WHEREAS:

- A. The City may, under Section 483 of the *Local Government Act*, enter into a housing agreement with an owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in Section 483 (2) of the *Local Government Act*;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the City in respect of the use of land or construction on land;
- C. The Owner is the registered owner in fee simple of the parcel described as:

Legal Description: LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A

PID: 012-592-081

Civic Address: 709 Russell Ave., Enderby, BC VOE 1V0

(the "**Lands**");

- D. The Owner has applied to the City to develop a four-family dwelling on the Lands which would provide affordable and rental housing;
- E. It is a condition on the approval of Development Variance Permit 0025-20-DVP-END to the Owner's Lands that it is to be granted subject to the Owner entering into this covenant and Housing Agreement with the City.
- F. The Owner and the City wish to enter into this Agreement to provide for affordable and rental housing on the terms and conditions set out in this Agreement, and agree that this Agreement is a housing agreement under Section 483 of the *Local Government Act* and a covenant under Section 219 of the *Land Title Act*;
- G. The City has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of \$1.00 paid by the City to the Owner (the receipt of which is acknowledged by the Owner) and in consideration of the promises exchanged below, the City and the Owner covenant and agree as follows:

1. DEFINITIONS AND INTERPRETATION

- i. In this Agreement, unless otherwise defined, words have the same meanings as in the Zoning Bylaw, and the following words have the following meanings:
 - a) "**Agreement**" means this agreement and includes all recitals, instruments, schedules, and amendments thereto;
 - b) "**Commercial Vehicle**" means any type of motor vehicle that is larger than a Small Vehicle and that by its type of construction and equipment is designed for, and capable of transporting goods or paying passengers;
 - c) "**Dwelling Unit**" means one (1) or more rooms used for the residential accommodation of only one (1) family when such room or rooms contain or provide for sleeping, sanitary, and no more than one (1) set of cooking facilities;
 - d) "**LTO**" means Kamloops Land Title Office or its successor;
 - e) "**Mid-Sized Parking Space**" means a parking space designed to accommodate a Mid-Sized Vehicle;
 - f) "**Mid-Sized Vehicle**" means a vehicle that is less than 5.0 m (16.4 ft.) long, 1.8 m (5.9 ft.) wide and 2 m (6.6 ft.) high;
 - g) "**Motorhome**" means a type of self-propelled recreation vehicle which offers living accommodation combined with a vehicle engine;

- h) **“Oversized Vehicle”** means any Vehicle that is larger than a Mid-Sized Vehicle;
 - i) **“Small Vehicle”** means a vehicle that less is than 4.7m (15.4 ft.) long, 1.7 m (5.6 ft.) wide and 2 m (6.6 ft.) high;
 - j) **“Small Vehicle Parking Space”** means a parking space intended to accommodate a Small Vehicle;
 - k) **“Street”** means any highway, roadway, sidewalk, boulevard, place or right of way which the public is ordinarily entitled or may be permitted to use for the passage of vehicles or pedestrians and includes a structure located in any of those areas;
 - l) **“Tenant”** means a tenant under a Tenancy Agreement;
 - m) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit;
 - n) **“Trailer”** means an unpowered vehicle towed by a powered vehicle, commonly used for the transportation of people, goods or materials;
 - o) **“Vehicle”** means a device in, or by which, a Tenant or Visitor is or may be transported or drawn on a highway, except a device designed to be moved by human power;
 - p) **“Visitor”** means any guest, visitor or invitee of a Tenant; and
 - q) **“Zoning Bylaw”** means the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time.
- ii. In this Agreement:
- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the corresponding numbered or lettered article, section or Schedule of this Agreement;
 - d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;

- e) the word "enactment" has the meaning given in the *Interpretation Act* on the reference date of this Agreement;
- f) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- g) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- h) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- i) all provisions are to be interpreted as always speaking;
- j) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers;
- k) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- l) any act, decision, determination, consideration, consent or exercise of discretion by a party, or other person, as provided in this Agreement must be performed, made or exercised acting reasonably.

2. TERMS

- i. The Owner covenants and agrees as follows:
 - a) the Lands must be used only in accordance with this Agreement;
 - b) no Commercial Vehicles, Motorhomes, Oversized Vehicles or Trailers may be parked on the Lands;
 - c) the Lands must have signage clearly identifying Tenant parking spaces and Visitor parking spaces;
 - d) all Vehicles of a Tenant and all Vehicles of a Visitor must be parked on the Lands;
 - e) no Vehicle of a Tenant and no Vehicle of a Visitor may be parked on a Street;
 - f) all Vehicles of a Tenant and all Vehicles of a Visitor parked on the Lands must be parked in either a designated Tenant parking space or a designated Visitor parking space;

- g) the Lands must have signage clearly identifying three designated Small Vehicle Parking Spaces and four Mid-Sized Vehicle Parking Spaces;
- h) at all times the Lands must have three Small Vehicle Parking Spaces and four Mid-Sized Vehicle Parking Spaces;
- i) the Owner shall maintain a minimum of three Visitor Parking Spaces on the Lands;
- j) all Tenancy Agreements must include language:
 - a. indicating all Vehicles must be parked on the Lands consistent with the Owner's covenants in section 2(i) of this Housing Agreement;
 - b. indicating no Vehicle of a Tenant may be parked on a Street;
 - c. indicating no Vehicle of a Visitor may be parked on a Street;
 - d. indicating only Small Vehicles may be parked in Small Vehicle Parking Space; and
 - e. designating the Tenant's parking space and Visitor parking spaces on the Lands.

3. TRANSFER RESTRICTIONS

- i. The Owner and the City hereby covenant and agree that the Owner must not sell or transfer, or agree to sell or transfer, any interest in the Lands or any building thereupon, other than a full interest in the fee simple title to a purchaser that agrees to assume the terms and conditions of this Agreement. This section does not restrict the Owner from granting easements, rights of way and similar interests in land subject to this Housing Agreement and Section 219 Covenant having priority over such interests.

4. NOTICE TO BE REGISTERED IN LAND TITLE OFFICE

- i. The Owner acknowledges and agrees that:
 - a) this Agreement constitutes both a covenant under Section 219 of the *Land Title Act* and a housing agreement entered into under Section 483 of the *Local Government Act*;
 - b) notice of this Agreement shall be registered in the LTO by the City at the cost of the Owner in accordance with Section 483 of the *Local Government Act*; and

- c) this Agreement shall be binding on all persons who acquire an interest in the Lands after registration of this notice, and unless discharged in accordance with this Agreement, run with and bind the Lands in perpetuity.

5. COMPLIANCE WITH AGREEMENT

- i. The Owner hereby irrevocably authorizes the City to make such inquiries as it considers reasonably necessary in order to confirm that the Owner is complying with this Agreement.
- ii. The Owner agrees that it will provide to the City a report in writing, to the reasonable satisfaction of the City, describing compliance with this Agreement.

6. ENFORCEMENT AND WAIVER

- i. Nothing contained or implied herein shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Owner. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- ii. The parties agree that the City is not obligated to inspect the Lands or to otherwise ensure compliance with this Agreement, nor is the City obligated to remedy any default of this Agreement. A failure by the City to enforce this Agreement shall not constitute a waiver of any of the City's rights herein.
- iii. Notwithstanding any provision to the contrary in this Agreement, if the Owner is in default of its obligations in this Agreement then the City may, by written notice to the Owner, require such default to be corrected within thirty (30) days after receipt of such notice; and
- iv. if within the thirty (30) days after receipt of such notice the default has not been corrected or reasonable steps to correct the default have not been taken, the City, without limiting any other right it might have, may pursue a remedy consistent with the provisions described in Section 6 (v) and (vi) below.
- v. No remedy under this Agreement is deemed to be exclusive but will, where possible, be cumulative with all other remedies available at law or in equity.
- vi. The Owner covenants and agrees that, in addition to any remedies that are available under this Agreement or at law, the City is entitled to all equitable remedies, including specific performance, injunction and declarative relief to enforce its rights under this Agreement. The Owner acknowledges that specific performance,

injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

7. TERM

- i. Subject to discharge provisions in Section 8, this Agreement shall be in perpetuity.
- ii. If this Agreement is discharged in accordance with Section 8 (i) or Section 11 (i) (c), both parties shall execute the discharge for filing in the LTO.

8. DISCHARGE OR AMENDMENT

- i. This Agreement shall be discharged, amended or affected only by an instrument duly executed by both the Owner and the City. A unilateral discharge is the right of the City under Section 11 (i) (c).
- ii. Pursuant to Section 483 (4) of the *Local Government Act*, this Agreement may be amended only by a bylaw adopted with the consent of the Owner.

9. INDEMNITY AND RELEASE

- i. The Owner hereby releases and indemnifies and saves harmless the City from all loss, damage, costs (including without limitation, legal costs), expenses, actions, suits, debts, accounts, claims and demands, including without limitation, any and all claims of third parties (and including personal injury, death or damage occurring in or on the Lands), which the City may suffer, incur or be put to arising directly or indirectly out of or in connection with this Agreement, including:
 - a) any breach by the Owner of any covenant or agreement contained in or related to this Agreement;
 - b) the exercise of discretion by any City employee or official for any matter relating to this Agreement;
 - c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Units;
 - d) the exercise by the City of any of its rights under this Agreement or an enactment; and/or
 - e) the City withholding any demolition, building or occupancy agreement in accordance with the terms of this Agreement.
- ii. Indemnity and release shall survive the termination of this Agreement.

10. BINDING AND BINDING EFFECT

- i. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, administrators and permitted assignees.
- ii. Once a notice of this Agreement is filed in the LTO, the Agreement and, if applicable, any amendment to it, is binding on all persons who acquire an interest in the land affected by the Agreement, including all amendments thereto.

11. AGREEMENT FOR BENEFIT OF CITY ONLY

- i. The Owner and the City agree that:
 - a) this Agreement is entered into only for the benefit of the City;
 - b) this Agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Land or the building or any portion thereof, including any Dwelling Units; and
 - c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

12. NO COMPENSATION

- i. The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in interest or title which at any time results directly or indirectly from the operation of this Agreement.

13. NO PUBLIC LAW DUTY

- i. Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

14. NOTICE

- i. Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice

which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

15. SEVERABILITY

- i. If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

16. SOLE AGREEMENT

- i. This Agreement, and any documents signed by the Owner contemplated by this Agreement, represents the whole agreement between the City and the Owner, and there are no warranties, representations, conditions or collateral agreements made by the City or the Owner except as set forth in this Agreement.

17. COVENANT RUNS WITH THE LAND

- i. This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

18. PRIORITY

- i. The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement will be noted and registered against title to the Lands in priority to all financial charges and financial encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City or in favour of the City, and that a notice under Section 483(5) of the *Local Government Act* will be filed on the title on the Lands.

19. LIMITATION ON OWNER'S OBLIGATIONS

- i. The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

20. NO JOINT VENTURE

- i. Nothing in this Agreement constitutes the Owner as the agent, joint venturer, or partner of the City or gives the Owner any authority to bind the City in any way.

21. JOINT AND SEVERAL

- i. If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

22. APPLICABLE LAW

- i. Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia. Without limiting the above, in the event of any conflict between any provision of this Agreement and the *Residential Tenancy Act*, this Agreement is without effect to the extent of the conflict, except that the Owner shall be responsible for ensuring that every Tenancy Agreement fairly reflects the material terms of this Agreement.

23. FURTHER ACTS

- i. The Owner shall do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

24. DEED AND CONTRACT

- i. By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

IN WITNESS WHEREOF, the parties hereby affixed their signatures on the day and year first above written.

**THE CORPORATION OF THE CITY OF
ENDERBY** by its authorized signatories:

Mayor:

Witness:

Corporate Officer:

Witness

DEAN MICHAEL FRANCKS

Witness

DUANE ANTHONY DENNIS

Witness

TYLER SHANE CULL

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1703

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT

WHEREAS pursuant to Section 483 of the *Local Government Act*, a local government may, by bylaw, enter into a housing agreement.

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

1. This bylaw may be cited as the "City of Enderby Housing Agreement Authorization Bylaw No. 1703, 2020".
2. Council hereby authorizes the City of Enderby to enter into a Housing Agreement for the property legally described as *LOT 14 BLOCK 7 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A* (PID: 012-592-081) and located at 709 Russell Avenue, a true copy of which is attached to and forms part of this bylaw as Schedule "A".
3. The Mayor and Corporate Officer are hereby authorized to execute the attached agreement as well as any conveyances, deeds, receipts or other documents in connection with the attached agreement.
4. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

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

RECOMMENDATION

THAT Council endorses the following Pandemic Community Recovery Select Committee recommendations and directs staff to take the necessary actions to achieve the intended outcomes:

1. Conduct an online survey of local businesses to identify sector-specific supports that are needed to assist with business resumption.
2. Promote through social media channels www.noktogether.com as a regional resource for business supports and information.
3. Seek a partnership with a local business support organization to provide expertise and assistance to local businesses in developing COVID-19 Safe Operation Plans that would meet WorksafeBC and Health Officer criteria for continuing to do business.
4. Engage with the Enderby & District Chamber of Commerce on the potential for coordinated community marketing opportunities.
5. Draft a temporary amendment to the City's policy on use of its digital sign on George Street to provide opportunities for businesses to announce that they are open for business.
6. Draft a temporary amendment to the City's encroachment policy to enable businesses who are not adjacent to George Street to place encroachments, such as sandwich boards, along this location, subject to the standard requirements regarding safety and insurance.
7. Work with the Enderby branch of the Okanagan Regional Library to ensure that they have appropriate access to the adjacent outside areas to enable their curbside initiative to be successful.
8. Arrange for Public Works to provide free fit tests to employees of local dental offices who are required to wear respirators (rather than masks) as part of enhanced infection control protocols.
9. Advocate for the Interior Health Authority to draft alternative guidance for infection control for unstaffed gyms that takes a risk-based approach to providing an equivalent level of protection while enabling the business model to continue to be viable.

10. Advocate for enhanced processes to ensure that timber fibre is readily available to local value-added processors and manufacturers.
11. Provide blanket authorization to the BC Liquor and Cannabis Control Branch to support a streamlined process for liquor-primary establishments to expand into outdoor patios.
12. Engage with internet service providers about opportunities to roll out fibre optic services in the community to promote remote working and bandwidth certainty for business.
13. Promote local training and employment opportunities through the BC Infrastructure Benefits program in cooperation with WorkBC.
14. Consult further with local not-for-profit service providers to identify what supports they need to enhance individual and family resiliency further.

BACKGROUND

At its regular meeting of May 2, 2020, Enderby City Council established a Pandemic Community Recovery Select Committee (“the Committee”). The Committee was composed of Mayor McCune and Councillor Baird along with four members of the public.

The Committee’s scope was:

- 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.

The Committee engaged via remote communications to propose a range of ideas to assist with business resumption and individual empowerment. The ideas were prioritized and then developed into action items.

The elected officials on the Committee have recommended the following items for Council endorsement and action:

1. Conduct an online survey of local businesses to identify sector-specific supports that are needed to assist with business resumption.
2. Promote through social media channels www.noktogether.com as a regional resource for business supports and information, which is a portal led by Community Futures North Okanagan that includes partners such as the City of Enderby and the Enderby & District Chamber of Commerce.
3. Seek a partnership with a local business support organization to provide expertise and assistance to local businesses in developing COVID-19 Safe Operation Plans that would meet WorksafeBC and Health Officer criteria for continuing to do business.
4. Engage with the Enderby & District Chamber of Commerce on the potential for coordinated community marketing opportunities.
5. Direct staff to draft a temporary amendment to the City’s policy on use of its digital sign on George Street to provide opportunities for businesses to announce that they are open for business (currently, the sign is only available for non-profits, charities, civic events, and City announcements).

6. Direct staff to draft a temporary amendment to the City's encroachment policy to enable businesses who are not adjacent to George Street to place encroachments, such as sandwich boards, along this location, subject to the standard requirements regarding safety and insurance. Note that there will be some nuances to the implementation of this policy to prevent non-adjacent businesses from placing encroachments directly alongside competing businesses which are adjacent.
7. Work with the Enderby branch of the Okanagan Regional Library to ensure that they have appropriate access to the adjacent outside areas to enable their curbside initiative to be successful, as a way to promote social interaction and literacy in a way that is safe.
8. Arrange for Public Works to provide free fit tests to employees of local dental offices who are required to wear respirators (rather than masks) as part of enhanced infection control protocols.
9. Advocate for the Interior Health Authority to draft alternative guidance for infection control for unstaffed gyms that takes a risk-based approach to providing an equivalent level of protection while enabling the business model to continue to be viable.
10. Advocate for enhanced processes to ensure that timber fibre is readily available to local value-added processors and manufacturers.
11. Provide blanket authorization to the BC Liquor and Cannabis Control Branch to support a streamlined process for liquor-primary establishments to expand into outdoor patios.
12. Engage with internet service providers about opportunities to roll out fibre optic services in the community to promote remote working and bandwidth certainty for businesses.
13. Promote local training and employment opportunities through the BC Infrastructure Benefits program in cooperation with WorkBC. BC Infrastructure Benefits provides apprenticeships and skills training to develop and employ a skilled workforce and enable British Columbians to access provincial infrastructure and construction projects in their communities.
14. Consult further with local not-for-profit service providers to identify what supports they need to enhance individual and family resiliency further.

One of the Committee's other recommendations - re-starting the campground - falls under a separate corporate service recovery initiative led by staff. This initiative is already making significant progress towards reopening. The first day of campground operations is scheduled for June 1.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: May 27, 2020
Subject: 2019 Statement of Financial Information

Recommendation:

THAT Council approves the 2019 Statement of Financial Information.

Background:

Attached is the 2019 Statement of Financial Information. This is an annual report that is required under the Financial Information Act and Section 168 of the Community Charter. Once approved, this report will be included in the City's Annual Report and will be available for public inspection.

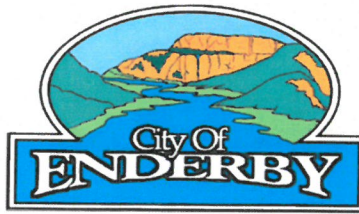
Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

City of Enderby

2019

Statement of Financial Information



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

The Corporation of the City of Enderby

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Where the Shuswap Meets the Okanagan

Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

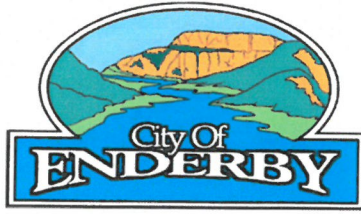
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

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

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the *Act*. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council and to management.

On behalf of the Corporation of the City of Enderby

Jennifer Bellamy
Chief Financial Officer



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

The Corporation of the City of Enderby

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Where the Shuswap Meets the Okanagan

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

Jennifer Bellamy
Chief Financial Officer

Greg McCune
Mayor, City of Enderby

Date

Date

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2019

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2019

CONTENTS	Page
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	3
INDEPENDENT AUDITOR'S REPORT	4 - 5
FINANCIAL STATEMENTS	
Statement of Financial Position	6
Statement of Operations	7
Statement of Change in Net Financial Assets	8
Statement of Cash Flows	9
Summary of Significant Accounting Policies	10 - 12
Notes to Financial Statements	13 - 24
Schedule I - Schedule of Segment Disclosures	25 - 26
Schedule II - Area F Services	27

Management's Responsibility for Financial Reporting

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

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

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



Chief Financial Officer
April 20, 2020



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

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

Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2019, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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



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

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

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

BDO Canada LLP

Chartered Professional Accountants

Vernon, British Columbia
April 20, 2020

THE CORPORATION OF THE CITY OF ENDERBY

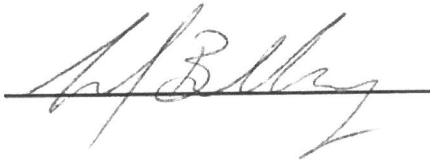
Statement of Financial Position

As at December 31, 2019

	2019	2018
Financial assets		
Cash	\$ 1,142,828	\$ 314,131
Portfolio investments (Note 3)	5,151,961	5,442,327
Accounts receivable (Note 4)	939,721	981,926
Deposit - Municipal Finance Authority (Note 5)	42,098	47,648
	<u>7,276,608</u>	<u>6,786,032</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	508,127	372,586
Deferred revenue (Note 7)	1,186,446	1,021,126
Reserve - Municipal Finance Authority (Note 5)	42,098	47,648
Long-term debt (Note 8)	2,903,145	3,056,149
	<u>4,639,816</u>	<u>4,497,509</u>
Net financial assets	<u>2,636,792</u>	<u>2,288,523</u>
Non-financial assets		
Prepaid expenses	49,161	55,523
Tangible capital assets (Note 9)	29,940,829	29,511,541
	<u>29,990,000</u>	<u>29,567,064</u>
Accumulated surplus (Note 10)	<u>\$ 32,626,782</u>	<u>\$ 31,855,587</u>

Contingent Liabilities (Note 12)

Chief Financial Officer



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

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2019

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2019

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2019

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2019

1. Status of the City of Enderby

The City of Enderby ("the City") is a municipality that was created on March 1, 1905 under the laws of British Columbia. The City provides municipal services such as public works, sewer, water, urban planning, fire protection services, and recreational and cultural services and other general government operations.

2. Significant Accounting policies

a. Basis of accounting

These financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The financial statements include the accounts of all funds of the City. All interfund transfers have been eliminated. The significant policies are summarized as follows:

b. School taxes

The City is required by *The School Act* to bill, collect and remit provincial education support levies in respect of residential and other properties on behalf of the Province, and school division special levies on behalf of school divisions. The City has no jurisdiction or control over the school division's operations or their mill rate increases. Therefore, the taxation, other revenues, expenses, assets and liabilities with respect to the operations of school boards are not reflected in these financial statements.

c. Portfolio investments

Portfolio investments consist of term deposits in Canadian Chartered Banks and deposits with the Municipal Finance Authority pooled investment money market fund and are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments are redeemable on demand and have an effective average interest rate of 2.4% (2018 - 1.9%).

d. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or tangible capital assets acquired or constructed.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses provides the Change in Net Financial Assets for the year.

i. Tangible capital assets

Capital assets consist of land, buildings, engineering structures, water and sewer infrastructure, roads, and machinery and equipment. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the cost, construction, development or betterment of the asset. The cost less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful life as follows:

Buildings	20 to 50 years
Engineering structures	15 to 65 years
Machinery and equipment	6 to 30 years

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2019

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

Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

f. Revenue recognition

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

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

g. Debt charges

Debt charges, including principal, interest and foreign exchange are charged to current operations. Interest charges are accrued for the period from the date of the latest interest payment to the end of the year.

h. Capitalization of Interest

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

i. Reserves

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

j. Retirement Benefits

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

k. Liability for Contaminated Sites

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

THE CORPORATION OF THE CITY OF ENDERBY
Summary of Significant Accounting Policies

For the year ended December 31, 2019

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

l. Government Transfers

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

m. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1674, 2019 adopted May 6, 2019. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

n. Use of estimates

The financial statements of the City have been prepared by management in accordance with Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board. As such, management is required to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. These estimates and assumptions are based on the City's best information and judgment and may differ significantly from actual results. The financial statements have, in the opinion of management been prepared using careful judgment within the reasonable limits of materiality and within the framework of the accounting policies identified.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

3. Portfolio Investments

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

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

4. Accounts receivable

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

5. Reserve - Municipal Finance Authority

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts. The details of the cash deposits and demand notes at the year end are as follows:

	Demand note	Cash deposits	2019	2018
General fund	\$ 57,010	\$ 34,517	\$ 91,527	\$ 90,741
Sewer fund	13,825	7,581	21,406	38,824
	<u>\$ 70,835</u>	<u>\$ 42,098</u>	<u>\$ 112,933</u>	<u>\$ 129,565</u>

6. Accounts payable and accrued liabilities

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

7. Deferred revenue

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

8. Long-term debt

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

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

9. Tangible capital assets

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

10. Accumulated Surplus

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

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

11. Commitments and subsequent events

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

12. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

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

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

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

13. Taxation

Taxation revenue comprises the following amounts raised less transfers:

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

14. Government grants and transfers

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

15. Sales of Service

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

16. Expenses by object

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

17. Funds Held in Trust

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

Cemetery Perpetual Care Fund:

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

18. Financial Plan

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

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

19. Financial instruments

The City's financial instruments consist of cash, portfolio investments, accounts receivable, accounts payable, deferred revenue, deposits and long term debt. The fair values of these financial instruments approximate their carrying values. It is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments.

20. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

21. Segmented information

The City of Enderby is a municipal government that provides a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments have been separately disclosed in the segmented information, along with the services they provide, as follows:

General government services - Legislative, administration and finance

The function of the legislative department including mayor and council is to set bylaws and policies for the governance of the City in accordance with the Community Charter. The function of the Administration Department is to coordinate the operation of the municipality in accordance with policies set by Council. The Administration Department is responsible for functions such as personnel, organizational changes, employee review and training, manpower planning, strategic planning, information systems, GIS and records management. The mandate of the Finance Department is to achieve excellence in customer service through the efficient and effective use of technology and personal service. Also, to provide operational efficiency, financial planning and accountability through the application of sound accounting practices and internal control. The Finance Department is responsible for functions such as financial records reporting and safekeeping; investment of municipal funds; advice and guidance to Council and Administration on financial matters; financial planning and budget development and analysis; property tax and utility user fee notification and collection; accounts payable and receivable; payroll, pension and benefits administration; records maintenance of tickets, fines and other municipal business.

Protective services

The mandate of the Fire Department is to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires.

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, and street lighting.

Environmental health services

The mandate of environmental health services is to provide for the collection and disposal of solid waste.

Community development services

Community development provides services to manage urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and downtown, through City planning, community development, parks and riverbank planning. It ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and bylaws for the protection of occupants. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of zoning bylaws, and the processing of building permit applications.

Recreational and cultural services

The recreational and cultural services mandate is to provide for the maintenance of City green space.

Enderby / Area F Services

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

21. Segmented Information (cont'd)

Water supply and services

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

Sewer services

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

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

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

THE CORPORATION OF THE CITY OF ENDERBY
 Schedule of Segment Disclosure - Service

For the year ended December 31, 2019

Schedule I

	General revenue fund								2019
	General government	Protective services	Transportation services	Environmental health services	Enderby/ Area F services	Other general services*	Water supply	Sewer services	
Revenues									
Taxation	\$ 1,601,154	\$	\$	\$	\$	\$	\$ 272,629	\$ 242,065	\$ 2,115,848
Grants and subsidies	424,657		474,929		833,577		15,647		1,748,810
Sales of services	50,507	158,615		105,942	230,104		488,072	565,983	1,599,223
Other revenue from own sources	54,095								54,095
Interest and penalties	152,417				9,032			19,510	180,959
	<u>2,282,830</u>	<u>158,615</u>	<u>474,929</u>	<u>105,942</u>	<u>1,072,713</u>		<u>776,348</u>	<u>827,558</u>	<u>5,698,935</u>
Expenses									
Advertising and publications	2,258				4,021				6,279
Amortization	101,362	66,280	532,550		55,266		319,139	223,199	1,297,796
Contracted services	48,488	56,155		100,561	90,736	93,259	1,569		390,768
Council grants	30,787				109,088				139,875
Insurance	59,094				13,245				72,339
Interest and bank charges	91,719								91,719
Maintenance	46,850	67,358	331,881		202,660		195,056	225,215	1,069,020
Material and supplies	51,504	1,845	1,482	520	113,291		32,407	30,395	231,444
Professional fees	19,390				326				19,716
Salaries and benefits	488,563	78,916	223,533	3,479	322,572	2,106	152,918	125,024	1,397,111
Training, travel and conferences	44,974	26,376	46		1,484		1,684	1,940	76,504
Transfers	(147,148)		(61,484)		54,085		90,948	60,509	(3,090)
	<u>837,841</u>	<u>296,930</u>	<u>1,028,008</u>	<u>104,560</u>	<u>966,774</u>	<u>95,365</u>	<u>793,721</u>	<u>691,834</u>	<u>4,815,033</u>
Excess (deficiency) of revenue over expenses	1,444,989	(138,315)	(553,079)	1,382	105,939	(95,365)	(17,373)	135,724	883,902
Loss on disposal of tangible capital assets	(112,707)								(112,707)
Annual surplus (deficit)	\$ 1,332,282	\$ (138,315)	\$ (553,079)	\$ 1,382	\$ 105,939	\$ (95,365)	\$ (17,373)	\$ 135,724	\$ 771,195

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

Schedule 1 (cont'd)

For the year ended December 30, 2018

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

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2019

Schedule II

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

City of Enderby
Schedule of Employee Remuneration & Expenses
For Year Ended December 2019

Elected Officials

Name	Position	Remuneration	Expenses	Total
Tundra Baird	Councillor	\$ 13,116	\$ 4,254	\$ 17,370
Brad Case	Councillor	11,616	2,628	14,244
Roxanne Davyduke	Councillor	11,676	3,704	15,380
Denis Delisle	Electoral Area F Director	261	-	261
Herman Halvorson	Electoral Area F Director	261	-	261
Raquel Knust	Councillor	12,441	3,744	16,185
Greg McCune	Mayor	21,715	6,291	28,006
Brian Schreiner	Councillor	12,336	7,886	20,222
Shawn Shishido	Councillor	12,336	3,773	16,109
Total Elected Official Remuneration		\$ 95,757	\$ 32,279	\$ 128,037

Employees

Employees with Remuneration Exceeding \$75,000

Name	Position	Remuneration	Expenses	Total
Jennifer Bellamy	Chief Financial Officer	\$ 97,030	\$ 950	\$ 97,980
Tate Bengtson	Chief Administrative Officer	131,423	151	131,574
Clayton Castle	Public Works Lead Hand	78,296	1,841	80,137
Kurt Inglis	Planner & Assistant Corporate Officer	78,455	711	79,166
		\$ 385,205	\$ 3,653	\$ 388,857

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

		634,044	10,090	644,134
Total Employee Remuneration		\$ 1,019,249	\$ 13,742	\$ 1,032,991

There were no severance agreements made between the City of Enderby and its non-unionized employees during fiscal year 2019.

City of Enderby
Schedule of Payments to Suppliers of Goods & Services
for Year Ended December 2019

Supplier	Amount
A & D ASPHALT SOLUTIONS LTD.	\$ 106,573
AON REED STENHOUSE INC.	45,666
BC HYDRO	283,705
CENTRIX CONTROL SOLUTIONS LIMITED PARTNERSHIP	79,259
CORIX UTILITIES INC	47,250
ENDERBY & DISTRICT CHAMBER OF COMMERCE	133,850
GROUP SOURCE	43,890
GTI PETROLEUM	35,633
HI-PRO SPORTING GOODS LTD	49,604
KGC FIRE RESCUE INC.	60,400
MONAGHAN ENGINEERING & CONSULTING LTD	211,036
MOUNTAIN VIEW ELECTRIC LTD	238,838
MOUNTAIN SIDE EARTHWORKS LTD	1,144,081
MUNICIPAL INSURANCE ASSOC.	29,066
MUNICIPAL PENSION PLAN	84,044
NORTH OKANAGAN COLUMBIA SHUSWAP REGIONAL HOSPITAL	146,975
OKANAGAN REGIONAL LIBRARY	101,075
PROFESSIONAL DIVING TECHNOLOGIES LTD	58,102
PROVINCE OF BRITISH COLUMBIA	224,839
RECEIVER GENERAL	60,894
REG. DIST. OF NORTH OKANAGAN	585,753
SUMMER SCAPE DESIGNS	84,715
TIP-IT WASTE SOLUTIONS	101,868
WASTE CONNECTIONS OF CANADA INC	41,421
WATERHOUSE ENVIRONMENTAL SERVICES CORP	30,598
Total Payments to Suppliers Exceeding \$25,000	<u>4,029,133</u>
Payments to Suppliers of \$25,000 or Less	904,125
Payments of Grants & Contributions Exceeding \$25,000	-
Payments of Grants & Contributions of \$25,000 or Less	139,875
Total Supplier Payments	<u>\$ 5,073,133</u>

The City of Enderby has not given any guarantees or indemnities under the Guarantees or Indemnities Regulation for the year ended December 31, 2019.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 25, 2020
Subject: Cancellation of Notice on Title – 709 Russell Avenue

RECOMMENDATION

THAT Council authorizes the Corporate Officer to file a cancellation notice in the land title office in order to cancel the Notice on Title (CA6569449) registered on the title of 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;

AND THAT Council waives the administrative charge to remove a Notice on Title (\$850.00), as specified in *Schedule 10 - Building Inspection Fees* of the Fees and Charges Bylaw No. 1479, 2010.

BACKGROUND

Further to an inspection of the single-family dwelling at 709 Russell Avenue in 2017, a qualified professional determined that the building was unfit for occupancy due to significant health concerns, and the dwelling was boarded up by the City of Enderby to prevent entry, pursuant to *the City of Enderby Safe Premises Bylaw No.1644, 2017*. Furthermore, a Notice on Title was registered on the title of the property in accordance with Section 57 of the *Community Charter*; a Notice on Title is a tool used to advise prospective property purchasers that there may be a condition with respect to land or building that is a contravention of a municipal bylaw that relates to the construction or safety of buildings or other structures and that, as a result of the violation, is unsafe or unlikely to be usable for its expected purpose during its normal lifetime.

Since that time, the property has been sold and the new owners have successfully applied to rezone the property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone in order to construct a four-family dwelling on the subject property. The owners recently obtained a Demolition Permit and have demolished the boarded up single-family dwelling on the property.

The property owner is now requesting that the Notice on Title for 709 Russell Avenue be cancelled by the City of Enderby, given that the health hazards associated with the single-family dwelling are no longer applicable as the building has been demolished. The property owner is also requesting that the City waives the \$850 administrative charge to a remove a Notice on Title, as outlined in Fees and Charges Bylaw No. 1479, 2010.

City of Enderby Staff and the Building Inspector are in agreement that the health hazards associated with the single-family dwelling, which originally necessitated the Notice on Title, are no longer applicable; given this, Staff are recommending that Council authorizes the Corporate Officer to file a cancellation notice in the land title office in order to cancel the Notice on Title (CA6569449) registered on the title of 709 Russell Avenue. Furthermore, it is recommended that the \$850 administrative charge to remove the Notice on Title be waived for the following reasons:

- i. the administrative costs to remove the Notice on Title will be minimal;
- ii. very minimal analysis was required to confirm that the health hazards associated with the single-family dwelling are no longer applicable; and
- iii. The current owner of the property was not the owner of the property at the time of the bylaw contraventions.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

From: Dean Francks <
Sent: May 21, 2020 1:04 PM
To: kinglis@cityofenderby.com; 'Dean Francks'; 'tylercull'
Subject: RE: Notice on Title

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Kurt,

I am writing this email to formally request the removal of the Notice on title of 709 Russell Avenue, given previous building contraventions. The notice was placed on title given the previous state of the building etc.. I can confirm that the house, all structures and all garbage and debris located at 709 Russell Avenue has been removed. The property is now a vacant lot so I am also requesting that council waive any fees associated with the process given that there is essentially no analysis required of the building considering that it has been removed. The final inspection is scheduled for Monday May 25th and I do not anticipate any issues.

Thank you for your consideration and please advise if you require any further information.

Thanks

Dean

For:
Dean Francks/Tyler Cull/Duane Dennis – Owners 709 Russell Avenue

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 26, 2020
Subject: Local Government Pre-Approval for Expanded Service Area Footprint for Liquor Primary and Liquor Manufacturer Establishments

RECOMMENDATION

THAT Council directs Staff to send correspondence to the Liquor and Cannabis Regulation Branch confirming that the City of Enderby is providing a pre-approval to cover all liquor primary and liquor manufacturer establishments within Enderby who may apply for a temporarily expanded service area.

BACKGROUND

Attached is correspondence from the Liquor and Cannabis Regulation Branch (LCRB) advising of Policy Directive 20-13, which permits food primary, liquor primary and liquor manufacturer licensees to temporarily expand their service area footprint until October 31, 2020. Helping licensees to temporarily increase their service area footprint is intended to enable them to decrease the density of patrons in their establishments such that they continue to serve patrons while complying with Provincial Health Officer orders and guidelines regarding physical distancing.

Local government approval is required for liquor primary and liquor manufacturer licensees applying to the LCRB to temporarily expand their service area footprint, but not for food primary establishments. The LCRB is providing the following two options for how local governments can provide input on liquor primary and liquor manufacturer licensees applying to temporarily expand their service area footprint:

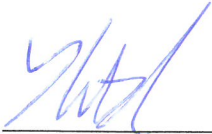
1. Local governments may provide one pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area; or
2. Local governments may choose to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

Staff are recommending that Council supports Option #1 above, as it will help to streamline the process for any liquor primary or liquor manufacturer establishments within the community who have been affected by the COVID-19 pandemic and are looking to expand their service area footprint in

order to increase their level of service. Option #1 is also consistent with the attached 'Liquor License Applications Policy' which states that Council will not comment on liquor license applications.

It should be noted that if a food primary, liquor primary or liquor manufacturer establishment in Enderby wishes to expand their service area footprint on to public property, the applicant is required to obtain approval from the City of Enderby prior to applying to the LCRB for a service area footprint expansion.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

From: LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>
Sent: May 22, 2020 9:44 AM
To: LCRB Liquor LCRB:EX
Subject: Policy Directive 20-13 – Temporary Expanded Service Area Authorization
Attachments: 20-13 Temporary Expanded Service Area Authorization.pdf

Hello,

The Liquor Control and Regulation Branch (LCRB) is aware of the significant ramifications the pandemic has had on B.C.'s hospitality sector and we understand that with reopening efforts underway, it is critical that licensees are supported in their needs to adhere to Provincial Health Officer's (PHO) direction and recommendations as they aim to resume operations.

As such, the LCRB has announced [Policy Directive 20-13](#), that permits food primary, liquor primary and manufacturing licensees to temporarily expand their service area footprint **until October 31, 2020**.

Helping licensees increase their service area will allow them to decrease the density of patrons in their establishments and to continue to serve patrons while complying with PHO orders and guidelines regarding physical distancing.

To support this directive, we have implemented an expedited process for the authorization of temporary expansions to service areas. These temporary authorizations will be focused on expanding licensee service areas only and will not increase currently approved person/patron capacities or occupant loads. This will allow the LCRB to expedite approvals while mitigating any public safety risks or local government requirements. Licensees will still be subject to any PHO orders requiring reduced occupancy loads and must also comply with all local bylaws and health and fire regulations.

Licensees will be able to submit applications for **Temporary Expanded Service Area Authorizations** via our [online portal](#) at no charge. This user-friendly online system will ensure information is gathered from licensees efficiently and will enable faster processing times.

We understand that some local governments may want applications in their jurisdiction approved as soon as possible, while others may want an opportunity to review individual applications more extensively. Therefore, the LCRB is offering the following two options for local government input into the temporary authorization application process for liquor primary and manufacturer licensees:

1. Local governments may provide one pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area.

Considerations:

- This will enable the fastest processing of applications in your jurisdiction.
- You will not have an opportunity to see individual requests before they are approved by the LCRB.
- Applicants will be required to disclose that they have met all local government requirements when applying.
- You will receive notice when the expanded service area is authorized by the LCRB.
- If you have wish to use this expedited process but have specific concerns, please contact the LCRB immediately.

If you choose this option, please send confirmation directly to our local government liaison, Allan Lingwood, at Allan.Lingwood@gov.bc.ca so that your pre-approval can be recorded in our system.

2. Local governments may choose to review and approve all individual requests for liquor primary and manufacturer expansions prior to licensees submitting their applications to the LCRB.

Considerations:

- This will increase the time required for businesses to begin operating their expanded areas.
- You will have the ability to determine what information you require from applicants seeking your approval, and to withhold approval if you have concerns.
- If you approve the application, you will be asked to provide written approval directly to the applicant (email is sufficient). The applicant will be required to include this information with their application to the LCRB.
- You will receive notice when an expanded service area is authorized by the LCRB.

Please note: *This is the default process. You do not need to contact LCRB if you wish to follow this process.*

Local governments who choose to review/approve all individual requests will be required to provide written approval to each applicant (via letter or email) prior to submission, with the following information:

1. *Establishment name*
2. *Licence number*
3. *Establishment address*
4. *Local Government's confirmation of "no objection"*
5. *Permission to use publicly owned spaces, if applicable*
6. *Comments, if any.*

Since food primary establishments are not generally required to obtain prior local government approval to expand their service areas, the LCRB will continue to process food primary requests for expanded service areas without requiring local government approval. Food primary licensees are responsible for following all local bylaws and for obtaining any permits as required by their local government. You will receive notice when an expanded food primary service area is approved by the LCRB.

Finally, it's important to note that the LCRB will not require evidence from licensees ensuring they have appropriate permissions (including the use of publicly owned spaces like parking lots, sidewalks, etc.) from local governments, if their local government has selected the blanket-approval approach. It is the responsibility of the licensee to ensure they abide by all local bylaws and acquire any necessary permits. However, all applicants will be required to affirm through an online disclosure that they have met all local government requirements.

Please quickly decide your local governments approach and either communicate your decided administrative process to the LCRB, or the licensees and applicants that will be likely reaching out to you soon.

The LCRB will also continue with its end-to-end review of the existing permanent structural approval process, with the goal of streamlining and modernizing the process, making future applications more straightforward and aligned with today's business needs.

We look forward to continuing to work with you to ensure B.C. businesses have the support they need during this challenging time.

If you have any questions, please contact our local government liaison, Allan Lingwood, at Allan.Lingwood@gov.bc.ca.

Sincerely,

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch
Ministry of Attorney General

Date: May 22, 2020

To: All LCRB Staff
All Licensees
All Industry Associations
All local government, First Nations and police agencies

Re: Temporary Expanded Service Area Authorization

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

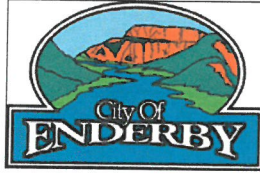
Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch



THE CORPORATION OF THE CITY OF ENDERBY

POLICY

Liquor Licence Applications

THAT policy be established that Council not comment on liquor licence applications.

Adopted by Council December 15, 2003

I hereby certify this to be a true and correct copy of original document .

Dated at Enderby, B. C. this 21st day of July, 2016.

Tate Bengtson
Chief Administrative Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 27, 2020
Subject: Bylaw Enforcement Statistics for First Period of 2020 (Jan - Apr)

RECOMMENDATION

THAT Council receives this memorandum for information.

BACKGROUND

The bylaw enforcement statistics for the first period of 2020 (Jan - Apr) are attached to this memorandum as Appendix "A"; the highlights of these statistics are as follows:

- A total of 41 complaints were received between January 1, 2020 and April 30, 2020, as compared to 64 complaints that were received for the same period in 2019; Staff believe that COVID-19 pandemic is the primary driver behind the reduction in the complaints, as it resulted in a greater number of people being home during the day to (i.e. dogs were not left at home while owner was at work, property owners had more time to attend to their properties, etc.);
- The most common complaints were related to unlawful parking, excessive barking, and unsightly properties (combined 43.9% of complaints);
- Of the 41 complaints, 23 (56.1%) were resolved through voluntary compliance or were already compliant upon investigation;
- A total of 3 Bylaw Notices were issued and two dogs were designated as a 'dangerous dog'; and
- The City only received 1 COVID-19 related complaint in the first period of 2020, which was a report of a local business not adhering to the Ministerial Order which required businesses to enable physical distancing; upon follow up with the business, it was determined that the complaint was unfounded.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Appendix "A" - BYLAW COMPLAINT STATISTICS FOR FIRST PERIOD OF 2020 (JAN-APR)

BREAKDOWN OF COMPLAINTS		
Category	No. of Complaints	Percentage of Complaints
Dogs	13	31.7%
Parking/Traffic	10	24.4%
Property	9	22%
Zoning	4	9.8%
Nuisance	4	9.8%
COVID-19	1	2.4%
TOTAL	41	
Identified By	Bylaw Enforcement / Staff	Public
	11 (26.8%)	30 (73.2%)

DOG COMPLAINTS		
Type	No. of Complaints	Percentage of Dog Complaints
Excessive barking	6	46.2%
Dog at large	4	30.8%
Dog attack	2	15.4%
Failure to remove feces	1	7.7%
TOTAL	13	
Complaints Per Jurisdiction	Enderby	Area 'F'
	9 (69.2%)	4 (30.8%)

PARKING/TRAFFIC COMPLAINTS		
Type	No. of Complaints	Percentage of Parking/Traffic Complaints
Unlawful parking	7	70%
Vegetation overhanging roadway	2	20%
Deposit material on to roadway	1	10%
TOTAL	10	

PROPERTY COMPLAINTS		
Type	No. of Complaints	Percentage of Property Complaints
Unightly property	5	55.6%
Snow/ice removal	4	44.4%
TOTAL	9	

ZONING COMPLAINTS		
Type	No. of Complaints	Percentage of Zoning Complaints
Unlawful use	2	50%
Unlawful fencing	1	25%
Unlawful storage of trailer on residential property	1	25%
TOTAL	4	

NUISANCE COMPLAINTS		
Type	No. of Complaints	Percentage of Nuisance Complaints
Unlawful burning	3	75%
Excessive noise	1	25%
TOTAL	4	

COVID-19 COMPLAINTS		
Type	No. of Complaints	Percentage of Nuisance Complaints
Business not adhering to Ministerial Order related to enabling physical distancing	1	100%
TOTAL	4	

OUTCOMES			
Voluntary Compliance / Already Compliant	Warning / Monitor Property	Bylaw Notices	Dangerous Dog Designations
23	15	3	2