

REGULAR MEETING OF COUNCIL AGENDA

DATE: August 17, 2020
TIME: 4:30 p.m.
LOCATION: Enderby City Hall

1. CALL TO ORDER

THAT in accordance with Ministerial Order No. M192/20, *Local Government Meetings and Bylaw Process (COVID-19) Order No. 3*, the City of Enderby Council resolves that this meeting shall be held without members of the public in attendance due to an inability to safely provide physical distancing given the size of Council Chambers;

AND THAT Council shall ensure openness, transparency, accessibility, and accountability in respect of the meeting by providing teleconference access for the public to hear and, during question period, be heard, by providing two seats reserved for media to attend in person, and by hearing written submissions from the public.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

Meeting Minutes of July 13, 2020

Page 1

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

5. DEVELOPMENT MATTERS

5.1. 0028-20-DVP-END

Page 6

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

6. BYLAWS

6.1. Parks, Recreation and Culture Fees Bylaw

Page 19

Memo prepared by Chief Financial Officer dated August 6, 2020

6.2. Cemetery Regulation Bylaw

Page 22

Memo prepared by Chief Financial Officer dated August 6, 2020

6.3. 2020 Property Tax Sale Deferral Bylaw

Page 40

Memo prepared by Chief Financial Officer dated August 7, 2020

7. REPORTS

- 7.1. Mayor and Council Reports Verbal
- 7.2. 2nd Quarter 2020 Policing Report Page 42
- 7.3. RDNO Building Permit Summary for July 2020 Page 61

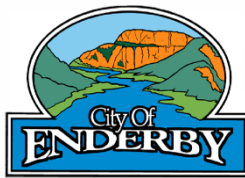
8. NEW BUSINESS

- 8.1. Drinking Water Annual Report 2019 Page 62
Memo prepared by Chief Administrative Officer dated August 4, 2020
- 8.2. Notice of Motion: Rail-Trail Planning Page 77
Memo prepared by Chief Administrative Officer dated August 13, 2020
- 8.3. 2019 Annual Report Page 79
Memo prepared by Chief Financial Officer dated August 4, 2020
- 8.4. June 2020 Financial Report Page 114
Memo prepared by Chief Financial Officer dated July 29, 2020
- 8.5. Disclosure of Contracts - Council Page 121
Memo prepared by Chief Financial Officer dated July 27, 2020
- 8.6. Discussion on Update to City of Enderby Zoning Bylaw No. 1550, 2014 Page 122
Memo prepared by Planner and Deputy Corporate Officer dated August 5, 2020
- 8.7. Flood Mapping, Risk Assessment, and Mitigation Planning Process – Award of Contract Page 128
Memo prepared by Planner and Deputy Corporate Officer dated August 10, 2020
- 8.8. Ministry of Children and Family Development: Child Care Page 130
Correspondence dated July 8, 2020
- 8.9. Village of Kaslo: Strategy for Rural Economic Development Through Health Care Page 131
Correspondence dated July 23, 2020
- 8.10. Ministry of Municipal Affairs and Housing: Covid-19 and Economic Recovery Page 133
Correspondence

9. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (k) of the *Community Charter*

10. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, July 13, 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 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: None

APPROVAL OF AGENDA

Moved by Councillor Knust, seconded by Councillor Baird
“THAT the July 13, 2020 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Council Meeting Minutes of June 15, 2020

Moved by Councillor Shishido, seconded by Councillor Case
“THAT the June 15, 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 Knust

The Options Clinic is still moving ahead with the help of Jaqueline Malkinson, and they are currently looking for additional funding. Questions were asked about whether there is an ongoing funding commitment after the start-up cost, as well as whether somebody from the Lumby Options Clinic could speak to Enderby Council about the impact that their clinic has had.

Councillor Knust also commented on her recent visit to Nelson, BC. They are installing large art murals throughout the City with great success. Councillor Knust also noted that the larger outlet stores and small local businesses are physically separated.

Councillor Baird

Attended a Rail Trail meeting via Zoom on June 29, 2020. Discussed leases with stakeholders and third parties, bank stabilization concerns at Roseman Lake, and landowner considerations. There will be a Rail Trail Fundraising Committee meeting on July 15th.

There will be an Enderby and District Museum Meeting today. We would like to send a warm welcome to Jackie Pearase in her new position.

Discussion on the Muzebo at Barnes Park. The museum is proposing to install more interactive signs and make other improvements, including re-assembling the original fire truck which was previously the feature of the display.

Councillor Shishido

EDAC Meeting held June 17, 2020. Some highlights included:

- Clyde MacGregor appointed to Board of Directors
- Presentation of Leadership Award to Hanna Hinz
- BC Arts Council Grant received
- Opera Singer, Andrea Roberts, anticipated to perform in the Fall of 2020
- Discussion on multiple murals being commissioned in the community
- EDAC's 30th anniversary in December 2020
- List of new local businesses that have joined the Enderby and District Arts Council.

Councillor Davyduke

Community Futures is looking to reconnect with businesses in the Community. They would like to connect more on a one-to-one basis. They are anticipating having a focus group to determine what businesses need. They would also like to re-iterate that business relief funding is available through banking institutions.

Councillor Case

Councillor Case attended a Regional Agriculture Advisory Committee meeting at the Regional District of North Okanagan. They took a tour of the BX Press Cidery & Orchard and discussed sales projections and the increase in pizza sales.

There have been new changes to the process for removing land from the ALR. Local governments must now sponsor land removal applications. They also received a presentation from the Young Agrarians.

Mayor McCune

Mayor McCune had the opportunity to watch the A.L. Fortune 2020 Grad Video which had some great aerial footage of the community. Recommendation to Staff for tree trimming at the stop sign on Cliffview Drive. He asked staff to request of AIM that the highway shoulder near the Brickyard Road intersection be trimmed back. He asked bylaw enforcement to speak with Vedder Transport about the overgrown foliage in the adjacent boulevard.

RDNO Building Permit Summary for June 2020

Moved by Councillor Case, seconded by Councillor Shishido

“That the RDNO Building Permit Summary for June 2020 is received and filed.”

CARRIED

NEW BUSINESS

Hazardous Materials Response Control Renewal with City of Vernon, 2020-23

Moved by Councillor Shishido, seconded by Councillor Baird

“That Council authorizes the Mayor and Chief Administrative Officer to execute the Hazardous Materials Response Contract with the City of Vernon for 2020-23.”

CARRIED

Hubert Avenue and 3rd Avenue Award of Construction Contract

Moved by Councillor Shishido, seconded by Councillor Baird

“That Council awards the construction contract for the 2020-21 capital roads projects, those being 3rd Avenue and that portion of Hubert Avenue west of Georgia Street, in the amount of \$1,126,004.82 plus GST, to Mounce Construction, in accordance with the attached recommendation of award letter provided by Monaghan Engineering & Consulting.”

CARRIED

2020 Grant – Okanagan Film Commission

Moved by Councillor Knust, seconded by Councillor Baird

“That Council approves providing a \$1,100 grant to Okanagan Film Commission from the Community Recovery/Response Fund.”

CARRIED

Board of Variance Appointments

Moved by Councillor Knust, seconded by Councillor Davyduke

“That Council appoints Pat Doorn, Bettyann Kennedy, and John Brennan to serve on the City of Enderby Board of Variance.”

CARRIED

Inclusion of 117 Cliffview Drive in the City of Enderby Community Heritage Register

Moved by Councillor Knust, seconded by Councillor Baird

“THAT in accordance with Section 598 (1) of the Local Government Act, Council resolves to include the property legally described as Lot 3 Block 1 Plan KAP1094 Section 26 Township 18 Range 9 Meridian Land District 25 and Lot 4 Block 1 Plan KAP1094 Section 26 Township 18 Range 9 Meridian Land District 25 Except Plan M8147, and located at 117 Cliffview Drive, Enderby BC, in the City of Enderby Community Heritage Register;

AND THAT Council endorses the attached Statement of Significance for the aforementioned property;

AND THAT in accordance with Section 598(3) of the Local Government Act, Council directs Staff to give notice to the Minister of Forests, Lands, Natural Resource Operations and Rural

Development of the inclusion of the aforementioned property in the City of Enderby Community Heritage Register.”

CARRIED

Public Murals

Moved by Councillor Baird, seconded by Councillor Knust

“That Council approves spending up to \$3000 from the Community Recovery/Response Fund for a minimum of two (2) murals, commissioned by Jamie Frazer;

CARRIED

Considerations for Safely Reopening Council Meetings to the Public

Moved by Councillor Shishido, seconded by Councillor Case

“That Council authorize Reopening Council meetings to the Public under the following guidelines:

- *Maximum occupancy of 13 persons which allows for:*
 - o *Mayor, Council and Staff*
 - o *Two (2) media representatives who must reserve in advance*
- *The Public may hear and be heard using teleconferencing*
- *Mayor, Council, Staff, and media representatives who are feeling unwell must use the teleconferencing facilities to participate*
- *Public Hearing Notices will include instructions about how to participate electronically and access hearing materials online*
- *Regular Committee of the Whole meetings postponed until further notice*

CARRIED

CEPF: 2020 Emergency Operations Centres and Training Program

Moved by Councillor Knust, seconded by Councillor Baird

“That the CEPF: 2020 Emergency Operations Centres and Training Program correspondence is received and filed.”

CARRIED

CEPF: 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning – Approval Agreement & Terms of Conditions of Funding

Moved by Councillor Baird, seconded by Councillor Case

“That the CEPF: 2020 Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning – Approval Agreement & Terms of Conditions of Funding correspondence is received and filed.”

CARRIED

Chamber of Commerce: City Letter of Support for Local Radio Station

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council for the City of Enderby has no objections to the establishment of a local community radio station;

AND FURTHER THAT the City of Enderby is in support of Groundrod Radio Ltd’s CRTC Application.”

CARRIED

PUBLIC QUESTION PERIOD

No public was present.

CLOSED MEETING RESOLUTION

Moved by Councillor Baird, seconded by Councillor Davyduke (5:34 p.m.)

“That, pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1)(e)(j) and (k) of the Community Charter.”

CARRIED

ADJOURNMENT

Moved by Councillor Shishido, seconded by Councillor Knust

“That the regular meeting of July 13, 2020 adjourn at 6:32 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

Agenda

CITY OF ENDERBY
FLOOD CONSTRUCTION LEVEL EXEMPTION APPLICATION

File No.: 0028-20-DVP-END

August 13, 2020

APPLICANT: David and Lisa Lancaster

LEGAL DESCRIPTION: LOT 1 DISTRICT LOT 226 OSOYOOS DIVISION YALE DISTRICT PLAN KAP59001

P.I.D #: 023-741-023

CIVIC ADDRESS: 2205 McGowan Street, Enderby BC

PROPERTY SIZE: 2 hectares (4.94 acres)

ZONING: Country Residential (C.R)

O.C.P DESIGNATION: Agricultural (**Located in Agricultural Land Reserve)

PROPOSAL: Reduce the minimum flood construction level for an existing accessory residential building

RECOMMENDATION:

THAT Council grants an exemption to Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014 for the property legally described as LOT 1 DISTRICT LOT 226 OSOYOOS DIVISION YALE DISTRICT PLAN KAP59001 and located at 2205 McGowan Street, Enderby to reduce the flood construction level of an existing accessory residential building from 353.0 m to 352.29 m G.S.C, subject to the following conditions:

1. The applicant providing a certification from a professional engineer or geoscientist, or other prescribed person, that the property can safely be used for the intended use; and
2. The applicant registering a covenant as a priority charge on the title of the property to:
 - i. Require the Covenantor to acknowledge and agree that the City of Enderby does not represent that any building or structure constructed in compliance with the covenant terms will not be damaged by flooding or erosion, and the Covenantor agrees not to claim damages or to hold the City of Enderby responsible for damages caused by flooding or erosion; and
 - ii. Require the Covenantor to indemnify and save harmless the City of Enderby from any claims, demands, actions, and costs associated with losses or damages occurring as a result of the breach of any provisions of the Covenant by the Covenantor.

BACKGROUND:

This report relates to a request for a flood construction level exemption for the property located at 2205 McGowan Street, Enderby; the applicant is requesting an exemption to the minimum flood construction level in Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to reduce the minimum flood construction level of an existing accessory residential building from 353.0 m to 352.29 m.

It should be noted that had the applicant made application for a Building Permit that accurately described the intended use and construction plans for the accessory residential building, rather than representing the structure as a pole shed, the flood construction level issue would have been identified at the planning check stage of the Building Permit process prior to the original construction taking place. However, as the applicant is now seeking to legalize an existing structure, this has led to a situation where they are required to seek a flood construction level exemption from Council for a structure that has already been constructed. The costs to the applicant to legalize an existing structure are likely higher than had it been done properly in the first place.

Site Context

The 2 hectare (4.94 acres) subject property is located along the eastern side of McGowan Street, with access to the property being gained via a graveled driveway. The subject property is flat, located in the Agricultural Land Reserve, and is located in the City’s 200-year floodplain. There is a two-family dwelling located on the western edge of the subject property, fronting McGowan Street, and the field on the property is used for hay production. In 2019, a Temporary Use Permit was issued for the property which permits the main dwelling to be used for short-term vacation rental purposes for a three-year period.

The zoning and Official Community Plan (OCP) designations of the subject property and surrounding properties are as follows:

- Subject property and properties to north and east - Zoned Country Residential (C.R) and designated as Agricultural in the OCP
- Southeast properties - Zoned Residential Single Family (R.1) and designated as Residential Low Density in the OCP
- South property - Zoned Residential Two-Family (R.2) and designated as Residential Low Density in the OCP
- West properties - Zoned Light Industrial (I.1) and designated as Light Industrial in the OCP
- Northwest property (Public Works Yard and Wastewater Treatment Plant) - Zoned Assembly, Civic and Public Service Use (S.1) and designated as Institutional in the OCP

The following map shows the Zoning designation of the subject and surrounding properties:

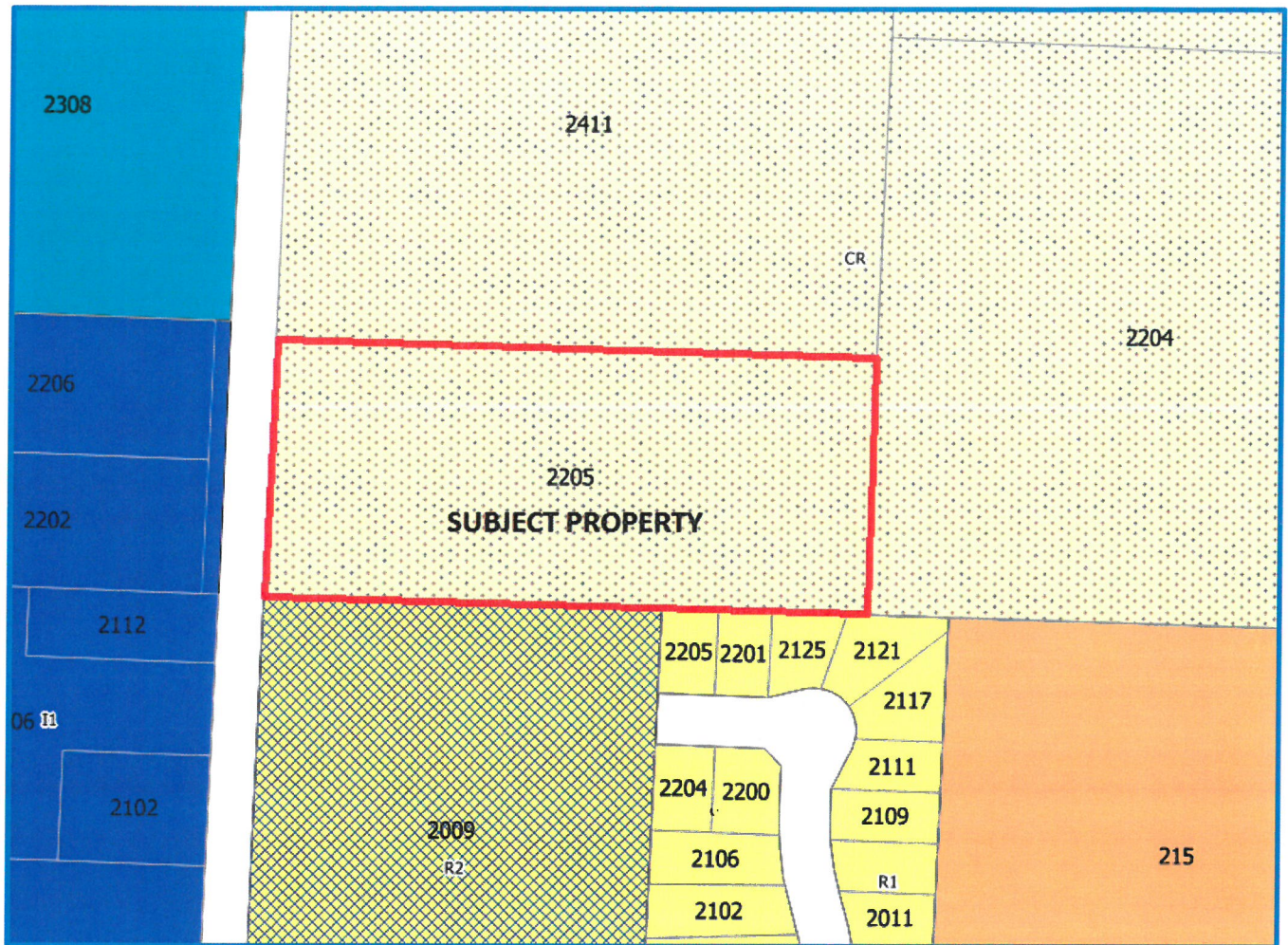


Figure 1: Zoning Map

- Beige - Country Residential (C.R)
- Yellow - Residential Single Family (R.1)
- Crosshatch - Residential Two-Family (R.2)
- Blue - Light Industrial (I.1)
- Teal - Assembly, Civic and Public Service Use (S.1)

History/Proposal

In 2019, the City of Enderby received a complaint that the accessory residential building located on the subject property was being used for residential purposes. Staff initiated an inspection of the premises and it was observed that a portion of the accessory residential building had been isolated as a dwelling unit, complete with kitchen facilities, living area, bed, furniture, and washroom facilities; the applicant verbally confirmed that they had been occupying the accessory residential building as a dwelling unit. Given that the Zoning Bylaw prohibits accessory residential buildings from being used for residential purposes, the applicant was advised that the residential use must be discontinued.

Staff and the Building Inspector initiated a follow-up inspection of the premises to confirm that the unlawful residential use had been discontinued. Although it was confirmed that the residential use had been discontinued, through the inspection it was determined that unlawful construction had occurred to the structure after issuance of the Building Permit in 2015, which had materially changed the use of the structure; the applicant had originally obtained a Building Permit for a 'pole shed', but the building was subsequently enclosed and finished after final occupancy had been granted. Given this, the applicant was sent correspondence advising that they needed to bring the property into compliance with the City's Building Bylaw and BC Building Code by applying for a Building Permit for the now enclosed accessory residential building.

The applicant subsequently submitted a Building Permit application for the accessory residential building, stating that it would now be used as a "she-shed/man-cave" for video games, exercise, scrapbooking, and ancillary business use. Through the planning check completed as part of the Building Permit process, it was determined that the accessory residential building has a flood construction level of 352.9 m (i.e. elevation of building's slab), which did not meet the minimum flood construction level for habitable structures of 353.0 m identified in Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014; given this, the applicant was advised that they would need to seek a flood construction level exemption from Council so that they could proceed with legalizing the structure in accordance with the BC Building Code.

Pursuant to Section 1401.4.f of the Zoning Bylaw, the applicant has submitted a written request to Council for an exemption to the minimum flood construction level, in order to reduce the minimum flood construction level of the existing accessory residential building from 353.0 m to 352.29 m. This may be granted by Council provided it is consistent with Provincial regulations.

ZONING BYLAW:

The subject property is currently zoned Country Residential (C.R) and uses permitted within this zone include accessory buildings and structures, accessory employee residential use, accessory produce and fruit sales, civic and public service use, boarding/lodging/rooming houses, convalescent/nursing/personal care homes, intensive agricultural use, limited agricultural use, mobile homes, single family dwellings, two family dwellings, secondary suites, bed and breakfasts, and dog kennels.

Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014 states that the underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater shall be above the flood construction level specified in Section 1401.3.a of the Bylaw; this is calculated at 353.0 m for the subject property. This specification was established and applies in accordance with Provincial Flood Guidelines.

Although Section 1401.3.a.iii of the Zoning Bylaw states that the portion of a building or structure to be used as a carport, garage or entrance foyer is exempt from the minimum flood construction level requirements of the Bylaw (hence why a minimum flood construction level was not imposed as part of

the original Building Permit process), this exemption no longer applies given the unlawful construction changed the use of the building.

In accordance with Section 1401.4.f of the Zoning Bylaw, the City may grant exemptions from the application of floodplain setbacks and flood construction levels provided that:

- i. The property owner submits a written request for an exemption to the City; and
- ii. The exemption is consistent with the Provincial Guidelines; or
A professional engineer or geoscientist, or other prescribed person, certifies that the property can safely be used for the intended use.

It should be noted that the City's regulations related to Flood Construction Levels were developed to be consistent with the Provincial Flood Guidelines. In order to be exempt, a qualified professional must certify that the property can be safely used for the intended use.

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:

As mentioned above, Section 1401.4.f of the City of Enderby Zoning Bylaw states that the City may grant exemptions from the application of floodplain setbacks and flood construction levels provided that:

- i. The property owner submits a written request for an exemption to the City; and
- ii. The exemption is consistent with the Provincial Guidelines; or
A professional engineer or geoscientist, or other prescribed person, certifies that the property can safely be used for the intended use.

Attached to this memorandum is the written request from the applicant requesting that Council provide an exemption to the minimum flood construction levels outlined in Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014, in order to reduce the minimum flood construction level of the existing accessory residential building from 353.0 m to 352.29 m. In the written request, the applicant states that they have been unable to retain a professional engineer or geoscientist to certify that the property can safely be used for the intended use because they have already completed the construction.

As previously mentioned, the City only has the ability to provide a flood construction level exemption if the applicant has retained a professional to certify that the property can safely be used for the intended use pursuant to Section 1401.4.f of the Zoning Bylaw. Given this, it is recommended that Council grants an exemption to reduce the flood construction level of the existing accessory residential building subject to the following conditions:

1. The applicant providing a certification from a professional engineer or geoscientist, or other prescribed person, that the property can safely be used for the intended use; and
2. The applicant registering a covenant as a priority charge on the title of the property to:
 - i. Require the Covenantor to acknowledge and agree that the City of Enderby does not represent that any building or structure constructed in compliance with the covenant terms will not be damaged by flooding or erosion, and the Covenantor agrees not to claim damages or to hold the City of Enderby responsible for damages caused by flooding or erosion; and
 - ii. Require the Covenantor to indemnify and save harmless the City of Enderby from any claims, demands, actions, and costs associated with losses or damages occurring as a result of the breach of any provisions of the Covenant by the Covenantor.

It should be noted that notwithstanding a potential granting of a flood construction level exemption by Council, the applicant must still demonstrate that the building meets the BC Building Code and Fire Code requirements.

Should the applicant not retain a professional certifying that the property can safely be used for the intended use, and thus not be able to obtain a flood construction level exemption from Council, the accessory residential building will remain in an unlawful state (i.e. the applicant will be unable to obtain a Building Permit) and the City will need to explore what options are available to ensure that it is meeting its duty of care to current and future owners of the property, as well as invitees to the property.

As previously mentioned, had the applicant made application for a Building Permit that accurately described the intended use and construction plans for the accessory residential building, the flood construction level issue would have been identified at the planning check stage of the Building Permit process, prior to the original construction taking place, and retaining a professional to certify the safety of the intended use would have been easier.

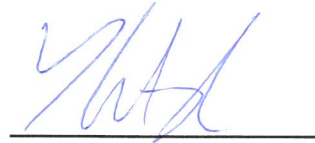
With regards to the applicant's written request for this matter to be considered privately by Council, there is no statutory basis for this matter to be considered in-camera; this was discussed with the applicant, and they asked for the matter to be considered in an open meeting.

SUMMARY:

This report relates to a request for flood construction level exemption for the property located at 2205 McGowan Street, Enderby; the applicant is requesting an exemption to the minimum flood construction levels outlined in Section 1401.4.a of the City of Enderby Zoning Bylaw No. 1550, 2014 in order to reduce the minimum flood construction level of an existing accessory residential building from 353.0 m to 352.29 m. Staff are recommending that Council grant an exemption to reduce the flood construction level of the existing accessory residential building subject to, i) the applicant providing a certification from a professional engineer or geoscientist, or other prescribed person, that the property can safely be

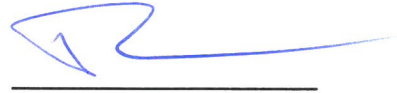
used for the intended use, and ii) the applicant registering a covenant as a priority charge on the title of the property.

Prepared By:



Kurt Inglis
Planner and Deputy Corporate Officer

Reviewed By:



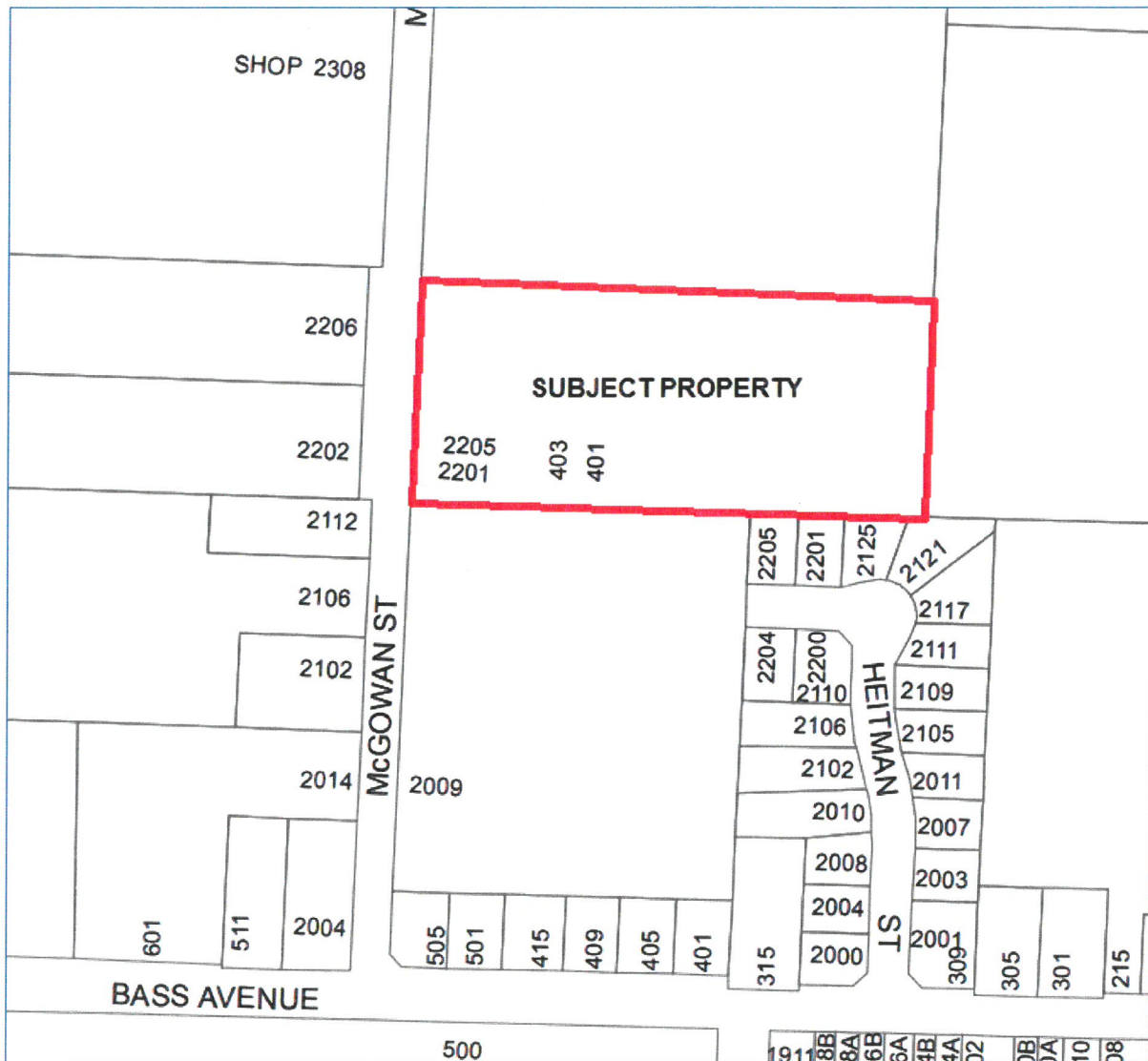
Tate Bengtson
Chief Administrative Officer

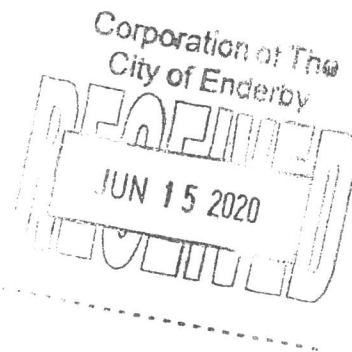
THE CORPORATION OF THE CITY OF ENDERBY
FLOOD CONSTRUCTION LEVEL EXEMPTION APPLICATION
SUBJECT PROPERTY MAP

File: 0028-20-DVP-END (Lancaster)

Applicant/Owner(s): David and Lisa Lancaster

Location: 2205 McGowan Street, Enderby BC





To whom it may concern:

We would like to resolve this on going matter of our accessory building.

We feel we are being harassed at this point.

We are so disappointed on how Enderby and the Regional District have been dealing with this, every time we get told, this is what you have to do, then something else gets added. It's exhausting and honestly deflating us.

Here is a short explanation of what is going on from our perspective followed by the two exemptions letters.

We have tried numerous geotechnician engineers and none of them will come out and look at our place, stating. "we will not come out and sign off on something that was already completed". As for the Building Inspector we started with Lance, then Dave, then Wanda, then Caren and now Ryan and each one added something new that we needed to do.

This is a written request; for an exemption to the flood plain elevation requirements of the zoning bylaw such "that the slab of your accessory building can remain at an elevation of 352.29m as opposed to the required 353m" that being said, we accept that we will have a covenantor on our property title.

This is a written request; why we would like to request an exception on the removal of part of the plumbing fixtures. We wash all of our rollers and brushes in the utility sink which makes it easier and uses less water than washing outside using a hose, also allows us to wash inside during the winter months. And as for the bathroom, well obviously to shower after painting jobs and after we clean our short term vacation house so we stay safe from covid-19. Also we are looking into opportunities to use our ALC Land for crops, which the utility sink and bathroom would be utilized. We were just planning for the future of this property.

We would like to a private meeting with Mayor and Council to express all of our concerns and exemptions to resolve this matter.

Thank you for your time,

David & Lisa
Lancaster

MADDOX & COMPANY

Land Surveyors

WILLIAM E. MADDOX, B.SURV.
SCOTT MCPHERSON, B.C.L.S.

CASSANDRA BUILDING
#5 - 3500 - 30th Street
Vernon, B.C. V1T 5E8
Telephone #: (250) 542-4343
E-mail: wemaddox@telus.net

Our File: R10775
Your File:

April 20, 2020

David Lancaster
2205 McGowan Street
Enderby, BC
V0E 1V2

Dear Sir:

RE: Building Pad Elevation

In regard to the building permit application currently being processed for 2205 McGowan Street in Enderby, the elevation of the slab for the building involved is 352.29m, GSC datum.

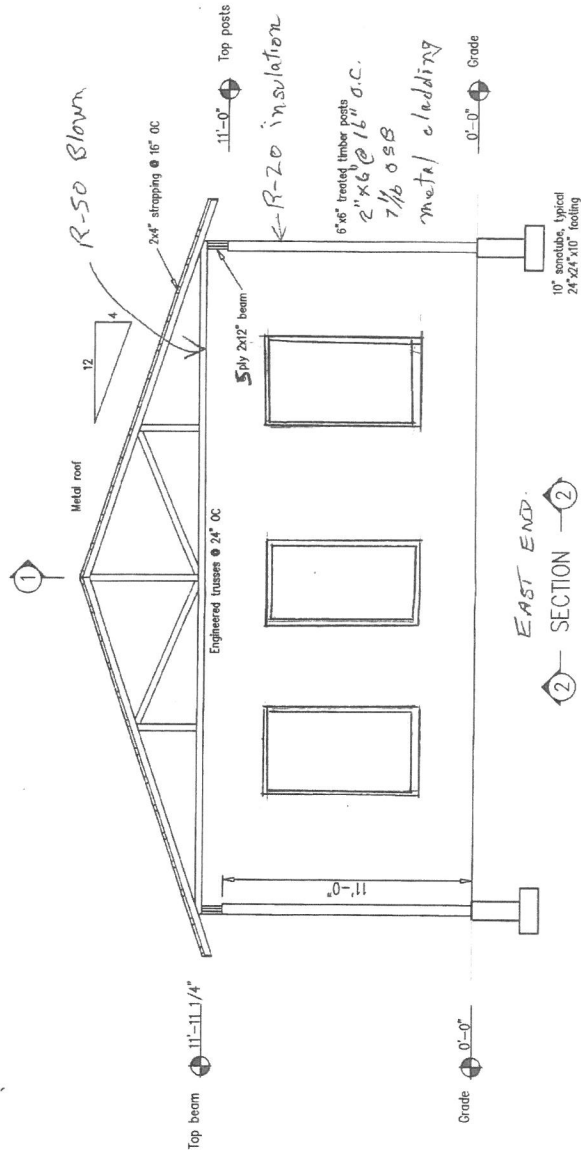
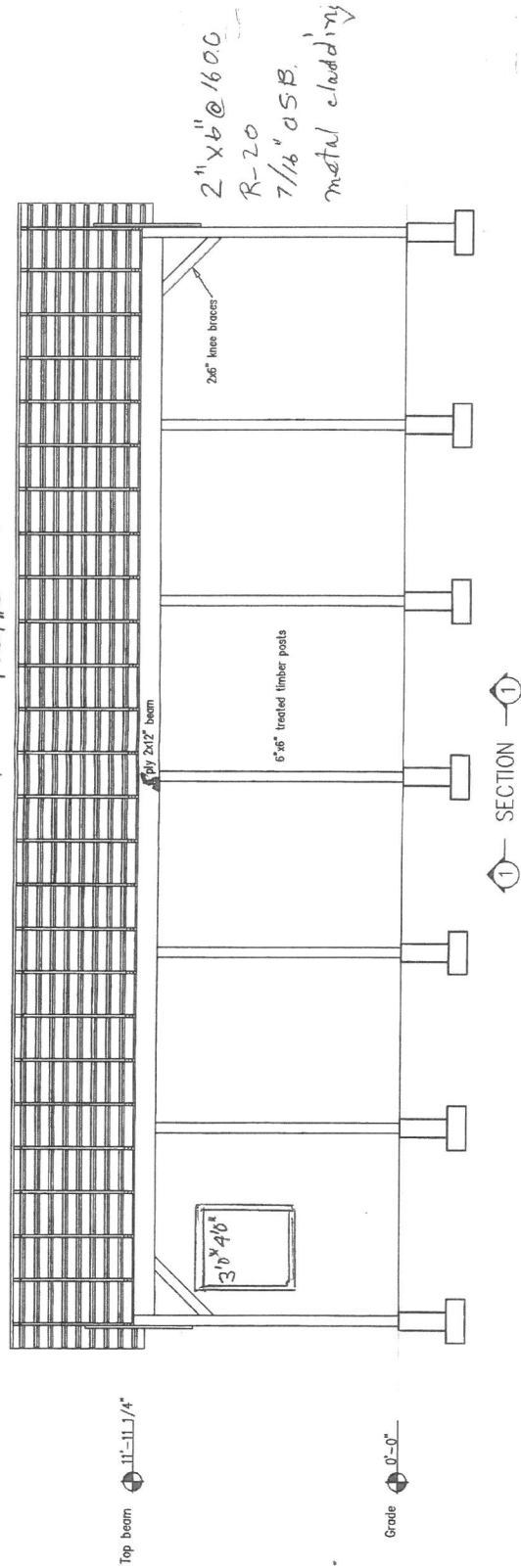
Yours truly,

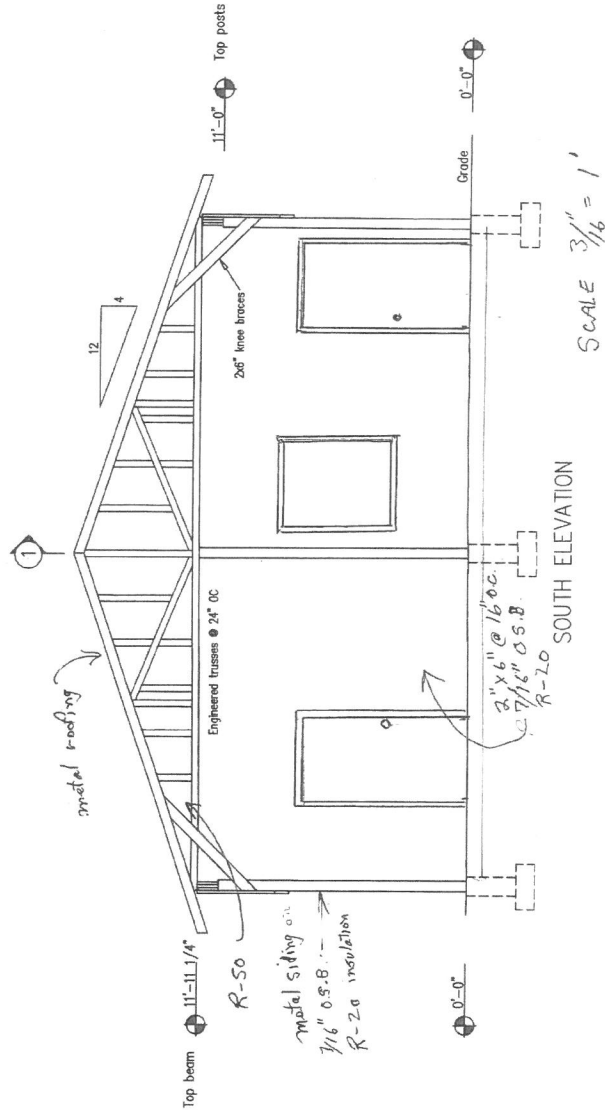
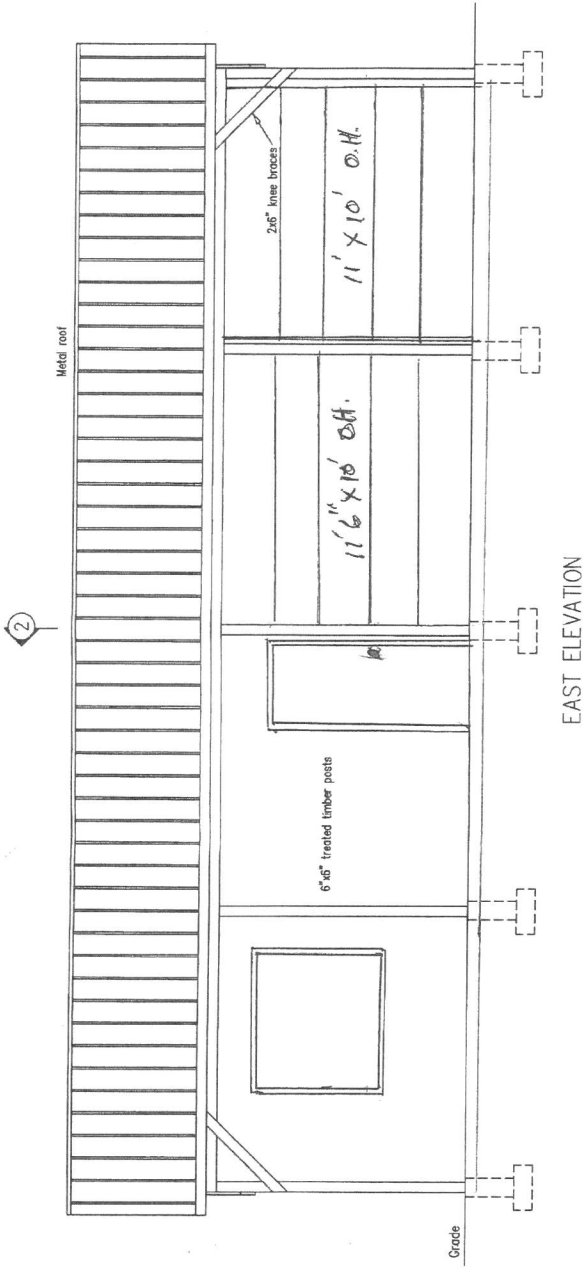


Scott McPherson,
B.C.L.S.

SM/mh

REAR VIEW





Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 6, 2020
Subject: Parks, Recreation and Culture Fees Bylaw

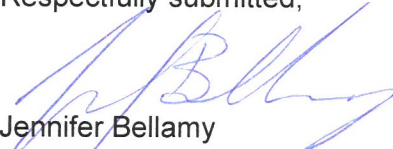
Recommendation

THAT Council, in accordance with Section 12 of Ministerial Order No. M192 [Local Government Meetings and Bylaw Process (COVID-19) Order], gives first, second and third readings and adopts the bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1704, 2020".

Background

At the August 6, 2020 meeting, the Enderby & District Services Commission recommended that Council enact the attached Parks, Recreation and Culture Fees Amendment Bylaw. This bylaw temporarily provides for hourly rentals of the gazebo at Riverside Park. With the impact COVID-19 has on events, daily rentals of the gazebo likely will not be offered; however, providing hourly rentals could make use of the gazebo and open up opportunities for space for groups to hold outdoor activities.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY
BYLAW No. 1704**

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020";

AND WHEREAS Council wishes to amend the fees;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1704, 2020".
2. Schedule "D" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "D" attached to and forming part of this bylaw is substituted therefore.

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

SCHEDULE "D" – PARK FEES

Park Rates	
Riverside Park – Youth (per day; includes ball diamond area)	250.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	500.00
Gazebo	
Daily Rental	120.00
Hourly Rental* – only available until October 31, 2020	22.00
Kitchen Damage Deposit (per rental)	500.00
Kitchen Clean-up (per rental)	52.00
Ball Diamonds	
Adult League Play (per hour/per field)**	17.35
Youth League Play (per hour/per field)**	8.65
Adult League Tournament (per diamond/per day)	94.85
Youth League Tournament (per diamond/per day)	47.45
Non-League (per diamond per day)	94.85
Additional maintenance staff for tournament play (per hour)***	41.15
Funtastic	416.00

*Hourly rental is only applicable to the gazebo and excludes the kitchen facilities.

**To be booked at half hour intervals

***Subject to staffing availability. Any overtime costs incurred will be in addition to this rate.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 6, 2020
Subject: Cemetery Regulation Bylaw

Recommendation

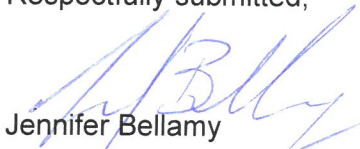
THAT Council, in accordance with Section 12 of Ministerial Order No. M192 [Local Government Meetings and Bylaw Process (COVID-19) Order], gives first, second and third readings and adopts the bylaw cited as "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020".

Background

At the August 6, 2020 meeting, the Enderby & District Services Commission recommended that Council enact the attached Cemetery Regulation Bylaw. The bylaw includes the following changes:

1. Columbarium – includes fees and wording to provide for a columbarium option for interments.
2. Non-Resident Fees – revised non-resident fees to full cost recovery to remove the subsidy provided by Enderby and Area F taxpayers.
3. Fees – includes a 5% fee increase to all other fees for 2020 and a 2% increase in subsequent years to keep up with inflation. The last fee adjustment was done in 2017.
4. Other clarifying items as recommended in the Cemetery Land Use Plan or to ensure consistency with Provincial legislation.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

CORPORATION OF THE CITY OF ENDERBY

BYLAW No. 1702

A bylaw to regulate the operation and maintenance of Cliffside Cemetery

WHEREAS the Council of the City of Enderby may, by bylaw, in accordance with Section 8(3)(f) of the *Community Charter*, regulate, prohibit and impose requirements in relation to cemeteries, crematoriums, columbariums and mausoleums and the interment or other disposition of the dead;

AND WHEREAS the City of Enderby has resolved to provide this service outside the City to Electoral Area "F" of the Regional District of North Okanagan;

AND WHEREAS the Board of the Regional District of North Okanagan, on December 19, 2009 has provided consent in accordance with Section 13 of the *Community Charter* subject to certain terms and conditions;

NOW THEREFORE, the Council of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited as the **"Enderby & District Cemetery Regulation Bylaw No. 1702, 2020"**.

DEFINITIONS

2. In this bylaw unless the context otherwise requires;

"Care Fund" means a fund established and maintained by the City for the care and maintenance of the Cemetery;

"Caretaker" means the person or persons duly appointed or employed by the City from time to time as Caretaker of the Cemetery, and shall mean, in the absence of a specifically appointed Caretaker, the City of Enderby Chief Administrative Officer or designate;

"Cemetery" means land that is set apart or used as a place of burial of human remains or cremated remains and includes any incidental or ancillary buildings on the land;

"Cemetery Administrator" means the person duly appointed as such from time to time by Council, and for the purposes of administering the *Cliffside Cemetery* shall mean the Chief Administrative Officer of the City of Enderby, or designate;

"City" means the Corporation of the City of Enderby;

"Council" means the Council of the City of Enderby;

"Controlled Substance" means a "controlled substance" as defined and described in Schedules I, II, III and IV of the *Controlled Drugs and Substances Act*, as may be amended from time to time;

“Cremated remains” means human bone fragments left after human remains are cremated;

“Director” means a director under the *Business Practices and Consumer Protection Act*;

“Disinterment” means the removal, for the purpose of permanent relocation, of

- (a) human remains, and
- (b) the container, or any of the remaining container, holding the human remains, from the lot in which the human remains are interred;

“Exhumation” means the exposure and removal of interred human remains for the purposes of viewing or examination;

“Former Resident” means an individual who,

- a) was a legal and registered owner of property within the corporate limits of the City of Enderby or Electoral Area “F” of the Regional District of North Okanagan for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or interment, or;
- b) was a resident of the City of Enderby or Area “F” of the Regional District of North Okanagan for a continuous period of not less than three (3) years within the period of ten (10) years immediately prior to the date the individual, or their legal representative, makes application for a right of interment or interment;

“Holiday” means any day or part of a day as may be proclaimed from time to time as a holiday to be observed by the City, or otherwise in accordance with the *Interpretation Act RSBC 1996*;

“Human remains” means

- (a) a dead human body in any stage of decomposition, or
- (b) a body of a stillborn infant in any stage of decomposition, but does not include cremated remains;

“Infant” shall mean any person up to the age of one (1) year;

“Interment” means disposition by

- (a) burial of human remains or cremated remains,
- (b) entombment of human remains, or
- (c) inurnment of cremated remains;

“Interment Right Holder” means a person who owns a right of interment;

“Lot” means a space that is

- (a) in a place of interment, and
- (b) used or intended to be used for the interment of human remains or cremated remains under a right of interment;

“Memorial” means

- (a) a tombstone, monument, plaque or other marker on a grave or plot, or
- (b) an inscription on a niche front;

“Non-Resident” means a person who at the time of death did not qualify as a Resident as defined in this bylaw;

“Regional District” means the Regional District of North Okanagan;

“Resident” shall mean a person who at the time of death was a legal and registered owner of property within the corporate limits of the City of Enderby or Electoral Area “F” of the Regional District of North Okanagan, or alternately has resided within the corporate limits of the City of Enderby or Electoral Area “F” for not less than ninety (90) days prior to the date of death and shall include a Former Resident;

Those residents who may be required to be transferred from within the corporate limits of the City of Enderby or Electoral Area “F” of the Regional District of North Okanagan , to enter an extended, intermediate, nursing or other such care facility for medical reasons, shall be considered a “Resident” under the terms of this definition.

“Right of Interment” means a right, in perpetuity, for the interment of human remains or cremated remains, in a lot;

“Stillborn infant” means a product of conception that underwent a stillbirth, as defined in the *Vital Statistics Act*.

CEMETERY DESIGNATION

3. (1) The following City owned land, commonly known as *Cliffside Cemetery*, is hereby set aside as a cemetery for the City of Enderby and Electoral Area “F” of the Regional District of North Okanagan:
 - (a) *Block 6, District Lot 237, Kamloops Division of Yale District, Plan 423*
(169 Enderby-Grindrod Road, Enderby, BC).
- (2) The Cemetery shall be set apart and used as a place of burial of human remains or cremated remains and for purposes incidental and ancillary thereto, and for no other purposes whatsoever.
- (3) A copy of the plan of the Cemetery shall be filed with the Director and copies shall also be kept available for public inspection at Enderby City Hall and at such other places as may be required or deemed necessary.
- (4) The City reserves the right to reconfigure or change the boundaries or grading of the Cemetery or change the locations of, or remove or re-grade any roads, driveways, walkways or landscaping or other cemetery improvements, subject to any approval required under the *Cremation, Interment and Funeral Services Act*.
- (5) The Council of the City of Enderby is hereby continued as the Council of Cemetery Trustees to operate the Cemetery under this bylaw, with all such power and authority as is necessary to permit such operation.
- (6) Authority is delegated to the Cemetery Administrator to administer this bylaw in accordance with the duties and powers contained in this bylaw.

POWERS AND DUTIES OF THE CEMETERY ADMINISTRATOR

4. (1) The Cemetery Administrator shall be responsible for the overall management and operation of the Cemetery, including but not limited to:

- (a) directing and supervising all City employees and workers in carrying out their duties under this bylaw, including, but not limited to, maintaining records, issuing permits, administering applications, maintaining and repairing cemetery lands and improvements, and the provision of cemetery services;
- (b) ensuring the preparation and maintenance of all records required under this bylaw, the *Cremation, Interment and Funeral Services Act* and regulations and the *Business Practices and Consumer Protection Act* and regulations, for the proper and efficient administration and management of the Cemetery.

PUBLIC CONDUCT IN THE CEMETERY

Hours of Closure

- 5. (1) The Cemetery shall be open to the public only between the hours of 8:00 A.M. to the earlier of dusk or 9:00 P.M.
- (2) No person shall enter or remain in the Cemetery during the hours it is closed for public attendance without the permission of the Cemetery Administrator.
- (3) Any person entering or present in the Cemetery at any time other than the hours of operation as specified in 5(1), without special permission of the Cemetery Administrator, shall be guilty of an offence under this bylaw and liable to its penalties.

Restrictions

- 6. (1) Boxes, shells, toys, wire screens, arbours, trellises, tripods, or any other objects are prohibited on any grave or lot with the following exceptions:
 - (a) tripods may be used to hold wreaths and sprays of flowers during Interment;
 - (b) cut and artificial flowers, wreaths, and floral offerings may be placed on graves, but may be removed by the Cemetery Administrator when their condition is considered to be detrimental to the appearance or proper maintenance of the Cemetery;
 - (c) metal or plastic vases which may be set by the Cemetery Caretaker flush with the ground.
- (2) No mausoleum or above-ground vault may be constructed or erected on any lot in the Cemetery.
- (3) No lot may be defined by fence, railing, coping, curbing, hedge or by any other marker except a memorial as permitted under this bylaw.
- (4) No lot may be decorated with trees, shrubs or plants, but may be decorated by placing cut flowers.
- (5) No person shall:
 - (a) destroy, mutilate, deface, injure or remove from the Cemetery any memorial, fence, gate or other improvements or structure; or

- (b) deposit any rubbish or offensive matter or thing in the Cemetery.
- (6) No person shall carry on any business or calling in the Cemetery and, without limiting the foregoing, no person shall solicit orders for markers, tablets, memorials, funeral services or similar works or services within the Cemetery.
- (7) The Cemetery Administrator may cause the removal from a lot of any tree, shrub or other item which the Cemetery Administrator considers is injuriously affecting any lot or road adjacent to a lot, or is otherwise in conflict with this bylaw.
- (8) No person shall:
 - (a) break, remove or displace rocks in any rock work;
 - (b) use or drive a vehicle on any road, path or walk in the Cemetery for any purpose other than attending or conducting a funeral or visiting a lot;
 - (c) operate or drive a vehicle of any kind in the Cemetery at a speed in excess of fifteen (15) kilometres per hour or upon or over any lot; or
 - (d) possess or consume alcohol, cannabis or Controlled Substances anywhere within the Cemetery.
- (9) All vehicles or funeral processions and their drivers on and after entering the Cemetery grounds shall be, at all times, subject to the reasonable directions and orders of the Cemetery Administrator.
- (10) Any person who disturbs the peace, quiet and good order of the Cemetery or otherwise causes a nuisance or behaves without proper decorum within the Cemetery, shall immediately leave the Cemetery when so directed by the Cemetery Administrator.
- (11) The carrying or discharge of firearms within the Cemetery is prohibited except by permission of the Cemetery Administrator for a military funeral.

INTERMENT RIGHT AGREEMENT

Application for Right of Interment

- 7. (1) Every person who wishes to acquire one or more Rights of Interment for lots in the Cemetery shall make application to the City in accordance with subsection (2), enter into a *Right of Interment Contract* with the City and pay the applicable charges prescribed for that purpose in Schedule "A" of this Bylaw.
- (2) Applications for one or more Rights of Interment shall be made to the Cemetery Administrator at City Hall during office hours, Monday to Friday, except Holidays, and shall include a statement of:
 - (a) the applicant's name and address;
 - (b) the name and address of the person or persons for which a Right of Interment is being acquired;
 - (c) if applicable, the date of death and time and date of the funeral for that person(s); and

- (d) any other information that the Cemetery Administrator reasonably requests.
- (3) The Cemetery Administrator is authorized to enter into a *Right of Interment Contract* on behalf of the City, in a form prescribed by the City, in respect of any unlicensed lot in the Cemetery, according to the scale of fees and charges specified in Schedule "A" of this bylaw and subject to the provisions of this bylaw.
- (4) The Cemetery Administrator shall provide a copy of the *Right of Interment Contract*, to the applicant within 15 days of the applicant entering into such contract.
- (5) No person may acquire a Right of Interment to more than two (2) lots.
- (6) A Right of Interment:
 - (a) provides a right holder, a right in perpetuity to use, in compliance with this Bylaw, a lot for the interment and/or memorialization of human remains or cremated remains of an individual or individuals named on a Right of Interment Contract;
 - (b) does not provide the right holder with any title to, ownership of, or interest in the land in the Cemetery or of a lot therein or any other special privilege over any land in the Cemetery;
 - (c) does not entitle a rights holder to require the City to perform an interment of human remains or cremated remains into a lot until the rights holder or their legal representative complies in all other respects with this Bylaw as it relates to the interment of human remains or cremated remains or the purchase and placement of a memorial, including and without limitations the payment of all fees.

Cancellation of Right of Interment

- 8. (1) An Interment Right Holder may cancel a Right of Interment within 30 days of its purchase and obtain a full refund of fees paid where:
 - (a) there were no interments in the lot;
 - (b) the Interment Right Holder or executor submits a written application to the Cemetery Administrator requesting cancellation of the Right of Interment;
 - (c) the original Right of Interment or license is surrendered; and
 - (d) the costs for removal of any memorial(s) are paid.
- (2) An Interment Right Holder may cancel a Right of Interment more than 30 days after its purchase and obtain a refund equal to the Total Fees less the Care Fund contribution where:
 - (a) there were no interments in the lot;
 - (b) the Interment Right Holder or executor submits a written application to the Cemetery Administrator requesting cancellation of the Right of Interment and pays the Cancellation Fee prescribed in Schedule "A" of this bylaw;
 - (c) the original Right of Interment or license is surrendered; and

- (d) the costs for removal of any memorial(s) are paid.

Transfers and Reclamation

- 9. (1) A Right of Interment may be transferred by an Interment Right Holder to another person at the discretion of the Cemetery Administrator. An application for transfer shall be made to the Cemetery Administrator along with:
 - (a) payment of the transfer fee prescribed in Schedule "A";
 - (b) payment of all outstanding cemetery charges and fees owed by the Interment Right Holder;
 - (c) payment of the difference between fees originally paid for the Right of Interment and those payable at the time of transfer;
 - (d) provision of a statement setting forth full particulars as to the name and address of the person to whom the transfer is to be made, the consideration to be paid, if any, and such other information as the Cemetery Administrator may reasonably request; and
 - (e) the original Right of Interment or license is surrendered.
- (2) If a transfer of a Right of Interment is approved, the Cemetery Administrator shall:
 - (a) record the details of the transfer in the City's records kept for that purpose; and
 - (b) either endorse the details of the transfer on the original *Right of Interment Contract* and provide a copy to the applicant or enter into a new *Right of Interment Contract* with the applicant.
- (3) No purported transfer or assignment of a Right of Interment shall be valid without first obtaining the approval of the Cemetery Administrator in accordance with the requirements of this bylaw.
- (4) Subject to the *Cremation, Interment and Funeral Services Act*, and upon approval of the Director, an interment right for an unused lot may be reclaimed and resold by the City if all of the following have occurred:
 - (a) the owner of the right of interment is at least 90 years of age or, if living, would be at least 90 years of age;
 - (b) a period of at least 50 years has elapsed from the date the prior right of interment was sold;
 - (c) at least 90 days have passed since the date the City sent a notice of its intention to resell the right of interment to the last known address of the interment right holder and no response has been received; and
 - (d) the City has made diligent attempts to contact the interment right holder but is not able to locate or contact the interment right holder.

INTERMENT, DISINTERMENT AND EXHUMATION

Interment

10. (1) All interments, disinterments, exhumations and funeral arrangements shall be made and carried out in strict compliance with the requirements of this bylaw, the *Cremation, Interment and Funeral Services Act*, the *Business Practices and Consumer Protection Act* and regulations, all other applicable bylaws, statutes and regulations and the directions of the Cemetery Administrator.
- (2) Every person wishing to obtain interment and other cemetery services for a deceased person shall obtain an Interment Authorization, in a form prescribed by the City, and for that purpose, shall:
 - (a) make application at the office of the Cemetery Administrator during office hours, Monday through Friday, except Holidays, setting forth a statement of the name, age and date of death of the deceased, proposed date and time of Interment, and such other information as may reasonably be required; and
 - (b) pay the applicable interment charge prescribed in Schedule "A" of this bylaw.
- (3) Application for interment must be made at least seventy-two (72) hours prior to the scheduled date of interment for interments between March 15 and October 15 and at least five (5) days for interments between October 16 and March 14.
- (4) The Cemetery Administrator shall not carry out, or permit the carrying out of an interment until such time as the Cemetery Administrator is in possession of the burial permit or cremation certificate received by the City as required under section 22 of the *Vital Statistics Act*.
- (5) Unless the written permission of the Cemetery Administrator is first obtained and any overtime charges specified in Schedule "A" of the bylaw are paid, no interment shall be carried out:
 - (a) except between the hours of 9:00 a.m. and 3:00 p.m.; or
 - (b) on a Saturday or Sunday, a Holiday or any other day designated by the City as a Holiday;
- (6) No grave may be dug, opened or closed by any person other than a person authorized to do so by the Cemetery Administrator.
- (7) Every interment in the Cemetery shall comply with the following requirements:
 - (a) the maximum interments of human remains and cremated remains that may be permitted in each lot is as follows:
 - Single-Depth Human Remains Lot:
 - one (1) interment of human remains and no more than four (4) interments of cremated remains, or
 - six (6) cremated remains where there is no interment of human remains.
 - Double-Depth Human Remains Lot:

- two (2) interments of human remains and no more than four (4) interments of cremated remains, or
 - six (6) cremated remains where there is no interment of human remains.
 - Cremation Lot - two (2) interments of cremated remains.
 - Columbarium Niche Lot – two (2) interments of cremated remains.
- (b) where two human remains are permitted to be interred in one lot, the first interment shall be at a lower depth than the second and each interment shall conform to the requirements of subsection (c);
- (c) no interment after the first interment in any one lot shall be made so as to disturb or disinter the remains of a deceased person from the first interment.
- (d) all cremated remains shall be enclosed in an urn of a size that conforms with the lot specifications.
- (e) every in-ground interment of cremated remains shall be made in a cremation vault with a lid or in a container encased in concrete not less than 1.5 inches thick and shall be buried not less than two (2) feet deep, except where the concrete encased container of cremated remains is used as a foundation base or a tablet memorial installed on the lot according to the requirements of this bylaw;
- (f) a concrete or fibreglass reinforced polymer concrete (FRPC) grave liner shall be used for each interment, except where a concrete, fibreglass or steel vault is used, or cremated remains are interred according to the requirements of subsection (g);
- (g) every grave liner or cremation vault used in the Cemetery shall be supplied by, and obtained from the City, and subject to payment of the applicable charge prescribed in Schedule “A” of this bylaw.

Exhumation, Disinterment and Removal of Human Remains

11. (1) No person may exhume, disinter or otherwise remove human remains from the place they are interred in the Cemetery without first:
- (a) obtaining all orders, approvals or consents required under the *Cremation, Interment and Funeral Services Act* and all other applicable statutes and regulations governing such exhumation, disinterment or removal;
 - (b) presenting such orders, approval or consents to the Cemetery Administrator for examination; and
 - (c) paying the applicable charges prescribed in Schedule “A” of this bylaw.
- (2) Application for disinterment or exhumation shall be made and received by the Cemetery Administrator at least four (4) weeks prior to the disinterment or exhumation.
- (3) Every such exhumation, disinterment or removal of human remains shall be strictly subject to and in accordance with the restrictions and requirements of the *Cremation, Interment and Funeral Services Act* and regulations and all other applicable legislation.

CEMETERY CARETAKER

12. (1) A Caretaker may be appointed by the Cemetery Administrator, and the duties of a Caretaker so appointed shall be among other things to:
 - (a) Dig and prepare, or cause to be dug and prepared, all lots required to be dug whenever requested to do so by the Cemetery Administrator or designate;
 - (b) Identify the correct lot and space (gravesite) as and when required;
 - (c) Install or remove memorial tablets, foundations and bases as and when required;
 - (d) Carry out, or cause to be carried out, the general work of the Cemetery to maintain it in a neat and tidy condition, including the maintenance of paths, gates, fences and other cemetery improvements;
 - (e) Maintain records and submit reports as required by the Cemetery Administrator;
 - (f) Complete such other work in relation to the Cemetery as may be from time to time directed by the Cemetery Administrator.
- (2) The City, so as to ensure that cemetery operations can be performed in a safe, efficient and timely manner, shall at all times have a right of passage over every lot and the entire land of the Cemetery.

MEMORIALS

13. (1) No person shall install a memorial in the Cemetery without first making application to the Cemetery Administrator and paying the fees prescribed in Schedule "A" of this bylaw.
- (2) Every installation of a memorial in the Cemetery shall be consistent with this Bylaw, including the specifications as described in Schedule "B".

CARE FUND

Deposit, Investment and Use of Funds

14. (1) A Care Fund is hereby established to be known as the "Cliffside Cemetery Perpetual Care Fund" (hereinafter called "the fund") and the fund shall be administered in accordance with the requirements of the *Cremation, Interment and Funeral Services Act* to provide for the care and maintenance of the Cemetery.
- (2) The Chief Financial Officer for the City shall deposit into the fund all amounts received for that purpose on account of fees imposed for Rights of Interment and memorial installations as prescribed in Schedule "A" of this bylaw.
- (3) Any money held by the City to the credit of the fund, together with interest earned on it, shall be credited to the fund operated and maintained under this bylaw.
- (4) Money deposited in the fund, together with the income earned, shall be held in a separate account with a savings institution and the City may use the interest and

dividend income earned by the fund only for the purpose of financing the care and maintenance services provided in respect of the Cemetery.

- (5) Funds held in the fund must be invested only in accordance with the requirements of the *Cremation, Interment and Funeral Services Act* and the *Community Charter*.
- (6) Every *Interment Right Contract* shall specify the amount payable in respect of the Care Fund.

GENERAL

Fees and Charges

15. (1) Every person who:

- (a) obtains a Right of Interment for a lot in the Cemetery;
- (b) installs or causes the installation of a memorial on a lot; or
- (c) obtains any other cemetery good or service specified in Schedule "A";

shall pay the applicable fees and charges prescribed in Schedule "A" for such right, good or service.

(2) All fees and charges shall be paid at the time of obtaining the right, good or service.

OFFENCE AND PENALTY

16. (1) Without limiting Section 14.2, any person who wilfully:

- (a) destroys, mutilates, defaces, injures or removes any memorial or other structure placed in the Cemetery or any landscaping, fence, railing or other work installed for the protection or ornament of the Cemetery;
- (b) destroys, cuts, breaks or injures any shrub or plant;
- (c) plays any game or sport or carries or discharges firearms, except at a military funeral;
- (d) possesses or consumes alcohol, cannabis or Controlled Substances within the Cemetery;
- (e) disturbs persons assembled for the purpose of an interment or funeral service;
- (f) commits a nuisance or, at any time, behaves in an indecent and unseemly manner within the Cemetery;
- (g) deposits any rubbish or offensive matter or thing in the Cemetery; or
- (h) in any way violates any lot, memorial or other structure, improvement or landscaping in the Cemetery;

shall be guilty of an offence under this bylaw and liable to its penalties.

- (2) Every person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty, upon conviction of up to \$10,000 and other penalties imposed under the *Offence Act*, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

REPEAL

17. Enderby and District Cemetery Regulation Bylaw 1515, 2012 and all amendments thereto are hereby repealed.

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

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

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

ADOPTED this ____ day of _____, 2020.

Mayor

Corporate Officer

CLIFFSIDE CEMETERY
SCHEDULE "A"
Fee Schedule

	Lot Fees			Care Fund Portion			Total Fees					
	Effective 2020	Effective 2021	Effective 2022	Effective 2023	Effective 2020	Effective 2021	Effective 2022	Effective 2023	Effective 2020	Effective 2021	Effective 2022	Effective 2023
CEMETERY LOTS												
Adult												
(Resident)	\$ 338.00	\$ 344.75	\$ 351.75	\$ 358.75	\$ 113.00	\$ 115.00	\$ 118.00	\$ 120.00	\$ 451.00	\$ 459.75	\$ 469.75	\$ 478.75
(Non Resident)	1,130.00	1,150.00	1,180.00	1,200.00	377.00	384.00	394.00	400.00	1,507.00	1,534.00	1,574.00	1,600.00
Child/Infant (up to 12 years)												
(Resident)	230.50	235.00	239.75	244.50	77.00	79.00	80.00	82.00	307.50	314.00	319.75	326.50
(Non Resident)	770.00	790.00	800.00	820.00	257.00	264.00	267.00	274.00	1,027.00	1,054.00	1,067.00	1,094.00
Cremated Remains												
(Resident)	164.00	167.25	170.50	174.00	55.00	56.00	57.00	58.00	219.00	223.25	227.50	232.00
(Non Resident)	550.00	560.00	570.00	580.00	184.00	187.00	190.00	194.00	734.00	747.00	760.00	774.00
Columbarium Niche												
(Resident)	540.00	550.75	561.75	573.00	54.00	55.25	56.25	57.50	594.00	606.00	618.00	630.50
Level II	570.00	581.50	593.00	605.00	57.00	58.15	59.50	60.50	627.00	639.65	652.50	665.50
Level III - V	630.00	642.50	655.50	668.50	63.00	64.25	65.75	67.00	693.00	706.75	721.25	735.50
(Non Resident)	1,800.00	1,840.00	1,880.00	1,910.00	180.00	184.00	188.00	191.00	1,980.00	2,024.00	2,068.00	2,101.00
Level II	1,900.00	1,940.00	1,980.00	2,020.00	190.00	194.00	198.00	202.00	2,090.00	2,134.00	2,178.00	2,222.00
Level III - V	2,100.00	2,150.00	2,190.00	2,230.00	210.00	215.00	219.00	223.00	2,310.00	2,365.00	2,409.00	2,453.00

CEMETERY SERVICES

Interment Services (Opening & Closing)

	Effective 2020	Effective 2021	Effective 2022	Effective 2023
Adult	\$ 492.75	\$ 502.50	\$ 512.50	\$ 522.75
Child/Infant	289.75	295.50	301.50	307.50
Cremated Remains (Regular)	231.75	236.50	241.25	246.00
Cremated Remains (if covered with concrete)	347.75	354.70	361.75	369.00
Columbarium Niche	60.00	61.25	62.50	63.75
Deeper Depth to Permit Second Burial in Same Grave (additional cost)	191.25	195.00	199.00	203.00
Premium/Overtime Charges	At cost	At cost	At cost	At cost

SCHEDULE "A" - Continued

	Effective 2020	Effective 2021	Effective 2022	Effective 2023
<u>Exhumation / Disinterment Services</u>				
Adult	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
Child/Infant	500.00	500.00	500.00	500.00
Cremated Remains (Regular)	400.00	400.00	400.00	400.00
Cremated Remains (if covered with concrete)	600.00	600.00	600.00	600.00
Premium/Overtime Charges	At cost	At cost	At cost	At cost
<u>Memorial Installation</u>				
Care Fund Contribution	29.00	29.50	30.00	30.50
Memorial Reinstallation	85.50	87.25	89.00	90.75
- Supplies / Materials	At cost	At cost	At cost	At cost
<u>SUPPLIES</u>				
Grave Liner (Regular)	At cost	At cost	At cost	At cost
Grave Liner (Special - Small or Oversized)	At cost	At cost	At cost	At cost
Cremation Vault	At cost	At cost	At cost	At cost
<u>SUNDRY</u>				
Transfer of Right of Interment	29.00	29.50	30.00	30.50
Cancellation of Right of Interment	29.00	29.50	30.00	30.50
<u>TAXES</u>				
Provincial and Federal Taxes as legislated				

SCHEDULE "B"

MEMORIAL SPECIFICATIONS

1. No person may install a memorial in the Cemetery without first making application to the Cemetery Administrator and paying the prescribed fees.
2. Every memorial and installation thereof shall conform to the plan established for the lot and the section of the Cemetery in which the memorial is proposed to be installed specifically, and to the plan of the Cemetery generally.
3. No memorial shall be installed on a lot until:
 - a. Plans and specifications for the memorial, which fully describe a memorial's proposed size, design, material and inscription are submitted to the City by the applicant;
 - b. It is determined that the memorial described on the application complies with all the requirements of this Bylaw.
4. Each memorial shall be installed in a position on the lot according to that established by the City for memorials in the Cemetery and shall have its base set level and flush with the surface of the surrounding ground.
5. It is the responsibility of an interment rights holder, or the legal representative of the deceased, to make arrangements for the supply and installation of a memorial in the Cemetery. The City shall have no responsibility or obligation to place or install at the City's expense any form of temporary or permanent memorial.
6. Where it is determined that a memorial or its installation does not comply with this Bylaw, the City may, without prior notice, move and reinstall or permanently remove the memorial at the expense of the applicant.
7. No memorial other than a tablet-type memorial meeting the requirements of subsection 6 may be installed on any lot in the Cemetery.
8. A permitted tablet-type memorial must be made of stone or bronze and conform to the following requirements:
 - a. The top surface of memorial tablets and concrete bases shall not exceed the following measurements:
 - i. Single or double-depth burial lots - 14 inches x 24 inches
 - ii. Companion-type memorials identifying two adjacent burial lots - 16 inches x 36 inches; or
- 13 inches x 44 inches;
 - iii. On a burial lot containing an adult burial and cremated remains; - 14 inches x 24 inches
plus up to four (4) single cremation size; - 9 inches x 12 inches
or up to two (2) double cremation size - 12 inches x 20 inches

- iv. On a burial lot containing up to six (6) cremated remains:
 - up to six (6) single cremation size; - 9 inches x 12 inches
 - or up to three (3) double cremation size - 12 inches x 20 inches
 - v. On a cremation only lot:
 - one cremation size; - 9 inches x 12 inches
 - or one companion size - 12 inches x 15 inches
 - vi. Companion-type memorials identifying two (2) adjacent cremation lots - 9 inches x 12 inches; or - 12 inches x 20 inches
- b. Except as permitted otherwise in paragraph (c), each memorial tablet shall be attached to a concrete base not less than three (3) inches thick with side surfaces true and perpendicular with the top surface of the attached tablet;
 - c. A bronze memorial tablet may be smaller than its concrete base, provided the concrete base conforms to the size for the lot as required by paragraph (a), and provided the part of the base extending beyond the tablet does not exceed two (2) inches wide and has a smooth, slightly bevelled surface to shed water at its outer edges and the depth of the concrete base shall not exceed four (4) inches;
 - d. Each stone memorial tablet shall be not less than three (3) inches thick, shall have its side surfaces true and perpendicular with its top surface, and shall be set on a concrete base at least three (3) inches in thickness, and the base shall extend outwards not less than (2) inches or more than four (4) inches from each side of the memorial;
 - e. Inscriptions must be level with the top surface of memorial tablets except in the case of bronze tablets;
 - f. Raised letters containing lead are not permitted on memorial tablets set with the top surface level with the surrounding ground.
9. Columbaria Niches: A memorial taking the form of a columbaria niche plate shall, subject to the niche plate size, have an inscription carved or engraved on the surface of the niche plate and shall be consistent with this Bylaw.
 10. No memorial, inscription, engraving, or ornamentation or combination thereof that, in the opinion of the City, is inconsistent with the dignity of adjacent lots, the Cemetery or community standards shall be placed on any memorial.
 11. Except as permitted otherwise in section 10, all memorials shall have top surfaces set level and flush with the surface of the surrounding ground;
 12. On graves containing cremated remains, a memorial base which conforms to the requirements of section 6(a), and which supports either a stone or bronze tablet, may enclose one or two containers of cremated remains and shall have its top surface set level and flush with the surface of the surrounding ground;
 13. No memorial tablet may be installed on any lot until the grave is occupied, except where it is a shared memorial with an adjacent occupied lot, and provided the single tablet so used is set so as to evenly span both lots.

14. The Cemetery Caretaker may arrange for the temporary removal of a memorial without the owner's permission if, during excavation of an adjoining grave, the memorial is found to be a hazard to the safety of workers in the excavation, and provided that:
 - a. The memorial is replaced in its original position on the grave from which it was removed as soon as possible after the excavation is filled;
 - b. The owner of the memorial is not charged with the cost of the work; and
 - c. The City repairs, at its expense, any damage made to the memorial.

15. The City shall be responsible for the maintenance of the land of a lot on which a memorial is placed or installed but is not responsible for the maintenance of any memorial on a lot and shall not be liable for, or obligated to repair, any scratch, breakage or damage to a memorial except where it can be shown the damage was caused by the negligence of the City or Caretakers.

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 7, 2020
Subject: 2020 Property Tax Sale Deferral

Recommendation

THAT Council, in accordance with Section 12 of Ministerial Order No. M192 [Local Government Meetings and Bylaw Process (COVID-19) Order], gives first, second and third readings and adopts the bylaw cited as "City of Enderby 2020 Tax Deferral Bylaw No. 1706, 2020".

Background

Under the Local Government Act, municipalities must conduct an annual property tax sale, on the last Monday of every September, for each property that is delinquent on their property taxes. For 2020, delinquent refers to taxes that are still owed from 2018. One of the financial relief measures the Province has provided during the COVID-19 pandemic is the ability for local governments to defer its 2020 property tax sale for one year. In order to do so, the City must have a bylaw in place by August 31st authorizing the tax sale deferral.

At the time of writing this memo, there are nine properties with delinquent taxes totaling \$9,540.50. The total amount of taxes outstanding for these properties is \$57,071.30, although the property owners only need to pay off the delinquent portion to avoid tax sale.

It is uncertain at this time whether COVID-19 may impact the City's ability to safely conduct the tax sale in accordance with the legislative requirements. In addition to this, deferring the tax sale will provide more time for property owners to pay off their delinquent taxes if needed. The City is not facing a cash flow crisis and can wait to collect the taxes. Interest will continue to accrue on delinquent taxes at the rate set by the Province, such that the taxpayer will not have to make up the cost of the deferral in the long term.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1706

A BYLAW TO DEFER TAX SALE FOR THE YEAR 2020

WHEREAS in accordance with Division 4 of Local Government Finance (COVID-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of that Local Government Act;

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

1. This bylaw may be cited as "City of Enderby 2020 Tax Deferral Bylaw No. 1706, 2020".
2. The annual tax sale for 2020 is deferred to September 27, 2021.
3. All delinquent taxes on properties within the City of Enderby as at September 28, 2020 will remain as delinquent taxes for 2021 with applicable interest charges.
4. Delinquent taxes include Taxes in arrears and mean any taxes remaining unpaid on December 31, two years after the year the tax was imposed.
5. Taxes in arrears means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year that they were imposed.

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



VERNON NORTH OKANAGAN DETACHMENT

2nd Quarter (April to June) 2020

QUARTERLY POLICING REPORT

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

Superintendent Shawna BAHER

Officer in Charge

POLICING ACTIVITY REPORT ~ 2nd Quarter 2020

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

COMMUNITY EVENTS

Since April of 2020, everyone has been affected by the global novel coronavirus pandemic and the unprecedented changes to our daily routines. The Vernon North Okanagan Detachment quickly recognized the



impact and adapted to ensure our front line officers remain healthy. Extra cleaning and protective measures were implemented, including the use of an electrostatic sprayer to ensure the safety of police officers, civilian staff and our clients. The Vernon North Okanagan RCMP are committed to providing a quality police response to the communities we serve during this time. During this quarter, our officers showed support to frontline hospital workers with drive-by parades at the Vernon Jubilee Hospital. We honored the life of Cst. Heidi Stevenson, who was killed in the line of duty in Nova Scotia, with a socially distanced moment of silence at our cenotaph, which was

attended by a small group of frontline officers. Also recognizing the impact of the pandemic on seniors, we assisted a local restaurant with delivery of meals to house bound persons in the community.

VERNON/COLDSTREAM

OPERATIONS

The table below highlights the total number of calls for service with Criminal Code offences and property crime extracted for the 2nd quarter, as well as the cumulative number since January 1, 2020 to the end of the quarter.

Category	Vernon		Coldstream		Vernon Rural	
	Q2	YTD	Q2	YTD	Q2	YTD
Calls for Service	5,206	9,838	439	756	498	868
Criminal Code Offences	1,498	2,950	100	161	112	192
Property Offences	914	1,821	60	94	71	129

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

Vernon Apr 1 to June 30, 2020	Q2	YTD
Charges Forwarded	602	1,027
Total Prisoners	404	796
PDS Interventions	8	12
SEPTA Files	409	764

Recognizing that Calls for Service encompass both calls from the public, which frontline officers are dispatched to, and self-generated work completed by the officers in support of enhanced public safety initiatives, Superintendent Baher has extracted the two categories from the total calls for service. The below graph outlines the total dispatch calls and the total self-generated calls for the 2nd quarter of 2020 with a comparison for the previous year for the area of Vernon/Coldstream.

2 nd Quarter (Apr 1 – June 30)			Cumulative Total (Q1, Q2)	
2019	Dispatched Calls	5,719	Dispatched Calls	10,159
2020	Dispatched Calls	5,384	Dispatched Calls	9,933
		-5.86%		-2.22%
2019	Self Generated Calls	633	Self Generated Calls	1,159
2020	Self Generated Calls	759	Self Generated Calls	1,529
		+19.91%		+31.92%

FRONT LINE POLICING

Vernon

- On April 14th frontline officers responded to reports of a vehicle being driven at erratic speeds and colliding with the center barricades on Highway 97. Police located the vehicle and arrested the driver.
- On April 24th frontline officers responded to a disturbance in the 4200 block of 32nd Street where a man was assaulting people inside their vehicle as they waited in a restaurant drive-thru. The suspect was located covered in blood and, as police attempted to take the suspect into custody, resisted arrest and assaulted a police officer.
- On April 24th numerous frontline officers descended on a motel in the 3200 block of 25th Avenue in response to an alleged weapons complaint. One person was arrested without incident and a search subsequent to the arrest did not locate any firearm. The individual was released without charge.
- On May 11th frontline officers responded to a suspicious incident at the City of Vernon public works yard. Police established a perimeter around the site and conducted an investigation inside the building. No one was arrested or charged as a result of the incident.
- June 7th frontline officers responded to numerous reports of incidents of vandalism and graffiti to residences and vehicles. The damage included rocks thrown at windows and vehicles and buildings spray painted with racist and offensive language. No suspects were identified.
- June 23rd frontline officers responded to a serious motor vehicle incident on Scott Road where a small car failed to negotiate an intersection and struck a residence, causing substantial damage to the building's foundation. The driver was treated in hospital for serious injuries and the investigation continues.

Coldstream

- May 15th a hiker walking off-trail in Cosens Bay stumbled upon an unexploded WWII ordinance. Frontline officers attended the area and requested the assistance of the RCMP Explosive Disposal unit to remove the device safely.
- May 22nd a diesel pick-up truck was stolen from a residence and was later located on King Edward Forest Service Road. One suspect was taken into custody and was charged with possession of stolen property over \$5000.
- June 16th a vehicle at the Cosens Bay parking lot sustained damage to the doors, quarter panel, hood, trunk and the driver's side window. A suspect was identified and is proceeding through the Restorative Justice Program.

GENERAL INVESTIGATION SECTION

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

Serious Crime Unit (SCU)

- In April an SCU officer examined the scene of a structure fire on 35th Avenue. SCU seized exhibits and obtained statements from potential witnesses. The investigation continues.
- In June SCU provided assistance to frontline officers with regards to a sudden death investigation. SCU examined the scene, liaised with the BC Coroners Service and the family of the deceased. During the course investigation, it was determined there was no criminality involved and the file has been concluded.
- In June an SCU officer who is a trained Digital Field Technician provided support to other detachment units by examining cellular telephones which had been seized during the course of the investigation. Two cellphones were examined for the Sex Crime Unit and one cell phone for Task Force.
- In June SCU assisted frontline investigators at a scene of a sudden death. SCU liaised with the BC Coroners Service and determined no criminality was involved. The investigation has been concluded.
- In June SCU assisted another jurisdiction during a search for a high risk missing Indigenous female. Investigators located the woman and confirmed her well-being. The investigation is concluded.
- In June SCU assisted in the investigation of a series of armed robberies which resulted in the arrest of three suspects. SCU took conduct of the investigation, obtained a witness statement, video surveillance and assembled a detailed report to Crown Counsel, which resulted in numerous charges being approved by Crown. The matter is before the courts.
- During this quarter an SCU officer, who is a trained Digital Field Technician, provided support to other detachment units by examining cellular telephones which had been seized during the course of the investigation. Two cellphones were examined for the Sex Crime Unit and one cell phone for Task Force.

Special Victim Unit (SVU)

The Special Victim Unit investigates crimes relating to vulnerable victims. The SVU is comprised of a Corporal and two Constables who are responsible for high risk investigations relating to domestic violence, sex crimes and missing persons. Due to the recent transfer of the Corporal supervisor, a promotion competition was held for the position. The successful candidate is Corporal James Scott, who brings with him a wealth of knowledge and experience from his eight years with the Vernon Serious Crime Unit. SVU comprises the following three units:

Domestic Violence Unit (DVU)

Regarding high risk violence in relationship files, the Domestic Violence Unit provides assistance to frontline investigators as well as facilitates Integrated Case Assessment Team (ICAT) meetings to support the victim through the process. During this quarter, the DVU managed six open ICAT files and had five new referrals, of which three have been accepted into the ICAT process.

- In May DVU assisted frontline officers with a violence in relationship investigation involving firearms and threats where the DVU investigator obtained a victim statement and conducted a risk assessment.
- In May DVU prepared a report to Crown Counsel recommending breach of release order charges regarding a chronic high risk domestic violence offender and facilitated an ICAT meeting with Victim Services and the Ministry of Children and Family Development.
- In June DVU initiated an investigation of a high risk domestic violence offender in order to support a charge of criminal harassment. The investigation continues.
- In June DVU provided assistance to the frontline investigators regarding allegations of child abuse. DVU obtained statements from the victim as well as potential witnesses. The investigation continues.
- In June DVU conducted a file review and provided operational guidance with regards to a domestic violence investigation in the North Okanagan Rural area, involving threats.

Sex Crimes

During this quarter, the Sex Crimes unit received information from the BC Integrated Child Exploitation Unit (BC ICE) with regards to the offence of possession of child pornography. As a result, three investigations have been opened for internet protocol (IP) addresses in Vernon.

The Sex Crimes investigator has provided operational guidance to frontline officers and conducted child interviews for numerous investigations including:

- three separate reports of sexual interference of a minor;
- secured a statements regarding child abuse; and
- interviewed a victim regarding a sexual assault.

Missing Persons

The Missing Person coordinator provides support and guidance to front line officers on high risk missing person investigations. The Corporal supervisor is responsible to monitor all missing person investigations daily for quality assurance and provide follow up action as necessary.

TARGETED POLICING

In an effort to continue to work closely with partner agencies and stakeholders, the Targeted Policing Unit met regularly with numerous partner agencies including Interagency, Community Outreach and Mentally Disordered Offenders. During this quarter, and in response to the COVID-19 pandemic, face-to-face meetings were temporarily placed on hold.

Task Force

- In April Task Force assumed conduct of an assault with a weapon investigation where a cyclist was purposely struck by a vehicle. Investigators located the vehicle involved and the investigation continues.
- In May Task Force conducted an investigation into the proceeds of crime and possible drug trafficking. The investigation continues.
- In June Task Force investigated a subject believed to be associated to drug trafficking. As a result, one subject was arrested and quantities of fentanyl, cocaine and money were seized. The matter is before the courts.

Crime Reduction Unit (CRU)

The Crime Reduction Unit encompasses the plainclothes investigators in Prolific Offender Unit and the uniformed officers in Downtown Enforcement Unit. CRU performs a significant role in the bi-weekly comparative statistics meeting where emerging crime trends, hots spots of criminal activity, problem premises, priority prolific offenders and social chronic offenders are identified and tasks are assigned to various units to help reduce crime.

Prolific Offender

A prolific offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offences, who is identified by current intelligence to be criminally active, and assessed by police and partner agencies as medium to high risk to re-offend. These are offenders who are residing within our detachment area and are capable of causing a disproportionate amount of crime in the community. At the conclusion of this reporting period there were 19 prolific offenders identified for monitoring in the Vernon North Okanagan. Of those, 3 are currently in custody and 16 are not in custody. Of those not in custody, 11 reside within the City of Vernon, 4 within the outlying rural area and one resides outside of our jurisdiction.

- In April the Prolific Offender Unit conducted an investigation into a series of mischief and theft from auto reports in the 1800 block of 34A Street, which culminated in the arrest of a 37 year old Kelowna man. The man faces numerous charges and the matter is before the courts.
- In April investigators located a prolific offender in breach of house arrest conditions and in possession of methamphetamine and fentanyl. The 39 year old man remains in custody and is charged with possession for the purpose of trafficking.
- In May police responded to a report of a theft of motor vehicle in progress, which resulted in the arrest of three teenaged males from Vernon. The three accused, ages 18, 14 and 13 years old, attempted to flee from police and are facing numerous charges.
- In June the Prolific Offender Unit conducted an investigation into a series of thefts from vehicle, which occurred in the downtown core and resulted in the arrest a 28 year old male and a 27 year old female. Both individuals face numerous criminal charges and the matter is before the courts.

Downtown Enforcement

During this reporting period, the Downtown Enforcement Unit liaised with the street entrenched population, provided referral information and conducted enforcement action, which included the execution of 66 warrant of arrests. As well, the unit recommended 25 investigations to Vernon Crown Counsel for charge approval which included 14 persons charged with failure to comply with police or court imposed conditions.

Opioid Pilot Project

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

Month	Card given	Referral made	Video shown	Kit provided
April	4	4	0	2
May	2	2	1	2
June	2	1	0	1
Total	8	7	1	5

NORTH OKANAGAN RURAL

OPERATIONS

The below tables are the total number of calls for service with Criminal Code offences and property crime extracted for the 2nd quarter of 2020.

Category	Armstrong		Spallumcheen		Enderby	
	Q2	YTD	Q2	YTD	Q2	YTD
Calls for Service	183	434	294	548	455	947
Criminal Code	80	152	82	135	176	337
Property Offences	34	69	28	58	44	117

Category	Falkland		Lumby		Westside	
	Q2	YTD	Q2	YTD	Q2	YTD
Calls for Service	105	230	200	427	249	465
Criminal Code	28	53	58	111	93	160
Property Offences	12	23	10	33	18	38

Below is a table of the total charges forwarded to Vernon and Salmon Arm Crown Counsel, the total prisoners held in the North Okanagan cell blocks and the number of Police Dog Service interventions. Due to the COVID-19 pandemic, the cell blocks in Armstrong and Enderby detachments were temporarily closed, with all prisoners housed at the Vernon detention.

Category	North Okanagan	
	Q2	YTD
Charges Forwarded	71	155
Prisoners	0	39
PDS Interventions	5	5

FRONT LINE POLICING

Armstrong

- On April 10th frontline officers responded to an assault in progress in the 3300 block of Wood Avenue and located the injured victim. A 29 year old man was arrested for assault causing bodily harm and the matter is before the courts.
- On May 15th frontline officers responded to a break and enter in progress in the 2300 block of Okanagan Street, where the suspect forced open a garage door. The suspect pushed the homeowner, made strange allegations and then caused damage to a vehicle. Police arrested a 35 year old man who appeared to be in a mental health crisis and was taken to hospital for treatment. Crown Counsel has approved numerous charges and the matter is before the courts.
- On June 16th police investigated a report of mischief at Memorial Park on Pleasant Valley Road where the memorial plaque, playground equipment and garbage containers were spray painted. No suspects were identified.

Enderby

- On April 7th a robbery with a firearm occurred in another jurisdiction and the suspects fled in a vehicle. Frontline officers on patrol in Enderby located the vehicle as it fled toward Mabel Lake. After a lengthy search, one suspect was arrested by the Southeast District Emergency Response Team and faces numerous charges.
- On May 30th frontline officers responded to an assault in progress in the 700 block of Russell Avenue where one individual was pushed and responded by striking the victim with a metal pipe. Both individuals were arrested for assault and were issued no contact orders. The matter is before the courts.
- On June 24th police were advised of a suspicious vehicle in the 1700 block of George Street. Frontline officers located the vehicle and conducted a traffic stop, which resulted in the arrest of the two occupants and the seizure of a large amount of cash and drugs. The investigation continues.

Falkland

- On May 11th frontline officers responded to a break, enter and theft in progress at an outbuilding in the 4500 block of Cedar Hill Road where the suspects fled in a vehicle and refused to stop for police. The suspects stole numerous items, some of which have since been recovered.

Lumby

- On April 22nd police attended a motor vehicle incident in the 2100 block of Park Avenue where a black Ford F-150 had hit a tree and another vehicle. The 32 year old driver failed an ASD demand and was issued a 90 day Immediate Roadside Prohibition, a 30 day vehicle impound, and a violation ticket for no driver's licence.
- On June 5th frontline officers responded to an assault in progress in the 1800 block of Faulkner Avenue where the homeowner had been assaulted by an individual who was visiting. A 62 year old man was arrested and charged with assault causing bodily harm. The matter is before the courts.

Spallumcheen

- On April 28th a silver sedan drove off the road near Otter Lake Road and police were advised the driver may be impaired. When frontline officers attended, it was learned the driver had an outstanding warrant and was in possession of stolen license plates. In addition, the 32 year old man had no driver's license and the vehicle was not insured.
- On June 23rd a police officer was conducting patrols near Pleasant Valley Cross Road and observed a vehicle travelling 50km over the posted speed limit. The officer conducted a traffic stop and, when they approached the vehicle, noticed the strong odor of marijuana. It was learned the driver was on conditions to not possess or consume drugs or alcohol. A 24 year old man was arrested for failure to comply with conditions, issued a violation ticket for speeding and his vehicle was impounded.

Westside

- On April 28th frontline officers were advised of a man screaming and ripping his clothing off in a business parking lot in the 11000 block of Westside Road. Police arrested a 38 year old man who was intoxicated and in breach of several conditions. The matter is before the courts.
- On June 10th police responded to an impaired driver in a stolen vehicle on Westside Road which resulted in the deployment of a number of police resources to arrest the driver in West Kelowna. A 25 year old man from Kelowna faces numerous criminal charges.
- On June 15th frontline officers investigated a report of numerous waterfront cabins and vehicles broken into overnight. Cabin owners advised a number of items were stolen and no suspects were identified.

GENERAL INVESTIGATION SECTION

The North Okanagan Rural General Investigation Section consists of a Corporal and a Constable who investigate and provide support regarding serious incidents occurring in the North Okanagan Rural area.

- In April GIS investigated a suspicious death in Lumby and conducted an initial assessment of the scene. The Southeast District Major Crimes Unit is currently investigating.

- In April GIS assisted frontline investigators with a serious domestic assault investigation. GIS obtained statements and arrested the suspect. The matter is before the courts.
- In April GIS investigated a break and enter in progress where GIS conducted a scene assessment, obtained witness statements, identified the suspects and submitted a detailed report to Crown Counsel. Charges were approved and the matter is before the courts.
- In May GIS was requested to assist another country with obtaining a warned statement from a suspect who resides in the area but is alleged to have committed a fraud in that country.

TRAFFIC ENFORCEMENT

North Okanagan Rural

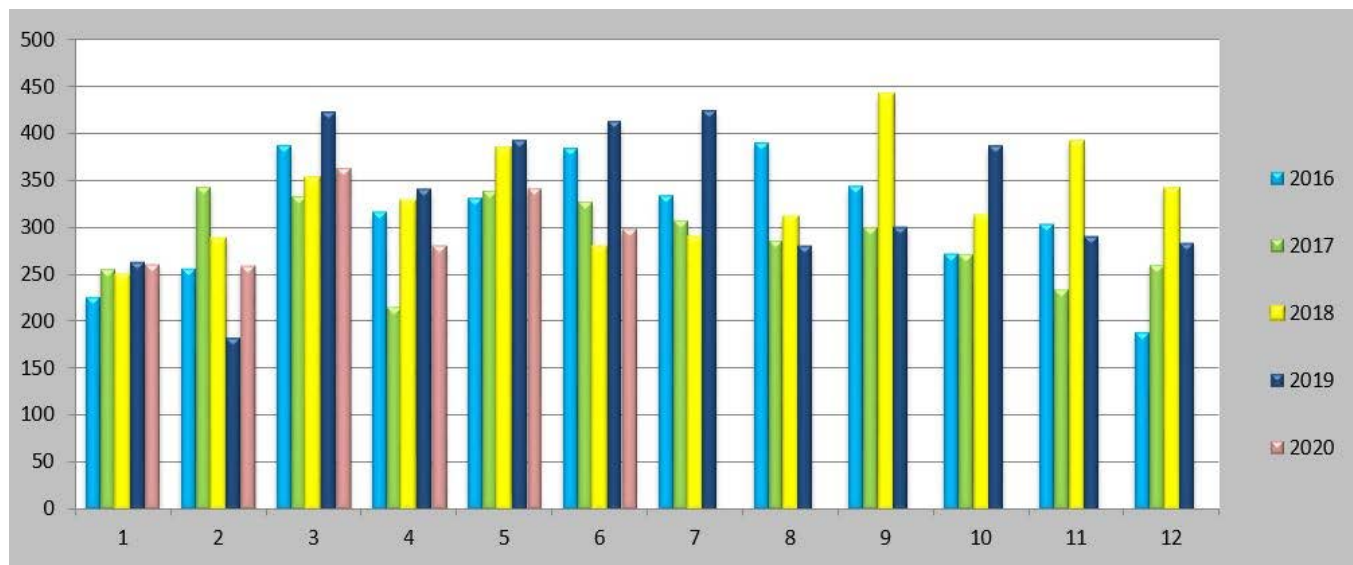
- Road Check Stops: 0
- Impaired Drivers taken off the road by way of suspension or charge: 21
- Distracted Driver Charge: 0

Area	Violation Ticket	Warning
Armstrong	31	27
Enderby	17	24
Falkland	7	2
Lumby	35	23
Spallumcheen	25	25
Westside	2	2

Vernon/Coldstream

- Road Check Stops: 25
- Impaired Drivers taken off the road by way of suspension or charge: 57
- Distracted Driver Charge: 7

Area	Violation Ticket	Warning
Vernon	475	200
Coldstream	88	130
Vernon Rural	7	2



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

FORENSIC IDENTIFICATION SECTION

The Vernon North Okanagan Forensic Identification Section currently has two of the three members in rotation available. Vernon FIS currently shares on call responsibility with Revelstoke FIS. Vernon FIS call to attendance, assistance and scheduling was amended to comply with COVID-19 health directives. During the 2nd quarter of 2020, a total of 11 individuals were identified on 39 files through fingerprints or other types of physical evidence. A total of 78 friction ridge impressions had been collected as well as two footwear impressions, 33 DNA Swabs and one tire impression.

Call for Service	Vernon/Coldstream	North Rural
Break and Enter	10	4
Theft over \$5000	1	0
Theft from Vehicle	1	0
Theft of Vehicle	2	1
Mischief	3	1
Possession of Stolen Property	4	0
Aggravated Assault	1	0
Homicide	0	1
Robbery	0	1
Firearms Offences	1	0
Assault	4	0
Drug Offences	1	0
Other offences	1	1
Coroner's Act	1	0
Total	30	9

Vernon FIS Calls for Service encompass Vernon, Vernon Rural and Coldstream.

The North Rural calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.

POLICE DOG SERVICE (PDS)



The Vernon North Okanagan Detachment has two police dogs and their handlers in the Police Dog Service Unit. As well, there is one puppy in training who lives and works with a police officer interested in becoming a police dog handler. This photo is of new recruit, Nelly, who was specially bred to be a part of the RCMP Puppy Program. She is working hard to develop her skills so she can be chosen to become a police dog, but first she has to grow into those ears and paws.

During this quarter, PDS attended to 13 interventions with the police dog.

- In April PDS located a high risk domestic offender hiding on the property of the victim, attended to a motor vehicle incident and located the driver hiding in a ditch, and tracked a suspect in an armed robbery.
- In May PDS assisted frontline officers in the arrest of a suspect in possession of a stolen vehicle and the arrest of a domestic offender hiding in a residence.
- In June PDS assisted with tracking two different high risk missing persons. As well, PDS liaised with Search and Rescue regarding a lost hiker in Trinity Valley, a drowning in Kalamalka Lake and another drowning in Okanagan Lake.

RESERVE CONSTABLE PROGRAM

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

AREA	PATROLS	VIOLATION TICKET	WARNING
Vernon	25	169	100
Coldstream	27	65	99
Total	52	234	199

SCHOOL RESOURCE OFFICER

For the first time in 20 years, the Vernon North Okanagan Detachment was forced to cancel the Constable John Minguy Memorial Youth Academy in response to the COVID-19 pandemic. Again this year there had been a great deal of interest from students with over 50 applications. The School Resource Officer will plan to hold a youth academy in 2021. After March break, School District 22 chose not to resume in-class training and offered on-line classes to students. At this time, the School Resource Officer was re-deployed to assist the frontline with general duties and police response to calls for service. The Vernon North Okanagan RCMP is hopeful school sessions will resume in the fall.

COMMUNITY POLICING

Community Safety Office

The City of Vernon Community Safety Office remained open with limited hours during this quarter, due to the pandemic; however, was not staffed by the volunteers. The coordinator advised there was minimal foot traffic with the majority of people seeking information on Project 529 to protect newly purchased bicycles.

Vernon RCMP Volunteers

The City of Vernon RCMP Volunteers currently has 49 volunteers with the program. During this quarter, the volunteer programs were placed on hold for the safety of the volunteers. The coordinator is currently working on a plan to provide limited crime prevention activities.

HUMAN RESOURCES

Established Levels

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

Funded Levels

As of June 30th, 2020, the Vernon North Okanagan Detachment billed 51.55 City of Vernon; 26.87 Provincial; 3.08 City of Armstrong; 7 District of Coldstream; 3 Township of Spallumcheen, 1 Splits'in First Nation & 1 Okanagan Indian Band (OKIB).

QUARTERLY STATISTICS

The following pages contain the police statistics for the 2nd quarter of 2020, April to June with a comparison for the same month of the previous year. The activity types selected are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities, and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.

2 nd Quarter Statistics – City of Vernon						
ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	June 2019	June 2020
Total Files	1389	1506	1683	1684	1570	1703
Robbery	2	1	1	3	3	4
Assault (Includes DV)	43	40	44	41	68	45
Domestic Violence	6	9	7	8	14	8
Sex Offence	4	7	12	6	4	14
B&E Residence	19	7	9	9	14	7
B&E Commercial	4	10	15	13	8	6
Theft of Vehicle	14	14	9	7	14	16
Theft From Vehicle	71	52	107	43	87	46
Theft Over \$5000	3	-	4	1	1	5
Theft Under \$5000	108	66	136	72	99	73
Drug Offence	28	34	57	61	56	45
Liquor Offences	20	21	37	24	31	14
Impaired Driving	18	13	21	14	16	10
24 Hour Driving Suspension	2	4	1	2	6	3
Motor Vehicle Accidents	19	11	20	10	20	12

2 nd Quarter Statistics – Vernon Rural						
ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	June 2019	June 2020
Total Files	111	142	114	159	112	143
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	3	1	1	6	1
Domestic Violence	2	3	1	1	3	1
Sex Offence	-	-	-	1	-	2
B&E Residence	-	-	1	1	3	3
B&E Commercial	1	1	1	2	1	-
Theft of Vehicle	1	1	1	3	1	2
Theft From Vehicle	10	2	6	4	3	3
Theft Over \$5000	-	-	-	-	-	3
Theft Under \$5000	5	1	2	2	10	1
Drug Offence	1	1	1	2	1	3
Liquor Offences	-	2	4	2	1	1
Impaired Driving	-	3	2	1	-	3
24 Hour Driving Suspension	-	2	-	1	-	-
Motor Vehicle Accidents	1	4	3	-	4	-

2nd Quarter Statistics – District of Coldstream

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	June 2019	June 2020
Total Files	95	102	102	158	138	148
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	3	4	-	2	4
Domestic Violence	1	3	1	-	-	-
Sex Offence	-	-	1	-	-	1
B&E Residence	-	1	1	1	1	1
B&E Commercial	2	-	-	-	-	2
Theft of Vehicle	1	1	2	3	2	2
Theft From Vehicle	8	1	6	4	13	7
Theft Over \$5000	-	1	-	-	-	-
Theft Under \$5000	2	2	7	4	8	4
Drug Offence	1	3	-	2	2	1
Liquor Offences	1	-	3	2	4	2
Impaired Driving	2	4	1	-	2	3
24 Hour Driving Suspension	-	1	-	-	-	-
Motor Vehicle Accidents	1	-	1	1	1	3

2nd Quarter Statistics – City of Armstrong NR4100 and NR4101

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	98	59	94	58	96	98
Robbery	-	-	1	-	2	-
Assault (includes DV)	2	2	-	2	4	4
Domestic Violence	-	-	-	-	2	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	-	1	-	-
B&E Commercial	-	1	-	-	4	-
Theft of Vehicle	-	-	-	-	1	2
Theft From Vehicle	3	1	1	1	1	8
Theft Over \$5000	-	-	-	-	-	3
Theft Under \$5000	2	-	2	3	4	2
Drug Offence	-	-	-	-	-	1
Liquor Offences	2	-	-	-	1	3
Impaired Driving	-	-	1	-	1	-
24 Hour Driving Suspension	-	1	-	-	-	-
Motor Vehicle Accidents	2	-	1	1	1	-

2nd Quarter Statistics – Spallumcheen NR4200

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	Jun 2020
Total Files	89	86	131	121	97	122
Robbery		-		-		-
Assault (Includes DV)	1	3	3	3	2	5
Domestic Violence	-	-	2	-	1	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	1	1	1
B&E Commercial	1	1	2	-	-	-
Theft of Vehicle	1	-	-	2	1	1
Theft From Vehicle	2	-	3	1	1	3
Theft Over \$5000	-	8	-	2	-	-
Theft Under \$5000	3	1	2	3	3	1
Drug Offence		-		2		1
Liquor Offences	1	2	2	-	1	-
Impaired Driving	-	-	-	4	-	1
24 Hour Driving Suspension	-	-	-	1	-	2
Motor Vehicle Accidents	1	2	3	4	4	4

2st Quarter Statistics – Spallumcheen Hwy 97/97A

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	Jun 2020
Total Files	12	11	26	29	24	32
Impaired Driving	-	-	-	-	1	-
24 Hour Suspension	-	-	-	-	-	2
Drug Offences	-	-	-	-	-	1
Motor Vehicle Accidents			2	3	3	1
Collision over \$10000	-	-	-	-	-	-
Collision non-fatal injury					1	1
Collision Fatal	-	-		-	-	-
Traffic moving offences	8	4	14	15	13	16
Driving Complaints	7	5	15	14	16	3
Liquor Offences	-	-	2	-	-	-

2nd Quarter Statistics – City of Enderby NR1200 and NR1201

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	68	97	109	108	191	94
Robbery	-	1	-	-	3	-
Assault (Includes DV)	2	1	3	3	5	3
Domestic Violence	-	-	1	-	-	-
Sex Offence	-	-	1	-	-	-
B&E Residence	1	-	1	-	1	-
B&E Commercial	-	-	-	3	3	1
Theft of Vehicle	2	3	-	-	1	2
Theft From Vehicle	2	2	4	6	9	5
Theft Over \$5000	-	2	-	-	-	1
Theft Under \$5000	-	4	7	-	17	-
Drug Offence	-	1	-	4	-	2
Liquor Offences	2	1	4	4	5	3
Impaired Driving	1	1	-	-	1	-
24 Hour Driving Suspension	-	-	-	1	-	-
Motor Vehicle Accidents	1	1	-	1	1	2

2nd Quarter Statistics – Enderby Rural NR1202 to NR1204

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	50	64	68	76	55	99
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	1	2	2	1	2
Domestic Violence	2	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	1	-	2	1	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	1	2	1	1	3
Theft From Vehicle	-	1	-	-	1	-
Theft Over \$5000	-	4	-	-	-	-
Theft Under \$5000	2	-	1	4	2	2
Drug Offence	1	-	-	1	-	-
Liquor Offences	-	-	2	-	-	-
Impaired Driving	-	1	1	-	1	-
24 Hour Driving Suspension	-	-	-	1	-	2
Motor Vehicle Accidents	1	3	1	4	1	4

2nd Quarter Statistics – Village of Falkland NR1300 and NR1301

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	10	9	28	11	11	7
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	-	1	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	1	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	-	1
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	1	-	1	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	2	-	-	-
Impaired Driving	-	-	1	-	-	-
24 Hour Driving Suspension	-	-	1	-	-	-
Motor Vehicle Accidents	-	1	-	-	-	-

2nd Quarter Statistics – Falkland Rural NR1302 and NR1303

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	29	36	44	63	45	59
Robbery	-	-	1	-	-	-
Assault (Includes DV)	-	-	-	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	1	-	2	1	2	2
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	2	-	1	2	1	1
Theft From Vehicle	-	-	1	-	1	-
Theft Over \$5000	-	-	1	1	1	-
Theft Under \$5000	-	-	-	-	-	3
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	1	-	-	3	1	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	1	-	-	6	1	-

2nd Quarter Statistics – Village of Lumby NR1400 and NR1401

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	24	37	46	30	48	30
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	2	-	1	1	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	2	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	2	-	-	1	-	1
Theft From Vehicle	-	-	1	-	3	3
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	1	-	-	2	-
Drug Offence	-	1	-	-	-	-
Liquor Offences	-	1	1	-	4	-
Impaired Driving	1	-	-	-	-	1
24 Hour Driving Suspension	1	-	1	1	-	-
Motor Vehicle Accidents	1	-	2	2	-	1

2nd Quarter Statistics – Lumby Rural NR1402 and NR1403

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	49	38	53	70	47	62-
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	1	-	3	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	-	-	1
Theft From Vehicle	-	-	1	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	-	1	2	2	-
Drug Offence	-	-	-	1	-	1
Liquor Offences	-	2	1	-	-	-
Impaired Driving	1	-	1	2	2	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	1	3	1	3

2nd Quarter Statistics – OKIB NR8000, NR8001, NR8101, NR8102

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	48	39	38	40	59	75
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	3	1	1	1	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	1	-	-	-	1
Theft From Vehicle	-	-	1	-	-	5
Theft Over \$5000	-	-	-	-	1	1
Theft Under \$5000	-	1	-	-	1	-
Drug Offence	-	-	1	-	-	-
Liquor Offences	1	1	-	-	2	-
Impaired Driving	1	2	-	-	1	-
24 Hour Driving Suspension	-	1	-	-	1	2
Motor Vehicle Accidents	-	2	-	4	3	1

2nd Quarter Statistics – Splatsin NR8100 and NR8200

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	June 2020
Total Files	21	25	28	34	50	38
Robbery	-	1	-	-	-	-
Assault (Includes DV)	-	2	3	2	1	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	1	-	-	-	1
B&E Commercial	-	-	-	-	-	1
Theft of Vehicle	-	1	-	-	-	1
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	-	1	-	-	-	-
Theft Under \$5000	-	-	-	-	-	2
Drug Offence	-	-	-	2	-	-
Liquor Offences	-	-	-	1	-	1
Impaired Driving	-	1	1	1	-	-
24 Hour Driving Suspension	-	-	-	-	-	1
Motor Vehicle Accidents	-	-	-	1	-	1

2nd Quarter Statistics – Vernon Rural (Westside Rd) NR1000

ACTIVITY TYPE	Apr 2019	Apr 2020	May 2019	May 2020	Jun 2019	Jun 2020
Total Files	26		26		55	
Robbery	1	-	1	-	1	-
Assault (Includes DV)	1	-	-	2	3	2
Domestic Violence	1	-	1	-	1	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	2	1	1
Theft From Vehicle	1	1	1	1	1	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	1	1	1	-
Drug Offence	-	-	-	-	-	1
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	2	1	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	2	-	2	1	1

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2020 Month: 07

Folder Type	2020 / 07		2019 / 07		2020 to 07		2019 to 07					
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created				
ACCESSORY BUILDING	0	0	0	0	0	0	0	0				
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0				
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0				
DEMOLITION	0	0	0	0	0	0	0	0				
END - ACCESSORY BUILDING	0	0	0	0	1	25,000	0	0				
END - COMMERCIAL BUILDING	0	0	0	0	3	645,000	1	0				
END - DEMOLITION	0	0	0	0	1	0	2	0				
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0				
END - MODULAR HOME	0	0	0	0	1	423,000	0	0				
END - MULTI FAMILY DWELLING	1	4	210,000	0	1	210,000	0	0				
END - PLUMBING	0	0	0	0	0	0	0	0				
END - SIGN	0	0	0	0	1	15,000	1	0				
END - SINGLE FAMILY DWELLING	3	0	31,500	0	8	1,270,500	2	0				
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0				
INSTITUTIONAL	0	0	0	0	0	0	0	0				
MANUFACTURED HOME	0	0	0	0	0	0	0	0				
MODULAR HOME	0	0	0	0	0	0	0	0				
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0				
PLUMBING	0	0	0	0	0	0	0	0				
POOL	0	0	0	0	0	0	0	0				
RETAINING WALL	0	0	0	0	0	0	0	0				
SIGN	0	0	0	0	0	0	0	0				
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0				
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0				
Report Totals	4	4	241,500	1	0	1,001	16	14	2,588,500	6	0	656,001

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: August 4, 2020
Subject: Drinking Water Annual Report 2019

RECOMMENDATION

THAT Council receives and files the Drinking Water Annual Report 2019.

BACKGROUND

Pursuant to the British Columbia Drinking Water Protection Act and Regulation, the City of Enderby is required to publish an annual drinking water report.

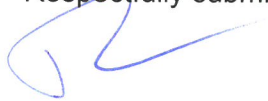
Highlights

- In 2019, the total water distributed from the City of Enderby Water Treatment Plant was 474,220 m³. The maximum one-day demand was on May 14, 2019 at 3,144 m³.
 - By contrast, in 2018, the total water distributed from the Water Treatment Plant was 471,563 m³ and the maximum one-day demand was on July 29, 2018 at 3,064 m³.
- In 2019, the City of Enderby spent \$741,035 to operate and maintain the community drinking water system. Of that value, capital investment represents 37% of the total expended by the City of Enderby in 2019.
- The total replacement value for the water distribution system (such as pipes and pumps) is \$25,284,390. As of December 31, 2019, the total depreciation is \$11,738,162. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet bank) is \$7,614,470. As of December 31, 2019, the total depreciation is \$3,473,001.
- In 2019, \$229,330 was contributed to the City of Enderby water reserve fund and \$33,245 was withdrawn. The balance of the water reserve fund as of December 31, 2019 is \$526,705.

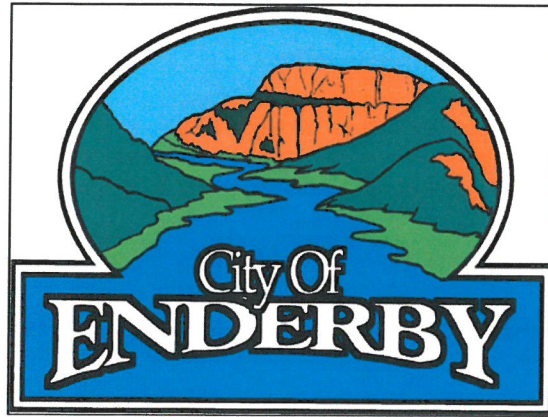
- Major projects included service renewal and realigning a segment of water main on Reservoir Road as part of the larger road reconstruction project, upgrading the water system's electronic controllers and programming, and enhancing the air lift system to aid removal of river sand from the intake.
- The City's Drinking Water Emergency Plan was updated in January and revised in June.

This report has been submitted to the Interior Health Drinking Water Officer responsible for the City of Enderby water system. Once Council receives the Drinking Water Annual Report for 2019, it will be posted to the City of Enderby website.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



DRINKING WATER ANNUAL REPORT 2019



August 3, 2020

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Executive Summary

The City of Enderby operates and maintains a community drinking water system in accordance with the Drinking Water Protection Act and the *Guidelines for Canadian Drinking Water Quality*.

In 2019, the total water distributed from the City of Enderby Water Treatment Plant was 474,220 m³. The maximum one-day demand was on May 14, 2019 at 3,144 m³.

In 2019, the City of Enderby spent \$741,035 to operate and maintain the community drinking water system. Of that value, capital investment represents 37% of the total expended by the City of Enderby in 2019.

The total replacement value for the water distribution system (such as pipes and pumps) is \$25,284,390. As of December 31, 2019, the total depreciation is \$11,738,162. The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet bank) is \$7,614,470. As of December 31, 2019, the total depreciation is \$3,473,001. In 2019, \$229,330 was contributed to the City of Enderby water reserve fund and \$33,245 was withdrawn. The balance of the water reserve fund as of December 31, 2019 is \$526,705.

The major projects undertaken in 2019 was a renewal of programmable logic controller (PLC) technology and enhancements to the air lift system to aid sand removal from the river intake. Water services on Reservoir Road were renewed as part of a road reconstruction project, which also involved realigning a water main on a corner of the road and adding a fire hydrant. The Shuswap River water main crossing work is being planned for completion in 2020. Planning for an expansion of the Water Treatment Plant is continuing.

The City continues its monitoring program and nothing of concern was discovered in the drinking water system in 2019. A positive coliform reading was identified at the Peacher sampling site on July 10, 2019 and at the Valcairn sampling site on September 11, 2019; however, in both cases, subsequent resampling was returned negative.

The City's Public Works staff are working towards obtaining certifications which match the classification of the treatment and distribution systems. The City intends to increase compliance with its Cross Connection Control program in 2020 and will use a risk-based approach.

The City has completed its Source Protection Plan for both sources and has taken action to implement its short-term recommendations. The City also completed its annual update to its Drinking Water Emergency Response Plan.

Introduction

The City of Enderby operates and maintains a community drinking water system in accordance with the Drinking Water Protection Act and Regulations, as well as the *Guidelines for Canadian Drinking Water Quality*. Pursuant to Section 15(b) of the British Columbia Drinking Water Protection Act and Section 11 of the British Columbia Drinking Water Protection Regulation, the City of Enderby provides the following Annual Drinking Water Report for 2019.

The goal of the City of Enderby is to provide clean, safe, and reliable drinking water. This means that the drinking water quality meets the standards specified in the *Guidelines for Canadian Drinking Water Quality* and the operation of the drinking water system is consistent with the BC Drinking Water Protection Act and Drinking Water Protection Regulation.

High quality drinking water must meet requirements with respect to the following:

- Maximum acceptable concentrations of microbiological contaminants such as bacteria, protozoa, and viruses such as *Giardia*, *Cryptosporidium*, and *Escherichia coli*;
- Maximum acceptable levels of turbidity;
- Maximum acceptable chemical and physical parameters; and
- Aesthetic objectives related to taste, colour, and odour.

The City accomplishes these requirements through a multi-barrier approach to treatment. A multi-barrier approach is required as “the limitations or failure of one or more barriers may be compensated for by the effective operation of the remaining barriers. This compensation minimizes the likelihood of contaminants passing through the entire system and being present in sufficient amounts to cause illness to consumers.”¹

There are a variety of potential hazards to drinking water, most of which involve chemical and microbiological contaminants that may be introduced at the source or intake, during treatment, or during distribution. The City observes a robust water quality monitoring regime and uses multi-barrier treatment to manage these threats and protect the public. The City has an up-to-date Drinking Water Emergency Response Plan and a Source Protection Plan for both of its sources.

Water System Overview

The Enderby water system consists of two sources:

1. Shuswap Well (ground water; suspected of being under the direct influence of surface water); and
2. Shuswap River (surface water).

The total amount of pipe in the distribution system is 30,962 meters. There are booster stations by the Bawtree Bridge, at the bottom of Gunter-Ellison Road, and between the upper and lower reservoirs.

¹ Federal-Provincial-Territorial Committee on Drinking Water and the CCME Water Quality Task Group, “From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water” (Ottawa, Ontario: 2004), 17.

All water is chlorinated prior to distribution. The Shuswap River surface water is filtered through a two-stage rapid filtration system which reduces turbidity and minimizes the threat of giardia and cryptosporidium. The Shuswap Well is normally piped to the Water Treatment Plant clearwell, where it receives ultraviolet treatment in addition to the chlorination received on-site.

Under normal operation, water from the Shuswap River is filtered and chlorinated, then pumped from the clearwell through the UV disinfection system and into the distribution system to a water reservoir. Water from the Shuswap Well is chlorinated on-site and pumped to the clearwell, then through the UV disinfection system and to the reservoirs. There is a total of 3,782 m³ of reservoir capacity. Each system can be isolated and run to the reservoirs alone.

It should be noted that, when the Shuswap Well is supplying water, a number of customers east of the Bawtree Bridge may receive water that is only disinfected with chlorine, meaning that it does not receive the two forms of treatment required for surface water (the Shuswap Well is suspected of being under the influence of surface water). However, when the supply of water is from the Water Treatment Plant, all customers receive fully treated water.

Under current operating parameters, the combined source capacity of the Shuswap River and the Shuswap Well is 4,753 m³ per day. The maximum production capacity of the Water Treatment Plant is 3,150 m³ per day under normal operating conditions at peak demand, although the rate of production is affected by source water turbidity, which increases backwashing frequency and reduces available production time. The ultimate source capacity, with infrastructure investment, operational changes, and assuming the capability to run the Shuswap Well for twenty-four hours per day, is 6,135 m³.

Annual Consumption Data

Note: the below figures only describe the Water Treatment Plant flow meter; this does not reflect the full quantity of water sent from the Shuswap Well, some of which is distributed to residents east of the Bawtree Bridge without being captured by the flow meter.

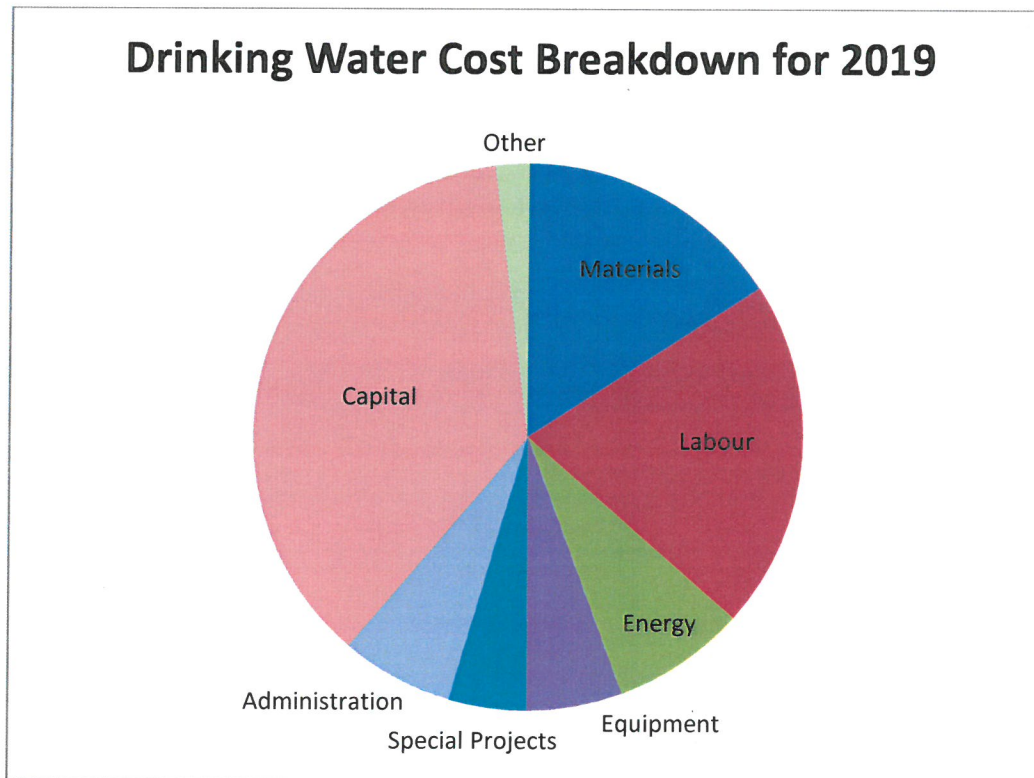
In 2019, the total water distributed from the City of Enderby Water Treatment Plant was 474,220 m³. The maximum one-day demand was on May 14, 2019 at 3,144 m³. By contrast, in 2018, the total water distributed from the Water Treatment Plant was 471,563 m³ and the maximum one-day demand was on July 29, 2018 at 3,064 m³.

The following chart shows maximum and average daily demands from the Water Treatment Plant by month for 2018 and 2019. Variations in demand tend to be influenced by a variety of factors such as population growth and consumption habits, with weather playing a particularly significant role.

Month	2018 Max. Daily Demand (m ³)	2018 Avg. Daily Demand (m ³)	2019 Max. Daily Demand (m ³)	2019 Avg. Daily Demand (m ³)
January	1722	1044	1409	1021
February	1169	969	1317	1011
March	1171	1007	1334	1046
April	1326	1092	1487	972
May	2334	1547	2226	1487
June	2693	1726	2679	1288
July	3064	1999	2053	1592
August	2635	1895	2248	1782
September	1586	1180	1920	1348
October	1352	979	1611	1179
November	1362	941	1467	1169
December	1208	989	1403	1040

Drinking Water Cost Breakdown

In 2019, the City of Enderby spent \$741,035 to operate and maintain the community drinking water system, whereas in 2018 the City spent \$990,169. Capital investment represents 37% of the total expended by the City of Enderby in 2019. The costs by expense category are:



The following chart describes the dollar value associated with each expense category and compares the values to 2018:

Category	2018 Value	2019 Value
Materials	123,816	117,232
Labour	155,237	152,918
Energy	62,335	58,455
Equipment	32,453	41,527
Special Projects	53,783	33,976
Interest	-	-
Administration	48,760	49,421
Capital	501,772	272,704
Other	12,033	14,802
Total	990,169	741,035

Water System Assessment and Infrastructure Deficit

The total replacement value for the water distribution system (such as pipes and pumps) is \$25,284,390. As of December 31, 2019, the total depreciation is \$11,738,162.

The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet bank) is \$7,614,470. As of December 31, 2019, the total depreciation is \$3,473,001.

The replacement values for both the water distribution system and the water treatment system were substantially revised from the 2018 values to reflect a 2019 appraisal.

In 2019, \$229,330 was contributed to the City of Enderby water reserve fund and \$33,245 was withdrawn. The balance of the water reserve fund as of December 31, 2019 is \$526,705.

In order to address its infrastructure deficit, the City has committed to an incremental tax increase of 1% per year to the water utility. This amount is dedicated to asset management. The anticipated 2019 contribution to water reserves is \$233,992.

Completed Major Projects and Forthcoming Major Projects

There were a number of major water projects completed or forthcoming as of December 31, 2019:

1. Programmable Logic Controller (PLC) renewal.
2. Enhancements to the air lift system for the river intake to aid sand removal.
3. Water services renewed, portion of a water main realigned, and a fire hydrant added on Reservoir Road as part of a road reconstruction project.
4. Shuswap River water main crossing renewal (forthcoming).
5. Planning for Water Treatment Plant expansion due to competing priorities (forthcoming).

Major Events

There were no major events in 2019, although there were several water main breaks.

Water Quality Monitoring

Daily samples are collected at the Shuswap Well and River and tested for pH, temperature, and turbidity. Daily samples are also collected at the Water Treatment Plant and tested for pH, temperature, turbidity, and colour. The clearwell is tested on a daily basis for pH, temperature, turbidity, colour, and free and total chlorine.

Weekly system checks and distribution samples are tested for chlorine residuals to ensure a minimum of 0.20 mg/L of free chlorine is found throughout the distribution system. Chlorine residuals were above the minimum threshold for all sample locations and dates.

At least once per month, samples are collected at 10 monitoring stations within the distribution system for microbiological testing. No E. Coli was detected at any of the sample points within the distribution system. A positive coliform reading was identified at the Peacher sampling site on July 10, 2019 and at the Valcairn sampling site on September 11, 2019; however, in both cases, subsequent resampling was returned negative.

The filter backwash is sampled on a bi-monthly schedule for pH, conductivity, turbidity, total suspended solids, aluminum, and microbiology.

On a quarterly basis, trihalomethane (THM) samples are collected from the Brash PRV, Booster #1, and Valcairn stations. THMs are by-products caused by the chemical reaction between chlorine and organic matter naturally present in water. High levels of THMs can have adverse health effects and, as a result, the *Guidelines for Canadian Drinking Water Quality* set a maximum acceptable concentration of 0.1 mg/L. All THM tests from the above sample stations reported below the maximum acceptable concentration, with concentrations ranging from 0.00734 to 0.0548 mg/L.

On July 11, 2019, testing for haloacetic acids, another disinfection by-product, was completed at Brash PRV, Booster #1, and Valcairn stations, which returned results, respectively, of 0.0167, 0.007, and 0.0298 mg/L. The maximum acceptable concentration is 0.08 mg/L per the *Guidelines for Canadian Drinking Water Quality*, meaning that all three stations are lower than the maximum value.

The Shuswap Well is tested monthly for nitrogen levels (including nitrates and nitrites) and microbiology. The Shuswap River is sampled monthly for microbiology. Both sources are sampled quarterly for total organic carbon.

The Shuswap River is sampled annually for comprehensive testing. The Shuswap Well is sampled every second year for comprehensive testing. In 2019, both sources were tested.

Test	River	Well
Chloride	0.34	1.43

Test	River	Well
Fluoride	<0.10	<0.10
Nitrate (as N)	<0.010	0.21
Nitrite (as N)	<0.010	<0.010
Sulfate	5.7	5.9
EPHw10-19	379	445
EPHw19-32	559	563
LEPHw	379	445
HEPHw	559	563
Langelier Index	-1.1	-0.9
Hardness, Total (as CaCO ₃)	41.1	51.5
Solids, Total Dissolved (calc)	48.5	64.3
Temperature, at pH	23.2	23.6
Colour, True	6.3	<5.0
Alkalinity, Total (as CaCO ₃)	41.2	53.9
Alkalinity, Phenolphthalein (as CaCO ₃)	<1.0	<1.0
Alkalinity, Bicarbonate (as CaCO ₃)	41.2	53.9
Alkalinity, Carbonate (as CaCO ₃)	<1.0	<1.0
Alkalinity, Hydroxide (as CaCO ₃)	<1.0	<1.0
Cyanide, Total	<0.0020	<0.0020
Turbidity	0.33	0.14
pH	7.63	7.56
Conductivity (EC)	90.4	120
Coliforms, Total	>= 320	<1
Background Colonies	> 200	
E. coli	12	<1
Acenaphthene	<0.050	<0.050
Acenaphthylene	<0.200	<0.200
Acridine	<0.050	<0.056
Anthracene	<0.010	<0.010
Benz(a)anthracene	<0.010	<0.010
Benzo(a)pyrene	<0.010	<0.010
Benzo(b+j)fluoranthene	<0.050	<0.050
Benzo(g,h,i)perylene	<0.050	<0.050
Benzo(k)fluoranthene	<0.050	<0.050
2-Chloronaphthalene	<0.100	<0.100
Chrysene	<0.050	<0.050
Dibenz(a,h)anthracene	<0.010	0.011
Fluoranthene	<0.030	<0.030
Fluorene	<0.050	<0.050
Indeno(1,2,3-cd)pyrene	<0.050	<0.050
1-Methylnaphthalene	<0.100	<0.100
2-Methylnaphthalene	0.11	0.138

Test	River	Well
Naphthalene	<0.200	<0.232
Phenanthrene	<0.100	<0.100
Pyrene	<0.020	<0.020
Quinoline	<0.050	<0.050
Aluminum, total	0.0336	0.0063
Antimony, total	<0.00020	<0.00020
Arsenic, total	<0.00050	<0.00050
Barium, total	0.0093	0.0114
Boron, total	0.0206	0.0179
Cadmium, total	0.000027	0.000012
Calcium, total	13.3	15.3
Chromium, total	0.0007	<0.00050
Cobalt, total	<0.00010	<0.00010
Copper, total	0.00177	0.0134
Iron, total	0.056	<0.010
Lead, total	<0.00020	0.00227
Magnesium, total	1.89	3.19
Manganese, total	0.00455	<0.00020
Mercury, total	<0.000010	<0.000010
Molybdenum, total	0.00069	0.00149
Nickel, total	0.00048	0.00122
Potassium, total	0.72	1.08
Selenium, total	<0.00050	<0.00050
Sodium, total	1.39	3.52
Strontium, total	0.0691	0.0846
Uranium, total	0.000334	0.000355
Zinc, total	0.0044	0.03
Benzene	<0.5	<0.5
Bromodichloromethane	<1.0	<1.0
Bromoform	<1.0	<1.0
Carbon tetrachloride	<0.5	<0.5
Chlorobenzene	<1.0	<1.0
Chloroethane	<2.0	<2.0
Chloroform	<1.0	<1.0
Dibromochloromethane	<1.0	<1.0
1,2-Dibromoethane	<0.3	<0.3
Dibromomethane	<1.0	<1.0
1,2-Dichlorobenzene	<0.5	<0.5
1,3-Dichlorobenzene	<1.0	<1.0
1,4-Dichlorobenzene	<1.0	<1.0
1,1-Dichloroethane	<1.0	<1.0
1,2-Dichloroethane	<1.0	<1.0

Test	River	Well
1,1-Dichloroethylene	<1.0	<1.0
cis-1,2-Dichloroethylene	<1.0	<1.0
trans-1,2-Dichloroethylene	<1.0	<1.0
Dichloromethane	<3.0	<3.0
1,2-Dichloropropane	<1.0	<1.0
1,3-Dichloropropene (cis + trans)	<1.0	<1.0
Ethylbenzene	<1.0	<1.0
Methyl tert-butyl ether	<1.0	<1.0
Styrene	<1.0	<1.0
1,1,2,2-Tetrachloroethane	<0.5	<0.5
Tetrachloroethylene	<1.0	<1.0
Toluene	<1.0	<1.0
1,1,1-Trichloroethane	<1.0	<1.0
1,1,2-Trichloroethane	<1.0	<1.0
Trichloroethylene	<1.0	<1.0
Trichlorofluoromethane	<1.0	<1.0
Vinyl chloride	<1.0	<1.0
Xylenes (total)	<2.0	<2.0

Due to the detection of EPH, LEPH, and HEPH in both sources, which are not typically present in either source, additional testing was conducted to determine whether these substances were anthropogenic (human-caused) or non-anthropogenic (natural). After the results of further testing came back inconclusive, both sources were re-sampled and no further presence was detected, which indicates that the presence was due to a laboratory error or cross-contamination of samples, rather than being present in the source water.

Environmental Operators Certification

City of Enderby operators are progressing in obtaining their EOCP certifications. Interior Health requires that the City has a Chief Operator certified at Level III for Water Treatment and Level III for Water Distribution, but has accepted the existing level of certifications on the understanding that the City is working towards full compliance. During 2019, City of Enderby employed the following operators:

Name	Title	Water Treatment
Clayton Castle	Lead Hand	Level II
Desiree Vetter	Systems Operator I	Level I
Jamie Prevost	Utility Worker III	
Ray Brown	Utility Worker III	Level I
Cliff Vetter	Utility Worker III	

Water Conservation Plan

The City of Enderby's Water Conservation Plan establishes strategies to reduce water demand throughout the community. Reducing water demand helps to protect our water resources, mitigate requirements for infrastructure expansion, and reduce operating and maintenance costs.

As of December 31, 2018, the City of Enderby has achieved a number of strategies within its Water Conservation Plan, including:

1. Education
 - a. Implementing a Water Conservation Education program.
 - b. Continuing compliance patrols and enforcement of sprinkling regulations.
2. Metering and Rates
 - a. Adopted a rate structure which balances conservation and equity.
 - b. Amended the Building Inspection Bylaw to include requirements for water meters.
 - c. Amended policies and agreements for out-of-town service connections to require water meters.
 - d. Completed water meter installations on all residential, commercial, industrial and civic properties.
3. Loss Control
 - a. Completed a Loss Control Program in 2012, which estimated the total Unaccounted For Water at 6.5% or 12.05 m³ per hour.
 - b. Completed a Leak Detection Audit to identify and repair water leaks within municipal infrastructure.
4. Planning for the Future
 - a. Developing infrastructure upgrade plans for both treatment and distribution, in order to pursue grant funding.

Cross Connection Control Program

In 2003, Interior Health required all large water purveyors (City of Enderby included) to implement a cross connection control program as a condition of operating permit. The purpose of the program is to protect public health by ensuring that the drinking water provided by the City of Enderby is not contaminated due to a backflow incident.

The City adopted a Cross Connection Control Program in 2004 and began the program implementation with assessments of a number of commercial, industrial, institutional and agricultural customers in June, 2004. Under Enderby's program, owners were expected to implement the recommendations in a timely manner and were responsible for all costs associated with their backflow prevention systems.

For a number of reasons, including cost and internal capacity limitations, the Cross Connection Control Program has not been fully implemented. The City of Enderby intends to increase compliance with its Cross Connection Control program in 2020, and will follow a risk-based approach focusing on premises isolation.

Source Protection Plan

In February 2017, the City completed its Source Protection Plan for both the surface water intake and the Shuswap Well. The Source Protection Plan characterized the sources, provided an inventory of potential contaminants and threats, characterized risks, and recommended various actions to mitigate risk. As a result of this plan, the City has completed analyses of both sources for herbicides, pesticides, and petroleum in order to characterize the source water better. The City has also reached out to relevant third parties to inform them of the locations of the City's drinking water sources and request that they notify the City in the event of an accident, spill, fire, or natural disaster. The City has also requested that the Regional District of North Okanagan refer development applications within the designated groundwater protection area.

Emergency Response Plan

The City of Enderby Drinking Water Emergency Response Plan was completed in 2013. The Emergency Response Plan includes provisions for public notification and response procedures for emergency situations, such as backflow incidents, broken water mains, chlorinator failure, source and/or reservoir contamination, and spills or vehicle accidents affecting the distribution system. It also provides an emergency contact directory.

The Emergency Response Plan was updated on January 13, 2019 and revised on June 10, 2019.

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: August 13, 2020
Subject: Notice of Motion: Rail-Trail Planning

NOTICE OF MOTION

THAT Council for the City of Enderby requests that the Shuswap North Okanagan Rail Trail (Sicamous to Armstrong) Governance Advisory Committee puts policies and procedures in place to ensure that effective and consultative planning for safe road crossings, adequate parking, and trail head amenities within the City of Enderby is completed prior to the start of construction of the Shuswap North Okanagan Rail Trail;

AND THAT this planning involves outreach and engagement with key stakeholders and partners, including the City of Enderby, to ensure that the Rail Trail exists in harmony with surrounding neighbourhoods and compliments long-range transportation and infrastructure plans.

BACKGROUND

Councillor Baird has requested a Notice of Motion be placed on the agenda with respect to planning for the implementation of the Shuswap North Okanagan Rail Trail (Sicamous to Armstrong). The City of Enderby is a participant in the RDNO's North Okanagan/Shuswap Rail Trail Service.

Strategic Plan Implications

There is no need to amend Council's 2020-22 Strategic Plan in order to commit to this motion, as it aligns with the third Objective of Strategic Priority #3, which states:

Support coordination of the Highway 97A and rail-trail planning processes at the technical and policy levels to ensure positive outcomes for Enderby.

This Objective was identified as a Critical Priority for 2020. Critical Priorities are essential objectives for which it is not possible to change the timeline, meaning that resources may need to be drawn from other Objectives in order to complete the task.

Financial and Opportunity Cost Implications

There are no new financial cost implications for Councillor Baird’s motion, as it is focused on coordinating stakeholder and partner activities. As this is a Critical Priority for Council, staff resourcing will be drawn from other Objectives as and when needed, which may affect targeted completion dates for non-Critical priorities (e.g. there is an opportunity cost that Council has deemed acceptable given the priority level of this Objective).

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: August 4, 2020
Subject: 2019 Annual Report

RECOMMENDATION

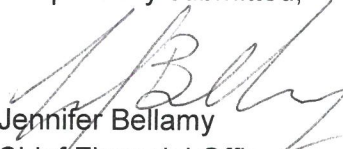
THAT Council Approves the 2019 Annual Report.

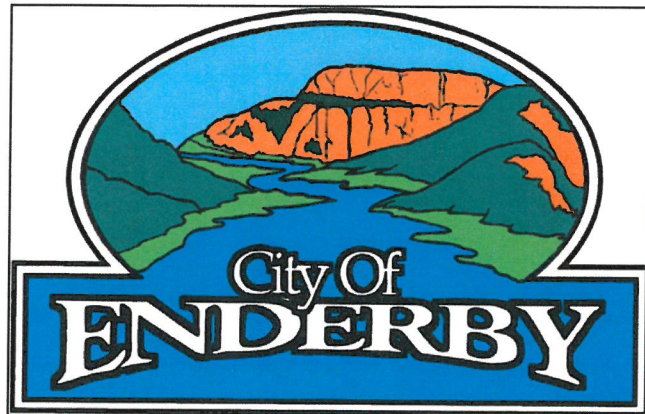
BACKGROUND

Attached is the 2019 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Sections 98 and 99 of the Community Charter.

The Annual Report was made available for public inspection online and at City Hall Tuesday, August 4, 2020.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer



2019

ANNUAL REPORT

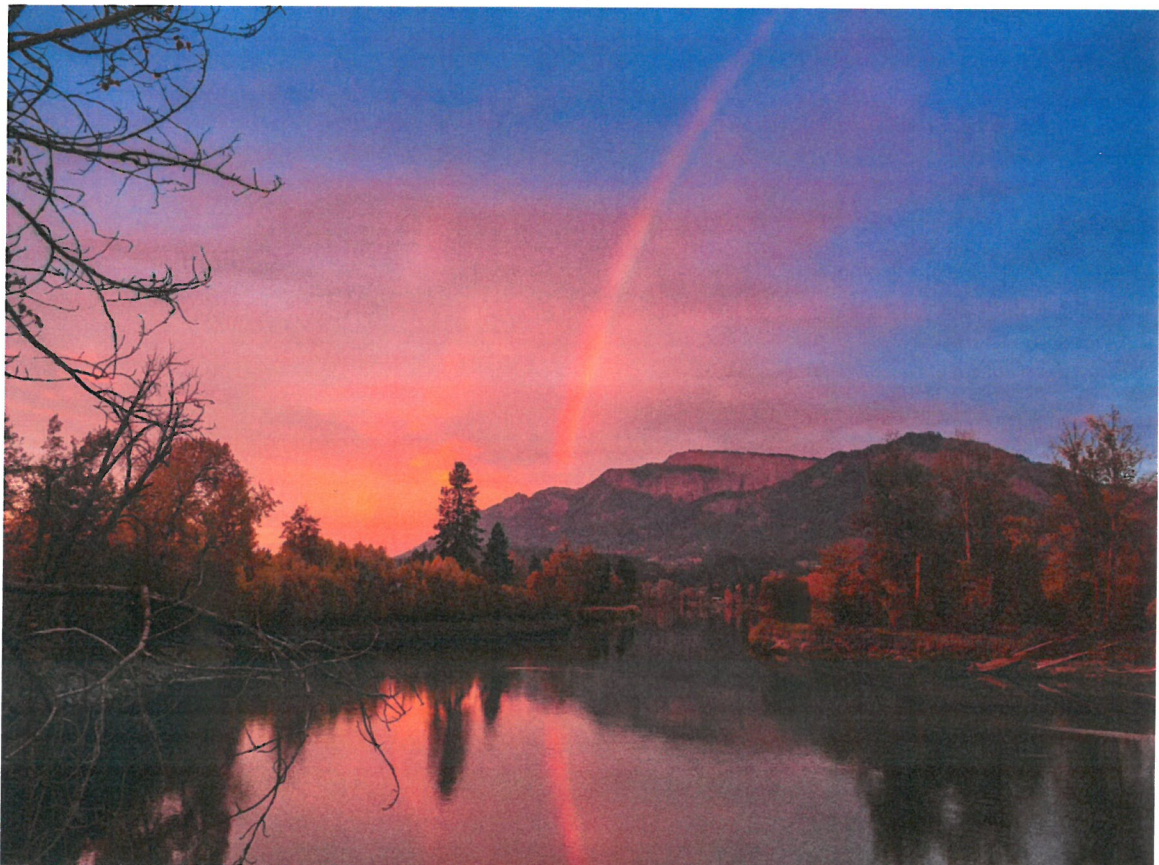


photo by Takeshi Bansho

ANNUAL REPORT FOR THE CITY OF ENDERBY
FOR THE YEAR 2019

1. Audited Financial Statements

The 2019 Audited Financial Statements were presented and approved by Council on April 20, 2020, which are attached at the end of this report.

2. Statement of Permissive Property Tax Exemptions

The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2019:

Name	Civic Address	Amount
Pioneer Place Society	1104 Belvedere Street	\$ 11,484
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	\$ 2,084
Enderby & District Senior Citizen's Complex	1011 George Street	\$ 3,630
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	\$ 17,477
Enderby Fraternal Hall Society	507 Mill Avenue	\$ 1,206
Royal Canadian Legion Branch # 98	909 Belvedere Street	\$ 1,410
St. Andrew's United Church	606 Regent Avenue	\$ 1,004
St. Andrew's United Church	1110 Belvedere Street	\$ 688
Enderby Evangelical Chapel	706 Mill Avenue	\$ 855
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	\$ 1,066
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	\$ 520
Enderby Congregation of Jehovah's Witnesses	115 George Street	\$ 3,097
Roman Catholic Bishop of Kamloops	1406 George Street	\$ 1,075
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	\$ 2,252
City of Enderby (Enderby Drill Hall Committee)	208 George Street	\$ 5,112
City of Enderby (Enderby Drill Hall Committee)	206 George Street	\$ 897
City of Enderby (Enderby Drill Hall Committee)	204 George Street	\$ 1,455
City of Enderby (Enderby & District Museum Society)	903 George Street	\$ 4,942
City of Enderby (Enderby & District Chamber of Commerce)	700 Railway Street	\$ 1,561
Seventh-Day Adventist Church	703 Old Vernon Street	\$ 2,696
Total Tax Exemptions for 2019		\$ 64,511

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

This section reports on municipal services, operations, and progress in achieving 2019 objectives.

Conservation and Green Energy

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

Infrastructure and Asset Management

- Completed upgrades to the road and drainage system on Reservoir Road and Revel Crescent.
- Separated the storm and sanitary sewer collection system on Revel Crescent. Sewer separation on Red Rock Crescent will proceed subject to obtaining grant funding.
- Deferred the repaving of rear splashpad of Fire Hall truck bay to 2020 due to contractor scheduling.
- Completed the installation of the aeration blower to enhance wastewater treatment.
- Completed the decommissioning of the Princess Street lift station.
- Continued to invest 1% new taxation in asset management.
- Installed a new built-in back-up power system for the Brickyard sewer lift station to enhance emergency response and operational efficiency.
- Began preliminary design for water treatment plant expansion.

Recreation, Public Spaces and Programs

- Organized the 7th Annual Our Enderby Clean-Up Challenge.
- Supported Enderby & District Recreation Services in their 2019 ParticipACTION Community Better Challenge victory that resulted in a \$150,000 prize to fund local physical activity initiatives.
- Continued to fund and implement new facility amenities and parks programs to promote fitness and health.
- Reviewed ball diamond usage and need for a fifth ball diamond at Riverside Park.
- Extended the backstop on Riverside Park Diamond #1 to reduce instances of foul balls landing near the playground.
- Initiated the first phase of the Cemetery Land Use Plan, which included improving the existing cremation area and installing a columbarium in the upper cremation garden.
- Commenced the development of a preliminary design for a new pool at Barnes Park.
- Repainted Arena.
- Replaced flooring at the Arena.

Social Health, Food Security, Housing, and Public Safety

- Commenced a child care planning process to develop a child care space inventory, a child care needs assessment and an action plan for improving access to child care in the community.
- Developed a FireSmart Action Plan in order to address wildfire risk within the City and direct education and implementation of FireSmart principles.
- Initiated an Evacuation Route Planning process for the community.
- Commenced an Emergency Support Services Resiliency Planning Process.
- Continued to provide space and support to the Harvest Hut.
- Continued to host interagency meetings of social support providers.
- Continued to support construction of Phase 2 of the Memorial Terrace seniors' housing development.
- Provided funding support to the Young Agrarians for Okanagan Land Matching Program Pilot.

4. Declaration and Identification of Disqualified Council Members

None.

5. Annual Development Cost Charges Report

	Balance Dec 31/18	Received in 2019	Interest Earned in 2019	Expended in 2019	Balance Dec 31/2019
Sewer	113,044	3,861	2,971		119,876
Water	352,703	3,610	9,197		365,510
Storm Sewer	0	0	0		0
Roads/Curbs	146,581	0	3,809		150,390
Total	612,328	7,471	15,977	0	635,776

6. Off-Street Parking Reserve Fund for 2019

There are currently no funds in this reserve.

7. Objectives and Progress Measures for 2020

This section describes objectives and progress measures for 2020.

Strategic Planning

- Facilitate a workshop and complete a strategic plan for Council.

Conservation and Green Energy

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

Infrastructure and Asset Management

- Rehabilitate 3rd Avenue and Hubert Avenue, including utilities.
- Complete replacement of the watermain crossing the Shuswap River.
- Replace the failed culvert at the intersection of Northern Avenue and West Enderby Road.
- Repave rear splashpad of Fire Hall truck bay.
- Undertake a Flood Mapping and Risk Assessment planning process, subject to grant funding.
- Undertake an Asset Register refinement process, subject to grant funding.
- Renew the electrical and pumps for the McGowan and Riverdale sewer lift stations.
- Conduct condition assessments on all sewer lift stations to enhance asset management data and determine lifecycle replacement dates.
- Continue to invest 1% new taxation in asset management.
- Continue preliminary design for water treatment plant expansion.
- Support the coordination of the Highway 97A and Rail-Trail planning processes.

Recreation, Public Spaces and Programs

- Complete safe operations plans for City facilities that are being reopened to the public as part of the pandemic recovery.
- Continue to fund and implement new facility amenities and parks programs to promote fitness and health.
- Complete the detailed design for Diamond #5.
- Retreat the wood structure of the Lions Gazebo.
- Complete the improvements to the existing cremation area and install a columbarium in the upper cremation garden.
- Complete the preliminary design for a new pool at Barnes Park.
- Retain a part-time events coordinator.
- Encourage interactive murals on appropriate public infrastructure.

Social Health, Food Security, Housing, and Public Safety

- Perform emergency management duties with respect to the pandemic, flooding, and other hazards.
- Complete a child care planning process to develop a child care space inventory, a child care needs assessment and an action plan for improving access to child care in the community.
- Implement the City of Enderby FireSmart Action Plan.
- Complete an Evacuation Route Plan for the community.
- Complete an Emergency Social Services Resiliency Planning Process.
- Purchase critical Emergency Operations Centre equipment to enhance emergency operations through grant funding from the Community Emergency Preparedness Fund.
- Continue to provide space and support to the Harvest Hut.
- Continue to host interagency meetings of social support providers.
- Complete a regular update to the City's Zoning Bylaw framework.
- Complete a Housing Needs Assessment in conjunction the Regional District of North Okanagan.
- Develop a Housing Strategy based on the Housing Needs Assessment.

**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

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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 7136
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

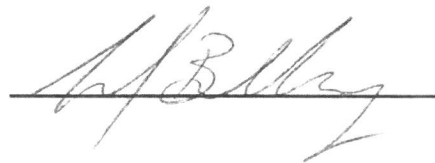
Statement of Financial Position

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
	5,649,199	5,698,935	5,346,820
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
	3,958,234	4,815,033	5,005,503
Excess revenue over expenses	1,690,965	883,902	341,317
Loss on disposal of tangible capital assets		(112,707)	(64,262)
Annual surplus	\$ 1,690,965	\$ 771,195	\$ 277,055
Accumulated surplus, beginning of year	31,855,587	31,855,587	31,578,532
Accumulated surplus, end of year	\$ 33,546,552	\$ 32,626,782	\$ 31,855,587

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	<u>7,091</u>	<u>77,500</u>
	<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
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 1,021,126	\$ 144,090	\$ 21,230	\$ 1,186,446

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	
	33,900,998	(14,773,875)	19,127,123	18,497,122
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
	15,451,441	(9,698,757)	5,752,684	5,799,119
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
	10,371,312	(5,310,290)	5,061,022	5,215,300
	\$ 59,723,751	\$ (29,782,922)	\$ 29,940,829	\$ 29,511,541

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
	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
	1,955,516	1,661,147
	\$ 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)	
	\$ 3,958,234	\$ 4,815,033	\$ 5,005,503

17. Funds Held in Trust

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

Cemetery Perpetual Care Fund:

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

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

Protective services

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

Transportation services

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

Environmental health services

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

Community development services

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

Recreational and cultural services

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

Enderby / Area F Services

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2019

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
	2,282,830	158,615	474,929	105,942	1,072,713		776,348	827,558	5,698,935
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							25,552	117,271
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)
	837,841	296,930	1,028,008	104,560	966,774	95,365	793,721	691,834	4,815,033
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

For the year ended December 30, 2018

Schedule I (cont'd)

	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	\$	\$	\$	\$	\$	\$ 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	64,120	560,448		54,325		319,612	222,000	1,321,388
Contracted services	61,962	31,321		97,806	83,344	90,481	33,469	3,451	401,834
Council grants	11,519				101,555				113,074
Insurance	54,989				22,663				77,652
Interest and bank charges	89,291							26,094	115,385
Maintenance	50,292	100,557	405,331		198,626		195,574	228,615	1,178,995
Material and supplies	143,799	4,387	4,610	613	110,822		53,782	9,880	327,893
Professional fees	21,392								21,392
Salaries and benefits	491,063	74,098	218,152	2,762	309,815	2,208	155,237	118,257	1,371,592
Training, travel and conferences	31,279	30,925	105		1,966		1,728	591	66,594
Transfers	(139,707)		(44,000)		49,547		82,077	52,083	-
	<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)	\$ 1,048,912	\$ (204,318)	\$ (684,486)	\$ 2,160	\$ 120,769	\$ (92,689)	\$ (58,164)	\$ 144,871	\$ 277,055

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2019

Schedule II

	Fortune Parks	Animal control	Cemetery	2019	2018
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
	989,056	28,442	55,215	1,072,713	1,058,576
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
	859,189	20,603	32,897	912,689	888,260
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
	35,450	6,688	11,947	54,085	49,547
Net change in financial assets	94,417	1,151	10,371	105,939	120,769
Opening surplus	150,490	44,973	139,452	334,915	311,535
Capital expenditures	(56,465)			(56,465)	(44,950)
Transfer to reserves	(56,077)		(3,950)	(60,027)	(131,765)
Transfer to/from capital	55,266			55,266	79,325
Enderby / Area F accumulated surplus	\$ 187,631	\$ 46,124	\$ 145,873	\$ 379,628	\$ 334,914

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 29, 2020
Subject: June 2020 Financial Report

Recommendation:

THAT the Financial Report from the Chief Financial Officer, dated July 29, 2020 be received for information.

Purpose:

To provide Council with a summary of the City's fiscal performance up to June 30, 2020.

Background/Discussion:

Attached are summaries on the activities for each fund up to June 30, 2020. Overall revenues and expenditures are where they are expected to be at this time of year, with the exception of Fortune Parks and Tourism / Community Engagement. These two items were most impacted by the facility closures due to COVID-19 and have reduced revenues as a result. In response, operating costs have been reduced, where reasonable, to help offset the reduction in revenues provided service level impacts could be managed in the short term. Below are explanations as to why actual amounts differ from prior year and budget.

General Fund

Revenues

Property tax levies - The remaining budget amount for property tax levies represent the 1% utility tax payments that are recorded after June. Note that this amount reflects property taxes levied, not property taxes that have been collected. As of the date of this report, 89% of property taxes have been collected compared to 93% as of the same date in 2019.

Fire Protection - The remaining budget amount represents estimated operating costs for the remainder of the year to be paid by the Shuswap River Fire Protection District (SRFPD). The remaining amount from SRFPD will be paid after year end once actual costs incurred for the year are known.

Cemetery, Fortune Parks, and Animal Control – These revenues primarily consist of the annual RDNO requisition which has been invoiced. The remaining budget amounts reflect user fees. Although cemetery and animal control user fees are consistent with budget, recreation user fees have decreased as facilities had to close in response to COVID-19.

Other – This item includes business licenses, building permits, interest earned, administration fees and equipment usage from other funds. The increase from 2019 is largely due to the increase in building permit revenues. The City has collected an additional \$29,115 compared to the same period in 2019. Any surplus from the function at the end of the year will be put aside to fund fixed costs in future years with low building activity.

Tourism / Community Engagement – This revenue is primarily comprised of camp fees from Riverside RV Park. Revenues are lower than expected as the RV Park was not able to open until June 1st and the number of camp sites available during this time were limited. As a result, expenditures have been limited to only what is needed to fund basic operations and maintenance of the RV Park and the Visitor Centre. Although it does not appear that revenues will meet the 2020 budget amount, staff are optimistic that July and August revenues will be sufficient to fund operating costs. Any revenues in excess of expenditures at the end of the year will likely need to be set aside to fund operating costs, including deferred maintenance, in early 2021 until that year's camping season begins.

Unconditional Grants – This represents the City's Small Community Grant and the Terasen Gas franchise fees. The franchise fees are collected in November.

Conditional Grants – The remaining budget amount represents grant funding for projects that are in progress but funding will not be received until the projects are complete.

Transfer from Reserves/Borrowing – This amount represents the use of surplus/reserve funds, which are recorded at year end once projects are complete and actual costs are known.

Expenditures

Executive – The decrease from 2019 is due to the decreased attendance at conferences. As COVID-19 has resulted in reduced conference expenses, these funds have been reallocated to a Community Response/Recovery Fund.

Administrative – The reduction in administrative expenses is due to the reduction in grants provided to the Enderby & District Chamber of Commerce. These grants were provided for services that are now delivered by the City and will be funded through RV Park revenues.

Transportation Services – The increase from 2019 is primarily due to the increased snow removal costs incurred early in 2020. Snow removal costs fluctuate year to year depending on snowfall and the budget amount reflects an average cost estimate.

Protective Services - The 2020 budget amount includes extra projects that have not yet been completed, such as the rear splashpad repairs at the Fire Hall, the Flood Mapping and Risk Assessment project and the EOC Equipment project.

Fortune Parks – There are two items that make up the decrease from 2019. The first is due to COVID-19. With the closure of facilities and the late reopening of the pool, wages and operating costs related directly to additional usage has decreased. The second item relates to the scope change for the restructured service. 2019 included expenditures for

parks located outside of the City, whereas in 2020, these parks are now the responsibility of the RDNO.

Tourism / Community Engagement - With the reduction in usage and revenues from the RV Park, direct operating costs have also decreased. Staff will continue to be diligent with expenditures if revenues continue to come in lower than budgeted. Other community engagement expenditures, such as community events, have not been utilized as there have not been sufficient RV Park revenues to fund these and any excess revenue will likely be needed to fund the off season operating expenses and deferred maintenance in 2021.

Capital Expenditures – The two primary projects budgeted for in 2020 are the reconstruction of Hubert Avenue and 3rd Avenue. Due to COVID-19, Hubert Ave had to be deferred to 2021. Construction will be starting soon for 3rd Avenue.

Transfer to Reserves – The 2020 actual amount represents interest earned on reserve funds. Actual transfers to reserves occur at the end of the year.

Sewer Fund

Revenues

Sewer Revenues - Actual amount includes the 2020 frontage tax and the first period user fees. Sewer revenues are slightly lower than 2019 as sewer user fees were reduced as a result of the decrease in budgeted sewer expenses. The amount remaining in the budget represents user fees to be collected in the next two billing periods.

Transfer from Reserves - These transfers happen at the end of the year.

Expenditures

Maintenance – Expenses have decreased from 2019 due to the elimination of contracted chief operator oversight. Staff now have the certification levels to do this in-house. The remaining budget amount is larger than typical at this time of year. This is due to projects that were deferred until it was known that cash flows were at sufficient levels to proceed. The projects are now being brought online.

Debenture Charges – Interest and loan payments happen primarily in October and December for sewer.

Capital Expenditures – The primary project budgeted is for Hubert Avenue, which has been deferred to 2021.

Transfer to Reserves – These transfers happen at the end of the year.

Water Fund

Revenues

Water Revenues - Actual amount includes the 2020 frontage tax and the first period user fees. The amount remaining in the budget represents user fees to be collected in the next two billing periods. Revenues have increased from 2019 due to the increase in frontage fees required to fund capital reserves, along with the increase in water user fees collected. The first period water user fees are consistent with what was collected in 2018, with 2019 being a low period. It is likely that the second period billings will be lower

than normal due to the weather and increased fees collected in the first period will be needed to offset this decrease.

Grants - The 2020 budget amount is the grant for the Shuswap River Crossing project. This amount will be paid once the costs are incurred and the project is completed.

Transfer from Reserves – Transfers from reserves occur at the end of the year.

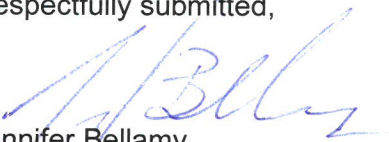
Expenditures

Maintenance - Actual costs incurred to date have decreased over prior year. This is primarily due to the timing of operating projects, which were deferred until it was known that cash flows were at sufficient levels to proceed.

Capital Expenditures – The primary projects budgeted are the Shuswap River Crossing, Hubert Avenue, and 3rd Avenue. Hubert Avenue has been deferred to 2021, however the Shuswap River Crossing and 3rd Avenue are underway.

Transfer to Reserves – These transfers happen at the end of the year.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

The Corporation of the City of Enderby

General Fund

June 30, 2020

	2019 Actual	2020 Actual	2020 Budget	Remaining Budget	%
Revenue					
Property tax levies (net)	1,617,437	1,623,819	1,642,068	18,249	1.11%
Fire protection	49,143	63,543	131,535	67,992	51.69%
Revenue from other sources					
Cemetery	31,243	34,766	46,054	11,288	24.51%
Fortune parks	864,871	753,355	895,176	141,821	15.84%
Animal control	13,787	12,373	17,113	4,741	27.70%
Refuse	35,259	34,884	104,249	69,365	66.54%
Other	287,878	336,771	580,745	243,974	42.01%
Tourism / Community Engagement	-	42,356	248,500	206,144	82.96%
Unconditional grants	473,806	483,160	512,649	29,489	5.75%
Conditional grants	31,260	26,084	358,600	332,516	92.73%
Transfer from reserves/borrowing	-	-	1,225,315	1,225,315	100.00%
Total Revenue	3,404,683	3,411,111	5,762,004	2,350,893	40.80%
Expenditures					
Executive	73,399	51,356	152,353	100,997	66.29%
Administrative	344,965	327,898	682,677	354,779	51.97%
Transportation services	285,667	352,857	639,029	286,172	44.78%
Protective services	74,371	66,641	445,050	378,409	85.03%
Refuse	54,213	55,022	104,260	49,238	47.23%
Animal control	16,155	14,934	28,983	14,049	48.47%
Cemetery	20,064	26,988	68,430	41,442	60.56%
Recreation & cultural services	41,436	42,309	105,560	63,251	59.92%
Fortune Parks	340,676	289,738	909,881	620,143	68.16%
Tourism / Community Engagement	-	39,244	240,100	200,856	83.66%
Fiscal services	117,013	116,033	179,051	63,018	35.20%
Capital expenditures	80,582	112,419	1,223,250	1,110,831	90.81%
Transfer to reserves	35,914	44,502	983,380	938,878	95.47%
Total Expenditures	1,484,454	1,539,942	5,762,004	4,222,062	73.27%
Surplus(Deficit)	1,920,230	1,871,169	-		

The Corporation of the City of Enderby

Sewer Fund

June 30, 2020

	2019 Actual	2020 Actual	2020 Budget	Remaining Budget	%
Revenue					
Sewer revenues	418,176	413,142	760,196	347,054	45.65%
Grants	-	-	-	-	0.00%
Transfer from reserves	-	-	437,700	437,700	100.00%
Total Revenue	418,176	413,142	1,197,896	784,754	65.51%
Expenditures					
Maintenance	217,027	200,351	606,891	406,540	66.99%
Debenture charges	13,047	9,750	39,649	29,899	75.41%
Capital expenditures	50,741	1,535	380,000	378,465	99.60%
Transfer to reserves	-	-	171,356	171,356	100.00%
Total Expenditures	280,815	211,636	1,197,896	986,260	82.33%
Surplus(Deficit)	137,361	201,506	-		

The Corporation of the City of Enderby

Water Fund

June 30, 2020

	2019 Actual	2020 Actual	2020 Budget	Remaining Budget	%
Revenue					
Water revenues	411,431	426,249	763,470	337,221	44.17%
Grants	-	-	287,387	287,387	0.00%
Transfer from reserves	-	-	691,648	691,648	100.00%
Total Revenue	411,431	426,249	1,742,505	1,316,256	75.54%
Expenditures					
Maintenance	230,888	214,149	562,513	348,364	61.93%
Debenture charges	-	-	-	-	0.00%
Capital expenditures	46,168	38,112	946,000	907,888	95.97%
Transfer to reserves	-	-	233,992	233,992	100.00%
Total Expenditures	277,056	252,261	1,742,505	1,490,244	85.52%
Surplus(Deficit)	134,375	173,988	-		

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 27, 2020
Subject: Disclosure of Contracts - Council

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

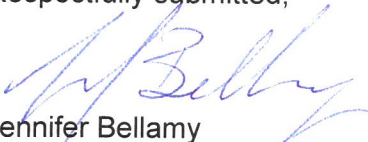
Section 107 of the Community Charter requires that any contract entered into by the City that would provide a member of Council with a direct or indirect financial interest be reported at a Council meeting that is open to the public.

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

April 1, 2020 to June 30, 2020

Council Member	Supplier	Amount
Councillor Baird	Baird Bros. Ltd.	\$ 6,042.39
Mayor McCune	GTI Petroleum	\$ 5,888.24
Mayor McCune	Sutherland's Bakery	\$ 150.00

Respectfully submitted,


Jennifer Bellamy
Chief Financial 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: August 5, 2020
Subject: Discussion on Update to City of Enderby Zoning Bylaw No. 1550, 2014

RECOMMENDATION

THAT Council considers the items outlined in this memorandum as the basis for an update to the City of Enderby Zoning Bylaw No. 1550, 2014;

AND THAT Council considers which of the commercial zones it wishes to include 'child care facilities' as a permitted use;

AND THAT Council identifies any additional policy areas that it wishes Staff to explore as part of an update to the City of Enderby Zoning Bylaw No. 1550, 2014;

AND THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 in order to update the Bylaw consistent with the policy items outlined in this memorandum and any additional areas identified by Council;

AND FURTHER THAT Council directs Staff to initiate an amendment to the City of Enderby Official Community Plan Bylaw No. 1549, 2014 to update the City's Regional Context Statement in response to the recently amended North Okanagan Regional Growth Strategy.

BACKGROUND

Since the adoption of the Official Community Plan (OCP) and Zoning Bylaw in 2014, regular updates have been enacted by Council to keep these bylaws reflective of the community context and emerging issues.

As part of the next Zoning Bylaw update, Staff are proposing a number of items for Council consideration, including:

1. Updating Maximum G.V.W Limits for Trucks and Commercial Vehicles in Residential Zones

Staff are proposing to adjust the maximum G.V.W limits for trucks and commercial vehicles within residential zones in order to reflect the intent of the bylaw, which is to restrict oversized trucks and commercial vehicles from parking in residential areas in order to avoid neighbourhood impacts.

2. Rezoning of 130 Cliffview Lane

The property at 130 Cliffview Lane is a modular home park that is subject to a Land Use Contract. A Land Use Contract is an agreement between a local government and a land owner that provides the land owner with site-specific development rights despite the current Zoning Bylaw. The Province has mandated that all Land Use Contracts are effectively terminated as of 2024. Once a Land Use Contract is terminated, the property will be subject to the regulations of the property's base zoning designation.

130 Cliffview Lane has a base zoning designation of Residential Single Family (R.1-A), which does not permit a modular home park. In order to allow this use to continue in a 'legally conforming' state once the Land Use Contract for the property is discharged, Staff are proposing to rezone the property to the Residential Mobile Home Park (R.5) zone. It should be noted that the existing Land Use Contract required the property to develop in accordance with the R.5 zoning regulations, so the rezoning would have no impact on the manner in which the site develops into the future.

It should be noted that the property owners of 130 Cliffview Lane have been advised of this proposed rezoning and they are supportive.

3. Residential Dwelling Definitions

The definitions within the Zoning Bylaw related to single-family dwellings, two-family dwellings, multi-family dwellings, and apartments can be clarified to aid interpretation. Staff are proposing to modify the definitions to provide more clarity.

4. Removal of 'Apartments' as a Permitted Use Within the General Commercial (C.1) and Highway and Tourist Commercial (C.2) Zones

Staff are proposing to update the Zoning Bylaw to clarify that apartment buildings are only permitted in the Residential Apartment Multi-Family (R.3) zone. Based on the existing wording of the Bylaw, there is a risk of misinterpretation in the General Commercial (C.1) and Highway and Tourist Commercial (C.2) zones that an apartment above or behind the principal commercial use could be permitted as allowing an apartment complex.

5. Include 'Child Care Facilities' as a Permitted Use within Commercial Zones

The Enderby Community Child Care Plan included a range of recommendations on how child care could be supported within the community. One of the recommendations from the Plan was for the City of Enderby to update its Zoning Bylaw to permit child care facilities in all commercial zones (currently only permitted within the Assembly, Civic and Public Service (S.1) zone), in order to increase the quantity of lands that may be available for this type of use.

Staff are seeking policy direction from Council regarding which commercial zones it wishes to permit child care facilities; the following table provides an overview of the pros and cons of permitting this type of use within each of the commercial zones:

<u>Commercial Zone</u>	<u>Pros</u>	<u>Cons</u>
General Commercial (C.1)	<ul style="list-style-type: none"> • Fewer safety concerns associated with a child care facility in the downtown core (i.e. not located adjacent to highway) • Reduced potential for conflicts with adjacent land uses (i.e. C.1 uses are less intensive than those permitted in C.2 and C.4) 	<ul style="list-style-type: none"> • Many properties within the downtown core do not have off-street parking, which could create parking challenges during drop-off and pick-up times (Note: this could potentially be dealt with by including specific parking requirements for 'child care facilities' which require parking to be contained on-site)
Highway and Tourist Commercial (C.2)	<ul style="list-style-type: none"> • Broadening the commercial zones where child care facilities are permitted will help to increase the availability of lands that are suitable for child care development 	<ul style="list-style-type: none"> • Potential safety concerns associated with a child care facility along a busy highway • A child care facility may not be the highest and best use of the commercial lands along a highway corridor, given that there are limited commercial properties along the highway corridor and the lands are typically best suited to uses that can maximize the effectiveness of highway exposure
Service Commercial (C.4)	<ul style="list-style-type: none"> • Broadening the commercial zones where child care facilities are permitted will help to increase the availability of lands that are suitable for child care development 	<ul style="list-style-type: none"> • Given the types of uses permitted within the Service Commercial (C.4) zone (i.e. truck and service repair, service stations, tire shops), there is a potential for conflicts between a potential child care facility and adjacent land uses

It should be noted that notwithstanding any of the above, child care providers would still need to meet Interior Health Authority licensing requirements for their facility.

Alternatively, if Council would prefer to evaluate this use on a case-by-case basis, it would be possible for an applicant to submit a Zoning Text Amendment application, which would allow for a site-specific analysis prior to the use commencing. Council could, in this case, direct Staff to include an OCP policy that would be supportive of this use.

6. Providing Clarity to Fencing Regulations

The City's Zoning Bylaw outlines regulations related to the material type, maximum height, and required location of fencing. Staff are proposing to add clarity to these regulations by:

- i. Better differentiating between typical fencing and required 'screening' (solid fence or wall that is required to provide a visual barrier between adjacent land uses);
- ii. Providing diagrams to aid interpretation of written spatial explanations; and
- iii. Arranging the regulations in subsections based on category (i.e. maximum height, materials, land use, etc.).

7. Reviewing Riparian Areas Regulations

The Province's regulations related to riparian areas were amended in late 2019. Staff are proposing to review the City's Zoning Bylaw to ensure consistency with these updated provincial regulations and to ensure that the City has the necessary framework to discharge its responsibilities with regards to protecting riparian areas.

8. Reviewing Cannabis Production Regulations

Cannabis production facilities are only permitted within the City when located in the Agricultural Land Reserve (ALR), given that all forms of cannabis production are considered a farm use that the City cannot prohibit in the ALR.

The *Agricultural Land Use Regulation* was enacted by the Province in 2019 and provides clarity regarding the extent to which local governments may regulate cannabis production within the ALR. Staff are proposing to update the Zoning Bylaw's regulations related to cannabis production to state that cannabis production is only permitted in the ALR under the conditions expressly described in the *Agricultural Land Use Regulation*. This approach would support the protection of the soil of local farm land for future farming, and help avoid the loss of agricultural lands to industrial scale cannabis production. This would be over and above the existing requirements in the Zoning Bylaw for cannabis production facilities related to minimum lot area, setbacks, etc.

9. Reviewing Driveway Setbacks from Intersections

The Zoning Bylaw requires that driveway accesses for corner lots must be setback at least 8 m (26.25 feet) from of the point of intersection of the exterior side lot line and the front/rear lot

line; this is intended to ensure that there is sufficient space between the driveway and the adjacent intersection to ensure that vehicles can safely enter on to a roadway from the driveway. However, there is some ambiguity as to how this setback regulation is applied to corner lots which have corner-cut-outs or rounded corners (i.e. lots that do not have a clear intersection of the exterior side lot line and the front/rear lot line). Examples of these lots are shown in the figure below.



Figure 1 – Example of properties with rounded corners or corner-cut-outs

Staff are proposing to explore ways in which this provision can be modified to better clarify how the setback would apply to lots with rounded corners or corner-cut-outs.

10. Reviewing Temporary Sign Regulations

The Zoning Bylaw currently frames a range of regulations for signs pertaining to siting, sizing, materials, and permitting. However, Staff have recently encountered an issue where there is a demand from the business community for temporary signs in certain situations (i.e. undeveloped commercial lots that are looking to market their business in advance of

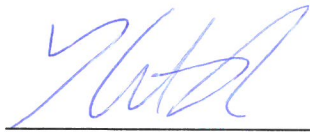
construction, start-up businesses that want temporary signs in place until they are able to install permanent signs), but the Zoning Bylaw prohibits their use.

Staff are proposing to review regulations related to temporary signs in other communities to determine whether there are alternate approaches to regulating temporary signs that manages impacts while still being responsive to the needs of the business community. Furthermore, Staff anticipate reviewing the sign regulations more broadly to determine if there are any other gaps or conflicts within the regulatory framework that need to be addressed.

It should be noted that Staff have identified a range of potential zoning updates related to housing more broadly. However, Staff are proposing that these items be brought forward for Council consideration as part of the development of a broader Housing Strategy for the community, which will be informed by the forthcoming Housing Needs Report. This will allow Council to consider these items as part of a broader discussion for how housing can be supported and strengthened within the community.

Lastly, the Regional District of North Okanagan recently completed its 5-year review of the North Okanagan Regional Growth Strategy (RGS). As per Section 446 of the *Local Government Act*, the City must update the Regional Context Statement section of its Official Community Plan in order to describe how it relates to the amended portions of the RGS, and if applicable, how it will be made consistent with the RGS over time. Furthermore, recent case law has better defined the application of Regional Growth Strategies to local land use planning. Given this, it is recommended that Council direct Staff to initiate an amendment to the City of Enderby Official Community Plan Bylaw No. 1549, 2014 to update its Regional Context Statement in light of the amended RGS and recent case law.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: August 10, 2020
Subject: Flood Mapping, Risk Assessment, and Mitigation Planning Process - Award of Contract

RECOMMENDATION

THAT Council awards the contract for the Flood Mapping, Risk Assessment, and Mitigation Planning process to Interior Dams in the amount of \$120,000.

BACKGROUND

The Community Emergency Preparedness Fund is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities. One of the primary funding streams is Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning. This funding stream is aimed at better positioning communities to understand the flood hazards they face and how to adapt to these risks. This funding stream contributes 100% of the cost of eligible activities to a maximum of \$150,000.00.

In 2019, the City submitted an application under the Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning funding stream of the Community Emergency Preparedness Fund in order to undertake the following activities:

- Undertaking hydrologic analysis and hydraulic modelling;
• Determining the local flood hazard;
• Preparing updated flood mapping;
• Completing a flood risk assessment; and
• Conducting a preliminary review of passive and active risk mitigation strategies.

The City received confirmation that it was successful in receiving a grant in the amount of \$120,000.

In July, Staff put out a Request for Proposals (RFP) seeking a consultant to undertake the Flood Mapping, Risk Assessment and Mitigation Planning process. The City received a total of 7 proposals, all of which met requirements of the RFP. The proposals were ranked based on a weighted scoring system, scored by multiple Staff members. The outcomes of the scoring and rankings are as follows:

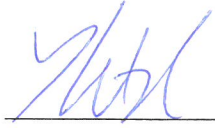
Table with 2 columns: Rank, Name, and Percentage. Rows include Interior Dams (88.75%), Kerr Wood Leidal (87.29%), Associated Engineering (86.67%), Urban Systems (85.42%), Northwest Hydraulic Consultants (81.67%), and Ecora (68.54%).

7. Calian

44.38%

Based on the above, Staff are recommending that Council awards the contract for the Flood Mapping, Risk Assessment, and Mitigation Planning process to Interior Dams in the amount of \$120,000.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

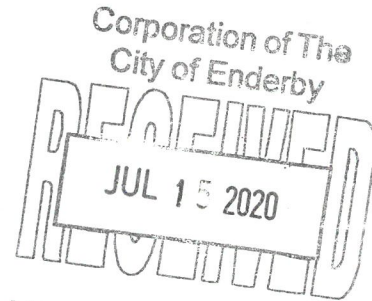


Agenda

July 8, 2020

Ref: 251115

Tate Bengston
Chief Administrative Officer
City of Enderby
619 Cliff Avenue
P.O. Box 400
Enderby BC V0E 1V0



Dear Tate Bengston:

Thank you for your letter to the Honourable Katrine Conroy, Minister of Children and Family Development, expressing your support for child care and early childhood educators (ECEs) in British Columbia. As Minister of State for Child Care, I am happy to respond.

First, I would like to thank you for the City of Enderby's participation in the UBCM Community Child Care Planning program. I recognize the work local governments have undertaken to develop these plans and I appreciate you sharing some of the key findings of your report. I want to assure you that Government recognizes the importance of supporting new and existing ECEs to provide high-quality care to children in child care facilities across British Columbia. Through the [Early Care and Learning Recruitment and Retention Strategy](#), we are investing \$136 million over three years to support the recruitment and retention of early care and learning professionals as a first step in a long-term commitment to improve supports to these important individuals who play such a critical role throughout the province.

As part of this Strategy, we have introduced the [ECE Wage Enhancement](#) initiative, which provides a \$2 per hour wage enhancement (plus additional funding to offset the costs of statutory benefits) for front-line ECEs who deliver direct care to children in eligible licensed child care facilities. I can assure you that we recognize that the Wage Enhancement is only a starting point in responding to the issues facing ECEs in British Columbia. We have also provided more than \$15 million in funding for bursaries to support students to pursue or upgrade their ECE education, and we are working with various organizations to increase the professional learning opportunities available to Early Care and Learning professionals around the province. Government will continue to explore ways to support these professionals to help mitigate the turnover rates of ECEs in British Columbia and encourage qualified individuals to join the sector.

I understand providers face difficulties when navigating the child care administration process, due in part to child care being a responsibility of two government ministries. As Government moves forward with the [Childcare BC](#) plan, we will continue to review the governance and service delivery of the system and look for the ways to streamline the administrative processes in order to make it easier for the providers and the parents to navigate the system.

.../2

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria



Agenda

July 23, 2020

VIA EMAIL

Dear Mayor and Council,

RE: A Strategy for Rural Economic Development Through Health Care

The Council of the Village of Kaslo is sponsoring the following resolution, which was identified by the Association of Kootenay-Boundary Local Governments as a top shared priority, to the UBCM Convention this September.

A Strategy for Rural Economic Development Through Health Care

Whereas local health care at all stages of life impacts the economic development of communities: e.g. family members lose work time, people and their businesses move out of the community or choose not to locate there;

And whereas "ageing in place" keeps seniors close to home, where their partner, family or friends are better able to provide loving support and care, which reduces the load on health care providers and improves quality of life for all;

And whereas concentrating health services in regional centres transfers a significant economic burden to individuals in the form of transportation costs, increased energy consumption and housing in-affordability;

And whereas providing health care jobs in small communities stimulates the local economy with numerous spin-off benefits, creating opportunities to attract new people, their families, and businesses;

And whereas our elderly, and all patients, deserve to be treated with dignity and respect, not as "users";

Now therefore be it resolved that we call upon the Government of British Columbia to build a strategy to expand rural community health care services with consideration for maximizing local


Box 576, Kaslo, BC V0G 1M0
Tel. 250-353-2311 ext. 201 Fax. 250-353-7767
E-mail: cao@kaslo.ca
<http://www.kaslo.ca>

economic impacts, creating professional job opportunities, access to affordable housing, improving social wellbeing and reducing transportation-related greenhouse gas emissions.'

(Resolution 23/2020 Passed January 28, 2020)

We appreciate your consideration to support our resolution, which has become even more timely and relevant considering the impacts Covid-19 on the health and vitality of small, rural and remote communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Suzan Hewat". The signature is written in a cursive, flowing style.

Mayor Suzan Hewat

Cc: BC Municipalities and Local Governments
The Honourable Adrian Dix, British Columbia Minister of Health



Agenda

[Date]

Ref: 256384

Honourable John Horgan
Premier
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Honourable Carole James
Minister of Finance
PO Box 1234 Stn Prov Govt
Victoria BC V1A 2BC

Dear Premier and Minister James:

During the month of July, I held 10 consultation sessions about COVID-19 and economic recovery with municipal mayors and regional district chairs or their representatives across the province. The sessions provided an opportunity for local governments to contribute directly to British Columbia's recovery conversation. The Ministry of Municipal Affairs and Housing invited representatives from 189 local governments including 21 regional districts and 14 resort communities to the conversations. The discussion and ideas that were generated helped inform this letter and I am pleased to share them with you.

Overwhelmingly, local government representatives were most concerned about connectivity, infrastructure, transit and food security. The ministry also heard that people want more than economic recovery, they want to make things better for everyone and COVID-19 provides the opportunity to do that as we restart the economy towards recovery.

The consultation sessions were guided by the principles, values and measures outlined in the government's discussion paper, *Building B.C.'s Recovery, Together*. They focused on the importance of getting people back to work quickly, the value of equity, leaving no one behind, restoring the Province of British Columbia's revenue base, supporting climate commitments, and having an immediate and demonstrable impact on economic recovery.

.../2

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/mah>

Local governments put forward a variety of practical, innovative and valuable ideas in the consultation sessions. The following priority themes (common topics or subject areas for recovery investment) were identified:

- **Connectivity/Broadband**
- **Investment in Infrastructure**
- **Transit/Transportation**
- **Agriculture/Food Security**
- **Child Care**
- **Low Wage Workers/Employment**
- **Health Care, Mental Health and Social Services**
- **Tourism/Recreation**
- **Education/Training**
- **Clean Energy and Technology**
- **Affordable Housing**
- **Industry/Business Development**
- **Reconciliation**

These priority themes (described further in **Appendix 1**) cut across all local governments, independent of size and location. They also reflect a strong sense of “building back better” – an idea that has been widely expressed by many who say that with the hard economic impact of COVID-19 comes an opportunity to diversify, innovate, collaborate and partner to make things better for people and communities as we work towards economic recovery.

The priority themes and ideas expressed by local government leaders were primarily focused on what could be done to help various sectors in their communities rather than on the needs of the local governments themselves. At the same time, the importance of local governments having enough supports and capacity to restart operations was also noted.

A number of local governments have laid off workers, experienced real revenue losses (e.g. transit, user fees) and faced significant new costs (e.g. adapting local government facilities and services to a COVID-19 environment). Some local governments also noted the opportunity to rethink local government financing to ensure that their financial tools are sufficiently robust and sustainable to meet the increased and changing demands on local governments and their services.

I would like to take this opportunity to recognize the dedication, hard work and leadership local governments are providing to their communities, each with unique needs, during a challenging and ever-evolving time. As B.C. has moved into restart and now recovery planning, local governments have not only been working hard to get themselves back to full operation in a safe way, they have also been supporting the businesses, non-profits and other interests in their communities. This includes patio expansions for restaurants, shop local campaigns, virtual community events, business information tools, local economic recovery task forces and direct contributions in dedicated time and resources.

.../3

Honourable John Horgan
Honourable Carole James
Page 3

Most importantly, local governments have been doing this work in collaboration with other local governments across their regions, First Nation neighbours, all sectors in their communities and the Province. The commitment to come together in response to the unprecedented COVID-19 emergency persisted as we worked together to get restarted and now continues in rebuilding together as local governments work with the Province to plan for recovery.

I appreciate the time that everyone took out of their busy lives to participate in the consultation sessions and the recommendations they provided from their unique positions on the front lines of the pandemic.

It gives me great pleasure to provide this input from my calls with local government leaders to the economic recovery engagement process. I expect that some local governments will also be submitting ideas into that process directly. The Union of BC Municipalities has also prepared a letter for submission and I am very pleased to include it here.

Sincerely,

Selina Robinson
Minister

pc: Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Local Governments in British Columbia

Appendix 1 – Description of Priority Themes

Connectivity/Broadband

Digital connectivity is the number one opportunity that emerged in almost every engagement session, especially for rural and remote communities. To fully participate in the new economy, communities need digital access through broadband, cellular mobility, and capacity development to effectively use these technologies. Reliable and affordable high-speed internet is critical to removing barriers to growth and community well-being to enable working from home, remote schooling, moving traditional businesses to an online format and developing new types of businesses. Improving connectivity generates opportunities for everyone to learn new skills and access essential services and it will make it easier for communities to attract new residents and business investment that creates jobs for the long-term.

Investment in Infrastructure

Local governments recognize that continued investment in critical infrastructure projects that facilitate the delivery of public services, such as drinking water, sewage collection and treatment, cultural and recreational facilities, parks and transportation are good investments for everyone and creates primary and secondary jobs in their communities. Investment in infrastructure addresses environmental, economic and social dimensions, and is seen as having general economic benefits for all industry sectors. Several communities have also noted that they have “shovel-ready” projects.

Transit/Transportation

Effective transit and transportation networks are vital for economic recovery as they help bring people back to work and allow businesses to distribute their products and get the supplies they need. Local leaders identified a need for transit funding to make up for revenue losses and to enable the service frequency and safety that will get riders “back on board”. Other transportation infrastructure needs identified include expansion of highways, increased ferry services and investment in railway and municipal airports.

Agriculture/Food Security

During the pandemic, it became even more apparent that food security is an essential need. The ability for small producers to increase their capacity and structural support is needed to ensure food is marketed, produced, processed, packaged, distributed and sold locally. Local leaders acknowledged that our reliance on foreign agricultural workers impacts food security and identified an opportunity to create a skilled domestic agricultural workforce in order to reduce reliance on workers from outside B.C.

Child Care

The provision of childcare is essential for enabling workers to return to work and speed up economic recovery. Many communities identified a lack of adequate childcare in their communities. Local leaders recognize that investments in safe, reliable and affordable childcare is vital to economic recovery.

Low Wage Workers/Employment

The disproportionate impact of COVID-19 on low wage workers especially in certain sectors (e.g. tourism, retail and food services, agriculture and non-profits), and particularly women and youth, highlights the need for support for these workers. Local leaders talked about supplementing wages as a way to stimulate recovery that would also make it easier to recruit for often hard-to-fill jobs. Some local governments noted that their communities would benefit if they could hire students and others for temporary positions in the short term, until the economy picked up.

Health Care, Mental Health and Social Services

The pandemic and emergency measures have strongly impacted vulnerable populations. Isolation from services and support networks has had a profound impact on the homeless population, families living in poverty, and individuals struggling with pre-existing mental health and substance use issues. Local governments and non-profit organizations have been at the forefront of mitigating these impacts during the pandemic. Support from the Province and collaboration with local governments and non-profit organizations is essential in post-pandemic planning as this provides an opportunity to not just “pick up where we left off” but re-shape and strengthen B.C.’s health care, mental health and social services.

Tourism/Recreation

Some local governments with great natural assets, noted the challenge of diversifying their tourism economies to be more resilient over the long term. Investments to support local governments in enhancing natural assets through the development of trails, parks and facilities such as campsites and washrooms will help create new jobs, especially for youth, expand tourism and improve outcomes for people and communities.

Education/Training

A number of local governments identified the need for training programs to attract young people that can participate in the economy and some others noted that resource-based workers were also going through a separate economic downturn (i.e. mill closures) and that sector could also benefit from retraining and education programs.

Clean Energy and Technology

Communities have asked for consistent investment to help them transition to a low carbon future and support green technology aligned with CleanBC goals. These investments will ensure that communities and local businesses are ready to seize economic opportunities coming from clean energy and technology and create more and higher-value jobs. Additionally, local governments noted that investments in climate change adaptation and mitigation activities and studies would have long-term benefits.

Affordable Housing

There is still a shortage of affordable housing in the province. Investment in affordable housing will reduce chronic homelessness and support vulnerable populations by providing those most in need with a safe place to call home. Affordable and workforce housing will allow people to return to work quickly and give them the security they need to fully participate in the economy. Building affordable housing not only provides much needed housing but employs hundreds of skilled workers and can provide new workers with opportunities to learn new skills.

Industry/Business Development

Innovation and investment in traditional resource industries such as forestry is a critical component of economic recovery as these industries support and create jobs in many of B.C.'s rural communities. Communities and businesses need support to capitalize on innovative and emerging opportunities. Local governments recognize the need to assist businesses in developing an online presence and the need to work in collaboration with their local business community on an ongoing basis to promote economic recovery.

Reconciliation

The pandemic has highlighted the need to work together across communities and regions. Investing in ways to foster partnerships with Indigenous neighbours that not only support reconciliation but also builds community economic resilience is a real opportunity before us. There is strong willingness among local governments to work in collaboration with neighbouring Indigenous communities (as many have done in COVID-19 response); it was noted that some smaller and rural/remote local governments as well as First Nations lack resources and capacity for the level of engagement needed to achieve real economic progress.