

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: December 21, 2020
TIME: 4:30 p.m.
LOCATION: Enderby City Hall

Please contact Enderby City Hall at 250-838-7230 or info@cityofenderby.com by 3:30 pm on the day of the meeting to obtain access codes to attend the meeting electronically.

The City of Enderby uses Zoom for its electronic facilities and encourages members of the public unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

If you do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

When applicable, public hearing materials are available for inspection at www.cityofenderby.com/hearings/

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

2.1. Meeting Minutes of December 7, 2020 Page 1

2.2. Public Hearing Report of December 7, 2020 Page 8

3. PUBLIC AND STATUTORY HEARINGS

3.1. 0009-20-OR-END (Mazur) Verbal
Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020

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

5. DEVELOPMENT MATTERS

5.1. 0009-20-OR-END (Mazur) Page 11
Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 – 3rd and adoption

Legal: PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069

Address: 806 Cliff Avenue, Enderby BC

Applicant: Brandon Mazur

Owner(s): Bayssie Woinshet, 421457 BC Ltd., 419263 BC Ltd.

6. BYLAWS

- 6.1. Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020 and Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1715, 2020 - 1st, 2nd and 3rd readings Page 29

7. REPORTS

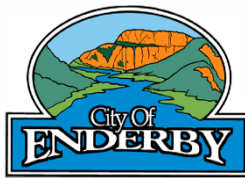
- 7.1. Mayor and Council Reports Verbal
- 7.2. City of Enderby Audit Planning Report to Mayor and Council Page 34
- 7.3. RDNO Building Permit Summary for September, October, and November Page 62

8. NEW BUSINESS

- 8.1. Council Strategic Plan Scorecard 2020 Page 65
Memo prepared by Chief Administrative Officer dated December 15, 2020
- 8.2. City of Enderby Development Corporation Annual Information Meeting 2020 Page 70
Memo prepared by Chief Administrative Officer dated December 15, 2020
- 8.3. Water Treatment Plant Facility Reclassification Page 73
Memo prepared by Chief Administrative Officer dated December 17, 2020
- 8.4. Enderby Seniors Centre Request for Funding Assistance Page 78
Memo prepared by Chief Administrative Officer dated December 14, 2020
- 8.5. Appointments to the Okanagan Regional Library Board for 2021 Page 87
Memo prepared by Chief Administrative Officer dated November 19, 2020
- 8.6. Acting Mayor Schedule for 2021 Page 90
Memo prepared by Chief Administrative Officer dated December 11, 2020
- 8.7. Yucwmenlucwu: Requesting Letter of Support for Splatsin Biodigester Project Page 92
Correspondence dated December 16, 2020
- 8.8. SILGA: Call for Nominations 2021 Page 94
Correspondence dated December 15, 2020
- 8.9. SILGA: Member Notice Re: Constitutional Updates Page 96
Correspondence dated December 15, 2020

9. PUBLIC QUESTION PERIOD

10. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held via video conference on Monday, December 7, 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
Councillor Brian Schreiner

Staff: Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner and Deputy Corporate Officer – Kurt Inglis
Clerk Secretary – Laurel Grimm

Other: Heather Black, Okanagan Advertiser
Public

APPROVAL OF AGENDA

Moved by Councillor Knust, seconded by Councillor Schreiner
“THAT the December 7, 2020 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Council Meeting Minutes of November 16, 2020
Moved by Councillor Shishido, seconded by Councillor Case
“THAT the November 16, 2020 Council Meeting minutes be adopted as circulated.”

CARRIED

PUBLIC HEARING

0008-20-OR-END (Smith) and Official Community Plan Bylaw No. 1549, 2014 Amendment
Bylaw No. 1711, 2020 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1712, 2020

The regular meeting gave way to a public hearing at 4:32 p.m.

The regular meeting re-convened at 5:27 p.m.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

None

DEVELOPMENT MATTERS

0008-20-OR-END

Legal: LOT A SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN
KAMLOOPS DIVISION YALE DISTRICT PLAN 27274 EXCEPT PLAN
KAP59772
Address: 107 Timberlane Road, Enderby BC
Applicant: Stephen and Shelley Smith

Moved by Councillor Schreiner, seconded by Councillor Baird
“THAT Council receives and files the attached Staff Report dated November 12, 2020;

AND THAT upon consideration of input at the Public Hearing, Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1711, 2020 which proposes to change the future land use designation of the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 27274 EXCEPT PLAN KAP59772, and located at 107 Timberlane Road, Enderby BC, from Country Residential/Agricultural to Residential Low Density be given Third Reading and Adoption;

AND THAT upon consideration of input at the Public Hearing, Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1712, 2020 which proposes to rezone the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 27274 EXCEPT PLAN KAP59772, and located at 107 Timberlane Road, Enderby BC, from the Country Residential (C.R) zone to the Residential Single Family (R.1) zone be given Third Reading and Adoption, with Adoption being subject to the applicant registering a Covenant on the title of the subject property which requires that any new lots created by subdivision of the subject property be a minimum of 2,000 m2 (0.494 acres) in area, unless the properties are serviced by both community water and community sanitary sewer systems;

AND FURTHER THAT should Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1712, 2020, and the applicant has satisfied the condition described above, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.”

CARRIED

The Planner and Deputy Corporate Officer spoke to the report. Mayor McCune opened the floor to Council for questions.

Council discussed the proposal considering comments received from the public hearing. The proposed zoning is in line with the Official Community Plan and lot sizes would be consistent with the surrounding area. Technical matters related to servicing would be reviewed at the subdivision stage.

Councillor Shishido asked Staff if future subdivisions of the proposed parcels would be possible. Mr. Inglis confirmed that they could but would be subject to the requirements laid out in the covenant on title, unless community water and sewer were extended.

Councillor Knust acknowledged the benefits of having a long discussion on the proposal and asked whether carriage houses would be permitted. Mr. Inglis informed her that they are not permitted in the proposed R.1. Zoning as per Council's previous policy direction.

0009-20-OR-END

Legal: PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26
TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS
DIVISION YALE DISTRICT EXCEPT PLAN 27069
Address: 806 Cliff Avenue, Enderby BC
Applicant: Brandon Mazur
Owner(s): Bayssie Woinshet, 421457 BC Ltd., 419263 BC Ltd.

Moved by Councillor Schreiner, seconded by Councillor Baird

“THAT Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 which proposes to change the future land use designation of a portion of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from Country Residential to Residential Medium Density, be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and in accordance with Sections 473 (2.1) and 477 of the Local Government Act, Bylaw No. 1713 be considered in conjunction with the City's Housing Needs Report, Financial Plan, and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 in conjunction with the City's Housing Needs Report, Financial Plan, and Regional Solid Waste Management Plan, Bylaw No. 1713 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020, as outlined in this Staff Report, be considered appropriate consultation for the purposes of Sections 475 and 476 of the Local Government Act;

AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 which proposes to:

- 1. Rezone the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone; and*
- 2. Reduce the maximum permitted gross density for adult retirement housing, apartments or multi-family use on the aforementioned property from sixty (60) units per hectare (24.28 units per acre) to forty-one (41 units) per hectare (16.59 units per acre),*

be given First and Second Reading and forwarded to a Public Hearing;

AND FURTHER THAT a potential adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 be subject to the applicant consolidating the existing statutory rights-of-way

registered on the title of the subject property (Plan A1090 and Plan 39093), and updating the charge to reflect the change in land use.”

CARRIED

The Planner and Deputy Corporate Officer spoke to the report.

Road Closure and Removal of Dedication Bylaw No. 1707, 2020 (Unnamed and Unconstructed Road Adjacent to 321 Brickyard Road)

Moved by Councillor Case, seconded by Councillor Knust

“THAT Council adopts Road Closure and Removal of Dedication Bylaw No. 1707, 2020;

AND THAT adoption of Road Closure and Removal of Dedication Bylaw No. 1707, 2020 will come into force and effect once:

- i. *The City has received letters of undertaking from the current owner, and the prospective future owner for which an offer has been accepted for the property, of the property legally described as THAT PART OF LOT 3 SHOWN ON PLAN B5731 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 1593 and located at 305 Brickyard Road, which states that the owner/future owner will register an 18.0 metre wide statutory right-of-way through the subject property to encompass works associated with the City’s existing and future infrastructure, as shown on Schedule ‘C’ of the attached memorandum dated October 14, 2020; and*
- ii. *The owner of the property legally described as LOT 3 SECTION 35 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1593 EXCEPT PLAN B5731 and located at 275 Brickyard Road has entered into an indemnification agreement with the City of Enderby for cost recovery obligations under the Environmental Management Act, if any.”*

CARRIED

The Mayor opened the floor to comments from the public. No comments were received.

BYLAWS

Building Bylaw No.1582, 2015 Amendment Bylaw No.1713, 2020

Moved by Councillor Knust, seconded by Councillor Schreiner

THAT Council for the City of Enderby gives adopts the City of Enderby Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1713, 2020.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Schreiner

Attended the Regional Growth Strategy meeting at the Regional District. Acknowledged Staff's input and complimented the work contributed to this project.

Requested that Staff follow-up with Telus regarding the proposed Fiber Optic installation in Enderby. This was a proposal made back in March and we have not received any other information from Telus regarding their plans.

Councillor Knust

The Community Health Nurse is still looking for funding to start an Options Clinic in Enderby. They require \$10,000 to cover start-up costs. Operating costs are estimated to be low as most time is volunteered by local health professionals. It is not yet known what the ongoing costs may be. Councillor Knust is going to confirm numbers.

Councillor Knust inquired into COVID-19 protocols at City Hall regarding the partial plexi-glass counter at the front desk and the requirement for wearing masks. The CAO explained the protocols and the WorksafeBC requirement that workers are not required to wear masks behind plexiglass provided there is sufficient distance from other workers.

Councillor Davyduke

Provided a Fire Training Center Policy Board meeting update. Vernon is looking to withdraw from the Fire Training Center. The board is reviewing what this is going to look like for the rest of the participating communities and want to ensure a smooth transition.

Councillor Baird

Christmas 2020 planning and implementation measures. Enderby "Elfie" has been launched and is seeing progress. Discussed whether "Drive-by with Santa" is consistent with Ministry of Health recommendations. After the discussion, it was determined that the event was likely not consistent with the new public health order and would need to be cancelled. Appreciation was expressed for the planning effort and creativity that went into trying to make something happen.

Chief Administrative Officer

The Enderby and District Fire Department is currently planning to proceed with the Christmas Food Drive with additional COVID-19 protocols in place, but there is an ongoing review of the new public health order, which may impact the ability to proceed.

Councillor Case

The Kingfisher Interpretive Centre now has a "Sponsor a Salmon" program. The sponsorship makes a wonderful gift for kids of all ages, and adults alike. You can sponsor in someone else's name and you will receive a personalized Certified Salmon Steward certificate.

Councillor Shishido

Enderby and District Arts Council meeting update. A proposal was made to the Board to explore acquiring property for EDAC's own art gallery. The proposal suggested that it could be funded through capital grants and other revenue sources.

Enderby and District Chamber of Commerce Annual General Meeting scheduled for December 17, 2020 at 7pm. It may be virtual or in-person, or a mixture.

Mayor McCune

Shuswap Health continues to address drug addiction concerns in the area, they would like to see the Inter-Agency meetings re-established to address ongoing concerns. Councillor Knust replied that there is a proposed meeting in December under a new coordinator.

Mayor McCune proposed a Council Strategic Planning Session early in the New Year. The CAO responded that this is consistent with the Strategic Plan.

Councillor Shishido asked if there would be a Strategic Plan scorecard showing progress in 2020. The CAO replied that a scorecard is scheduled to go before Council at its mid-December meeting.

NEW BUSINESSNotice of Motion (Councillor Schreiner): Twice but Nice Assistance

Moved by Councillor Schreiner, seconded by Councillor Baird

THAT Council authorizes Staff to draft a partnering agreement between Twice But Nice and the City of Enderby pursuant to section 21 of the Community Charter, for the continued provision of support to local residents in need of assistance during the pandemic, with notice of Council's intent to provide assistance published in accordance with section 24 of the Community Charter;

AND THAT, subject to considering public representations at the Council meeting following the end of the notice period, Council authorizes Staff to execute the partnering agreement and provide assistance valued at \$1,500 to Twice But Nice from it's Pandemic Community Recovery/Response Fund."

CARRIED

Holiday Office Closure

Moved by Councillor Knust, seconded by Councillor Shishido

THAT Council approves the holiday office closure from 4:30pm on December 24, 2020 to 8:30am on January 4, 2020."

CARRIED

2021 Council Meeting Schedule

Moved by Councillor Baird, seconded by Councillor Davyduke

THAT Council adopt the 2021 Council Meeting Schedule as presented."

CARRIED

Correspondence: City of Vernon: Withdrawal from the Inter-Municipal Fire Training Centre Service

Moved by Councillor Shishido, seconded by Councillor Case

"THAT Council receives and files the correspondence from the City of Vernon Re: Withdrawal from the Inter-Municipal Fire Training Centre Service."

CARRIED

Correspondence: City of Vernon: Certified True Copy of Intermunicipal Fire Training Service Withdrawal Bylaw

Moved by Councillor Shishido, seconded by Councillor Davyduke

“THAT Council receives and files the correspondence from the City of Vernon Re: Certified True Copy of Intermunicipal Fire Training Service Withdrawal Bylaw.”

CARRIED

Correspondence: City of Fort St John: UBCM Convention Schedule

Moved by Councillor Knust, seconded by Councillor Davyduke

“That the City of Enderby send a letter of support for Fort St. John’s recommendation to UBCM that it hosts the Provincial meetings prior to the resolution portion of the Convention and consider using technology on an ongoing basis to facilitate this change.”

CARRIED

PUBLIC QUESTION PERIOD

None

ADJOURNMENT

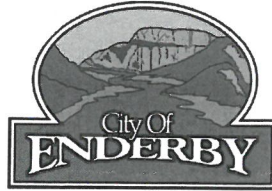
Moved by Councillor Baird, seconded by Councillor Shishido

“That the regular meeting of December 7, 2020 adjourn at 6:21 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER



THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held via teleconference on December 7, 2020 at 4:32 p.m. in the Council Chambers of City Hall.

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

Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner and Deputy Corporate Officer – Kurt Inglis
Clerk Secretary – Laurel Grimm
The Press and Public

Mayor McCune read the rules of procedure for the Public Hearing and introduced the following bylaw:

0008-20-OR-END (Smith)

City of Enderby Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1711, 2020 and City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1712, 2020

Legal: LOT A SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF
THE 6TH MERIDIAN KAMLOOPS DIVISION YALE
DISTRICT PLAN 27274 EXCEPT PLAN KAP59772

Address: 107 Timberlane Road, Enderby BC

Applicant: Stephen and Shelley Smith

The Planner and Deputy Corporate Officer provided an overview of the application and procedure for the electronic public hearing. He advised participants that he would call out each number or name in order as they appear on the Zoom call list and if they wish to speak they will be added to the list for comments on the application. The following individuals stated they wished to make representation respecting the proposed bylaws:

- 1) Birk Lundman, 132 Timberlane Road
- 2) Stephen Smith, 107 Timberlane Road
- 3) Raymond Walkerdine, 122 Timberlane Road
- 4) John Gall, 133 Timberlane Road

Birk Lundman, 132 Timberlane Road

- Mr. Lundman noted some concerns with the proposed application. Does not agree with creating six new driveway accesses off Timberlane Road. Mr. Lundman stated he would prefer one road access off of Timberlane, with the driveways off of that new road.
- Mr. Lundman is in favor of the proposed minimum ½ acre lots as this would stay in tune with the “country feel” of the neighbourhood. Does not want to see multiple lots and further smaller parcels subdivided in this area.
- The Planner explained that road access would be looked at during the subdivision stage and would be considered by the Approving Officer.
- Councillor Shishido asked for Staff clarification regarding the potential to further subdivide the proposed property in the future. Staff clarified that the potential adoption of the Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1712, 2020 would be subject to the applicant registering a Covenant on the title of the property which requires that any new lots created be a minimum of 2,000 m² (0.494 acres) in area, unless the properties are serviced by both community water and community sanitary sewer systems.

Raymond Walkerdine, 122 Timberland Road

- Mr. Walkerdine expressed that his concerns were along the same line as Mr. Lundman’s. He noted that rezoning to an R.1. designation without a covenant allows for 6028ft² lots and that septic fields are not permitted on parcels less than ½ acre. Because of this you would need Provincial Health to approve any of these applications. He stated it may be in the developer’s interest to pay to extend the sewer line to allow for higher density development. However, he does not want to see this area lose its rural “feel”.
- Feels that Timberlane Road cannot accommodate six more driveway accesses.
- The Planner noted that the proposed rezoning is in line with the property’s designation as a future growth area as described in the Official Community Plan.
- Mr. Walkerdine stated that he was okay with the six additional lots but does not want to see any other development in this area. He does not want to see this covenant removed and higher density lots developed in the future.

John Gall, 135 Timberlane Road

- Mr. Gall noted that he would have preferred to see definitive plans prior to any decisions being made. His concerns included the following:
 - Driveway accesses.
 - He would like to see a definitive number of lots. He does not want to see multiple houses together in a small area.
 - Hill stability. Would like to see the geological and hill stability reports. The Planner replied to Mr. Gall’s questions and informed him that a geotechnical study will be required as a condition of the subdivision.
- Staff further clarified that property owners may tie into the City’s sewer infrastructure if the main was extended and, if that occurred, the covenant would not be of any effect. The covenant only limits the minimum parcel size until community services are extended, at which point, higher density consistent with the R.1 zone may be permitted.

Stephen Smith, 107 Timberlane Road (Applicant)

- Mr. Smith stated that he understands the concerns voiced at this Public Hearing and is not proposing a high-density development.
- He does not want to disrupt the hilltop or habitat zones or ecology of the area.


- His proposal includes six lots that would substantially leave the neighbourhood the same as it is now.
- Mr. Smith clarified that there would be five additional driveways off Timberlane Road as the hillside is too steep in the middle to cut a new access road.
- He is proposing to install high-end septic tanks.
- Ministry of Transportation may require a traffic study prior to subdivision approval which will address traffic concerns.

Staff went over the policies and procedures for a rezoning application. The Official Community Plan designates this property as a future growth area. This phased approach to development is consistent with Smart Growth Development principles.

No written submission were received.

The Mayor made his closing statement and declared the Public Hearing closed at 5:27 pm.

Pursuant to Section 465 (6) of the *Local Government Act*, I, Tate Bengtson, Corporate Officer, hereby certify this to be a fair and accurate report of the Public Hearing held on December 7, 2020.


Signature

Dec. 4/20
Date

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer

From: Kurt Inglis, Planner and Deputy Corporate Officer

Date: December 15, 2020

Subject: 0009-20-OR-END (Mazur) - Third Reading and Adoption of Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020

RECOMMENDATION

THAT Council receives and files the attached Staff Report dated December 2, 2020;

AND THAT upon consideration of input at the Public Hearing, Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 which proposes to change the future land use designation of a portion of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from *Country Residential* to *Residential Medium Density* be given Third Reading and Adoption;

AND THAT upon consideration of input at the Public Hearing, Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 which proposes to:

1. Rezone the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone; and
2. Reduce the maximum permitted gross density for adult retirement housing, apartments or multi-family use on the aforementioned property from sixty (60) units per hectare (24.28 units per acre) to forty-one (41 units) per hectare (16.59 units per acre),

be given Third Reading and Adoption;

AND FURTHER THAT should Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.

BACKGROUND

A Joint Official Community Plan Amendment and Rezoning Application has been submitted for the property located at 806 Cliff Avenue, Enderby BC. The applicant is proposing to change the Official Community Plan (OCP) designation for a portion of the subject property from *Country Residential* to *Residential Medium Density* and to rezone the property from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone. The intent of the applicant is to proceed with a strata subdivision consisting of single-family units and potentially multi-family units, both of which may contain secondary suites.

A proposed site plan has not been provided by the applicant at this time but would be required as part of a subdivision application process, should this application be approved by Council. It should be noted that if the application were to be approved, the applicant would not be tied to their proposal of a strata development. Although the applicant may intend to develop the property in accordance with this proposal, it is important to note that if the application is approved then the property could develop in any manner that is consistent with the Zoning Bylaw and any charges registered against the title of the property (covenants, statutory building scheme, etc.).

At the Regular Meeting of December 7, 2020, Council gave First and Second Readings to Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 and forwarded them to a Public Hearing; the Public Hearing provides an opportunity for all persons who believe that their interest in property is affected by the bylaws to make public representation. Following the conclusion of the Public Hearing, Council will consider the Bylaws for Third Reading and Adoption.

Respectfully Submitted,



Kurt Inglis

Planner and Deputy Corporate Officer

CITY OF ENDERBY
OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPLICATION

File No: 0009-20-OR-END

December 2, 2020

APPLICANT: Brandon Mazur

OWNER(S): Baysie Woinshet, 421457 BC Ltd., 419263 BC Ltd.

LEGAL DESCRIPTION: PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069

PID #: 013-806-190

LOCATION: 806 Cliff Avenue, Enderby BC

PROPERTY SIZE: 4.53 acres (1.83 hectares/18,322 square meters)

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

PROPOSED ZONING: Residential Multi-Family Medium Intensity (R.3)

PRESENT O.C.P DESIGNATION: Country Residential/Residential Medium Density

PROPOSED O.C.P DESIGNATION: Residential Medium Density

PROPOSAL: Strata subdivision

RECOMMENDATION:

THAT Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 which proposes to change the future land use designation of a portion of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from *Country Residential* to *Residential Medium Density*, be given First Reading;

AND THAT after First Reading of the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 and in accordance with Sections 473 (2.1) and 477 of the *Local Government Act*, Bylaw No. 1713

be considered in conjunction with the City's Housing Needs Report, Financial Plan, and Regional Solid Waste Management Plan;

AND THAT after considering the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020 in conjunction with the City's Housing Needs Report, Financial Plan, and Regional Solid Waste Management Plan, Bylaw No. 1713 be given Second Reading and forwarded to a Public Hearing;

AND THAT the referral process which requests that various authorities and organizations review the amendments proposed by the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020, as outlined in this Staff Report, be considered appropriate consultation for the purposes of Sections 475 and 476 of the *Local Government Act*;

AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 which proposes to:

1. Rezone the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone; and
2. Reduce the maximum permitted gross density for adult retirement housing, apartments or multi-family use on the aforementioned property from sixty (60) units per hectare (24.28 units per acre) to forty-one (41 units) per hectare (16.59 units per acre),

be given First and Second Reading and forwarded to a Public Hearing;

AND FURTHER THAT a potential adoption of Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020 be subject to the applicant consolidating the existing statutory rights-of-way registered on the title of the subject property (Plan A1090 and Plan 39093), and updating the charge to reflect the change in land use.

BACKGROUND:

This report relates to a Joint Official Community Plan Amendment and Rezoning Application for the property located at 806 Cliff Avenue, Enderby BC. The applicant is proposing to change the Official Community Plan (OCP) designation for a portion of the subject property from *Country Residential* to *Residential Medium Density* and to rezone the property from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone. The intent of the applicant is to proceed with a strata subdivision consisting of single-family units and potentially multi-family units, both of which may contain secondary suites.

Site Context

The 4.53 acre (1.83 hectare) subject property is undeveloped and located on the southwest corner of the intersection of Cliff Avenue and High Street, which are both designated as local roads in the OCP. The property is located on a hillside with slopes that run predominantly west to east and become more pronounced towards the southern and western property boundaries. The subject property has a road frontage of 9.54 m (31.31 feet) off of Cliff Avenue.

Community water, sanitary sewer and storm sewer system services are available adjacent to the property on Cliff Avenue.

The City's water supply mains to its reservoirs bisect the property and are secured through two abutting statutory rights-of-way. A private easement is registered on the title of the subject property which provides access rights to the adjacent property to the north.

The Zoning and OCP designations of the subject property and surrounding properties are as follows:

- Subject property - Zoned Residential Single Family (R.1-A) and designated in the Official Community Plan (OCP) as Country Residential/Residential Medium Density
- East property – Zoned Residential Multi-Family Medium Intensity (R.3) and designated in the OCP as Residential Low Density
- East properties – Zoned Residential Single Family (R.1-A) and designated in the OCP as Residential Low Density
- Northeast properties - Zoned Residential Single Family (R.1-A) and designated in the OCP as Residential Low Density
- Northeast property – Zoned Residential Two Family (R.2) and designated in the OCP as Residential Low Density
- North property – Zoned Assembly, Civic and Public Service (S.1) and designated in the OCP as Institutional
- North property – Zoned Residential Single Family (R.1-A) and designated in the OCP as Residential Medium Density/Country Residential
- West property – Zoned Residential Single Family (R.1-A) and Country Residential (C.R) and designated in the OCP as Country Residential
- South property – Zoned Residential Single Family (R.1-A) and designated in the OCP as Country Residential/Knoll Comprehensive Development Area

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

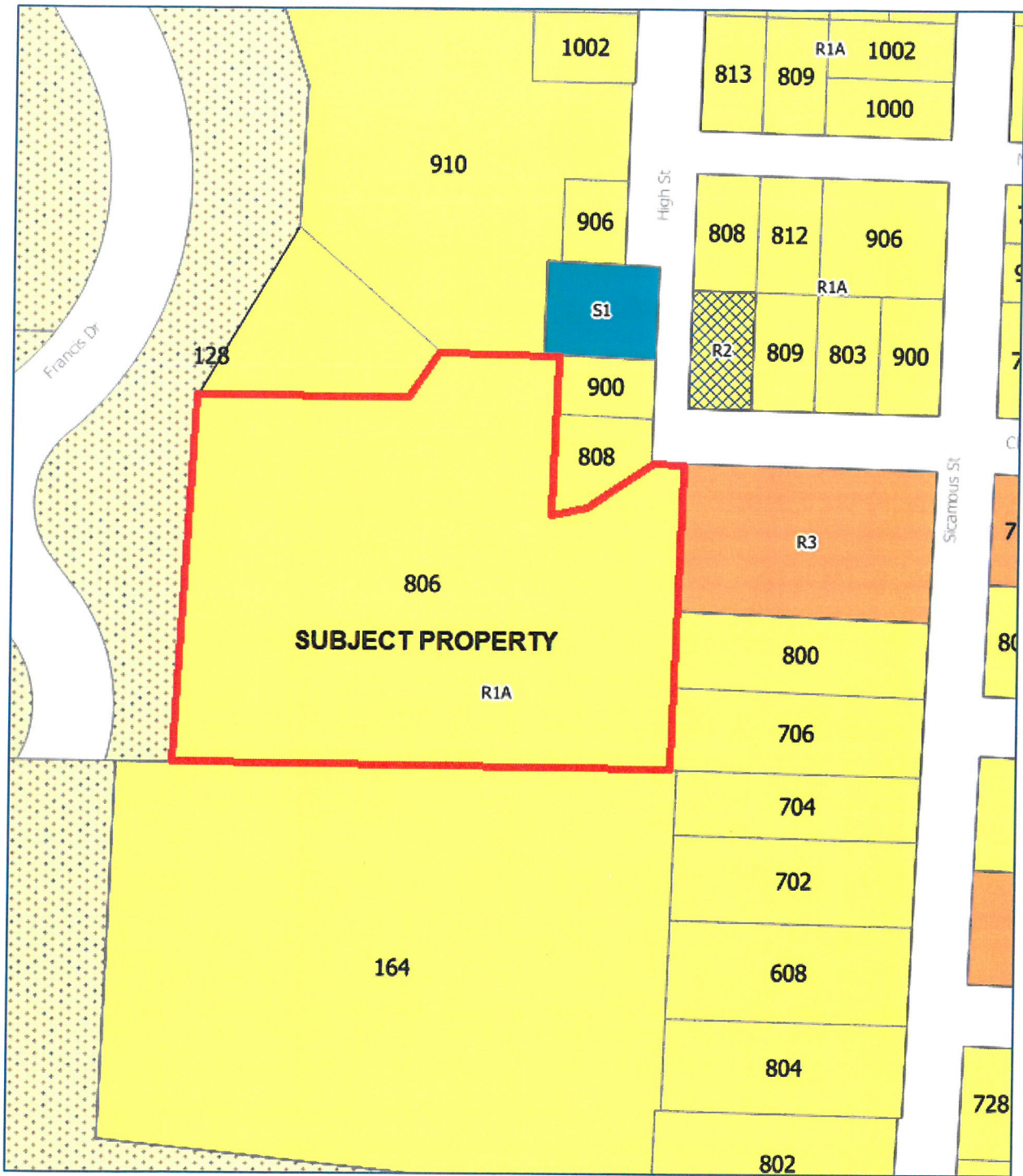


Figure 1. Zoning Map

- Yellow – Residential Single Family (R.1-A)
- Crosshatch – Residential Two Family (R.2)
- Orange – Residential Multi-Family Medium Intensity (R.3)
- Dotted – Country Residential (C.R)
- Blue – Assembly, Civic and Public Service (S.1)

The following figure shows the OCP future land use designations of the subject and surrounding properties:

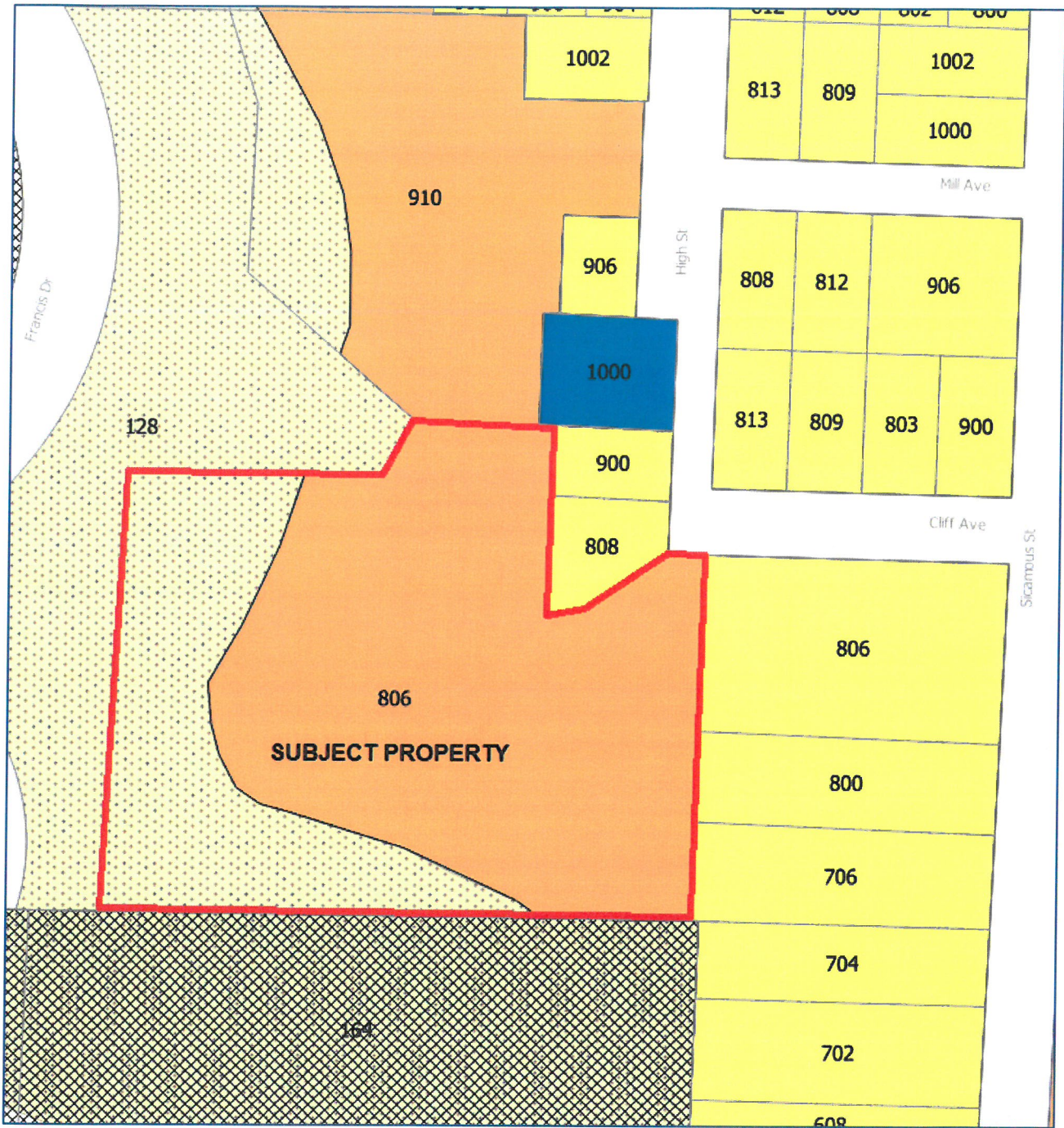


Figure 2. OCP Future Land Use Designations

- Yellow – Residential Low Density
- Orange – Residential Medium Density
- Dotted – Country Residential
- Cross Hatch – Country Residential/Knoll Comprehensive Development Area
- Blue – Institutional

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



Figure 3: Orthophoto

****NOTE:** The property lines shown above are not an accurate representation of their true locations and are intended for display purposes only.

The Proposal

The applicant is proposing to change the OCP designation for that portion of the subject property that is entirely *Country Residential* to *Residential Medium Density* (making it consistent with the rest of the parcel) and to rezone the property from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone. The intent of the applicant is to proceed with a strata subdivision consisting of single-family units and potentially multi-family units, both of which may contain secondary suites.

A proposed site plan has not been provided by the applicant at this time but would be required as part of a subdivision application process, should this application be approved by Council. It should be noted that if the application were to be approved, the applicant would not be tied to their proposal of a strata development. Although the applicant may intend to develop the property in accordance with this proposal, it is important to note that if the application is approved then the property could develop in any manner that is consistent with the Zoning Bylaw and any charges registered against the title of the property (covenants, statutory building scheme, etc.).

It should be noted that the subject property's minimal road frontage of 9.54 m (31.31 feet) prevents the property from developing under a conventional subdivision (fee simple lots) as there is insufficient frontage to accommodate the required right-of-way for a local road, as specified in the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000. However, under a strata subdivision all internal roads are private and do not have to meet the specifications of the City's Subdivision Servicing and Development Bylaw, but instead would have to satisfy the Strata Property Act and associated Regulations, which could include having to demonstrate that the proposed access routes of the strata development meet good engineering standards.

ZONING BYLAW:

The subject property is zoned Residential Single Family (R.1-A) and uses permitted within this zone include:

- Accessory residential;
- Restricted agriculture;
- Single family dwellings;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

Uses permitted within the proposed Residential Multi-Family Medium Intensity (R.3) zone include:

- Apartment and multi-family residential;
- Adult retirement housing;
- Four family dwellings;
- Three family dwellings;
- Two family dwellings;
- Single family dwellings
- Row housing;
- Accessory residential;
- Boarding, lodging or rooming houses;
- Convalescent, nursing and personal care homes;
- Restricted agricultural use;
- Secondary suites;
- Bed and breakfasts; and
- Civic and public service use.

Section 604.11.b of the Zoning Bylaw states that the maximum permitted gross density for adult retirement housing, apartments or multi-family use within the R.3 zone shall not exceed sixty (60) units per hectare (24.28 units per acre); given the property's area of 4.53 acres, the maximum number of dwelling units permitted on the property would be 109.

Although the maximum permitted gross density limit for the R.3 zone theoretically allows for up to 109 dwelling units, Staff do not anticipate that it would be feasible for the subject property to develop to this density, even if a more intensive residential use was pursued (i.e. apartments), for the following reasons:

- The property has significant grades that would limit the area of the lot that can be used for intensive residential use;
- For apartment and multi-family uses, the Zoning Bylaw requires the provision of useable open space, maneuvering aisles, off-street parking areas, significant setbacks, etc., which limit the area of the lot that can be used for intensive residential use; and
- The Zoning Bylaw limits apartment uses to 3 stories in height which, when coupled with the items listed above, acts as a limiting factor on density.

OFFICIAL COMMUNITY PLAN:

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

- Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.
- Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.
- Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.
- Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.
- Policy 8.3.h - Council will support infill and redevelopment within the community.
- Policy 8.3.i - Council will employ Smart Growth principles in future development.
- Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.
- Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.
- Policy 20.3.g - Council will support innovative options that will assist in maintaining appropriate levels of infrastructure and service delivery in a fiscally responsible manner.

Schedule 'C' – Parks and Transportation Map of the OCP depicts a multi-use pathway being aligned through the subject property in order to provide connectivity to Johnston Park and the City's future growth area of the Knoll. Pursuant to Section 510 of the *Local Government Act*, an owner of land being subdivided must provide to the municipality park land in the amount of up to 5% of the land being subdivided, or cash-in-lieu of an equivalent value; it is anticipated that this trail would be secured through park land dedication at the subdivision stage.

HOUSING NEEDS REPORT

As per Section 473 (2.1) of the *Local Government Act*, when a local government is amending its OCP in relation to statements or map designations relating to the location, amount, type and density of residential development required to meet anticipated housing needs, the local government must consider its most recently received Housing Needs Report. The City of Enderby received its first Housing Needs Report at the Regular Council Meeting of November 2, 2020, which can be accessed through the following link:

<https://www.cityofenderby.com/enderby-housing-needs-assessment-report/>

In the Planning Analysis section of this report is an overview of how the proposal relates to the outcomes of the Housing Needs Assessment Report.

REFERRAL COMMENTS:

The application was referred to the following individuals/agencies:

- City of Enderby Public Works Manager;
- City of Enderby Chief Financial Officer;
- Building Inspector;
- Fire Chief;
- Regional District of North Okanagan Manager of Regional Engineering Services;
- Ministry of Transportation and Infrastructure.

The following comments were received in response to the application

City of Enderby Public Works Manager

"In terms of land use planning, the applicant's proposal appears consistent with future growth projections for the area. This is also an important area in terms of infrastructure and future trail connectivity.

The City's water supply mains to its reservoirs run through this parcel and are secured through a pair of statutory rights-of-way. These statutory rights-of-way will need to be updated to reflect the change in land use and should be consolidated at the same time. Rezoning should be conditional upon this occurring.

The subject parcel is identified in the Official Community Plan as part of a future trail alignment to Johnston Park and the Knoll, which would be dedicated at subdivision; given the grades, some preliminary design work will be required to identify a suitable alignment. As the access off Cliff Avenue and High Street is narrow, caution will need to be taken at the design stage to achieve pedestrian connectivity without inviting a conflict with vehicles. The neighbourhood design will need to consider how to integrate this public amenity into (and through) what is currently proposed as a strata so as to minimize conflicts with the future residential uses. As mentioned above, the narrow access will need to be designed in such a way that it follows good engineering practices.

At the subdivision stage, there will be a need for a geotechnical study and engineering analysis to confirm the adequacy of water supply and sanitary and storm sewer capacity. The latter will require the development to maintain pre-development flows."

City of Enderby Chief Financial Officer

"The proposed rezoning would not have any material impacts to the financial plan."

RDNO Manager of Regional Engineering Services

"No conditions need be applied with respect to solid waste management planning or SWMP [Solid Waste Management Plan] implementation."

PLANNING ANALYSIS:

The City of Enderby Planner raises no objections to the applicant's request to change the OCP future land use designation of the property from *Country Residential* to *Residential Medium Density* and to rezone the subject property from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone, and upon consideration of input received at a Public Hearing, recommends that Council approve the subject application for the following reasons:

- The proposal would facilitate infill development, which is a key element of Smart Growth development and is supported in the OCP, and provides the following community benefits:
 - More efficient use of land by increasing the ratio of improvement-to-land values;
 - Reducing pressures related to greenfield development and boundary expansion which supports urban containment and rural protection;
 - Focusing future growth within developed areas of the community in order to maximize the value derived from existing infrastructure; and
 - Adding residential capacity without encroaching upon rural protection zones.
- The proposed development of the property to a more intensive residential land use would foster additional housing in the community, while potentially broadening the spectrum of housing choices, both of which are key elements of Smart Growth;
- The City of Enderby Housing Needs Report states, *"The limited growth in the housing sector over the past decade may be attributed to a relatively low supply of vacant lots in the community upon which single family dwellings could be developed."*; it should be noted that the proposed strata development could introduce numerous new lots to the community, which would help to facilitate

additional growth in the housing sector, particularly in the form of attainable housing as strata units are generally priced lower than traditional fee simple lots; alternatively, the other permitted uses within the R.3 zone could involve the provision of rental units, which the Housing Needs Report identifies as a critical need;

- Given the property's large lot area, it is a prime candidate for development to a more intensive residential use;
- The subject property is adjacent to a large parcel to the east which is zoned Residential Multi-Family Medium Intensity (R.3), as well as a large parcel to the north which is designated in the OCP as Residential Medium Intensity (zoned Residential Single Family (R.1-A)); given this, the proposed development of the subject property to a higher intensity residential land use is consistent with current and future land uses within the immediate vicinity;
- Given the subject property's minimal road frontage of 9.54 m (31.31 feet), the property cannot develop under a traditional fee simple subdivision (i.e. single-family dwellings on fee simple lots) as there is insufficient lot frontage to accommodate the required right-of-way for a local road through the subject property; given this, the only meaningful residential development that could occur on the subject property (aside from the construction of one single-family dwelling) is some form of strata or multi-family development;
- The adjacent road network is sufficient to meet the traffic demands associated with a higher intensity residential use on the subject property, based on the following:
 - Cliff Avenue was re-constructed in 2013 and is of a sufficient standard to accommodate the demands of the development;
 - Given that there is approximately 81 m (266 feet) of distance between the subject property and the Cliff Avenue/Sicamous Street intersection, and this intersection is a 4-way stop, there are sufficient opportunities for traffic from the proposed development to gain access on to Sicamous Street without there being a potential for significant 'stacking' of vehicles up Cliff Avenue;
 - Given the property's location at the intersection of High Street and Cliff Avenue, there are adequate sight lines for vehicles from the property to safely gain access on to Cliff Avenue;
 - Sicamous Street is a minor-collector road and is able to safely accommodate traffic from the development to two lighted intersections on Highway 97A, which are in relatively close proximity to the subject property.

Although it is not anticipated that the subject property would be able to meet the maximum permitted gross densities allowable under the R.3 zone (60 units/hectare, 109 units total), for the reasons described on page 7 of this report, it is important to consider what maximum densities would be reasonable for the site. Given the subject property's location along a local road and on an interface with a single-family neighbourhood, Staff feel that the less intensive maximum permitted gross densities of the Residential Multi-Family Low Intensity (R.3-A) zone are more appropriate for the property. Given this, Staff are recommending that the application be supported subject to the Zoning Bylaw being amended to impose a reduced maximum permitted gross density of 41 units/hectare (16 units/acre) for any adult retirement housing, apartments or multi-family use on the property; this density limit would allow for a total of 72

units on the property (33.9% reduction), which the applicant has confirmed would be consistent with their development plans for the site.


Staff are recommending that support of the application be made subject to the updating and consolidation of the existing statutory rights-of-way registered on the title of the subject property (Plan A1090 and Plan 39093), consistent with the recommendation of the City's Public Works Manager.

SUMMARY

This report relates to a Joint Official Community Plan Amendment and Rezoning application for the property located at 806 Cliff Avenue, Enderby BC. The applicant is proposing to change the OCP designation for a portion of the subject property from *Country Residential* to *Residential Medium Density* and to rezone the property from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone. The intent of the applicant is to proceed with a strata subdivision consisting of single-family units and potentially multi-family units, both of which may contain secondary suites.

The City of Enderby Planner is supportive of the application, subject to the conditions described above.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner and Deputy Corporate Officer

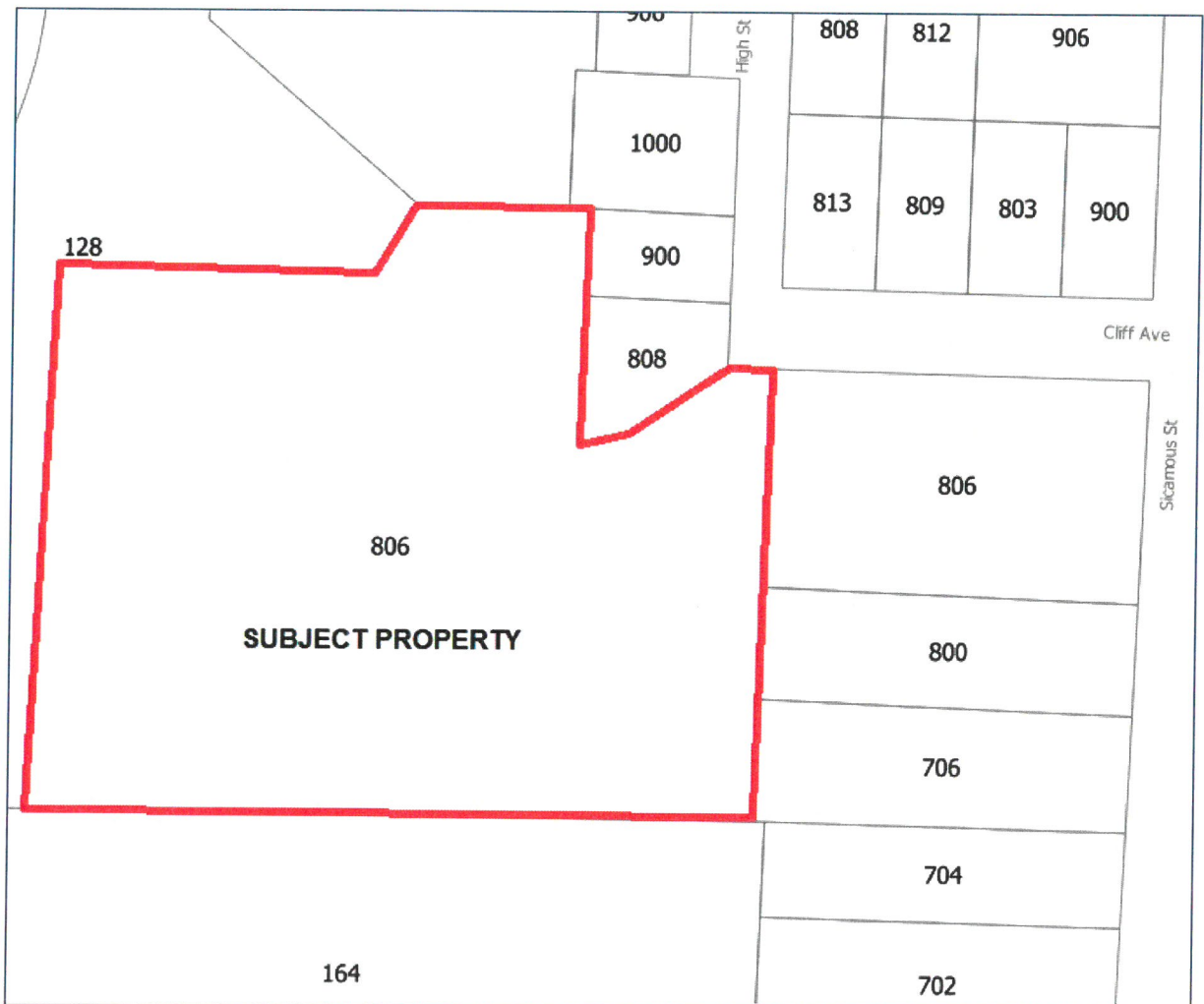
Reviewed By:



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY
OCP/REZONING APPLICATION
SUBJECT PROPERTY MAP

File: 0009-20-OR-END (Mazur)
Applicant: Brandon Mazur
Owner: Bayssie Woinshet, 421457 BC Ltd., 419263 BC Ltd.
Location: 806 Cliff Avenue, Enderby BC



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1713

A BYLAW TO AMEND THE CITY OF ENDERBY OFFICIAL COMMUNITY PLAN BYLAW NO.
1549, 2014 AND AMENDMENTS THERETO

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Official Community Plan Bylaw No. 1549, 2014";

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

1. This bylaw may be cited as the "City of Enderby Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1713, 2020".
2. The future land use designation of a portion of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, is hereby changed from *Country Residential* to *Residential Medium Density*.

READ a FIRST time this day of , 2020.

READ a SECOND time this day of , 2020.

Advertised on the day of , 2020 and the day of , 2020, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2020.

READ a THIRD time this day of , 2020.

ADOPTED this day of , 2020.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1714

A BYLAW TO AMEND THE CITY OF ENDERBY ZONING BYLAW NO. 1550, 2014 AND
AMENDMENTS THERETO

WHEREAS pursuant to Section 479 of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 1550, cited as "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014";

WHEREAS Council of the City of Enderby has determined to make an amendment to "City of Enderby Zoning Bylaw No. 1550, 2014";

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1714, 2020".
2. The zoning designation of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, is hereby changed from the from the Residential Single Family (R.1-A) zone to the Residential Multi-Family Medium Intensity (R.3) zone.
3. Division Six - Residential Zones (R.3) of Schedule "A" of Zoning Bylaw No. 1550, 2014 is hereby amended by adding Section 604.11.j as follows:
 - j. Notwithstanding the maximum permitted gross densities outlined in Section 604.11.b of this Bylaw, the maximum permitted gross density for adult retirement housing, apartments or multi-family uses occurring on the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, shall not exceed forty-one (41 units) per hectare (16.59 units per acre).

READ a FIRST time this day of , 2020.

READ a SECOND time this day of , 2020.

Advertised on the day of , 2020 and the day of , 2020, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2020.

READ a THIRD time this day of , 2020.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2020.

District Development Technician
Ministry of Transportation and Infrastructure

ADOPTED this day of , 2020.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: December 16, 2020
Subject: Three Readings – Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020 and Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1715, 2020

RECOMMENDATION

THAT Council gives Three Readings to Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020;

AND THAT Council gives notice of its intention to adopt Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020 by posting notice at the public notice board at City Hall and provides an opportunity for persons who consider themselves affected by the proposed bylaw to make representations to Council at its Regular Meeting of January 18, 2021;

AND FURTHER THAT Council gives Three Readings to Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1715, 2020.

BACKGROUND

In 2017, Council adopted amendment bylaws to the Business License and Regulation Bylaw No. 1558, 2014 and Fees and Charges Bylaw No. 1479, 2010, which together formed a business licensing regime for the retail of Cannabis; under this framework, Cannabis-Related Businesses are subject to a range of business license regulations related to security, police information checks, signage, and surveillance, and are required to obtain an annual business license at a fee of \$5,000/year. When these amendment bylaws were adopted, the retail of cannabis had not been legalized and the bylaws were intended to regulate the speculative development of the cannabis retail sector which was occurring in anticipation of legalization; at that time, it was unknown what the provincial regulatory framework would involve and the degree to which the Province was willing or able to enforce impacts and nuisances associated with the retail of cannabis. When these business license regulations were brought forward for consideration, it was noted that the regulations could be modified over time as the regulatory landscape for the retail of Cannabis at the provincial and federal levels was rolled out.

To date, the City has issued one business license for a Cannabis-Related Business.

Staff are advancing Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020 and Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1715, 2020 which together

propose the following modifications to the City's business licensing framework for Cannabis-Related Businesses:

1. Reduce the initial business license application fee for Cannabis-Related Businesses from \$5,000 to \$3,000;
2. Introduce an annual business license renewal fee of \$1,500 per year for Cannabis-Related Businesses; and
3. Remove the provision within the Business License and Regulation Bylaw which restricts Cannabis-Related Businesses from blocking the windows of the premises with opaque material, artwork, posters, shelving or any other material.

The rationale for a reduced business license application fee for Cannabis-Related Businesses is as follows:

- It has been over two years since the Province rolled out its regulatory framework for Cannabis retail. Based on Staff's review of the regulations and their interactions with Provincial inspectors and enforcement officers:
 - The Province's regulatory framework for Cannabis retail appears sufficient to mitigate potential nuisances and impacts associated with this type of business; and
 - The Province appears to have adequately resourced inspections and enforcement of Cannabis retail at the provincial level, which will reduce the potential for significant amounts of Staff time to be invested at the local level to mitigate nuisances and impacts through its business licensing regulations.
- Given that an applicant is required to meet a range of provincial requirements related to security, police information checks, surveillance, and signage in order to receive their Non-Medical Cannabis Retail Store License from the Province, a large portion of the City's business licensing requirements will have already been satisfied by the applicant by the time the premises is ready for a business license inspection, thus reducing the amount of Staff time associated with the local inspection process.

The rationale for introducing an annual business license renewal fee of \$1,500 for Cannabis-Related Businesses (versus charging a full business license application fee annually) relates to the fact that the lions-share of Staff time associated with inspecting Cannabis-Related Businesses occurs at initial business start up. However, once the initial inspection process is completed and a business license has been issued, the annual inspection process shifts to ensuring that the business is maintaining the infrastructure that they have put in place (i.e. signage, surveillance, security, etc.); as these 'maintenance' inspections are generally more streamlined, a reduced renewal fee is appropriate.

The proposed business license application fee of \$3,000 and annual renewal fee of \$1,500 is based on an analysis of business license fees for Cannabis retail imposed by other communities in the area, which include:

Community	Business License Fee for Cannabis Retail
Kelowna	\$9,465 initial application, \$8,000 annual renewal
Kamloops	\$5,000/year
Vernon	\$5,000 initial application, \$2,000 annual renewal
Nelson	\$2,500/year
Lumby	\$1,500/year
Salmon Arm	\$1,000/year
Lake Country	\$500/year
Chase	\$500/year
Revelstoke	\$200/year

It should be noted that several other communities in the area do not have specific business license fees for Cannabis retail, with Cannabis retail being subject to the standard business licensing fees. However, the standard business licensing fees in these communities are higher than in Enderby, and are collected on an annual basis whereas Enderby offers perpetual business licensing for businesses.

Lastly, Staff are proposing that Business License and Regulation Bylaw No. 1558, 2014 be updated to remove Section 5.i.vii.d, which states that a Cannabis-Related Businesses must not block the windows of the premises with opaque material, artwork, posters, shelving or any other material; this regulation is in conflict with a change to provincial regulations which now requires that cannabis, cannabis accessories, and packaging and labelling of cannabis and cannabis accessories must not be visible from outside the cannabis retail store. Given that adherence to the City's local regulation would impact the applicant's ability to meet the provincial requirement, Staff are recommending that this provision be removed from the Business License and Regulation Bylaw No. 1558, 2014.

As previously mentioned, when the City's business license regulations for Cannabis retail were introduced, it was noted that the regulations could be modified over time as the regulatory landscape for the retail of Cannabis at the provincial and federal levels was rolled out. Given that there is a now a clear understanding of the Province's regulatory framework and licensing process for Cannabis retail, as well as an understanding of how this provincial regulatory framework and licensing process interacts with the City's local business licensing regime, Staff are proposing updates to the business licensing framework to make it reflective and adaptive to current landscape of Cannabis retail in the province.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1705

A BYLAW TO AMEND THE CITY OF ENDERBY BUSINESS LICENSE AND REGULATION
BYLAW NO. 1558, 2014

WHEREAS Council of the City of Enderby has adopted “The City of Enderby Business License and Regulation Bylaw No. 1558, 2014”;

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

1. This bylaw may be cited as the “City of Enderby Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1705, 2020”.
2. *Section 5 - Business Regulations* of “City of Enderby Business License and Regulation Bylaw No. 1558, 2014” is hereby amended by removing Section 5.i.vii.d and renumbering the remainder of the section accordingly.

READ a FIRST time this day of , 2020.

READ a SECOND time this day of , 2020.

READ a THIRD time this day of , 2020.

ADOPTED this day of , 2020.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1715

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

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

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1715, 2020".
2. Schedule "1" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is hereby amended by amending Section 3 (p) as follows:
 - (p) Business License Application Fee for Cannabis-Related Business \$3,000
3. Schedule "1" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is hereby amended by adding Section 3 (q) as follows:
 - (q) Annual Business License Renewal for Cannabis-Related Business \$1,500

READ a FIRST time this day of , 2020.

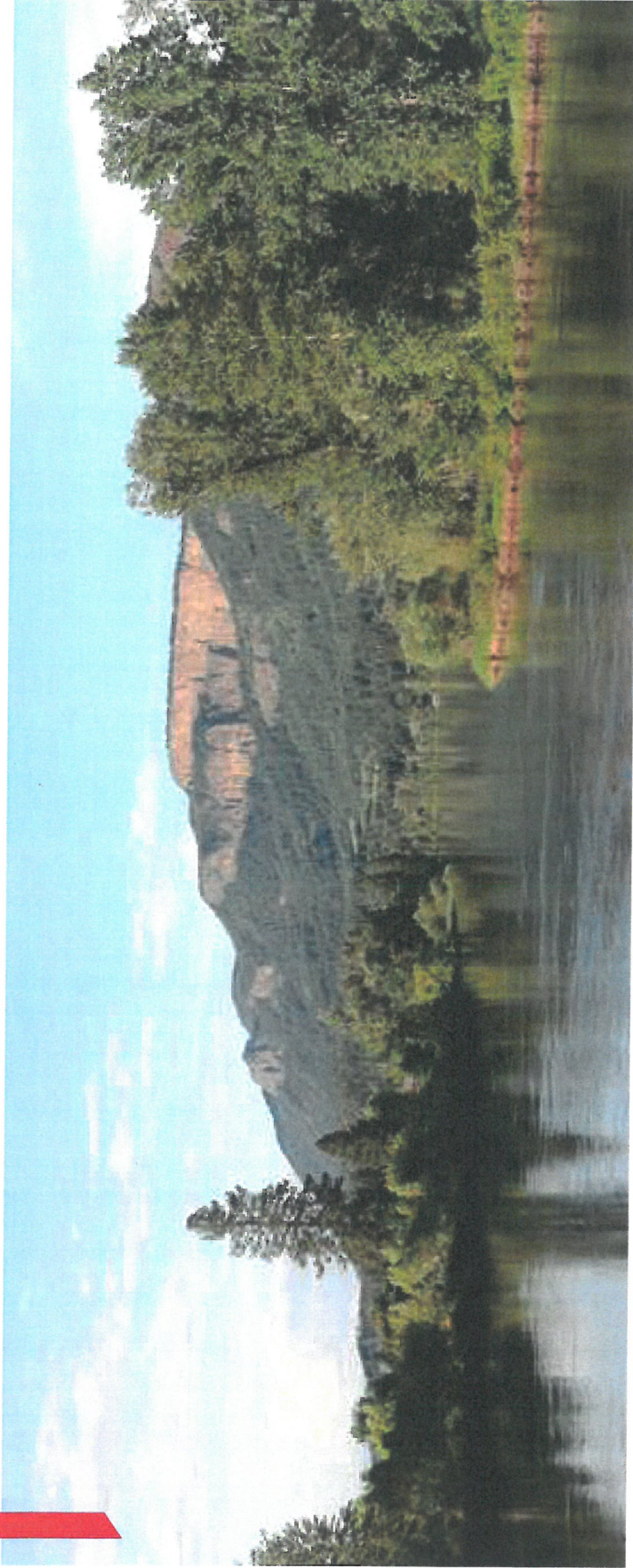
READ a SECOND time this day of , 2020.

READ a THIRD time this day of , 2020.

ADOPTED this day of , 2020.

MAYOR

CORPORATE OFFICER



CITY OF ENDERBY
AUDIT PLANNING REPORT TO MAYOR AND COUNCIL

November 30, 2020



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EXECUTIVE SUMMARY



Your BDO Audit Team

Markus Schrott, CPA, CA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 4 for contact information should you have any questions or concerns regarding the financial statement audit.



Timeline

See the [Audit Timeline](#) section of the report for the detailed milestones.



Significant Audit Risks

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Management override of internal controls



Materiality

We have determined that materiality for the current year audit will be based on non-financial assets, due to the use of these assets by the City to provide service to the community. Materiality is \$596,000 for the year ended December 31, 2020. Specific materiality has been determined based on total revenues and has been set at \$173,000 for the year ended December 31, 2020.



Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Please see the attached engagement letter in [Appendix B](#) for specific details regarding the scope of our work.



Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the City. Please see [Appendix E](#) for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the City, we request that you provide us with this information.

YOUR DEDICATED BDO AUDIT TEAM

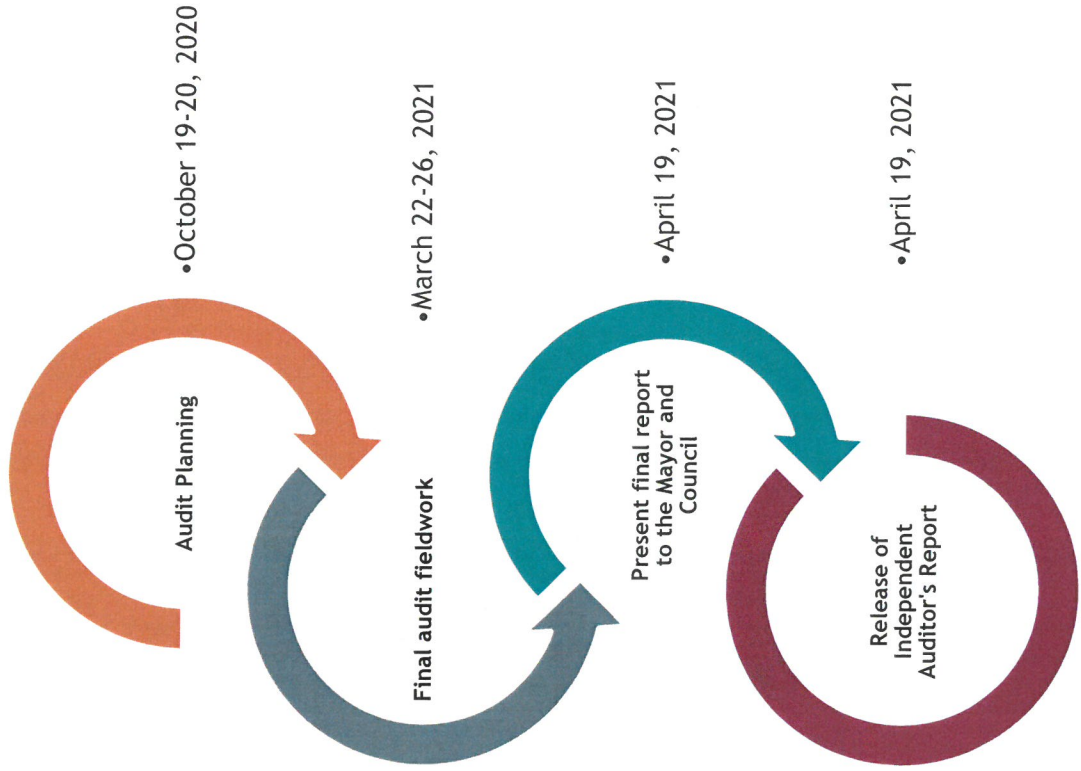
In order to ensure effective communication between the Mayor and Council and BDO Canada LLP, the contact details of the engagement team are outlined below. We attempt to provide continuity of service to our clients to the greatest extent possible in accordance with mandated partner rotation rules. When rotation is required for key members of the engagement team, we will discuss this matter with the Mayor and Council and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs.

NAME	ROLE	PHONE NUMBER	EMAIL
Markus Schrott, CPA, CA	Engagement Partner	250.545.2136	mschrott@bdo.ca
Aidan Northcott, CPA, CA	Senior Manager	250.545.2136	anorthcott@bdo.ca
Sydney Feeney	Audit Senior	250.545.2136	sfeeney@bdo.ca

AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the financial statements of the City.

As part of the year end Mayor and Council meeting, we will provide the Mayor and Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the City's business, our past experience, and knowledge gained from management and the Mayor and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Mayor and Council has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
<p>Management Override of Internal Controls</p>	<p>Management is in a unique position to directly or indirectly change accounting records without oversight, and prepare financial statements by overriding controls that otherwise appear to be operating effectively.</p>	<p>Review of transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.</p>

MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary materiality was determined to be \$596,000, based on 2% of non-financial assets and is applied to all non-financial assets. Preliminary specific materiality has been determined based on total revenues and has been set at \$173,000 and applied to all financial assets, liabilities, revenue and expenses.

Our materiality calculation is based on the City's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

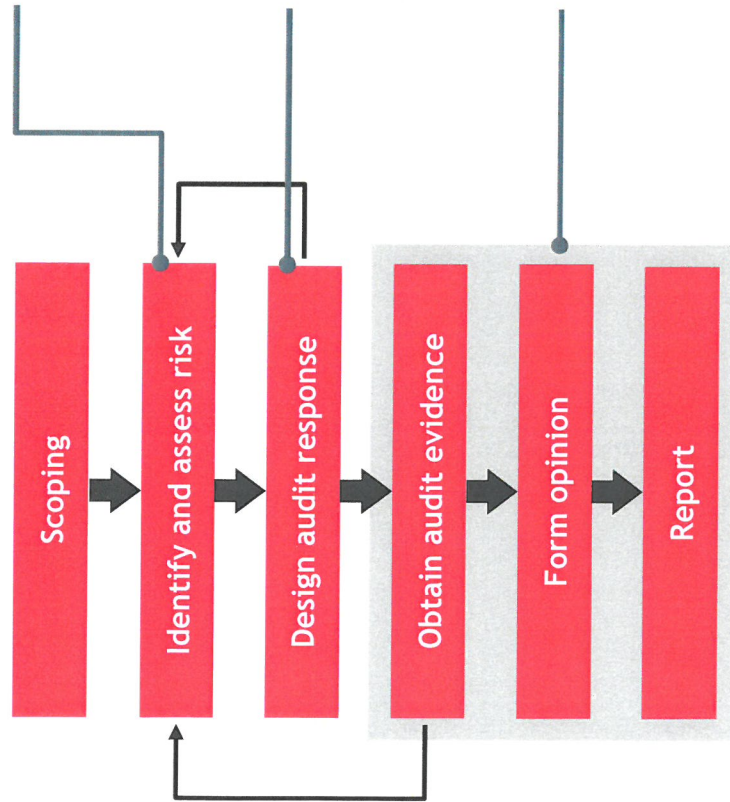
APPENDICES

- Appendix A: BDO audit strategy
- Appendix B: Communication requirements
- Appendix C: Engagement letter
- Appendix D: Independence letter
- Appendix E: Schedule of audit services
- Appendix F: Responsibilities

APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the City.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.



Identify and Assess Risk:

To assess risk accurately, we need to gain a detailed understanding of the City's business and the environment it operates in. As well, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Design Audit Response:

Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Obtain Audit Evidence / Form Opinion / Report:

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to conclude whether or not the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

APPENDIX B: COMMUNICATION REQUIREMENTS

Required Communication	Audit Planning Presentation	Audit Results Presentation	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with management in regards to auditor retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence	✓		Y
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N

APPENDIX C: ENGAGEMENT LETTER



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

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

October 26, 2020

City of Enderby
619 Cliff Avenue
P.O. Box 400
Enderby, BC
V0E 1V0

Attention: Jennifer Bellamy

Dear Madam:

We understand that you wish for us to continue as the auditors of City of Enderby for its fiscal year ended December 31, 2020 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Markus Scrott will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements 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 your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.



Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.



Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Fee Estimation

The estimated fee for this engagement is as follows:

Audit services: \$15,000

For each future year we will issue a Summary of Services providing details of our Services and fees.

We will notify you on a timely basis if there are any circumstances we encounter which could significantly affect our initial estimate of professional fees. Our fees will be invoiced and payable as follows:

- **\$3,800** interim payment;
- **\$9,000** prior to issuance of assurance report; and
- **\$2,200** within 10 days after issuance of our final invoice along with any additional required final payments.

We reserve the right to suspend our Services if any of our invoices become delinquent. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent.

Additional information relating to our fees is provided in the Standard Terms and Conditions.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. **The Standard Terms and Conditions include clauses that limit our professional liability.**

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.



Yours truly,

BDO Canada LLP

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

Signature

Date

Name (please print)

Position

Please carefully review this Agreement, which includes the attached Standard Terms and Conditions, prior to signing it. A complete copy of the signed engagement letter should be returned to us.



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation

1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

1.2 In this Agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter, and any Summary of Services letters issued in future years.

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this Agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.

2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this Agreement.

3. Respective Responsibilities

3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.



- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.
4. **Working Papers and Deliverables**
- 4.1 **Ownership** - Any documents prepared by us, or for us, in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
- 4.6 **Consent requests** - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.
5. **Confidentiality**
- 5.1 We agree to use Confidential Information provided by you only in relation to the Services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.
- 5.2 BDO shall be entitled to include a description of the work we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients.



You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed Services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
 - (b) we will hold all personal information in compliance with our Privacy Statement.



10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 By signing this Agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid to BDO by you, in a twelve consecutive month period, for the Services provided pursuant to this Agreement giving rise to the claim; and
 - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:



- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;
- (b) the Services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this Agreement.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than four years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil



liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.

Delays in providing the complete list of agreed upon working papers/schedules to BDO will result in additional fees as follows:

- 1 week delay - additional 10% of estimated fees
- 1 month delay - additional 20% of estimated fees

Should a delay occur, we cannot guarantee completion of our work by your deadline.

- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.



18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

19. Survival

- 19.1 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. Force Majeure

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 202006

APPENDIX D: INDEPENDENCE LETTER

November 30, 2020

Members of the Mayor and Council
City of Enderby

Dear Mayor and Council Members:

We have been engaged to audit the financial statements of City of Enderby (the "City") for the year ended December 31, 2020.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the City and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since April 20, 2020, the date of our last letter.

We are not aware of any relationships between the City and our Firm that, in our professional judgment, may reasonably be thought to bear on independence that have occurred from April 20, 2020 to November 30, 2020.

We hereby confirm that we are independent with respect to the City within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of November 30, 2020.

This letter is intended solely for the use of Mayor and Council, management and others within the City and should not be used for any other purposes.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants

APPENDIX E: SCHEDULE OF AUDIT SERVICES

The Mayor and Council of City of Enderby (the “City”) has considered the planned performance of the following audit and other permitted services (“Services”) by BDO Canada LLP (“Independent Auditor”) during fiscal 2020.

The Services do not involve any prohibited services as outlined in the Independence Standards.

All other Services not listed below must be specifically pre-approved by the Mayor and Council.

AUDIT SERVICES

Service	Summary of Service
Annual audit	Audit of the City’s financial statements.
Consultations concerning accounting and financial reporting standards	Discussion, research and consultation on new accounting pronouncements affecting the City and the accounting for unusual or non-recurring transactions.

APPENDIX F: RESPONSIBILITIES

It is important for the Mayor and Council to understand the responsibilities that rest with the City and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO's responsibilities are outlined below and within the annual engagement letter attached as Appendix B to this letter.

AUDITOR'S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the City in accordance with Canadian public sector accounting standards.

Year-End Audit Work

- ▶ Work with management towards the timely issuance of financial statements.
- ▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- ▶ Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.

Other Information

- ▶ Read the other information included in the City's Annual Report to identify material inconsistencies, if any, with the audited financial statements.

Year-Round Work

- ▶ Consult regarding accounting, income tax and reporting matters as requested throughout the year.

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the City, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the City; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



Response to Assessed Fraud Risks

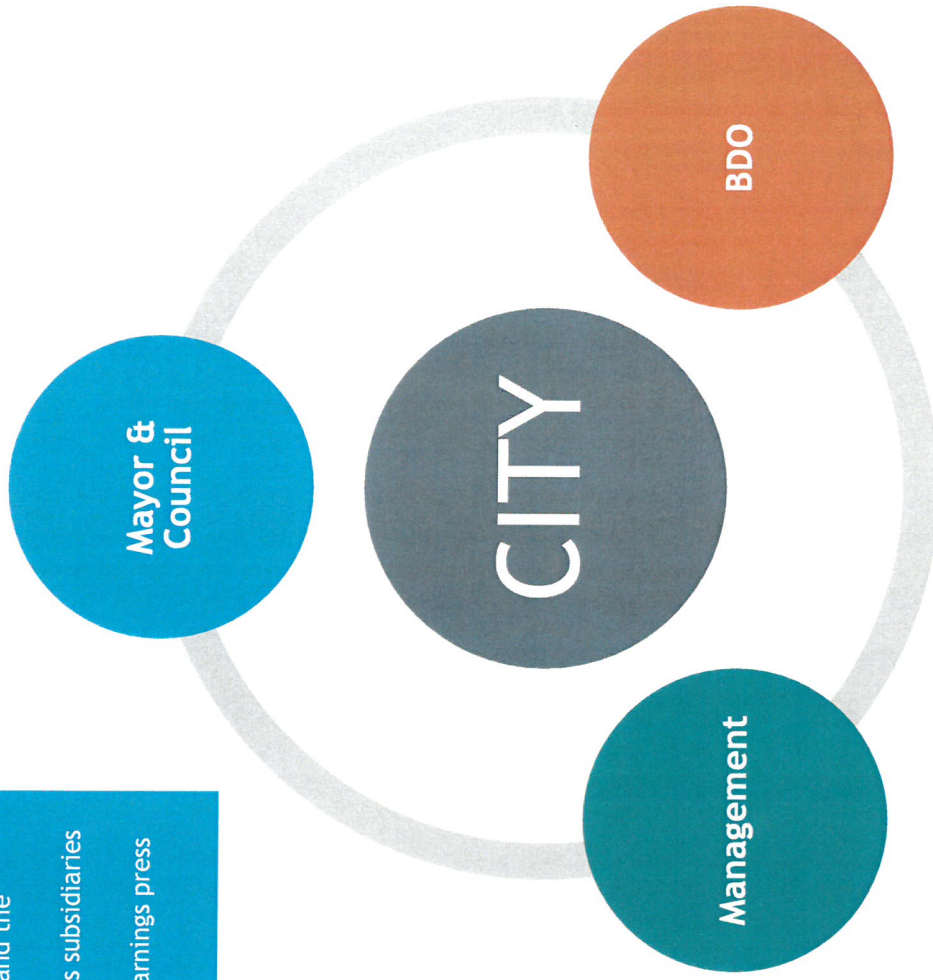
- ▶ Inquire of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

RESPONSIBILITIES OF THOSE CHARGED WITH GOVERNANCE

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor’s report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Pre-approve all non-audit services to be provided to the City or its subsidiaries by the external auditor.
- ▶ Review the financial statements, MD&A and annual and interim earnings press releases before the City publicly discloses this information.

MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the City.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the City’s assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the City’s accounting records and related financial information.



Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2020 Month: 09

Folder Type	2020 / 09		2019 / 09		2020 to 09		2019 to 09		
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	
DEMOLITION	0	0	0	0	0	0	0	0	
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0	
END - COMMERCIAL BUILDING	1	0	35,000	0	1	25,000	1	0	
END - DEMOLITION	0	0	0	0	4	680,000	2	0	
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	2	0	
END - MODULAR HOME	0	0	0	0	1	423,000	0	0	
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	
END - PLUMBING	0	0	0	0	0	0	0	0	
END - SIGN	0	0	0	0	0	0	0	0	
END - SINGLE FAMILY DWELLING	2	1	365,000	0	11	15,000	1	0	
INDUSTRIAL BUILDING	0	0	0	0	0	1,636,400	3	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	
OLD PIMS PERMITS	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	3	1	400,000	1	18	2,200	9	0	679,551

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2020 Month: 10

Folder Type	2020 / 10		2019 / 10		2020 to 10		2019 to 10		
	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	1	0	4,200	0	0	0	0	0	
END - COMMERCIAL BUILDING	0	0	0	0	2	29,200	1	0	
END - DEMOLITION	0	0	0	0	4	680,000	2	0	
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	2	0	
END - MODULAR HOME	0	0	0	0	0	0	0	0	
END - MULTI FAMILY DWELLING	0	0	0	0	1	423,000	0	0	
END - PLUMBING	0	0	0	2	0	0	1	2	
END - SIGN	0	0	0	0	0	0	0	0	
END - SINGLE FAMILY DWELLING	1	0	15,000	0	1	15,000	1	0	
INDUSTRIAL BUILDING	0	0	400,000	1	12	1,651,400	5	1	
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	
OLD PIMS PERMITS	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	2	0	19,200	4	20	2,798,600	13	3	1,379,551

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2020 Month: 11

Folder Type	2020 / 11		2019 / 11		2020 to 11		2019 to 11		Building Value
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	2	0	2	0	29,200
END - DEMOLITION	0	0	0	0	4	1	4	0	680,000
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	1	1	1	0	423,000
END - PLUMBING	0	0	0	0	0	0	0	2	0
END - SIGN	0	0	0	0	0	0	0	1	0
END - SINGLE FAMILY DWELLING	4	1	1	0	1	0	1	0	15,000
INDUSTRIAL BUILDING	0	0	0	0	16	10	16	6	2,002,400
INSTITUTIONAL	0	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0
Report Totals	4	1	1	1	24	12	14	4	3,149,600
									1,664,551

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 15, 2020
Subject: Council Strategic Plan Scorecard 2020

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

In January 2020, Council adopted Strategic Plan 2020-22 (“the Plan”). As described in the document, the Plan:

provides direction so that the resources are spent on the right objectives at the right time. A strategic plan also creates efficiency and effectiveness by providing clarity and alignment on decision-making and resource allocation throughout the entire municipal corporation.

The Plan identified strategic priorities and classified them as Critical, Important, or Desirable. The classifications are defined as follows:

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.

IMPORTANT priorities are also objectives that provide significant positive value, but it is acceptable to extend the timeline in order to keep the resource costs fixed.

DESIRABLE priorities also provide positive value, but it is acceptable for both resources and timeline to be adjusted to balance the demands of higher priorities.

Below is a “scorecard” showing progress related to the Plan’s 2020 priorities. As the scorecard makes clear, progress was made on several significant priorities; however, many priorities were interrupted or delayed because of COVID-19. In addition to the demands around emergency management, operational changes, and managing for financial uncertainty, the pandemic also had far-reaching implications for many of the City’s partners and stakeholders; together, the internal and external constraints has necessitated the deferral of a number of priorities. In

reviewing strategic plan scorecards in other communities, the pandemic has had a similar impact across the board.

COMMITMENT	PRIORITY	RESPONSIBILITY	PROGRESS
STRATEGIC PRIORITY #1 - CITIZEN ENGAGEMENT			
Host a “Coffee with Mayor & Council” event.	Desirable	Council	Deferred due to pandemic
Retain an events coordinator to manage, coordinate, and expand local events in order to increase the quantity of events, volunteer participation, and event attendance.	Important	Staff	Deferred due to pandemic
STRATEGIC PRIORITY #2 - HEALTH AND WELL-BEING			
Recommend a replacement schedule and service level for a new pool.	Critical	Staff	Completed
Establish how and when Community Better Challenge prize money will be distributed.	Critical	Commission	Completed
Celebrate the Community Better Challenge award in our community and increase media coverage of this accomplishment.	Important	Council	Deferred due to pandemic
Provide on-going support to the Inter-Agency group to advance Enderby as a healthy, inclusive community.	Desirable	Council	Deferred due to change in coordinator
STRATEGIC PRIORITY #3 - ECONOMIC PROSPERITY			
Establish a development corporation with high board engagement to increase non-tax revenues.	Important	Staff	Deferred due to pandemic

COMMITMENT	PRIORITY	RESPONSIBILITY	PROGRESS
Meet with the Minister responsible to discuss community forest opportunities prior to the next apportionment decision.	Critical	Council	Deferred due to pandemic
Support coordination of the Highway 97A and rail-trail planning processes at the technical and policy levels to ensure positive outcomes for Enderby.	Critical	Staff/Council	In progress
Provide financial and in-kind support to the job fair to increase representation by local employers.	Desirable	Council	Deferred due to pandemic
Encourage murals on appropriate public infrastructure and light up the feature tree on Cliff Avenue.	Important	Staff	In progress
STRATEGIC PRIORITY #4 - ATTAINABLE AND AFFORDABLE HOUSING			
Build a stronger partnership with NexusBC by inviting representatives to lead a workshop with Council on opportunities for collaboration.	Desirable	Council	Deferred due to pandemic
Strengthen engagement with Habitat for Humanity to ensure that its initiatives align with planning principles and strategic priorities.	Important	Council	In progress
Implement planning methods to ensure that, when housing proposals are advanced, there is greater assurance that the desired outcomes will be secured.	Critical	Staff	In progress, with increased use of housing agreements as a tool to add density while protecting neighbourhood values

COMMITMENT	PRIORITY	RESPONSIBILITY	PROGRESS
Undertake a council workshop to review available social supports to determine the types of housing best suited to the community and capable of providing the best outcomes for occupants.	Important	Staff	Deferred until completion of the Regional Housing Strategy in Spring 2021
STRATEGIC PRIORITY #5 - WELL-MANAGED INFRASTRUCTURE			
Continue to invest in asset management annually.	Critical	Council	Ongoing
Develop a grant-ready plan for improving drainage in the northern catchment basin.	Important	Staff	In progress, grant application for planning funds submitted

In accordance with the process described in the Plan, every January, Council will meet for a strategic planning session to ensure that the Plan continues to meet the evolving and emerging priorities of Council and the broad community. This meeting will aid staff in developing a budget that adequately resources for Council's priorities.

In 2020, an unforeseen global event has had profound local impacts affecting the City. This includes:

- internal capacity demands associated with the longest sustained emergency operation centre activation in the City's history;
- internal capacity disruption associated with a pivoting/restarting of all of the City's operations on a pandemic footing;
- economic upheaval affecting producers and suppliers that has slowed the supply chain and increased the costs of doing business;
- socioeconomic uncertainty affecting business, social service, family, and individual resiliency;
- constraints faced by external partners and stakeholders limiting their own ability to act upon normal priorities; and
- public health measures limiting gatherings, travel, and events coupled with additional expectations involving the use of bylaw compliance officers for the investigation of complaints.

Despite these challenges, significant progress has been made where possible, while business continuity has been preserved. With respect to the latter, this includes:

- a cautious approach to risk-managing the financial uncertainties of the pandemic, which has placed the City in a sound position to face the challenges of 2021;
- the continuation of all of the City's regular and emergency operations, either without interruption or, when an interruption was necessitated by Provincial health guidelines and orders, an expeditious restart;
- all 2020 capital commitments proceeding, with the exception of Hubert Avenue reconstruction which is scheduled for Spring 2021;
- numerous relief measures implemented to aid the taxpaying public; and
- an exciting range of grant applications currently being evaluated by senior levels of government, which will help propel many of the City's services to the next level.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CITY OF ENDERBY DEVELOPMENT CORPORATION

MEMO

AGENDA

To: Mayor and Council
From: Tate Bengtson, Chief Executive Officer
Date: December 15, 2020
Subject: City of Enderby Development Corporation Annual Information Meeting 2020

RECOMMENDATION

THAT Council, in its capacity as the sole shareholder of the City of Enderby Development Corporation:

1. Resolves that in accordance with Article 10.2 of the City of Enderby Development Corporation's Articles of Incorporation, the shareholder consents to the business to be transacted at the annual general meeting, such that it is deemed to be held by this resolution and on the date of this resolution.
2. Resolves that the annual reference date for the City of Enderby Development Corporation is December 21, 2020.
3. Resolves that in accordance with Article 10.3 of the City of Enderby Development Corporation's Articles of Incorporation, and in lieu of the annual general meeting, an annual information meeting is hereby held on December 21, 2020 with notice given in substantially the same form as that required for the City of Enderby and in a manner that is consistent with Ministerial Order 116/2020 [Electronic Attendance at Corporate Meetings (COVID-19) Order].
4. Resolves that as there were no financial transactions for the City of Enderby Development Corporation for the fiscal year ended December 31, 2019 and the City of Enderby Development Corporation has no assets, liabilities and equity:
 - a) The appointment of auditors for the City of Enderby Development Corporation is waived in accordance with section 200 of the Business Corporations Act; and
 - b) The production and publication of financial statements for the City of Enderby Development Corporation is waived in accordance with section 203(2) of the Business Corporations Act.

5. Resolves that the following persons, each of whom has consented in writing to act as a director, are appointed as directors of the City of Enderby Development Corporation, to hold office in the manner specified until the next annual general meeting of the City of Enderby Development Corporation or until their successors are appointed, subject to Article 14.6 of the City of Enderby Development Corporation's Articles of Incorporation:

Tate Bengtson (Chief Executive Officer)
Jennifer Bellamy (Chief Financial Officer)

6. Resolves that all lawful acts, contracts, appointments, and payments of money by the directors of the City of Enderby Development Corporation, if any, since the last annual reference period, which coincides with the date of the recognition of the City of Enderby Development Corporation, and which have previously been disclosed to the shareholder, are hereby adopted, ratified, and confirmed.
7. Resolves that the registered and records offices of City of Enderby Development Corporation are changed to the City's municipal offices and the Corporate Officer or designate is authorized to file the appropriate notice with the Registrar of Corporations.

BACKGROUND

The City of Enderby formed the City of Enderby Development Corporation in 2019 ("the Company"), with the approval of the Province's Inspector of Municipalities. The intent of the Company is to pursue economic and social development for the community, as well as generate non-tax revenue streams.

Due to pandemic-related time and budget constraints in 2020, which are projected to impact capacity through (at least part of) 2021, appointing a full slate of directors has been deferred. Two directors are currently appointed, who also hold office as Chief Executive Officer and Chief Financial Officer; the directors of the Company are not sufficient to meet quorum and may only conduct a limited range of activities intended to maintain the Company's corporate status, call a meeting for the purposes of enabling the shareholder to elect or appoint directors to fill vacancies, and manage or supervise the management of the business and affairs of the Company, if any.

Pursuant to section 182(1) of the Business Corporations Act, the first annual general meeting of the Company must be held within 18 months of its recognition date (which was September 16, 2019) and, after its first annual reference date, at least once in each calendar year and not more than 15 months after the annual reference date for the preceding calendar year. The Company's Articles of Incorporation provide that an annual general meeting may be waived if an annual information meeting is held.

Pursuant to section 200 of the Business Corporations Act, directors are relieved from the obligation to produce financial statements if there is a unanimous resolution of the shareholders. Similarly, pursuant to section 203(2) of the Business Corporations Act, a unanimous resolution of the shareholders waives the requirement to appoint an auditor for one financial year.

Items 1 to 6 of the above resolution are intended to complete the annual obligations of the Company. This approach minimizes costs until such time as an opportunity arises for the Company to engage in business, at which point it will need to fund its corporate expenses from its own revenues or receive assistance pursuant to its partnering agreement. Item 7 finalizes the transfer of the Company from the incorporator (the City's legal counsel) to the City.

Respectfully submitted,



Tate Bengtson
Chief Executive Officer

MEMO

To: Mayor and Council
From: Tate Bengtson, Chief Administrative Officer
Date: December 17, 2020
Subject: Water Treatment Plant Facility Reclassification

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

The City of Enderby owns and operates a Water Treatment Plant (“WTP”), among its other facilities. Pursuant to the Drinking Water Protection Regulation, the WTP is given a classification rating based on its size and complexity. In turn, this determines the required level of certification for the Chief Operator of the WTP. Facility classifications and operator certifications are administered by the Environmental Operators Certification Program (“EOCP”). The four primary fields of practice administered through EOCP are: water treatment, water distribution, wastewater treatment, and wastewater collection.

Facility classifications move from the relatively simple (Class I) to the relatively complex (Class IV). There has been some changes in the scoring factors and weights since the last time that the WTP was classified. Where the WTP was previously a Class III, staff have reviewed the changes, determined that a reclassification was likely, and made application to that effect. The application was reviewed by EOCP in conjunction with the WTP’s process diagram, then referred to the Interior Health Authority (as the regulator of drinking water systems), and ultimately the reclassification to Class II was accepted.

Attracting and retaining qualified operators can often prove challenging, particularly in small communities where the size and complexity of the operations often means that there is not an opportunity for operators to work full-time in a single field in order to build their experience hours - which are critical to advancement. EOCP has made some changes to help small communities, such as introducing a multi-utility sub-classification that considers relevant experience across fields; however, this multi-utility sub-classification only applies to Level I and II certifications. Level III and higher certifications remain extremely difficult to obtain given the diverse nature of Public Works activities.

In the immediate term, as a result of this recertification, the City is able to shift from having a plan to demonstrate progress on operator certifications (which is common) to focusing on cross-

training, succession, and continuity. Over the long term, as a Level II certification is more attainable in smaller facilities such as those in the City of Enderby, this will enable compliance to be achieved more cost effectively.

A pending application has also been made for the City's water distribution system (e.g. the pipes, pumps, valves, and reservoirs once the water leaves the WTP). A preliminary review of the City's Wastewater Treatment Plant against the new scoring criteria indicates that it does not appear to be eligible for a reclassification and would remain a Class III facility.

Attached to this memorandum are two documents: first, an excerpt from the EOCP Program Guide describing operator certification requirements; second, an excerpt from the executive summary of a 2017 BC Water and Wastewater Workforce Strategy that details workforce composition, outlook, and barriers.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Table 2: Certification Requirements

Operator-in-Training				
Education		Operating Experience		
High school diploma, GED, Adult Graduation Diploma, Red Seal Trade.		3 months (minimum 500 hours) at Class I or higher facility/system, or completion of 90 hours (9.0 CEUs) in an approved basic Operator training course. Certification valid for one year.		
Operator				
Level	Education	Certification Level*	Operating Experience	DRC Operation
Level I	High school diploma, GED, Adult Graduation Diploma, or Red Seal Trade.	N/A	12 months (1,800 hours) at Class I or higher facility/system	N/A
Level II	N/A	Level I	3 years (minimum 5,400 hours) at Class I or higher facility/system	N/A
Level III	2 years ¹ of directly applicable post-secondary education or 90 CEUs**	Level II	4 years (minimum 7,200 hours) at Class II or higher facility/system	2 years ² at Class II or higher facility
Level IV	4 years ³ of post-secondary training/ education or 180 CEUs***	Level III	4 years (7,200 hours) at Class III or higher facility	2 years ⁴ at Class III or higher facility.
Small Water System / Small Wastewater System / Bulk Water Delivery Operator				
Education		Operating Experience		
Minimum 1.2 CEUs		6 months (minimum 50 hours) hands-on experience		
Multi-Utility Operator				
Level	Education	Certification Level	Operating Experience	
Level I	High school diploma, GED, Adult Graduation Diploma, Red Seal Trade.	N/A	12 months (minimum 1,000 hours) at two or more Class I or higher facilities/ systems, including 500 hours in desired utility****	
	Completion of approved training course with minimum 0.6 CEUs (specifically approved for Multi-Utility certification in desired utility)			
Level II	Completion of approved training course with minimum 0.6 CEUs	Level I Multi-Utility or Level I	36 months (minimum 3,000 hours) at two or more Class I or higher facilities/ systems, including 1,500 hours in desired utility	

* All certificates must be in Certified status

** Diploma of Water Environment Technology or Water Quality Technology, or training/education in the water or wastewater field (including core and related education/training): 900 instructional hours, or 90 CEUs, or 90 quarter credits, or 60 semester credits.

*** Training/education in water or wastewater field (including core and related education/training): 1,800 instructional hours, or 180 CEUs, or 180 quarter credits, or 120 semester credits.

**** The utilities worked in must serve a permanent population of 10,000 people or less.

¹ DRC experience over and above the 2-year requirement can be used as an education exchange for up to 45 CEUs. This means that 12 months (1,500 hours) of DRC is equivalent to 45 CEUs.

² Education over and above the required 90 CEUs can be used as a DRC exchange for up to 1 year of DRC. This means that with 135 CEUs, only 1 year of DRC is required.

³ DRC experience over and above the 2-year requirement can be used as an education exchange for up to 90 CEUs. This means that 2 years (3,000 hours) of DRC is equivalent to 90 CEUs.

⁴ Education over and above the required 180 CEUs can be used as a DRC exchange for up to 1 year of DRC. This means that with 225 CEUs, only 1 year of DRC is required.

Who Is the Workforce?

The water and wastewater workforce is made up of the people behind the pumps and pipes—the employees of the industry who ensure that water is safe and flowing to kitchen taps and businesses alike, then collected, treated and returned to the environment.

For the purposes of this project, the workforce is defined as the individuals who spend more than 50% of their time on the day-to-day operations and maintenance of water and wastewater collection, treatment and distribution systems.

The workforce is comprised of four occupational categories: operator, technical support, supervisor and management.

Why Do We Need a Workforce Strategy?

A profile of the workforce, completed in December 2015 as part of the first phase of this project, highlighted the critical need to recruit, train and promote employees over the next decade.

- 3,319 new workers (equal to 53% of the current workforce) will be needed by 2025 because current employees are retiring or leaving the sector, and the sector is slowly growing.
- In fact, 1,150 current workers are expected to retire by 2025—that's 35% of the forecasted number of new workers needed.
- The sector is not attracting its share of younger workers. Only 23% of the current workforce is in the younger age group of 19 to 35 years, compared with 33% of BC's population.
- Only 27% of employers surveyed have programs for employees' career development.
- Only 18% of employers surveyed have a succession plan for senior management positions.



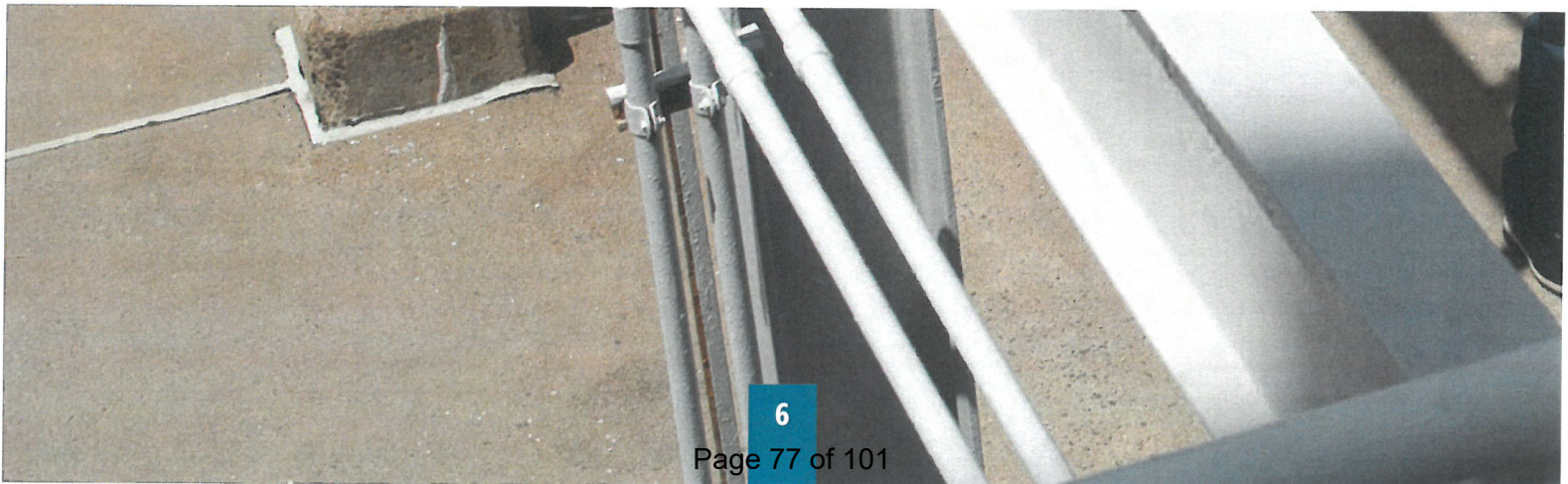
PHOTO: METRO VANCOUVER

Barriers Impacting the Workforce

The 2015 profile identified five key issues affecting the industry's ability to recruit and retain a competent workforce:

- 1 Gaps in knowledge, skills and abilities** – Education and training must continuously evolve to provide the water and wastewater workforce with the knowledge, skills and abilities to do its job competently and effectively. The profile found that education and training are needed to address new water technologies, changing regulations, leadership, communication, conflict resolution, information technology, environmental and legal issues, and so on. To address these gaps, the sector should conduct needs assessments, establish standardized competency profiles by occupational type, and update educational, certification and accreditation requirements.
- 2 Knowledge loss due to an aging workforce nearing retirement** – About 1,150 current workers will retire within the next 10 years. The largest group of retirees (44%) are operators. The rest comprise technical support staff, utility supervisors and managers. Succession planning is needed at the sector level and should include transferring knowledge to younger employees. But only 18% of employers have taken action to implement programs for succession planning for senior management positions.
- 3 Limited pathways for entry and advancement in operations** – Operators typically require valid certification to obtain a job but cannot become certified without work experience—a Catch-22. Post-secondary programs that prepare students for operational jobs in the water and wastewater sector are limited. Furthermore, there are no clear career pathways to advance from an operational role into a supervisory, management or more technical role such as technician or engineer.
- 4 Challenges in recruiting workers, especially younger workers and women** – The water and wastewater sector workforce is aging, yet the industry is not attracting its share of younger workers compared with the overall workforce in BC. It also employs a low percentage of female workers compared with other utility industries.
- 5 Lack of awareness of career opportunities in the sector** – To meet the demand for new workers, the industry needs to promote employment opportunities in the sector to:
 - secondary school students and their parents,
 - university students with a related degree (science, environmental health or engineering),
 - workers from other industries who may be looking for new opportunities, and
 - immigrants with relevant education and experience.

In the second phase of the project, consultation sessions with industry confirmed these barriers are impacting the water and wastewater sector workforce.



THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 14, 2020
Subject: Enderby Seniors Centre Request for Funding Assistance

RESOLUTION TO PROVIDE SUPPORT

THAT Council provides assistance valued at \$3,000 [or another value as determined by Council] to the Enderby Seniors Centre Society.

RESOLUTION NOT TO PROVIDE SUPPORT

THAT Council does not provide assistance to the Enderby Seniors Centre Society at this time.

BACKGROUND

The Enderby Seniors Complex Society (“the Society”) have sent correspondence requesting assistance until it can resume its normal activities after the pandemic. The Society is requesting \$3,000 to assist with fixed costs. The Society notes that it anticipated a revenue shortfall due to the loss of bingo fundraising income. The Society has attached its request letter and financial statements. As the financial statements express, the Society is forecasting a net loss for 2020; it is also showing a sound financial position overall, based on its current assets.

The requested assistance, should Council choose to provide it, would be drawn from the Pandemic Community Response/Recovery Fund.

Unlike the prior consideration given to Twice But Nice, the Society does not have as its primary purpose a commercial activity, and thus would not need a partnering agreement pursuant to the *Community Charter*.

The Society’s request would appear to be consistent with the Pandemic Community Recovery Select Committee recommendations, as endorsed by Council at its regular meeting of June 1, 2020, which was to “consult further with local not-for-profit service providers to identify what supports they need to enhance individual and family resiliency further.”

Strategic Plan Implications

There are no strategic plan commitments related to this request; however, this is related to an issue that emerged after Council adopted its strategic plan.

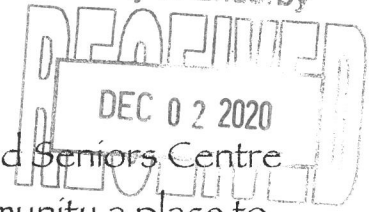
Financial and Opportunity Cost Implications

Council created the Pandemic Community Recovery/Response Fund to assist with initiatives designed to mitigate the impact of the COVID-19 pandemic. There is room in the fund for this assistance to be provided to the Society. There may also be other requests that have yet to be received. There are no opportunity cost implications associated with this request.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



Dear Enderby City Council

The residents of Enderby enjoy a centrally located Seniors Centre that has for decades provided seniors in our community a place to gather to share like interests and make lasting friendships. We have a full schedule of opportunity for seniors to participate in activities like a fitness program specially designed for seniors and Thai chi as well as interests like cribbage and bridge. We also have a poolroom with a regulation pool table and a shuffle-board. Our cyber seniors have for years been teaching seniors how to manage their computers and tablets to enable them to stay in touch with family and friends.

The Enderby Luncheon Society has been bringing seniors together for a good home cooked meal to share in the company of friends and neighbours for more than 25 years.

Every Monday there is a bingo organized and run by a dedicated group of citizens. The proceeds of this Bingo are what pay our bills. Since the pandemic we have fewer gatherings. Some of our activities like fitness and Thai chi have been permitted to continue following COVID guidelines. We continue to serve the community with the Good Food Box every month and the Luncheon Society is cooking up healthy take out meals every Wednesday.

With the loss of our Bingo income due to the pandemic we are draining our bank account. As of October 31 we show a deficit of 12,593.91

We are reaching out to our City for 3,000.00 assistance to help us maintain until we can open our doors to our seniors again.

Sincerely,

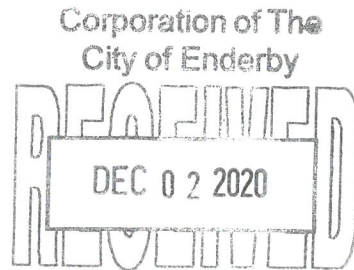
The Board of Directors

Enderby Seniors Centre

Enderby & District Senior Citizens Complex

Box 702, 1101 George Street, Enderby, B.C., V0E 1V0

November 30, 2020



Notation to October 31, 2020 Financial Statement:

In July 2020 the complex had committed to a lighting improvement and the attached invoice from the local company we contracted with – Mountain View Electric Ltd. is attached.

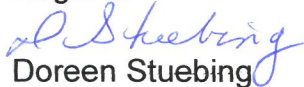
Although the work was completed they did not invoice the complex until November 23, 2020.

If we add the cost of this project to the attached financial statement

Building Improvements \$8,351.70

The Net Income would show a loss of \$20,945.61

Regards



Doreen Stuebing

Treasurer

Enderby and District Senior Citizens Complex
Income Statement 01/01/2020 to 31/10/2020

*Income Statement
October 31/20
(adjusted per letter)*

REVENUE

REVENUE

Concession	1,293.25	
Catering	0.00	
Dance/Bus Trip	202.00	
Enderby Seniors Lunch Buffet	1,420.00	
Grants	0.00	
Membership dues	730.00	
User fees	1,441.00	
Rent	1,516.00	
Damage deposits	0.00	
Donations	0.00	
Deposit from Gaming Account (...)	0.00	
GST rebate	0.00	
Interest Income	32.86	
Miscellaneous	5.00	
Total Revenue		6,640.11
TOTAL REVENUE		6,640.11

TOTAL REVENUE

6,640.11

EXPENSE

EXPENSES

Advertising	0.00	
Damage deposit refund	0.00	
Bank charges	133.25	
Insurance	2,529.70	
Licences & dues	0.00	
Donations	0.00	
Activity equipment and supplies	0.00	
Concession supplies	687.05	
Catering	0.00	
Complex activities	221.25	
Dances	14.00	
Office supplies	193.20	
Professional fees	632.07	
Property taxes	644.56	
Water & Sewer	156.16	
Building improvements	8,351.70	
Building maintenance	556.74	
Janitorial	1,232.96	
Complex supplies	1,163.24	
Telephone & Internet	1,265.93	
Heating	1,733.30	
Hydro	3,349.29	
Waste disposal	1,601.16	
Snow removal	2,678.55	
Water & sewer	278.61	
Miscellaneous	163.00	
Total Expenses		27,585.72
TOTAL EXPENSE		27,585.72
TOTAL EXPENSE		27,585.72
NET INCOME		-20,945.61

Enderby and District Senior Citizens Complex
Income Statement 01/01/2020 to 31/10/2020

*Income Statement
October 31 (20
(unadjusted)*

REVENUE

REVENUE

Concession	1,293.25	
Catering	0.00	
Dance/Bus Trip	202.00	
Enderby Seniors Lunch Buffet	1,420.00	
Grants	0.00	
Membership dues	730.00	
User fees	1,441.00	
Rent	1,516.00	
Damage deposits	0.00	
Donations	0.00	
Deposit from Gaming Account (...)	0.00	
GST rebate	0.00	
Interest Income	32.86	
Miscellaneous	5.00	
Total Revenue		6,640.11

TOTAL REVENUE 6,640.11

TOTAL REVENUE 6,640.11

EXPENSE

EXPENSES

Advertising	0.00	
Damage deposit refund	0.00	
Bank charges	133.25	
Insurance	2,529.70	
Licences & dues	0.00	
Donations	0.00	
Activity equipment and supplies	0.00	
Concession supplies	687.05	
Catering	0.00	
Complex activities	221.25	
Dances	14.00	
Office supplies	193.20	
Professional fees	632.07	
Property taxes	644.56	
Water & Sewer	156.16	
Building improvements	0.00	
Building maintenance	556.74	
Janitorial	1,232.96	
Complex supplies	1,163.24	
Telephone & Internet	1,265.93	
Heating	1,733.30	
Hydro	3,349.29	
Waste disposal	1,601.16	
Snow removal	2,678.55	
Water & sewer	278.61	
Miscellaneous	163.00	
Total Expenses		19,234.02

TOTAL EXPENSE 19,234.02

TOTAL EXPENSE 19,234.02

NET INCOME -12,593.91

~~Forecasted~~ Income Statement
 Oct 2019 + Budget 2020

Enderby and District Senior Citizens Complex
 Combined Income Statement 01/01/2019 to 31/12/2019 and Budget 2020

REVENUE	Complex	Bingo	Combined	Estimated 2020 2020 Budget
Concession	4,719.00			1,500.00
Rent	8,037.75			2,000.00
Catering	1,225.00			0.00
Dance/Bus Trips	145.00			202.00
Enderby Seniors Lunch Buffet	2,775.00			1300.00
Membership Dues	808.00			730.00
User fees	3,615.00			1500.00
Grants (Gvmt New Horizons)	0.00			0.00
Donations	1,000.00			0.00
Gaming Account Funds	5,000.00			
GST Rebate-2019	1,253.34			750.00
Interest Income (GIC)	76.89			26.00
Miscellaneous	40.00			0.0
Total revenues	28,694.98	25,649.83	54,344.81	8,008.00
EXPENSES				
Bingo Caller		1,900.00		900.00
Bingo supplies		1,293.96		800.00
Honorarium(2019 &2020)		1,000.00		0.00
Advertising		567.00		300.00
Volunteer Lunch		509.52		0.00
Bank charges	84.00	24.00		24.00
Insurance	0.00	4,640.00		5000.00
Licences & dues	40.00			50.00
Set-up/Take-down		1,110.00		600.00
Float \$500/Bonanza Funds\$645		(1,045.00)	<small>Deposited in June abd withdrawn in Sept.</small>	
Donations(Senior Complex)	0.00	5,000.00		0.00
Activity equip.&supplies	233.95			0.00
Concession supplies	3,157.18			750.00
Catering	235.08			0.00
Complex activities	665.00			250.00
Dances	220.87			14.00
Office supplies	384.26			250.00
Professional fees	567.83	310.75		950.00
Property taxes	635.74			0.00
Water & Sewer	460.49			500.00
Building improvements	0.00			
Building maintenance	3,242.61	772.23		8000.00
Janitorial	0.00	7,795.00		7800.00
Complex supplies	1,671.02			700.00
Telephone & Internet	1,623.24			1625.00
Heating	1,757.81			1900.00
Hydro	3,405.05			3500.00
Waste disposal	2,396.64			2000.00
Snow removal	2,231.25			2400.00
Total Expenses	23,012.02	23,877.46	46,889.48	38,313.00
COMBINED NET INCOME (LOSS)	5,682.96	1,772.37	\$ 7,455.33	\$(30,305.00)

Enderby and District Senior Citizens Complex
Balance Sheet As at 30/11/2020

Balance Sheet
Nov. 30/20

ASSET

CURRENT ASSETS

Petty cash	50.00	
Special events float	0.00	
Concession Sales float	100.00	
Concession Bingo Supplies Float	150.00	
Bingo float	500.00	
Chequing/Complex account	10,214.78	
Savings/Complex account	10,038.62	
Bingo account	7,667.05	
Investment/GIC's/Mutual Funds	58,723.52	
Total Cash		<u>87,443.97</u>
TOTAL CURRENT ASSETS		<u>87,443.97</u>

CAPITAL ASSETS

Furniture and equipment	74,317.75	
Building	192,744.09	
Land	92,900.00	
Total Capital Assests		<u>359,961.84</u>
TOTAL ASSETS		<u>359,961.84</u>

TOTAL ASSET		<u><u>447,405.81</u></u>
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EQUITY

CHARITY EQUITY

Seniors Complex equity	0.00	
Retained Earnings-Previous Year	449,807.71	
Current earnings	5,066.77	
Charity Equity		454,874.48
Current Earnings		<u>-7,468.67</u>
TOTAL CHARITY EQUITY		<u>447,405.81</u>

TOTAL EQUITY		<u>447,405.81</u>
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LIABILITIES AND EQUITY		<u><u>447,405.81</u></u>
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Enderby and District Senior Citizens Complex
Balance Sheet As at 01/01/2020

*Balance sheet
Jan 1 / 20*

ASSET

CURRENT ASSETS

Petty cash	50.00	
Special events float	0.00	
Concession Sales float	100.00	
Concession Bingo Supplies Float	150.00	
Bingo float	500.00	
Chequing/Complex account	8,075.88	
Savings/Complex account	22,406.86	
Bingo account	8,562.03	
Investment/GIC's/Mutual Funds	55,962.85	
Total Cash		<u>95,807.62</u>
TOTAL CURRENT ASSETS		<u>95,807.62</u>

CAPITAL ASSETS

Furniture and equipment	74,317.75	
Building	192,744.09	
Land	92,900.00	
Total Capital Assests		<u>359,961.84</u>
TOTAL ASSETS		<u>359,961.84</u>

TOTAL ASSET		<u><u>455,769.46</u></u>
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EQUITY

CHARITY EQUITY

Seniors Complex equity	0.00	
Retained Earnings-Previous Year	450,702.69	
Current earnings	5,066.77	
Charity Equity		<u>455,769.46</u>
Current Earnings		<u>0.00</u>
TOTAL CHARITY EQUITY		<u>455,769.46</u>

TOTAL EQUITY		<u>455,769.46</u>
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LIABILITIES AND EQUITY		<u><u>455,769.46</u></u>
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Generated On: 14/12/2020

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 19, 2020
Subject: Appointments to the Okanagan Regional Library Board for 2021

RECOMMENDATION

THAT Council appoints a Library Trustee and Alternate Trustee to serve on the Okanagan Regional Library Board for 2021.

BACKGROUND

Annually, Council must appoint a Library Trustee and Alternate Trustee to represent the City of Enderby at the Okanagan Regional Library Board pursuant to Section 16 of the *Library Act*. Attached to this memorandum is a letter from the Okanagan Regional Library detailing the nature of the commitment, as well as the relevant excerpt from the *Library Act*.

Councillors Baird and Schreiner served, respectively, as Library Trustee and Alternate Trustee to the board for 2020.

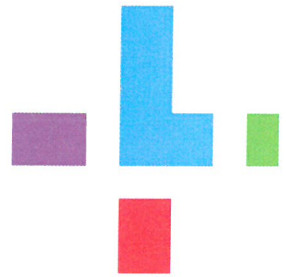
Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

November 12, 2020

Mayor
City of Enderby
Box 400
619 Cliff Ave
Enderby, BC V0E 1V0



Re Annual Appointment - Okanagan Regional Library Board

Annual appointments to the Library Board are made according to the *BC Library Act*. There are four regular meetings required of the Board in each year and such other meetings as the Board may decide. Regular meetings are generally held on the third Wednesday in February, May, September and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library headquarters at 1430 K.L.O. Road, Kelowna. During the pandemic, meetings are held virtually. Pursuant to Board Policy, Board members' expenses for travel, meals and hotel only are paid by the Library. The 2021 Meeting Schedule will be approved at the November 18, 2020 Board Meeting and then uploaded to our website www.orl.bc.ca

Please complete and return:

- Letter of Appointment form: Name the Library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Trustee Contact Information forms: Have both the representative and the alternate complete one each.

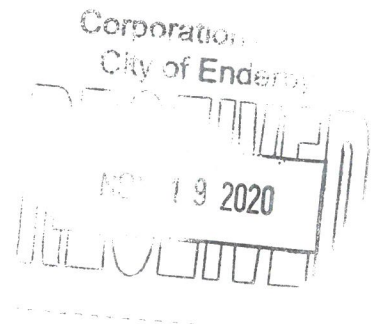
The forms can be returned by fax 250-861-8696 or e-mail lsamson@orl.bc.ca. If you have any questions, please reach out.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

Leah Samson
Administrative Services Manager
Okanagan Regional Library

Attached:
Letter of Appointment Form
Trustee Contact Information Form



LIBRARY ACT, Part 3 – Regional Library Districts

How the library board is appointed

- 16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
(a) appoint one of its members to be a member of the library board, and
(b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
(a) appoint from among the directors of the electoral participating areas a member of the library board, and
(b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
(a) the director of the electoral participating area is a member of the library board, and
(b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

When members are appointed

- 17 (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

Term of Office

- 18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 11, 2020
Subject: Acting Mayor Schedule 2021

RECOMMENDATION

THAT Council adopts the Acting Mayor Schedule for 2021;

AND THAT Council designates the following rolling order of succession for Acting Mayors:

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

BACKGROUND

Section 130 of the Community Charter requires that Council designate an Acting Mayor from amongst its members. The Acting Mayor role is designated on a rotating basis in the City of Enderby pursuant to Council's Procedure Bylaw. The Acting Mayor is responsible for acting in the place of the Mayor when the Mayor is absent or unable to act, or when the office of Mayor is vacant.

The following Acting Mayor schedule is proposed, which is based on member availability and an equitable number of days of service (58 to 62 days per member).

Period	Councillor
January	Schreiner
February	Shishido
March	Knust
April	Baird
May	Case
June 1-15	Knust
June 16-30	Davyduke
July 1-15	Shishido

Period	Councillor
July 16-31	Case
August 1-15	Davyduke
August 16-31	Shishido
September 1-15	Case
September 16-30	Knust
October	Schreiner
November	Davyduke
December	Baird

In the event of a declaration of a state of local emergency being required, it must be issued by the order of the Mayor or the resolution of Council. Typically, such declarations are issued by order of the Mayor given the urgency.

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

Staff are proposing that Council continue the 2020 practice of designating an order of succession for the Acting Mayor role. As the Acting Mayor role rotates, the order of succession is proposed on a "rolling" basis. The proposed order is based on the length of tenure of the elected official and then alphabetically by last name, as follows:

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

Under the "rolling" provision, if Councillor Schreiner is the designated Acting Mayor but is unable to act, Councillor Shishido would be the next in the order of succession and would assume the Acting Mayor role, then Councillor Case, and so on.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer

AGENDA

Yucwmenlúcwu (Caretakers of the Land)
Splatsin Development Corporation
5655 Hwy 97A
Enderby, BC VoE 1V3

December 16, 2020

City of Enderby
619 Cliff Avenue
P.O. Box 400
Enderby, BC VoE 1Vo

To Whom It May Concern:

Re: Requesting Letter of Support for Splatsin Biodigester Project

Splatsin Development Corporation is looking for a general letter of support for the Splatsin Biodigester Project and to use this letter to support the initiative as well as grant applications as our next application is due in January for the CleanBC Organic Infrastructure and Collection Program.

The goal of this Project is building capacity within the Splatsin community within a multi-phase Project with the end goal of a Biodigester with the goal of establishing and running profitable businesses while building capacity within the community. Biodigesters convert food waste and other organic materials such as manure, broken down by bacteria and produce biogas (a mixture of methane and carbon dioxide) which can be converted to green energy sources by generating electricity, fuels, and heat.

Biodigesters have many benefits to the community beyond local job creation for the community including waste diversion of organic materials from the landfill, reducing farm odour by diverting manure waste, increasing crop yields with organic fertilizer end products, reduce greenhouse gas emission by reducing methane emissions from agriculture sector and provides a renewable green gas alternative.

This Project would also unite the Hullcar water aquifer collaborative work, environmental and water preservation and aligns with the Splatsin Comprehensive Community Plan that strives for a future based planning that strives for “sustainability, self-sufficient and improved governance”. Finally, this Project is focused on community as our focus will be to employ local community members and provide the community with a diversified economic opportunity with this unique venture that will support community economic resiliency.

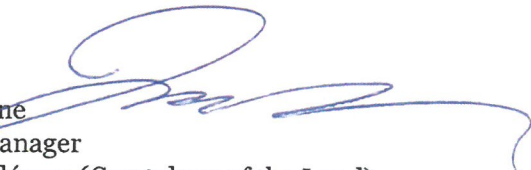
This Project is a collaborative initiative as FortisBC approached SDC initially and discussions of a partnership are in the works. FortisBC has also offered to purchase the renewable gas produced as well as partner with us by constructing the upgrader that is responsible for converting the gas from the biodigester into a usable form for utilities. There is support for this project as Splatsin Leadership has indicated with letters of support and a BCR that they support this initiative. The surrounding municipalities have indicated verbally their support, and we are in discussions on obtaining letters of support. Regional District of North Okanagan (RDNO) has also indicated their support and have provided a letter of support.

Thank you for time and support with this initiative, we look forward to working together in the future. Please don't hesitate to contact us anytime if you require anything more or with any questions or comments.

Sincerely,



Amanda Harvey
Project Manager
Yucwmenlúcwu (Caretakers of the Land)
Splatsin Development Corporation



Tim Morine
Project Manager
Yucwmenlúcwu (Caretakers of the Land)
Splatsin Development Corporation

Splatsin Council Resolution

Note: The words "From our Band" "Capital" or "Revenue", whichever is the case, must appear in all resolution requesting expenditures from Band Funds

Moved by Councillor
Seconded by Councillor

George William
Shawn Tronson

WHEREAS: at a duly convened meeting of the Splatsin Chief and Council held on March 26, 2019 at Splatsin Reserve #2, the following motion was passed:

WHEREAS Fortis BC wants to pursue developing a Biogas facility on the Splatsin reserve and;

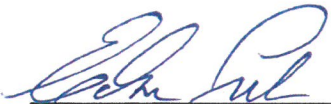
WHEREAS such a facility will help to reduce groundwater pollution, provide employment to Splatsin people and an opportunity for investment.

WHEREAS Fortis BC is pursuing funding opportunities through the Clean Communities BC Fund for this project and will provide Splatsin the opportunity for co-ownership.

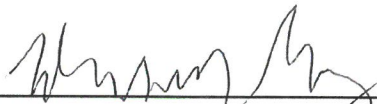
THEREFORE BE IT RESOLVED that Splatsin Chief and Council supports the Fortis BC's Biogas Facility on Splatsin Indian Reserve #2.

A Quorum for this Band Consists of 4 Council Members

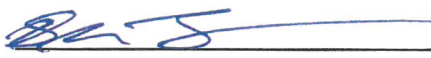
CHIEF WAYNE M. CHRISTIAN




COUNCILLOR EDNA FELIX



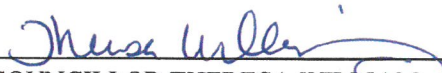
COUNCILLOR DOUG THOMAS



COUNCILLOR SHAWN TRONSON



COUNCILLOR GEORGE WILLIAM



COUNCILLOR THERESA WILLIAM

AGENDA

SILGA Southern Interior Local Government Association

December 15, 2020

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2021

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2021/22 term. Elections will be held virtually prior to the SILGA Convention in late April. Dates TBD.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2021. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

Please note there will be no nominations accepted “from the floor”.

The SILGA nomination committee is chaired by Past President Shelley Sim, District of Clearwater.

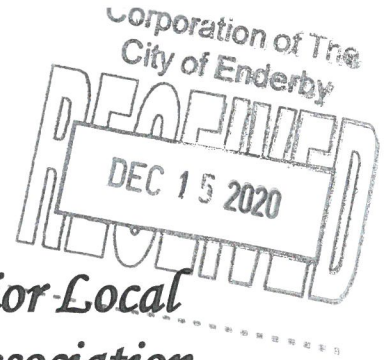
All those interested in serving are asked to contact Councillor Sim by email at shelleysim@telus.net or the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Sim and the SILGA office (yoursilga@gmail.com).

Alison Slater
SILGA

AGENDA

SILGA

*Southern Interior Local
Government Association*



December 15, 2020

The SILGA Constitution needed updating and at the December 4th SILGA Executive meeting the SILGA board passed the following constitutional amendment resolutions. These resolutions will be debated during the resolutions session at the 2021 SILGA AGM and need to be given to its members 60 days prior to the AGM.

The current constitution can be found on the SILGA website at <https://www.silga.ca/aboutus/constitution/>. If any member requires clarification on a resolution, please contact the SILGA office at 250-851-6653.

(1) TITLE: SILGA Constitution –Section 2 – Purposes

SPONSOR: SILGA

WHEREAS SILGA's scope of purpose has broadened to achieve the associations' goals of "Connect – Educate – Advocate";

THEREFORE BE IT RESOLVED that the SILGA Constitution Section 2.34.2 be amended as follows:

2.3 to support and advance to the Union of British Columbia Municipalities (UBCM) on behalf of the membership proposed changes in legislation, regulations or Government policy;

Amended to read:

to support and advance to the Union of British Columbia Municipalities (UBCM) and/or Provincial Ministries on behalf of the membership proposed changes in legislation, regulations or Government policy;

2.4 to coordinate communications between Members and the other Local Government Associations;

Amended to read:

to coordinate communications between Members, other Local Government Associations and various governmental organizations;

(2) TITLE: SILGA Constitution –Section 4 Amendment - Officers

SPONSOR: SILGA

WHEREAS SILGA staff is paid as an Independent Contractor with the job title of General Manager;

THEREFORE BE IT RESOLVED that the SILGA Constitution Section 4.2 be amended as follows:

- 4.2 The Secretary-Treasurer will be the Executive Director of SILGA, to be employed and paid a salary in an amount and on employment terms and conditions authorized by unanimous decision of the Directors.

Amended to read:

The Secretary-Treasurer will be the General Manager of SILGA, to be paid a contracted fee in the amount and on the terms and conditions authorized by the majority of the Directors.

(3) TITLE: SILGA Constitution –Section 8 Amendment – Meeting of the Members

SPONSOR: SILGA

WHEREAS if under Public Health Orders the SILGA convention is unable to be held in person;

THEREFORE BE IT RESOLVED that the SILGA Constitution Section 8.2 be amended as follows:

- 8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting.

Amended to read:

- 8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting. If a virtual Annual General Meeting is deemed necessary by the SILGA board, the SILGA board or staff will choose a third party virtual meeting platform as well as a third party electronic voting platform to allow confidential online voting for all aspects of the Annual General Meeting. Member Representatives will be provided in advance with detailed instructions on how to access the virtual platform and the voting procedures.

(4) TITLE: SILGA Constitution –Section 10 amendments – Submission of AGM resolutions

SPONSOR: SILGA

WHEREAS the SILGA bylaws need to be updated to reflect more clearly the current procedures for submitting and vetting resolutions by member local governments.

THEREFORE BE IT RESOLVED that the SILGA Constitution Section 10 be amended as follows:

10.2 The President shall appoint a Resolutions Committee of three Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

Amended to read:

10.2 The President shall appoint a Resolutions Committee of three or more Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

10.4 Resolutions Submitted Prior to the Annual Meeting

(1) Each resolution shall be prepared on a separate sheet of 8½" by 11" paper under the name of the sponsoring Member local government and shall bear a short descriptive title;

Amended to read:

Each resolution shall be prepared on the sponsoring Member local government's letterhead and shall bear a short descriptive title;

10.6 Resolutions Submitted Prior to the Annual Meeting

The Executive will have resolutions printed and circulated to Member Representatives in the Annual Meeting Member Representatives' packets.

Amended to read:

The Executive will have the resolutions available on the SILGA website as well as circulated to Member Representatives via email.

(5) TITLE: SILGA Constitution Fee Amendment – Appendix A

SPONSOR: SILGA

WHEREAS SILGA's membership fees do not have a provision for inflation;

THEREFORE BE IT RESOLVED that SILGA request an amendment to the SILGA Bylaws to reflect the following fee structure for each member:

2021 and beyond \$300 plus \$0.075 per capita* with a 2% CPI annual increase

*based on most recently available Statistics Canada census information

