

REGULAR MEETING OF COUNCIL AGENDA

DATE: April 19, 2021
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 April 6, 2021 Page 1
Public Hearing Report for April 6, 2021 Page 10

3. PETITIONS AND DELEGATIONS

- 3.1. BDO Canada LLP: 2020 Financial Statements Page 13
Markus Schrott, BBA, CPA, CA
- 3.2. Enderby & District Arts Council: Presentation of Business Plan for Proposed Community Arts Centre Page 63
Neil Fidler, President and Georgia Atwood, Vice President
- 3.3. Enderby Farmers Market: Road Closure Request Page 73
Gabriele Wesle, Enderby Farmers Market Board of Director
- 3.3.1. Enderby Farmers Market Delegation Request to Close Cliff Avenue and Belvedere Street for Weekly Market Page 74
Memo prepared by Planner and Deputy Corporate Officer dated April 15, 2021

4. PUBLIC HEARINGS

- 4.1. Public Input on 2021 Budget

5. DEVELOPMENT MATTERS

- 5.1. 0033-21-DVP-END (Taber) Page 92
Legal: Lot A, District Lot 226 and of Section 35, Township 18, Range 9,
West of the 6th Meridian, Kamloops Division Yale District, Plan
6122
Address: 335 Brickyard Road, Enderby BC
Applicant: Jason Taber
Owner(s): Taber's Services Ltd.

- 5.2. Lot Frontage Waiver Request – 806 Cliff Avenue Page 108
Memo prepared by Planner and Deputy Corporate Officer dated April 12, 2021

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

- 6.1. North Okanagan Land to Table Network – Grant Request Page 111
Memo prepared by Chief Financial Officer dated April 13, 2021

7. REPORTS

- 7.1. Mayor and Council Reports Verbal
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7.3. RDNO Building Permit Report for March 2021 Page 112

8. BYLAWS

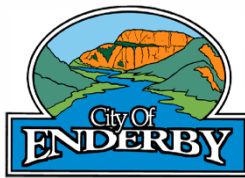
- 8.1. 2021 Budget: City of Enderby 2021-2025 Financial Plan Bylaw No. 1720, 2021; City of Enderby Annual Tax Rate Bylaw No. 1721, 2021; City of Enderby Sewer Frontage tax Bylaw No. 1722, 2021; City of Enderby Water Frontage Tax Bylaw No. 1723, 2021 and City of Enderby Fees and Charges Bylaw No. 1479 2010 Amendment Bylaw No. 1724, 2021 Page 113
Memo prepared by Chief Financial Officer dated April 15, 2021

9. NEW BUSINESS

- 9.1. Riverside RV Park Strategic Plan Page 156
Memo prepared by Chief Administrative Officer dated April 15, 2021
9.2. Request for Support of Graduation Celebration Page 159
Memo prepared by Chief Administrative Officer dated April 9, 2021

10. PUBLIC QUESTION PERIOD

11. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held via video conference on Tuesday, April 6, 2021 at 4:30 p.m. in Council Chambers.

Present: Mayor Greg McCune
Councillor Tundra Baird
Councillor Brad Case
Councillor Roxanne Davyduke
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: Press and Public

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the April 6, 2021 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Council Meeting Minutes of March 15, 2021

Moved by Councillor Shishido, seconded by Councillor Case

“THAT adoption of the March 15, 2021 Council Meeting minutes be adopted as circulated.”

CARRIED

PETITIONS AND DELEGATIONS

None

PUBLIC HEARINGS

0032-21-DVP-END (Tiefenbach)

The Planner and Deputy Corporate Officer spoke to the report.

WRITTEN SUBMISSIONS:

Ryan Nitchie, Columbia Shuswap Regional District

- Co-owner of Rail Trail Corridor.
- Proposal must provide for adequate on-site parking to facilitate proposed use.

- Under no circumstances will the owners of the Rail Trail Corridor permit parking for the proposed development on the jointly owned rail trail corridor lands.

Councillor Shishido asked whether this process would be triggered again if the property were to change ownership. The Planner and Deputy Corporate Officer stated that this variance is attached to the property and not to the owner and that any future changes would have to comply with City bylaws. The owners have acknowledged that they must maintain the loading area to the south to an adequate service standard.

0010-20-OR-END (Shipmaker)

Councillor Case and Councillor Baird declared a conflict of interest and left the meeting (4:35 p.m.)

The regular meeting gave way to the public hearing at 4:35 p.m.

The regular meeting re-convened at 5:44 p.m.

Councillor Case and Councillor Baird entered the meeting (5:45 p.m.)

DEVELOPMENT MATTERS

0032-21-DVP-END (Tiefenbach)

Legal: LOT 6 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE

LOT 7 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE

Address: 600 Railway Street, Enderby BC

Applicant: Zev Tiefenbach

Owner(s): Cardiff Miller Art Inc.

Moved by Councillor Case, seconded by Councillor Baird

“THAT Council authorizes the issuance of a Development Variance Permit for the properties legally described as, i) LOT 6 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE and ii) LOT 7 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE, and located at 600 Railway Street, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 901.2.a by increasing the maximum percentage of off-street parking spaces that may be made up of small-car parking spaces from 40% to 41.6%, as shown on the attached Schedule ‘A’;*

- *Section 901.2.e.iii by waiving the requirement for an off-street parking area and maneuvering aisle to be surfaced with asphaltic concrete or cement pavement, as shown on the attached Schedule 'A';*
- *Section 901.2.f by waiving the requirement for a parking area to be provided with curbing, as shown on the attached Schedule 'A'; and*
- *Section 1001.6.c by waiving the requirement for a loading area to be provided with curbing, as shown on the attached Schedule 'A'; and*
- *Section 1001.6.d by waiving the requirement for an off-street loading space to be surfaced with asphalt, concrete, or similar pavement, as shown on the attached Schedule 'A',*

subject to the following conditions:

1. *The property owner providing a grading plan to manage run-off for the proposed parking and loading areas in a reasonable manner, to the satisfaction of the City;*
2. *The property owner providing a sworn affirmation confirming that they acknowledge that:*
 - i. *The property owner is responsible for implementing dust control measures and maintaining the parking and loading areas to a reasonable standard which is free of weeds, and that failure to do so could result in the City pursuing enforcement action if there are demonstrated nuisances;*
 - ii. *The property owner is responsible for maintaining the paved portion of the lot to ensure that dirt and debris from the unpaved parking and loading areas are not tracked on to the adjacent road network, and that failure to do so could result in the City pursuing enforcement action or performing the works on the property owner's behalf as a service to property, with the associated costs (including an administration fee) being borne by the property owner;*
 - iii. *Any future access to the property off Railway Street would require an access permit, which would not be issued for a commercial property without the access being constructed to the standards of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time; and*
 - iv. *The property owner is responsible for ensuring that emergency responder access is kept clear and that there are no conflicts with the adjacent Riverwalk.*

AND THAT Council grants an exemption to Section 1401.3.b of the City of Enderby Zoning Bylaw No. 1550, 2014 for the properties legally described as i) LOT 6 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE and ii) LOT 7 DISTRICT LOT 149 OSOYOOS DIVISION YALE DISTRICT TOWNSITE OF BELVIDERE EXCEPT THE RIGHT OF WAY OF THE SHUSWAP AND OKANAGAN RAILWAY AS SHOWN ON THE PLAN OF SAID TOWNSITE OF BELVIDERE, and located at 600 Railway Street, Enderby B.C. to permit a building within 30 m (98.42 feet) from the Natural Boundary of the Shuswap River, subject to the property owner registering a covenant on the title of the properties, which shall be registered with priority over any financial charges, in order to:

- i. *Require the Covenantor to acknowledge and agree that the City of Enderby, Government of British Columbia, and Regional District of North Okanagan does not*

represent that any building or structure constructed in compliance with the covenant terms will not be damaged by flooding or erosion, and the Covenantor agrees not to claim damages or to hold the City of Enderby, Government of British Columbia, or Regional District of North Okanagan responsible for damages caused by flooding or erosion; and

- ii. Require the Covenantor to indemnify and save harmless the City of Enderby, Government of British Columbia, and Regional District of North Okanagan from any claims, demands, actions, and costs associated with losses or damages occurring as a result of the breach of any provisions of the Covenant by the Covenantor.”*

CARRIED

Councillor Case and Councillor Baird declared a conflict of interest and left the meeting (5:47 p.m.)

0010-20-OR-END (Shipmaker)

Legal: LOT 2 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN
KAMLOOPS DIVISION YALE DISTRICT PLAN KAP46537 EXCEPT PLAN
KAP92074

Address: 222 Salmon Arm Drive, Enderby BC

Applicant: Earl Shipmaker

Owner(s): Jim’s Finishing Ltd., 633176 Alberta Ltd., Case Holdings Ltd.

*Moved by Councillor Schreiner, seconded by Councillor Davyduke
“THAT Council receives and files the attached Staff Reports dated January 6, 2021 and March 11, 2021;*

AND THAT upon consideration of input at the Public Hearing, Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1716, 2021 which proposes to change the future land use designation of the property legally described as LOT 2 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP46537 EXCEPT PLAN KAP92074, and located at 222 Salmon Arm Drive, Enderby BC, from Residential Low Density 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. 1717, 2021 which proposes to rezone the property legally described as LOT 2 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP46537 EXCEPT PLAN KAP92074, and located at 222 Salmon Arm Drive, Enderby BC, from the Residential Single-Family (R.1-A) zone to the Residential Multi-Family Low Intensity (R.3-A) zone be given Third Reading and Adoption;

AND FURTHER THAT Council give Third Reading and Adoption to Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1717, 2021, such Adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.”

CARRIED

Council discussed overall benefits of additional housing in the community, addressed public concerns around traffic and determined that the net increase of 2 dwellings would not have an

overall substantial impact to the neighborhood. The re-zoning application would be using the land for the highest and best use and address broader community needs.

*Mayor McCune left the meeting (5:56 p.m.)
Councillor Case entered the meeting (5:56 p.m.)
Councillor Baird entered the meeting (5:57 p.m.)
Mayor McCune entered the meeting (5:58 p.m.)*

Agricultural Land Reserve Subdivision Application – 107 Timberlane Road

Moved by Councillor Schreiner, seconded by Councillor Baird
“THAT Council supports the proposed Agricultural Land Reserve Subdivision Application for a six-lot subdivision at 107 Timberlane Road, Enderby BC and authorizes the application to proceed to the Agricultural Land Commission.”

CARRIED

License of Occupation – Encroachment at 905 Sicamous Street

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council authorizes the Corporate Officer to execute the attached License of Occupation, substantially as presented, with Daniel O’Hanley for a portion of the single-family dwelling at 905 Sicamous Street, Enderby BC which encroaches into the Sicamous Street road dedication.”

CARRIED

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

North Okanagan Land to Table Network: Liz Blakeway, Network Director

Moved by Councillor Case, seconded by Councillor Baird
“THAT the North Okanagan Land to Table Network request for core funding be postponed until the next regular meeting of Council;

AND THAT Staff report back to Council on whether this request may be eligible under the COVID-19 Safe Restart Grant funding.”

CARRIED

Enderby & District Economic Development Association: Serena Summers and Clyde MacGregor

Moved by Councillor Baird, seconded by Councillor Case
“THAT Council does not designate the Enderby & District Economic Development Association as the economic development provider for the City of Enderby and does not provide a letter of support for the Southern Interior Development Initiative Trust recovery grant.”

CARRIED

Council expressed concerns around overlapping services and competing grant applications. There are other groups in the community that appear to be in competition with this association and it is important that Council considers carefully which project it supports for a given grant.

BYLAWS

None

REPORTS

Mayor and Council Reports

Councillor Schreiner

Councillor Schreiner attended the Financial Portfolio Budget Meeting.

Councillor Case

The Funtastic Annual General Meeting is on April 22, 2021. A decision will be made as to whether they are able to move forward with the tournament this year because of the COVID-19 restrictions. Grants have been approved for the youth baseball teams.

Councillor Baird

Had a meeting with Shuswap Marine Rescue Society to determine locations for the “Kid’s Don’t Float” Kiosks.

Councillor Davyduke

Councillor Davyduke attended the Financial Portfolio Budget Meeting. The Enterprize Challenge will be holding their event online to determine who moves forward to the next round.

Councillor Shishido

Enderby and District Arts Council Meeting March 16, 2021. Arts Centre Committee is moving forward with a business case. Pilot Program moving forward in rented commercial space downtown Enderby.

Mayor McCune

Mel Arnold, MP, has sent out a meeting request. Council appreciated the invitation and will respond with a meeting request when federal issues arise for which Council is seeking support or advocacy.

Chief Administrative Officer

Street sweeping has been completed downtown and line painting has commenced. The pine beetle netting is being removed at the Riverside RV Park and there will also be some work done to trees at Tuey Park and the Shuswap Well that an arborist has identified as hazardous. Public Works will be working on the storm main replacement through the empty lot at 401 Vernon Street next week.

NEW BUSINESS

Notice on Title for 1005 Belvedere Street

Moved by Councillor Shishido, seconded by Councillor Case

“THAT Council confirms the recommendations of the Building Inspector with respect to Notice on Title File No. 21-0183-END-NT;

AND THAT Council directs the Corporate Officer to file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the Community Charter and that further information about the matter may be inspected at Enderby City Hall, pertaining to the property legally described as Lot 2, District Lot 150, K (Formerly 0) DYD, Plan KAP65066 and located at 1005 Belvedere Street.

CARRIED

Mayor McCune invited the owner or the owner's agent to speak, but they were not in attendance. Mayor McCune then invited the Chief Building Inspector, Dwayne Skublen, to speak to the matter. Mr. Skublen reviewed the file and the concerns around the lack of a building permit, potential safety concerns, and the potential trespass, which need to be resolved. Council asked Mr. Skublen about what enforcement action may be taken. Mr. Skublen described a range of tools. The Chief Administrative Officer advised that the choice of enforcement mechanisms would be looked at in the context of the overall infraction so that it was proportionate; the main objective is to get the Notice on Title registered so that there is a warning to future purchasers of the property.

BC Hydro: Community ReGreening Grant – Fiscal 2021-22

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the BC Hydro: Community ReGreening Grant – Fiscal 2021-22 correspondence.”

CARRIED

Glencore: Notification of Application for Crown Land Tenure for Brenda-Mine Site (Tracking Number: 100335369)

Moved by Councillor Baird, seconded by Councillor Case

“THAT Council receives and files the Glencore: Notification of Application for Crown Land Tenure for Brenda-Mine Site (Tracking Number: 100335369) correspondence.”

CARRIED

Community Futures British Columbia: Rural BC Economic Bulletin

Moved by Councillor Baird, seconded by Councillor Case

“THAT Council receives and files the Community Futures British Columbia: Rural BC Economic Bulletin correspondence.”

CARRIED

District of Sicamous: Invasive Asian Clams

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the District of Sicamous: Invasive Asian Clams correspondence.”

CARRIED

District of Sicamous: Aquatic Invasive Species Enforcement

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the District of Sicamous: Aquatic Invasive Species Enforcement correspondence”

CARRIED

City of Prince George: Opioid Crisis and Call for Overdose Action Plan

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the City of Prince George: Opioid Crisis and Call for Overdose Action Plan correspondence.”

CARRIED

City of Prince George: BC Hydro 2020 Street Lighting Rate Application

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the City of Prince George: BC Hydro 2020 Street Lighting Rate Application correspondence.”

CARRIED

Boys & Girls Clubs of the Okanagan

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the Boys & Girls Clubs of the Okanagan correspondence.”

CARRIED

North Vancouver District: Help Cities Lead (HCL) Campaign

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the North Vancouver District: Help Cities Lead (HCL) Campaign correspondence.”

CARRIED

The City of Victoria: Help Cities Lead Campaign

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files The City of Victoria: Help Cities Lead Campaign correspondence.”

CARRIED

Village of Belcarra: Endorsement of 9-8-8 Crisis Line Initiative

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the Village of Belcarra: Endorsement of 9-8-8 Crisis Line Initiative correspondence.”

CARRIED

The Corporation of the City of Vernon: Suicide Prevention Hotline

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the Corporation of the City of Vernon: Suicide Prevention Hotline correspondence.”

CARRIED

District of Coldstream: Suicide Prevention Hotline

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council receives and files the District of Coldstream: Suicide Prevention Hotline correspondence.”

CARRIED

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Case (6:47 p.m.)

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

CARRIED

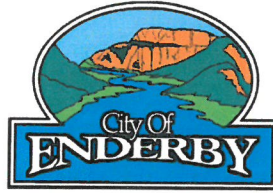
ADJOURNMENT

Moved by Councillor Shishido, seconded by Councillor Davyduke
“That the regular meeting of April 6, 2021 adjourn at 7:00 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER



AGENDA

THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held via videoconference on April 6, 2021 at 4:35 p.m. in the Council Chambers of City Hall.

Present: Mayor Greg McCune
Councillor Roxanne Davyduke
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 public hearings and introduced the following Bylaws:

Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1716, 2021 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1717, 2021

Legal: LOT 2 SECTION 27 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH
MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP46537
EXCEPT PLAN KAP92074

Address: 222 Salmon Arm Drive, Enderby BC

Applicant: Earl Shipmaker

Owner(s): Jim's Finishing Ltd., 633176 Alberta Ltd., Case Holdings Ltd.

The Planner and Deputy Corporate Officer provided an overview of the background information related to the application and a list of participants were noted in the following order:

1. Edward Grandel: 22 Preston Drive West, Enderby BC
2. Brian Mott: 29 Preston Crescent, Enderby BC
3. Sharon Fortt: 57 Preston Crescent, Enderby BC
4. Mitchell and Jacey Warne: 53 Preston Crescent, Enderby BC

Edward Grandel: 22 Preston Drive West, Enderby BC

Submitted a petition to be presented to Council later in the Public Hearing. Still unable to comprehend why access can not come off Salmon Arm Drive.

Brian Mott: 29 Preston Crescent, Enderby BC

Mr. Mott's property is located at the top of the street and therefore he is able to view all incoming traffic in the subdivision. He noted that there are multiple other "odd shaped" lots which accommodate single family homes in this neighbourhood and cannot see why this "odd shaped" lot cannot accommodate a single-family dwelling as well. Does not agree with a rental unit fitting the esthetic of the neighbourhood and could potentially detract from investments.

Sharon Fortt: 57 Preston Crescent, Enderby BC

Ms. Fortt questioned whether a privacy fence would be required and stated concerns about the run-off. The Planner and Deputy Corporate Officer informed her that there are no requirements for screening under the current zoning.

Mitchell and Jacey Warne: 53 Preston Crescent, Enderby BC

Mr. Warne stated he had two major concerns. First, he asked Council what has changed from the last proposal? There is confusion around what is being proposed. Noted that the City of Enderby Housing Strategy calls for low-income housing which this proposal is not addressing.

Mr. Warne also noted that if they removed the road dedication, they could get 5-6 lots instead. He expressed confusion over the developers' plans for this proposal. Concerns were stated around on-street parking and driveway accesses as shown on the conceptual drawing for the development. He also noted that they are dumping soil on the empty lot with that is mixed with rocks and what appears to be fabric.

The second concern was regarding the comment made by Councillor Knust at the previous meeting expressing how she was disheartened by public comments disparaging renters. He stated there was an article in the Rivertalk comparing residents who are opposed to renters to bigots, racists and homophobes. He stated that Council is responsible for these comments and, as they ran as a slate during the election, they are all responsible.

The Planner and Deputy Corporate Officer addressed the zoning questions. The proposal would include a net increase of two dwelling units over a single-family dwelling with a secondary suite.

The Chief Administrative Officer advised that imported soil is regularly brought in on housing developments to level out a lot. He noted that the road dedication is the City's and it is part of a long-range road network plan that is unrelated to the question of the land use for the subject parcel; it has to do with the City's future growth area and the appropriate way to manage the intersection with West Enderby and Gunter-Ellison Road. It is not safe to place a multi-family driveway access at this location. Driveway access over dedicated road is inadvisable.

The Chief Administrative Officer presented Council with the written petition against the Official Community Plan Bylaw No. 1549, 2014 Amendment Bylaw No. 1716, 2021 and Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1717, 2021.

The Planner and Deputy Corporate Officer read out the written submissions.

WRITTEN SUBMISSIONS:

Sharon Fortt: 57 Preston Crescent, Enderby BC

- Would like to see a privacy fence built along the back of this property. Both for the privacy of the occupants and the neighbours to the back of Preston Crescent.

Robert Kirsch: 223 Salmon Arm Drive, Enderby BC

- 70% of people do not use 4-way stop now.
- Noise level is bad.
- Concerned about vehicle and motorbike speeds
- Concerned about the parking plan.

Mitchell and Jacey Warne: 53 Preston Crescent, Enderby BC

Displeased and disappointed by the second effort for this proposed rezoning in the residential area and as a result they do not support the rezoning for the following reasons:

- Feels that it is the same proposal; they have not changed anything, updated anything, or addressed any of the concerns.
- Is not sure what the application is requesting to change.
- Concerns over the highway right-of-way.
- Concerns about whether the development will be a three plex or a four plex.
- Concerns about potential rental units not being in alignment with the Enderby Housing Strategy's required needs of rental units in Enderby for <\$500 a month.
- Feels that this proposal does not align with the Smart Growth Strategies. Stated that it would make more sense to subdivide into 5-6 lots for single family dwelling units rather than one multi-family dwelling unit.
- Concerns about traffic and parking on site.
- Concerns about adequate frontage in accordance with the City's bylaw.
- Concerns that the developer is depositing soil and garbage on the property and that they are not mitigating runoff risks.
- Stated that the conceptual sketch the developer included with the proposal is not accurate.
- Feels that the proposal is not addressing the needs of the community nor the long-term best use of the area.

Chad Eliason, 140 Alexander St NE, Salmon Arm BC (agent, acting on behalf of the developer)

Chad Eliason presented Council with a PowerPoint showcasing Enderby housing and growth in the area:

- Great things happening within the community including the Enderby Cliffs, Shuswap North Okanagan Rail Trail and Art Gallery expansion.
- Noted that the community is building assets as they go.
- Wants to re-zone to the highest and best use that serves the needs of the community.
- The need to provide housing across the entire spectrum.
- Touched on housing affordability and rapid changes in housing costs and prices.
- The proposed development is filling a gap in the housing spectrum in Enderby.

Mayor McCune made his closing statement and declared the Public Hearing closed at 5:44 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 April 6, 2021.



Signature

4/16/21

Date



CITY OF ENDERBY

FINAL REPORT TO THE MAYOR AND COUNCIL

For the year ended December 31, 2020

Dated April 19, 2021



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

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

April 19, 2021

Mayor and Council
City of Enderby
619 Cliff Avenue
PO Box 400
Enderby, BC
V0E 1V0

Dear Mayor and Council

We are pleased to present this report on the results of our audit of the financial statements of City of Enderby (“City”) for the year ended December 31, 2020. The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the Mayor and Council and should be read in conjunction with the draft financial statements and our draft audit report which is included as Appendix A.

We would like to bring to your attention that our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We wish to express our sincere appreciation for the co-operation we received during the audit from City of Enderby’s management and staff who have assisted us in carrying out our work. We look forward to connecting with you to discuss the contents of this report and any other matters that you consider appropriate.

Yours truly,

Markus Schrott, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

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SUMMARY



Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2020 financial statements, subject to completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Subsequent events review through to financial statement approval date, anticipated to be April 19, 2021
- ▶ Approval of financial statements by those charged with governance.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See Appendix A for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council dated November 30, 2020.



Materiality

As communicated to you in our Planning Report to the Mayor and Council, preliminary materiality was \$596,000. Overall materiality is based upon non-financial assets and is used to audit items that are capital in nature. Preliminary specific materiality was assessed as \$173,000 based upon total revenues. Specific materiality was used to audit operations related items. Final materiality remained unchanged from our preliminary assessment for both overall and specific materiality.



Audit Findings

Our audit focused on the risks specific to your operations and key accounts. Our discussion points below focus on key areas of audit focus:

- ▶ Management Override of Controls



Internal Control Matters

We are required to report to you in writing, any significant deficiencies in internal control that we have identified.

There were no control deficiencies noted that, in our opinion, are of significant importance to discuss with those charged with governance. However, please refer to the management letter which outlines recommendations over areas of operational improvement.



Independence

Our annual letter confirming our independence was previously provided to you. We know of no circumstances that would cause us to amend the previously provided letter. We confirm that we are still independent as of the date of this letter.



Adjusted and Unadjusted Differences

We have disclosed all adjusted and unadjusted differences greater than 5% of materiality, as well as all material disclosure omissions identified through the course of our audit engagement.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Mayor and Council agree with this assessment, we do not propose further adjustments.

The summary of adjusted and unadjusted differences and disclosure omissions has been presented in Appendix C.



Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including them in the audit working papers, memoranda of discussions with management and written representations received from management.

A summary of the written representations we have requested from management is set out in the representation letter included in Appendix B to the report.



Significant Audit Estimates

Management is responsible for determining City of Enderby's significant accounting policies. The choice between accounting policy alternatives can have a significant effect on the financial position and results of the organization. The application of those policies often involves significant estimates and judgments by management. Based on the audit work that we have performed, it is our opinion that the accounting policies and estimates in the financial statements are reasonable and the disclosures relating to accounting estimates are in accordance with Canadian public sector accounting standards.



Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the City.

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

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to the Mayor and Council.

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the District's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters can also be discussed verbally with you. A summary of the key discussion points are as follows:

KEY AUDIT AREAS

As described in our Planning Report to the Mayor and Council, the following key audit areas were identified based on our knowledge of the City of Enderby's operations, our past experience, and knowledge gained from management and the Mayor and Council.

Management Override of Controls

Key Audit Area	Approach	Results
<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><i>This risk is required to be addressed for all audits pursuant to Canadian audit standards.</i></p>	<p>Tested the appropriateness of journal entries recorded in the general ledger, review key estimates and other adjustments made in the preparation of the financial statements.</p>	<p>All audit testing in this area was executed as planned with no issues to be reported.</p>

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the City's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were determined to be relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing significant deficiencies in internal control that we have identified during the audit. A significant

deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the City's financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal control relevant to the preparation of the financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No significant deficiencies in internal controls were identified during the audit.

OTHER REQUIRED COMMUNICATIONS

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the table below summarizes these additional required communications.

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
1. Our responsibilities under Canadian Auditing Standards (CAS)	✓		Included in our engagement letter dated October 26, 2020
2. Our audit strategy and audit scope	✓		Included in our Planning Report dated November 30, 2020
3. Fraud risk factors	✓		Included in our Planning Report dated November 30, 2020
4. Going concern matters		✓	None
5. Significant estimates or judgments		✓	None
6. Audit adjustments		✓	None noted
7. Unadjusted differences		✓	See Appendix C
8. Omitted disclosures		✓	None noted
9. Disagreements with management		✓	There were no disagreements with management
10. Consultations with other accountants or experts		✓	No external experts were consulted during this engagement
11. Major issues discussed with management in regards to retention		✓	None
12. Significant difficulties encountered during the audit		✓	No significant difficulties were encountered during our audit

Required Communication	Audit Planning Presentation	Audit Results Presentation	Auditor Comments
13. Significant deficiencies in internal control		✓	No significant deficiencies were noted
14. Material written communication between BDO and management		✓	No material written communications were noted
15. Any relationships which may affect our independence	✓	✓	No independence issues noted
16. Any illegal acts identified during the audit		✓	No illegal activities identified through the audit process
17. Any fraud or possible fraudulent acts identified during the audit	✓	✓	No fraud identified through the audit process
18. Significant transactions with related parties not consistent with ordinary business operations		✓	None noted
19. Non-compliance with laws or regulations identified during the audit		✓	No legal or regulatory non-compliance matters were noted as part of our audit
20. Limitations of scope over our audit, if any		✓	None
21. Written representations made by management		✓	See Appendix B
22. Any modifications to our opinion, if required		✓	Please see our draft independent auditor's report included in Appendix A

APPENDIX A: INDEPENDENT AUDITOR'S REPORT

Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2020, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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



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

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

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

Chartered Professional Accountants

Vernon, British Columbia
April 19, 2021

APPENDIX B: REPRESENTATION LETTER

City of Enderby
619 Cliff Avenue
Enderby, BC
VOE 1V0

April 19, 2021

BDO Canada LLP
Chartered Professional Accountants
2706 30th Ave
Vernon, BC
V1T 2B6

This representation letter is provided in connection with your audit of the financial statements of City of Enderby for the year ended December 31, 2020, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated October 26, 2020, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

Signature

Position

Signature

Position

APPENDIX C: SCHEDULE OF UNADJUSTED DIFFERENCES

SUMMARY OF UNADJUSTED DIFFERENCES

The following is a summary of uncorrected misstatements noted during the course of our audit engagement:

	Increase (Decrease)			
	Assets	Liabilities	Equity	Net Income
None in current year	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -
Effect of Prior Year's Reversing Errors	-	-	\$ 15,948	(15,948)
Total Unadjusted Differences	\$ -	\$ -	\$ 15,948	\$ (15,948)

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 14, 2021
Subject: 2020 Financial Statements

Recommendation

THAT Council receives the 2020 Audited Financial Statements as presented;

AND THAT Council approves the 2020 Audited Financial Statements.

Background

Section 171 of the Community Charter requires the municipal auditor to report to Council on the annual financial statements of the municipality. Canadian Auditing Standards requires Council to approve the financial statements before the Auditor will date the audit report.

Below is a summary of the major changes from 2019 to 2020 and to budget:

- Cash - Decrease of \$197,770 from 2019. The amount of cash on hand varies depending on upcoming projects and maintaining liquidity.
- Portfolio Investments – Increase of \$2.3 million. During 2020, projects were deferred due to the financial uncertainties of COVID-19. As a result, funds that were for deferred projects, and those collected for reserves have been invested until they are needed for their intended projects. In addition, the Safe Restart Grant was included in investments at year end and the funds will be removed in accordance with the realization of budgeted expenditures and other eligible grant items.
- Tangible Capital Assets - Decrease of \$0.3 million from 2019. The City did a total of \$1.1 million in capital projects in 2020. This amount is offset by \$1.3 million in current year amortization and further reduced by the net book value of road work and underground utilities replaced of \$97,581. Typically, capital assets increase during the year as the City works to address its infrastructure deficit; however, as Hubert Avenue was deferred to 2021 due to COVID-19, the decrease in capital expenditures has resulted in a decrease to capital assets.
- Revenue – With the exception of grants and subsidies, revenues are relatively consistent with the 2020 budget. When there are conditions on grants, the revenue is recorded when the work related to the specific project is performed. The City has several grant projects that are still ongoing; however, this line item has come in over budget due to the unexpected Safe Restart Grant of \$1 million. Although there are conditions on the use of the grant, these

conditions are not specific enough to trigger the conditional treatment of the grant under the Public Sector Accounting Standards. Therefore, the entire amount of the grant has been included as income and instead, the Province has required each local government to include a schedule in its annual financial statements outlining the use of the funds. Staff have set the funds aside within the general surplus to track the expenditures and fulfill this requirement.

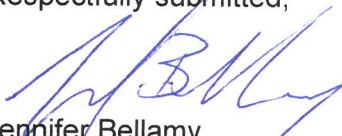
- Expenditures - Excluding amortization (as this is not a budget item) the City's 2020 expenditures are below budget by \$846,346. This amount primarily consists of projects budgeted but not completed in 2020. Due to COVID-19, many projects that were budgeted were not started until late in the year when it was determined that cash flows were adequate to maintain core services and staff capacity could be redeployed from emergency management duties without compromising critical community response and recovery activities. These projects have been included in the 2021 budget and will be funded through the values carried forward as surplus.

Excluding the unused portion of the Safe Restart Grant, a surplus amount of \$655,621 was realized in 2020. As stated above, this amount is primarily due to projects that were deferred or ongoing and the surplus funds will be used in 2021 for those projects.

Attached is an alternate income statement that has been revised to show the amortization differently and include non-income statement budget items in order to better represent where actual expenses are compared to budget and the actual surplus for the year. The Safe Restart Grant has also been broken out.

Overall the 2020 Audited Financial Statements provide a fair representation of the City's financial position as of December 31, 2020.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

The Corporation of the City of Enderby

Income Statement

December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Revenue			
Taxation (net)	\$ 2,164,630	\$ 2,137,816	\$ 2,115,848
Grants and subsidies	2,018,065	2,887,524	1,748,810
Sale of services	1,760,388	1,661,696	1,599,223
Other revenue from own sources	47,764	66,821	54,095
Interest and penalties	131,250	145,686	180,959
	6,122,097	6,899,543	5,698,935
Expenditures			
General government services	753,991	707,983	736,479
Protective services	445,050	291,389	230,650
Transportation services	566,329	534,955	495,458
Solid waste services	104,260	99,077	104,560
Community development services	18,500	14,088	18,884
Recreational and cultural services	105,560	101,212	76,481
Riverside RV Park & tourism services	240,100	112,149	-
Commission services	1,007,294	805,379	911,508
Water services	562,513	463,997	474,582
Sewer services	626,391	453,413	468,635
	4,429,988	3,583,642	3,517,237
Excess revenue over expenses	1,692,109	3,315,901	2,181,698
Loss on disposal of tangible capital assets	-	(97,582)	(112,707)
Amortization	-	(1,320,757)	(1,297,796)
Accounting Surplus (per Financial Statements)	\$ 1,692,109	\$ 1,897,562	\$ 771,195
Adjustments for other budget items:			
Add:			
Amortization	-	1,320,757	1,297,796
Transfers from reserves	1,823,390	735,225	1,072,493
Transfers from surplus	531,273	186,533	398,667
Capital disposal	-	97,582	119,798
Deduct:			
Capital expenditures	(2,549,250)	(1,145,047)	(1,846,881)
Transfers to reserves	(1,388,728)	(1,353,679)	(1,366,862)
Debt repayments	(108,794)	(108,794)	(119,203)
Actuarial payments (included in income)	-	(25,562)	(33,800)
	-	\$ 1,604,577	\$ 293,204
Remove unused Safe Restart Grant	-	(948,956)	-
Actual Surplus	-	\$ 655,621	\$ 293,204
Surplus Breakdown:			
General	323,239	172,658	
Enderby Area F Services Commission	48,561	44,714	
RV Park & Tourism	111,414	-	
Sewer	99,711	118,306	
Water	72,696	2,240	
Total	\$ 655,621	\$ 337,918	

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2020

DRAFT

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2020

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Management's Responsibility for Financial Reporting

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

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

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

Chief Financial Officer
April 19, 2021

Independent Auditor's Report

To the Mayor and Council of the Corporation of the City of Enderby

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Chartered Professional Accountants

Vernon, British Columbia
April 19, 2021

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Financial Position

As at December 31, 2020

	2020	2019
Financial assets		
Cash	\$ 945,058	\$ 1,142,828
Portfolio investments (Note 3)	7,420,681	5,151,961
Accounts receivable (Note 4)	1,041,939	939,721
Deposit - Municipal Finance Authority (Note 5)	42,964	42,098
	<u>9,450,642</u>	<u>7,276,608</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	671,676	508,127
Deferred revenue (Note 7)	1,165,730	1,186,446
Reserve - Municipal Finance Authority (Note 5)	42,964	42,098
Long-term debt (Note 8)	2,768,790	2,903,145
	<u>4,649,160</u>	<u>4,639,816</u>
Net financial assets	<u>4,801,482</u>	<u>2,636,792</u>
Non-financial assets		
Prepaid expenses	55,326	49,161
Tangible capital assets (Note 9)	29,667,536	29,940,829
Accumulated surplus (Note 10)	<u>\$ 34,524,344</u>	<u>\$ 32,626,782</u>

Contingent Liabilities (Note 13)

Chief Financial Officer _____

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2020

	2020 Budget	2020 Actual	2019 Actual
	(Note 19)		
Revenue			
Taxation - net (Note 14)	\$ 2,164,630	\$ 2,137,816	\$ 2,115,848
Grants and subsidies (Note 15)	2,018,065	2,887,524	1,748,810
Sale of services (Note 16)	1,760,388	1,661,696	1,599,223
Other revenue from own sources	47,764	66,821	54,095
Interest and penalties	131,250	145,686	180,959
	<u>6,122,097</u>	<u>6,899,543</u>	<u>5,698,935</u>
Expenses (Note 17)			
General government services	753,991	803,459	837,841
Protective services	445,050	361,989	296,930
Transportation services	566,329	1,072,723	1,028,008
Solid waste services	104,260	99,077	104,560
Community development services	18,500	14,088	18,884
Recreational and cultural services	105,560	101,212	76,481
Riverside RV Park & tourism services	240,100	112,149	-
Enderby / Area F services	1,007,294	861,776	966,774
Water supply	562,513	799,440	793,721
Sewer services	626,391	678,486	691,834
	<u>4,429,988</u>	<u>4,904,399</u>	<u>4,815,033</u>
Excess revenue over expenses	1,692,109	1,995,144	883,902
Loss on disposal of tangible capital assets		(97,582)	(112,707)
Annual surplus	<u>\$ 1,692,109</u>	<u>\$ 1,897,562</u>	<u>\$ 771,195</u>
Accumulated surplus, beginning of year	32,626,782	32,626,782	31,855,587
Accumulated surplus, end of year	<u>\$ 34,318,891</u>	<u>\$ 34,524,344</u>	<u>\$ 32,626,782</u>

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2020

	2020	2019
Annual surplus	\$ 1,897,562	\$ 771,195
Amortization of tangible capital assets	1,320,757	1,297,795
Change in prepaid expenses	(6,163)	6,363
Loss on disposal of tangible capital assets	97,581	119,797
Acquisition of tangible capital assets	(1,145,047)	(1,846,881)
Increase (decrease) in net financial assets	2,164,690	348,269
Net financial assets, beginning of year	2,636,792	2,288,523
Net financial assets, end of year	\$ 4,801,482	\$ 2,636,792

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THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2020

	2020	2019
Cash flows from operating activities		
Cash received from:		
Taxation	\$ 2,137,477	\$ 2,107,666
Grants and subsidies	2,587,595	1,886,338
Sale of services and other revenues	1,905,851	1,731,496
Interest received	145,686	180,959
Cash paid for:		
Cash payments to suppliers and employees	(3,313,869)	(3,258,064)
Interest paid	(112,386)	(117,271)
	<u>3,350,354</u>	<u>2,531,124</u>
Financing activities		
Debt repayment	<u>(134,356)</u>	<u>(153,003)</u>
Capital activities		
Purchase of tangible capital assets	(1,145,047)	(1,846,881)
Proceeds on disposition of tangible capital assets		7,091
	<u>(1,145,047)</u>	<u>(1,839,790)</u>
Investing activities		
Increase in portfolio investments	<u>(2,268,721)</u>	<u>290,366</u>
Increase (decrease) in cash	(197,770)	828,697
Cash, beginning of year	<u>1,142,828</u>	<u>314,131</u>
Cash, end of year	<u>\$ 945,058</u>	<u>\$ 1,142,828</u>

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2020

1. Status of the City of Enderby

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

2. Significant Accounting policies

a. Basis of accounting

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

b. School taxes

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

c. Portfolio investments

Portfolio investments consist of term deposits in Canadian Chartered Banks and deposits with the Municipal Finance Authority pooled investment money market fund and are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments are redeemable on demand and have an effective average interest rate of 1.4% (2019 - 2.4%).

d. Deferred revenue

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

e. Non-financial assets

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

i. Tangible capital assets

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

Buildings	20 to 50 years
Engineering structures	15 to 65 years
Machinery and equipment	6 to 30 years
Hydrants	40 years

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2020

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

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

ii. Contributions of tangible capital assets

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

iii. Leases

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

f. Revenue recognition

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

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

g. Debt charges

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

h. Capitalization of Interest

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

i. Reserves

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

j. Retirement Benefits

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

Employees are entitled to sick leave benefits, accrued monthly, to a maximum of 120 days. Sick leave benefits are not paid out at retirement and can only be taken during the term of employment.

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2020

k. Liability for Contaminated Sites

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

l. Government Transfers

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

m. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1696, 2020 adopted May 4, 2020. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

n. Use of estimates

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

3. Portfolio Investments

	2020	2019
Municipal Finance Authority - Money market fund	\$ 657,254	\$ 641,161
Credit Union - Term deposits	5,225,607	3,010,800
Canaccord Genuity - Term deposits	1,537,820	1,500,000
	<u>\$ 7,420,681</u>	<u>\$ 5,151,961</u>

The term deposits mature between February 21, 2021 and March 22, 2022 with interest rates varying from 0.9% to 2.5%.

4. Accounts receivable

	2020	2019
Federal Government	\$ 48,567	\$ 66,304
Trade receivables	821,776	716,827
Taxes receivable - current	122,884	117,122
arrears	43,172	39,468
delinquent	5,540	-
	<u>\$ 1,041,939</u>	<u>\$ 939,721</u>

5. Reserve - Municipal Finance Authority

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

	Demand note	Cash deposits	2020	2019
General fund	\$ 57,010	\$ 35,227	\$ 92,237	\$ 91,527
Sewer fund	13,825	7,737	21,562	21,406
	<u>\$ 70,835</u>	<u>\$ 42,964</u>	<u>\$ 113,799</u>	<u>\$ 112,933</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

6. Accounts payable and accrued liabilities

	<u>2020</u>	<u>2019</u>
Trade payables	\$ 510,291	\$ 336,074
Wages payable	161,385	172,053
	<u>\$ 671,676</u>	<u>\$ 508,127</u>

7. Deferred revenue

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

	December 31, 2019	Inflows	Outflows	Interest	December 31, 2020
Development cost charges	\$ 635,776	\$ 14,942	\$ -	\$ 14,605	\$ 665,323
Refundable deposits	139,396	13,450	(6,042)	900	147,704
Conditional grants	237,603		(90,953)		146,650
Prepaid revenues	173,671	202,580	(172,042)	1,844	206,053
	<u>\$ 1,186,446</u>	<u>\$ 230,972</u>	<u>\$ (269,037)</u>	<u>\$ 17,349</u>	<u>\$ 1,165,730</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

8. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2020	2019
General fund					
1590	Road upgrades	17	2.100	\$ 394,290	\$ 413,281
1544	Road upgrades	16	2.200	364,670	382,930
1525	Road upgrades	15	3.300	242,503	255,250
1494	Storm system upgrade	24	3.150	730,297	749,473
1502	Road upgrades	14	3.150	499,638	528,532
1503	Road upgrades	14	3.150	150,626	159,337
				2,382,024	2,488,803
Sewer fund					
1474	System upgrade	11	3.250	257,844	276,228
1475	System upgrade	11	3.250	128,922	138,114
				386,766	414,342
Total long-term debt - all funds				\$ 2,768,790	\$ 2,903,145

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

	General fund	Sewer fund
2021	\$ 110,770	\$ 28,678
2022	114,911	29,826
2023	119,208	31,019
2024	123,668	32,259
2025	128,296	33,550
2026 and subsequent periods	1,785,171	231,434
	\$ 2,382,024	\$ 386,766

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

9. Tangible capital assets

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2020									
General fund									
Land	\$ 1,659,517	\$ -	\$ 11,000	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,677,013	-	17,742	2,659,271	1,635,731	93,388	3,480	1,725,639	933,632
Engineering structures	916,869	42,127	90,942	868,054	294,060	25,647	22,702	297,005	571,049
Furniture and equipment	211,197	5,350	-	216,547	103,044	31,328	-	134,372	82,175
Hydrants	186,643	-	-	186,643	149,929	2,694	-	152,623	34,020
Machinery and equipment	2,373,925	29,223	50,969	2,352,179	1,443,160	105,242	50,969	1,497,433	854,746
Planters	118,329	-	-	118,329	92,913	4,531	-	97,444	20,885
Roads	16,773,242	207,101	19,607	16,960,736	6,889,457	389,171	17,781	7,260,847	9,699,889
Storm system	8,959,532	86,850	-	9,046,382	4,165,581	108,241	-	4,273,822	4,772,560
Assets under construction	24,731	61,101	20,980	64,852	-	-	-	-	64,852
	33,900,998	431,752	211,240	34,121,510	14,773,875	760,242	94,932	15,439,185	18,682,325
Water fund									
Buildings	966,257	-	-	966,257	650,763	22,264	-	673,027	293,230
Water mains	10,070,144	113,510	20,151	10,163,503	6,286,390	189,887	19,359	6,456,918	3,706,585
Water system	3,986,848	145,400	-	4,132,248	2,761,604	123,292	-	2,884,896	1,247,352
Assets under construction	428,192	504,427	116,920	815,699	-	-	-	-	815,699
	15,451,441	763,337	137,071	16,077,707	9,698,757	335,443	114,291	10,014,841	6,062,866
Sewer fund									
Buildings	133,966	-	-	133,966	53,586	3,350	-	56,936	77,030
Sanitary sewer system	4,900,991	-	-	4,900,991	2,575,300	142,130	-	2,717,430	2,183,561
Sewer mains and lift stations	5,327,970	80,868	3,652	5,405,186	2,681,404	79,593	2,191	2,758,806	2,646,380
Assets under construction	8,385	6,989	-	15,374	-	-	-	-	15,374
	10,371,312	87,857	3,652	10,455,517	5,310,290	225,073	2,191	5,533,172	4,922,345
	\$ 59,723,751	\$ 1,282,946	\$ 351,963	\$ 60,654,734	\$ 29,782,922	\$ 1,320,758	\$ 97,123	\$ 30,987,198	\$ 29,667,536

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

9. Tangible capital assets - cont'd

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2019									
General fund									
Land	\$ 1,659,517	\$ -	\$ -	\$ 1,659,517	\$ -	\$ -	\$ -	\$ -	\$ 1,659,517
Building sites and parks	2,631,923	45,090	-	2,677,013	1,541,661	94,070	-	1,635,731	1,041,282
Engineering structures	909,244	7,625	-	916,869	264,261	29,799	-	294,060	622,809
Furniture and equipment	211,197	-	-	211,197	71,430	31,614	-	103,044	108,153
Hydrants	186,643	-	-	186,643	147,234	2,695	-	149,929	36,714
Machinery and equipment	2,309,131	64,794	-	2,373,925	1,343,222	99,938	-	1,443,160	930,765
Planters	118,329	-	-	118,329	88,382	4,531	-	92,913	25,416
Roads	16,071,604	885,872	184,234	16,773,242	6,603,790	373,168	87,501	6,889,457	9,883,785
Storm system	8,815,366	432,475	288,309	8,959,532	4,311,182	119,643	265,244	4,165,581	4,793,951
Assets under construction	-	24,731	-	24,731	-	-	-	-	24,731
	32,912,954	1,460,587	472,543	33,900,998	14,371,162	755,458	352,745	14,773,875	19,127,123
Water fund									
Buildings	966,257	-	-	966,257	628,499	22,264	-	650,763	315,494
Water mains	9,985,069	85,075	-	10,070,144	6,104,379	182,011	-	6,286,390	3,783,754
Water system	3,935,229	51,619	-	3,986,848	2,646,740	114,864	-	2,761,604	1,225,244
Assets under construction	292,182	136,010	-	428,192	-	-	-	-	428,192
	15,178,737	272,704	-	15,451,441	9,379,618	319,139	-	9,698,757	5,752,684
Sewer fund									
Buildings	133,966	-	-	133,966	50,237	3,349	-	53,586	80,380
Sanitary sewer system	4,767,383	133,608	-	4,900,991	2,434,906	140,394	-	2,575,300	2,325,691
Sewer mains and lift stations	5,320,981	6,989	-	5,327,970	2,601,948	79,456	-	2,681,404	2,646,566
Assets under construction	35,391	8,385	35,391	8,385	-	-	-	-	8,385
	10,257,721	148,982	35,391	10,371,312	5,087,091	223,199	-	5,310,290	5,061,022
	\$ 58,349,412	\$ 1,882,273	\$ 507,934	\$ 59,723,751	\$ 28,837,871	\$ 1,297,796	\$ 352,745	\$ 29,782,922	\$ 29,940,829

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

10. Accumulated Surplus

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

Surplus	2020	2019
Invested in tangible capital assets	\$ 26,898,747	\$ 27,037,682
General surplus	3,025,853	1,802,606
Enderby / Area F Joint Services surplus	434,469	379,628
Sewer surplus	1,094,931	999,190
Water surplus	496,375	452,160
	<u>31,950,375</u>	<u>30,671,266</u>
 Reserve Funds		
Animal Control	26,897	26,325
Asset Management	172,118	6,466
Cemetery	16,756	53,324
Computer equipment	37,871	37,065
Community Works Fund (Gas Tax)	380,629	194,410
Equipment	409,722	353,637
Fire department	427,570	352,859
Fortune Parks	262,051	248,216
Parks	41,246	9,394
Riverside RV Park	18,000	-
Roads	75	3,022
Sewer system	391,724	211,661
Water system	389,311	459,137
	<u>2,573,970</u>	<u>1,955,516</u>
	<u>\$ 34,524,345</u>	<u>\$ 32,626,782</u>

11. COVID-19 Safe Restart Grant

The City received funding from the Province of British Columbia to fund increased operating costs and revenue shortfalls due to COVID-19. The following shows how these funds were expended and the amount available for future years:

Safe Restart Grant received November 2020	1,062,000
Eligible costs incurred:	
Computer and technology costs	(388)
Revenue shortfalls	(105,646)
Facility reopening and operating costs	<u>(7,010)</u>
Total eligible costs incurred	<u>(113,044)</u>
Balance, December 31, 2020	<u>\$ 948,956</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

12. Commitments and subsequent events

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

13. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

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

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

The Corporation for the City of Enderby paid \$89,921 (2019 - \$84,196) for employer contributions to the plan in fiscal 2020.

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

14. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2020	2019
Taxation			
General municipal purposes	\$ 1,571,334	\$ 1,542,441	\$ 1,531,209
1% utility taxes	70,734	70,731	69,655
Water parcel	276,557	277,961	272,629
Sewer parcel	246,005	246,675	242,065
Collections for other governments			
School District	886,647	893,987	971,806
Policing	164,768	166,678	154,092
Regional District	413,060	417,858	395,936
Regional Hospital District	178,440	180,521	147,050
Municipal Finance Authority	105	107	103
B.C. Assessment Authority	23,552	23,817	21,503
Okanagan Regional Library	109,240	110,454	101,093
	3,940,442	3,931,230	3,907,141
Transfers			
School District	886,647	893,987	971,806
Policing	164,768	166,678	154,092
Regional District	413,060	417,850	395,738
Regional Hospital District	178,440	180,509	146,975
Municipal Finance Authority	105	107	103
B.C. Assessment Authority	23,552	23,817	21,497
Okanagan Regional Library	109,240	110,466	101,082
	1,775,812	1,793,414	1,791,293
	\$ 2,164,630	\$ 2,137,816	\$ 2,115,848

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

15. Government grants and transfers

	Budget	2020	2019
Federal			
Community works fund - Gas tax	\$ 176,185	\$ 179,945	\$ 364,567
Provincial			
Conditional	206,500	1,170,095	60,090
Fortune Parks - conditional	151,000	3,900	3,950
Sewer - conditional	-	5,446	-
Small communities protection	483,000	483,160	473,806
Street lighting	1,100	1,078	1,123
Water - conditional	287,387	302,897	15,647
	1,128,987	1,966,576	554,616
Other			
Animal control	5,413	17,282	16,784
Cemetery	27,654	43,895	40,685
Fortune Parks	679,826	679,826	772,158
	712,893	741,003	829,627
	\$ 2,018,065	\$ 2,887,524	\$ 1,748,810

16. Sales of Service

	Budget	2020	2019
Animal control	\$ 10,500	\$ 8,592	\$ 10,450
Building permits	24,000	46,239	34,523
Business licenses	13,750	21,260	15,984
Cemetery	15,000	24,220	10,748
Fire protection	131,535	107,056	158,615
Fortune Parks	211,750	160,627	208,906
Garbage collection and disposal	104,249	104,232	105,942
Riverside RV Park & tourism	248,500	168,022	-
Sewer user fees	514,191	528,969	565,983
Water user fees	486,913	492,479	488,072
	\$ 1,760,388	\$ 1,661,696	\$ 1,599,223

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

17. Expenses by object

	Budget	2020	2019
Advertising and publications	\$ 28,600	\$ 7,939	\$ 6,279
Amortization	-	1,320,757	1,297,796
Contracted services	663,150	484,267	390,768
Council grants	60,000	106,979	139,875
Insurance	77,700	76,617	72,339
Interest and bank charges	116,206	112,386	117,271
Maintenance	1,221,169	1,100,950	1,069,020
Materials and supplies	718,820	241,652	231,444
Professional fees	24,900	22,431	19,716
Salaries and benefits	1,440,043	1,401,524	1,397,111
Training, travel and conferences	79,400	34,754	76,504
Transfers	-	(5,857)	(3,090)
	\$ 4,429,988	\$ 4,904,399	\$ 4,815,033

18. Funds Held in Trust

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

Cemetery Perpetual Care Fund:

	2020	2019
Balance, beginning of year	\$ 227,141	\$ 219,826
Care fund contributions	3,196	1,466
Interest earned	4,963	5,849
Balance, end of year	\$ 235,300	\$ 227,141

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

19. Financial Plan

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

	<u>2020</u>	<u>2019</u>
Budget surplus per Statement of Operations	1,692,109	1,690,965
Less:		
Capital expenditures	(2,549,250)	(2,488,183)
Debt principal payments	(108,794)	(119,203)
Transfers to reserve funds	(1,388,728)	(1,194,107)
Add back:		
Transfers from accumulated surplus and reserve funds	2,354,663	2,110,528
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

20. Financial instruments

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

21. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

22. Segmented information

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

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

General government services - Legislative, administration and finance

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

Protective services

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

Transportation services

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

Solid waste services

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

Enderby / Area F Services

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

Riverside RV Park & Tourism

Riverside RV Park & Tourism is the operation of the Riverside RV Park, the Visitor Information Centre and other tourism and community events within the City. The City assumed management of these services in 2020.

Community development services

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

Recreational and cultural services

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

21. Segmented Information (cont'd)

Water supply and services

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

Sewer services

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

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

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

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THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 31, 2020

Schedule I

	General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby/ Area F Services	Riverside Park & Tourism	Other general Services*	Water Supply	Sewer Services	2020
Revenues										
Taxation	\$ 1,613,180	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies	1,346,440		484,238		744,903	3,600		277,961	246,675	2,137,816
Sales of services	67,499	107,056		104,232	193,439	168,022		302,897	5,446	2,887,524
Other revenue from own sources	66,821							492,479	528,969	1,661,696
Interest and penalties	129,993				8,267				7,426	66,821
	3,223,933	107,056	484,238	104,232	946,609	171,622	-	1,073,337	788,516	6,899,543
Expenses										
Advertising and publications	4,056				2,899	984				7,939
Amortization	95,476	70,600	537,768		56,397			335,443	225,073	1,320,757
Contracted services	71,479	99,800		99,073	67,950	46,543	98,987	435		484,267
Council grants	5,055				101,924					106,979
Insurance	61,157				14,678	782				76,617
Interest and bank charges	88,285				1,034	3,567			19,500	112,386
Maintenance	43,383	102,082	384,784		166,055	19,270		186,935	198,441	1,100,950
Material and supplies	42,070	984	7,542	4	105,848	39,565		11,662	33,977	241,652
Professional fees	22,431									22,431
Salaries and benefits	510,197	71,037	230,293		290,428	1,438	16,313	159,755	122,063	1,401,524
Training, travel and conferences	12,815	17,486			2,144			293	2,016	34,754
Transfers	(152,945)		(87,664)		52,419			104,917	77,416	(5,857)
	803,459	361,989	1,072,723	99,077	861,776	112,149	115,300	799,440	678,486	4,904,399
Excess (deficiency) of revenue over expenses	2,420,474	(254,933)	(588,485)	5,155	84,833	59,473	(115,300)	273,897	110,030	1,995,144
Loss on disposal of tangible capital assets	(97,582)									(97,582)
Annual surplus (deficit)	\$ 2,322,892	\$ (254,933)	\$ (588,485)	\$ 5,155	\$ 84,833	\$ 59,473	\$ (115,300)	\$ 273,897	\$ 678,486	\$ 1,897,562

*Includes Community development and recreational and cultural services.

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 31, 2019

Schedule I (cont'd)

General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Endorby/ Area F Services	Other general Services*	Water Supply	Sewer Services	2019
Revenues									
Taxation	\$ 1,601,154	\$	\$	\$	\$	\$	\$ 272,629	\$ 242,065	\$ 2,115,848
Grants and subsidies	424,657		474,929		833,577		15,647		1,748,810
Sales of services	50,507	158,615		105,942	230,104		488,072	565,983	1,599,223
Other revenue from own sources	54,095								54,095
Interest and penalties	152,417				9,032			19,510	180,959
	2,282,830	158,615	474,929	105,942	1,072,713	-	776,348	827,558	5,698,935
Expenses									
Advertising and publications	2,258				4,021				6,279
Amortization	101,362	66,280	532,550		55,266		319,139	223,199	1,297,796
Contracted services	48,488	56,155		100,561	90,736	93,259	1,569		390,768
Council grants	30,787				109,088				139,875
Insurance	59,094				13,245				72,339
Interest and bank charges	91,719							25,552	117,271
Maintenance	46,850	67,358	331,881		202,660		195,056	225,215	1,069,020
Material and supplies	51,504	1,845	1,482	520	113,291		32,407	30,395	231,444
Professional fees	19,390				326				19,716
Salaries and benefits	488,563	78,916	223,533	3,479	322,572	2,106	152,918	125,024	1,397,111
Training, travel and conferences	44,974	26,376	46		1,484		1,684	1,940	76,504
Transfers	(147,148)		(61,484)		54,085		90,948	60,509	3,090
	837,841	296,930	1,028,008	104,560	966,774	95,365	793,721	691,834	4,815,033
Excess (deficiency) of revenue over expenses	1,444,989	(138,315)	(553,079)	1,382	105,939	(95,365)	(17,373)	135,724	883,902
Gain on disposal of tangible capital assets	(112,707)								(112,707)
Annual surplus (deficit)	\$ 1,332,282	\$ (138,315)	\$ (553,079)	\$ 1,382	\$ 105,939	\$ (95,365)	\$ (17,373)	\$ 135,724	\$ 771,195

*Includes Community development and recreational and cultural services.

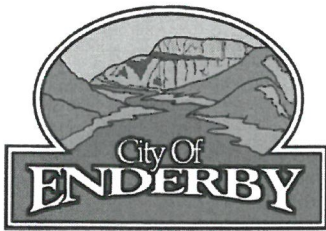
THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2020

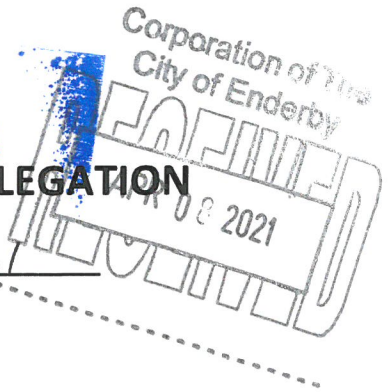
Schedule II

	Fortune Parks	Animal control	Cemetery	2020	2019
Revenue					
Grants and subsidies	\$ 683,726	\$ 17,282	\$ 43,895	\$ 744,903	\$ 833,577
Sale of services	160,627	8,592	24,220	193,439	230,104
Interest and penalties	4,075	1,002	3,190	8,267	9,032
	848,428	26,876	71,305	946,609	1,072,713
Expenses					
Advertising	2,899			2,899	4,021
Amortization	56,397			56,397	55,266
Contracted services	53,412	14,538		67,950	90,736
Grants	97,924		4,000	101,924	109,088
Insurance	14,678			14,678	13,245
Interest and bank charges	1,034			1,034	
Maintenance	142,793	3,910	19,352	166,055	202,660
Materials and supplies	105,848			105,848	113,291
Professional fees					326
Salaries and benefits	277,331	1,225	11,872	290,428	322,572
Training, travel and conferences	2,144			2,144	1,484
	754,460	19,673	35,224	809,357	912,689
Annual surplus (deficit)	\$ 93,968	\$ 7,203	\$ 36,081	\$ 137,252	\$ 160,024
Transfer to/from general fund					
Computer support	\$ 7,967	\$	\$	\$ 7,967	\$ 8,693
Finance overhead charges	21,535	2,652	5,788	29,975	31,785
Insurance allocation	3,268		817	4,085	3,989
Public works equipment allocation			6,186	6,186	5,507
Lease		4,206		4,206	4,111
	32,770	6,858	12,791	52,419	54,085
Net change in financial assets	61,198	345	23,290	84,833	105,939
Opening surplus	187,631	46,124	145,873	379,628	334,915
Capital expenditures	(42,404)		(42,126)	(84,530)	(56,465)
Transfer from (to) reserves	(39,585)		37,726	(1,859)	(60,027)
Amortization	56,397			56,397	55,266
Enderby / Area F accumulated surplus	\$ 223,237	\$ 46,469	\$ 164,763	\$ 434,469	\$ 379,628



AGENDA

REQUEST TO APPEAR AS A DELEGATION



On 19 04 2021
Day Month Year

Date of Request 8/04/21

Name of Person Making Request NEIL FIDLER

Name and Title of Presenter(s) NEIL FIDLER PRES. ENDERBY DISTRICT ARTS COUNCIL
GEORGIA ATWOOD V.P. ENDERBY DISTRICT ARTS COUNCIL

Contact Information NEIL FIDLER 838-0577 nfidler@shaw.ca

GEORGIA ATWOOD 2505456833 georgiaat@gmail.com
Details of Presentation

To present business plan for proposed Community Arts Centre
as requested at Council meeting of February 16
To bring Council up to date on our progress so far

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail We are looking for support
and funding as requested in letter to Council discussed
at Council mtg Feb 16.

Please attach any supporting documentation or presentation materials related to your delegation request.



April 7, 2021

Enderby and District Arts Council Community Arts Centre Pilot Project

In order to test the feasibility of a Community Art Centre EDAC is embarking on a pilot project to be located at 617 Cliff Ave. The project will be anchored by an artisan market and will also have space for meetings and art workshops/classes.

The Enderby and District Arts Council strives to support a culturally rich community where the arts can develop and flourish. EDAC also recognizes the hardships that many artisans have had to endure because of the pandemic. The Enderby Artisan Emporium will offer space to local artisans to display and sell their work. For a reasonable fee and commission EDAC will supply the shelving, wall mounts and be open 6 days per week and do the day to day work of sales. Staffing this will be by volunteers.

When COVID restrictions finally ease we will also host small events and workshops / art classes.

This pilot project will run for a minimum of one year and provide us with valuable experience to ready us for the transition to a permanent and larger location.

Neil Fidler
President Enderby and District Arts Council

infidler@shaw.ca

Georgia Atwood
Vice President Enderby and District Arts Council

georgiaat2015@gmail.com

Enderby and District Arts Council Community Arts Centre Business Plan

Submission to Enderby City Council April 2021

Legal name: Enderby & District Arts Council Society (EDAC)

Trading name:

Business address: 104B, 907 Belvedere St Enderby Box 757 V0E1V0

Phone:

Fax:

E-mail: contact@enderbyartscouncil.ca

Description of the Business

Major demographic, economic, social and cultural Factors

Arts & Culture are an essential aspect of building healthy communities, particularly when the entire regional public can participate in activities on a regular basis. Our region features a high percentage of seasonal tourist income as well as individuals who have income to spend on arts and culture activities. Our population triples for the months May – October, providing a large customer base for arts and culture courses, activities and products. In addition, our proximity to Splatshin First Nation gives us a valuable opportunity to engage in Indigenous-created and sponsored cultural activities, adding not just further events and programs, but a large array of participants from this community.

Enderby is situated along the busy Highway 97B corridor, and is the crossroads for the only highway to Mabel Lake and area, a catchment area of over 3000 people which swells by three times in the summer. In addition, we receive regular participants from larger centers such as Salmon Arm, Vernon and Kelowna year-round.

Permanent catchment area is roughly 9,000 people, which increases by ~300 % in the summer months. In addition, specific and non-repetitive programming options attracts participants from the larger Okanagan-Shuswap region, as well as from Kamloops, Kootenays and Golden on occasion. EDAC is the sole provider of arts and culture programming in our region. Of this population, a large portion (65-80%) is interested in artisanal, home-made products, fine art and cultural content, according to a 2020 study from the BCEDA and TOTA.

Products & Services

Products include original art, artisanal products, crafts. These are provided by the membership of EDAC. This gives us a wide variety of locally-made products unavailable through commercial sources. Services include courses, workshops, cultural activities (concerts, festivals, art shows, drop-in art centers etc). Services also include artist and performer professional development opportunities and networking.

Pricing and Distribution

Pricing will be comparable to other galleries, professional marketplaces and boutiques in the region. A 15% commission will be taken as a flat rate from any sales; this goes to the management of the arts center for EDAC and operations. Courses will be comparable to other rates for similar services. Distribution will be centered around the arts centre, but advertising throughout the arts and culture community network will ensure that our centralized location is known to a wide audience.

Market Trends

There is an increasing interest in locally-made and artisanal products, as well as Canadian culture, as part of a worldwide trend away from globalization and commercial products. The tourist economy in the region features an emphasis on local products and art/culture. Local economic development organizations are putting emphasis on local shopping and supporting local artisans and producers for the next three years 2020-23. These trends are set to continue in the public consciousness for some time to come.

Implications or Risk Factors and Planned Response

Possible COVID-19 lockdowns or other restrictions could make it difficult to hold courses, seminars or events. However, the space can be used as a filming location for virtual service

delivery, which will offset any losses. Lockdowns or restrictions could restrict customers, but this can be offset by creation of a virtual store.

Seasonal ebb and flow of customers is an issue. The emphasis of expanded capacity for additional course instructors, performers and hosts and seats for courses, events will allow us to maximize the income potential during the peak months of the year. Consistent development of a customer base from core members who live in the area year-round will allow us to maintain a stable income stream during the off-season.

THE COMPETITION

Competitors and type of Competition

There are no meaningful competitors in Enderby, Grindrod, Mabel Lake, Mara or Armstrong. Vernon, Salmon Arm, Sicamous and Kelowna have art galleries and community arts centers featuring similar services and products. The local farmers' market features some overlapping artisanal content; however, the flavour of the market is different from the arts centre and is only available once a week, with pandemic precautions permitting.

Competitors' Strengths and Weaknesses

Other organizations have an advantage of experience and expertise, customer base and product/service model. Weaknesses include the fact that distant locations mean locals are unlikely to participate on a regular basis, and their finite product/service models results in gaps in the market. By focusing on the gaps in content/product/service delivery and cultivating local customers along with a strong networking with other organizations, we can establish a foothold in the regional arts market.

Competitive Advantage

Our competitive advantage is two-fold. First, by being the only and the largest community arts center in the region, we can develop and create a market in our area. Second, by successful advertising to our neighbour regions and cultivation of tourist markets, we can hold a large share of the regional market in all seasons.

Customer Categories

TYPE	PRODUCT / SERVICE
1 Local artisans/interested parties	Items, course participation, course content, events
2 Tourists	Items, course participation, course content, events, online sales
3 Regional artisans/interested parties	Items, course participation, course content, events
4 General Public	Items, course participation, course content, events, online sales

ADDITIONAL INFORMATION

online service delivery will cultivate visitors to the physical location over time, and create world-wide engagement

Suppliers

TYPE	PRODUCT / SERVICE
1 EDAC members	Product, courses, events, workshops
2 Local artisans	Product
3 Regional artists/artisans	Product, courses
4 Professional artists regionally	Products, courses
5 Regional and international performers	Events, workshops

ADDITIONAL INFORMATION

online service delivery will cultivate visitors to the physical location over time, and create world-wide engagement

Location, Size and Capacity

Building will require ample parking and disability accessibility. At least 1500 square feet for shop/marketplace ; up to 3000 square feet is feasible. In addition, there must be at least two classroom/workshop spaces of 350 square feet. Separate EDAC office space, along with two dedicated areas to multimedia arts (videography/sound recording, pottery etc). Highway frontage or ease of access from highway is important but not essential.

Equipment, Furniture & Fixtures

EDAC has gallery lighting, chairs, tables, advertising materials (sandwich boards/signage), hospitality materials for events, basic shelving units, Moneris system and printer, filing cabinets and office equipment.

Specific marketplace shelving will need to be obtained, along with additional workshop/classroom tables, chairs, projector, screen and gallery hanging materials as needed.

Specific classroom tutoring materials will vary by course. Specific workshop materials will vary by course.

Future Expenditures / Technology Requirements

Costs for accessibility, maintenance and upgrading of the structure can be offset with grants from federal sources, fundraising and specific project or cost grants.

Key Employees

EDAC board members will form a steering committee for the community arts centre, and all decisions will be approved by the EDAC board and this committee. In addition, EDAC will apply for a grant for wages for a Director of the Arts Centre, who works with the committee and EDAC to achieve successful day-to-day operations. Up to three employees will be hired with government employment grants in the high season, managed by the Director.

In the off-season and for core programming, volunteers will work with the Director to ensure successful service delivery.

POLICIES AND PROCEDURES

Hours of Operations

10 am – 6 pm Monday to Saturday High season May – October
10 am – 4 pm Off-season.

Closed Statutory Holidays, open for special events and workshops/classes occasionally.

Number of Employees

Full Time – Facility Director
Part Time – Store Manager (all seasons), support staff (as needed, funded by employment grants)

Volunteer Staff – 1-2 staff in gallery shop, working under direction of Facility Director. 1-2 workshop facilitators working under direction of Education & Involvement Director. 1-2 Event preparations coordinators, working under direction of Performing Arts Director.

are to be held, Director may apply to EDAC for mileage or attendance cost reimbursement, but only hours are included in the wage.

Remuneration and Benefits

Director will be paid \$25/hour for 6 hours' work/day, six days a week.

Part-time employees will be paid \$16/hour and provided overtime if needed.

Seasonal employees will be paid \$15-18/hour, grant dependent, with overtime if needed.

Action Plan

ACTION	BY WHEN
1 Form EDAC Arts Centre Committee	Dec 2020
2 Investigate Costs, Site Analysis, start fundraising campaign	Feb 2021
3 Pilot Project – Develop test shop, course calendar, events and deliver with staffing model in place	May 2021
4 12 month pilot project implementation	May 2022
5 Obtain permanent location based on proceeds of fundraising campaign	June 2022
6 Open Arts Center with model developed in pilot project	July 2022
7 Apply for additional grants, funding assistance and network with all stakeholders	July 2022- on

ADDITIONAL INFORMATION

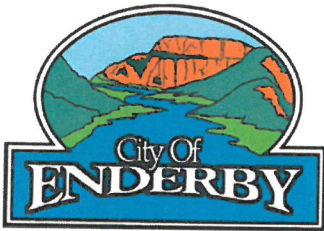
Should funding goals be reached before June 2022 and the pilot project prove profitably a success, the timeline can be shortened.

Grants for Director wages, operating fund assistance etc will be undertaken as scrolling intakes allow. Director should be on-boarded by March 2022 at the latest. Seasonal employees will begin in the 2022 season. Part-time employees can be hired during the pilot project phase.

Contact Information

EDAC President - Neil Fidler infidler@shaw.ca, contact@enderbyartscouncil.ca 778-443-0529 Box 757 Enderby, BC V0E 1V0

AGENDA



REQUEST TO APPEAR AS A DELEGATION

On 19 April 2021
Day Month Year

Date of Request April 9, 2021

Name of Person Making Request Gabriele Wesle

Name and Title of Presenter(s) Enderby Farmers Market Board of Director

Contact Information enderbyfarmersmarket@gmail.com

Details of Presentation Benefits of holding the farmers market downtown Enderby. How the farmers market will set up, work together with merchants to promote local businesses and make sure all COVID safety measures are followed.

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail The Enderby Farmers Market needs a place to hold the market starting May 7, 2021 to October 22, every Friday from 8am - 1pm.

(set up 6 am, tear down 1pm - 2pm) We like to have the market

downtown on Cliff Avenue from Hwy 97 to the BMO and

in the busy season also on Belvedere from Country Coffee House to the Library.

Please attach any supporting documentation or presentation materials related to your delegation request.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: April 15, 2021
Subject: Enderby Farmers Market Delegation Request to Close Cliff Avenue and Belvedere Street for Weekly Market

RECOMMENDATION

THAT Council postpones consideration of the attached Road Closure Application from the Enderby Farmers Market until the next regular meeting of May 3, 2021, in accordance with the attached *Decisions on Delegation Requests Policy*;

AND THAT Council's forthcoming consideration of the Market's request be subject to:

1. The Market circulating a new Petition of Affected Business Owners to all affected businesses within a one-block radius of the proposed road closure, consistent with the *Temporary Road Closures for Community Events Policy*, with the petition to be accompanied by a site plan/traffic management plan detailing the full extent of the Market's proposed road closure; and
2. The Market providing City Staff with a site plan/traffic management plan no later than Friday April 23, 2021 so that Staff has sufficient time to complete a technical analysis for Council's consideration on May 3, 2021.

ALTERNATE RESOLUTION A

THAT Council considers whether it wishes to act on a request from a delegation on the same day and at the same meeting as the delegation presentation, which shall require consent by a two-thirds majority of Council present, in accordance with the attached *Decisions on Delegation Requests Policy*;

AND THAT Council accepts the attached Petition of Affected Business Owners as presented, and approves the attached Road Closure Application from the Enderby Farmers Market for the closure of Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Mill Avenue, every Friday from 6:00 am – 2:00 pm between May 7, 2021 and October 22, 2021, with the approval being subject to the following conditions:

1. The road closure approval shall be limited to the 2021 season, with the Market needing to obtain further permission from the City of Enderby should it wish to continue operating at this location in future years;
2. The Market shall operate in accordance with public health orders/guidelines and a COVID-19 Safety Plan, with the Safety Plan to be posted at the market and accepted by the City in advance;

3. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;
4. The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application; and
5. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured.

ALTERNATE RESOLUTION B

THAT Council considers whether it wishes to act on a request from a delegation on the same day and at the same meeting as the delegation presentation, which shall require consent by a two-thirds majority of Council present, in accordance with the attached *Decisions on Delegation Requests Policy*;

AND THAT Council does not approve the attached Road Closure Application from the Enderby Farmers Market.

BACKGROUND

In 2012, the Enderby Farmers Market received permission from the City of Enderby to close a portion of Cliff Avenue in order to host its weekly market at this location. The closing of Cliff Avenue for that purpose was met with mixed support from downtown businesses, that included a range concerns (loss of parking, limited advance consultation, prolonged delays with closure times, etc.).

In 2014, Council resolved to relocate the Market to the City Hall parking lot. The Market operated at this location for several seasons before voluntarily relocating to the Splatsin Community Centre parking lot.

The Market has now advised that they wish to pursue closing portions of Cliff Avenue and Belvedere Street in order to relocate the weekly market to the downtown for the 2021 season. Attached is a Temporary Road Closure Application from the Market which proposes to close Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Mill Avenue, every Friday from 6:00 am – 2:00 pm between May 7, 2021 and October 22, 2021. Accompanying the application is a Petition of Affected Business Owners (attached), which is a requirement for new road closure requests under the City's *Temporary Road Closures for Community Events Policy* (attached).

It has come to Staff's attention that when circulating the aforementioned petition to downtown businesses, the Market organizers only asked the businesses whether they were supportive of bringing the Market back to the downtown, and did not present a site plan/traffic management plan detailing the extent of the road closure (which has been significantly broadened beyond what occurred in 2012/2013); given this, Staff anticipate that some of the affected businesses may have signed the petition without being fully aware of the actual extent of the Market's proposal, and may have assumed a similar layout to 2012/2013.

Furthermore, as of the writing of this memorandum the Market organizers have not provided a site plan/traffic management plan to accompany the Temporary Road Closure Application. Given this, Staff are

unable to provide a technical analysis on the proposed road closure and how it may function with regards to traffic impact, access control, emergency responder access, etc.

Staff are recommending that Council postpones consideration of the Enderby Farmers Market's request to close Cliff Avenue and Belvedere Street for the weekly market until the next regular meeting of May 3, 2021, and that Council's forthcoming consideration of the Market's request be subject to:

1. The Market circulating a new Petition of Affected Business Owners to all affected businesses within a one-block radius of the proposed road closure, consistent with the *Temporary Road Closures for Community Events Policy*, with the petition to be accompanied by a site plan/traffic management plan detailing the full extent of the Market's proposed road closure; and
2. The Market providing City Staff with a site plan/traffic management plan no later than Friday April 23, 2021 so that Staff has sufficient time to complete a technical analysis for Council's consideration on May 3, 2021.

This approach is consistent with the City's *Decisions on Delegation Requests Policy*, which is intended to ensure that Council has adequate time for consideration, research, and consultation in respect of a request made by a delegation to Council. In addition, this approach will provide the Market organizers with additional time to provide Council with an acceptable Petition of Affected Business Owners and site plan/traffic management plan, such that Council can make an informed decision on the request.

Alternatively, Council can choose to either approve or deny the request at the April 19, 2021 Council meeting. In accordance with the City's *Decisions on Delegation Requests Policy*, in order to act on a request from a delegation on the same day and at the same meeting as the delegation presentation, consent by two-thirds majority of Council present is required. It should be noted that a potential approval of the Market at the April 19, 2021 meeting could result in opposition from businesses who felt they were not properly consulted by the Market organisers as part of the petition process; as previously mentioned, the Market's petition was not accompanied by a site plan/traffic management plan, which could have resulted in businesses assuming that the road closure would resemble what it looked like in the 2012/2013 seasons, even though the Market is proposing to extend beyond that original scope.

Should Council choose to approve the Market's Temporary Road Closure Application, whether it be at the April 19, 2021 Council meeting or the next regular meeting of May 3, 2021, Staff are recommending that any potential approval be subject to the following conditions:

1. The road closure approval shall be limited to the 2021 season, with the Market needing to obtain further permission from the City of Enderby should it wish to continue operating at this location in future years

This condition will allow Staff to monitor any potential impacts or conflicts throughout the season and then report back to Council as part of future road closure requests.

2. The Market shall operate in accordance with public health orders/guidelines and a COVID-19 Safety Plan, with the Safety Plan to be posted at the market and accepted by the City in advance

Episodic markets are subject to public health orders/guidelines and are required to adhere to a COVID-19 Safety Plan. Specifically, episodic markets are required to adhere to the Gatherings and Events Order dated March 25, 2021 (attached); the requirements from this Order include but are not being limited to the following, as summarized by the BC Centre for Disease Control:

- Vendor booths are to be set-up with a physical barrier or 2 metre distance between booths and positioned to facilitate a one-way movement of customers through the market;
- Must provide facilities with running water, soap and paper towels for hand washing and drying purposes or provide hand sanitation supplies;
- A 2 metre distance shall be maintained or a physical barrier provided between vendors and customers to prevent transmission of respiratory droplets; where not practical vendors are required to wear masks;
- Managers must ensure vendors carry out and pass health checks each day vendors participate at a market;
- If a manager is unsatisfied with a vendor's health check, they must not permit the vendor to be present at the market;
- Vendors must perform health checks and confirm with managers they have passed the health check, otherwise they must not be present at the market;
- A person must not enter or must leave a market if advised by the owner, manager or staff that they person cannot be safely accommodated, for example, if health check requirements are not met; and
- Masks may be required to be worn by the vendor when a two metre physical distance, or physical barrier between vendors and customers, are not possible or practical.

The Market is responsible for ensuring they are aware of and adhering to any new or amended public health orders affecting episodic markets. The City of Enderby, as the owner of the public space, must be satisfied that the Market organizers are aware of the requirements in the COVID-19 safety plan and the requirements of the Gatherings and Events Order dated March 25, 2021, as applicable, and has the capacity to fulfill them.

3. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area

This condition is directly from the City's *Temporary Road Closure for Community Events Policy* and is intended to ensure that the impacts associated with these types of events are not drawing down the City's labour capacity.

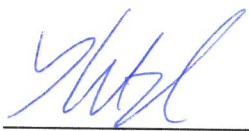
4. The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application

One of the key concerns expressed by downtown businesses when the Market previously operated in the downtown was failure of the Market organizers to ensure that the event ended at the specified time, which exacerbated business interruptions. Requiring the road closure area to be re-open to traffic no later than the end time noted in the application will ensure that businesses have certainty, can plan their business operations accordingly, and thus help to minimize and potential conflicts.

5. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured

This condition is directly from the City's *Temporary Road Closure for Community Events Policy* and is intended to ensure that the City is not accepting liability exposure associated with the event.

Respectfully Submitted,

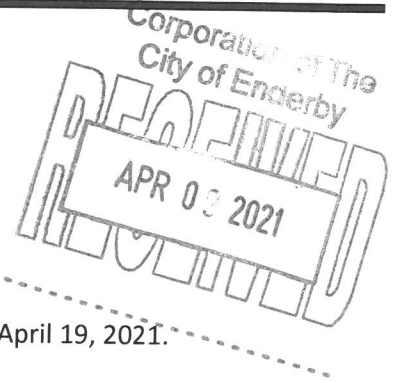


Kurt Inglis

Planner and Deputy Corporate Officer

Laurel Grimm

From: Gabriele Wesle <farms@greencroftgardens.com>
Sent: April 9, 2021 12:38 PM
To: info@cityofenderby.com
Cc: Enderby Market
Subject: Request to appear as a delegation on April 19
Attachments: Request to Appear as a Delegation April 6, 2021.pdf



The Enderby Farmers Market Board of Directors would like to appear as a delegation on April 19, 2021.

Benefits of holding the farmers market downtown Enderby.

How the farmers market will set up, work together with

merchants to promote local businesses and make sure

all COVID safety measures are followed.

We did a Petition of affected business owners.

We have a Certificate of insurance.

On Friday next week we will send a Map showing closure and emergency access route and how our market will set up the vendors.

Sincerely,

Gabriele Wesle

250 306 6582

enderbyfarmersmarket@gmail.com

www.enderbyfarmersmarket.com

**Schedule A
Application for a Temporary Road Closure for a Community Event**

Is this a first-time or relocated event? Yes x No

Name of Sponsoring Organization - Enderby Farmers Market _____

Name of Contact Person - Gabriele Wesle _____

Telephone or Email - enderbyfarmersmarket@gmail.com _____

Name of Event Weekly Farmers Market _____

Date(s) of Closure Every Friday , May 7, 2021 to October 22, 2021 _____

Start time for Closure 6 am _____ End time for Closure 2pm _____

Location of Closure Cliff Avenue from Hwy 97 to BMO and Belvedere from Country Coffee House to Library _____

Required Attachments

- 🍏 Map showing closure and emergency access route
- 🍏 Petition of affected business owners (if applicable)
- 🍏 Certificate of insurance (if applicable)

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

Authorized Signatory _____
 _____ Date _____

Do Not Complete – For Administrative Purposes			
Approved by _____			
_____ Date _____			
Certificate of Insurance	Yes	No	N/A
Map	Yes	No	N/A

Petition of Affected Business Owners

Business	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	<input type="checkbox"/> No
BMO	x		
Shuswap Insurance			x
Dollar Store		x	
Enderby Jewelry	x		
Rusty Spur	x		
H&R	x		
Jan Boutique	x		
Out Fitters	x		
Law Firm	x		
Accountants	x		
Drug Store	x		
Recycle	x		
Hungry Jacks	x		
Library	x		
Country Coffee House	x		
Lookers	x		
Dennis Derocher	x		
Antique Store	x		
Genny Leighs	x		
Soapolallie	x		
Courtyard Gallery	x		
Investment Planning	x		
Red Apple	x		

Policy Title	Temporary Road Closures for Community Events
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Adopted: August 13, 2012	<u>Authorized By:</u> Mayor and Council Regular Meeting of August 13, 2012	Replaces: Not applicable
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PURPOSE:

The City will consider approving the temporary closure of municipal roads for a community event.

POLICY:

Temporary road closures will only be considered for community events which are sponsored by a recognized organization.

The Chief Administrative Officer or designate is granted the authority to approve a Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events must be approved by City Council.

A completed Schedule A, "Application for Temporary Road Closure," shall be submitted to City Hall at least 21 days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first-time or relocated events requiring Council approval must be submitted two months prior to the closure.

The organizer shall notify and consult with business owners within a one-block radius of the proposed road closure and residents adjacent to the proposed road closure. The organizer agrees to take reasonable steps to mitigate disruption for affected business owners and residents. Failure to adequately notify and consult affected businesses and residents may result in revocation of permit or refusal of future applications. Unless exempted by Council, all first-time or relocated event applications must include a petition signed by a majority of affected business owners agreeing to the proposed event.

The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in a form acceptable to the City. The applicant may request that insurance requirements be waived based on the risk profile of the event. Such waiver does not affect any other responsibility of the applicant to obtain insurance.

The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

The applicant shall be responsible for ensuring that all food service establishments, including but not limited to mobile vending units, food services at temporary events, and sellers of home-prepared foods, shall have the appropriate authorization or permit from Interior Health.

The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.

As a condition of permit, the City of Enderby will not be liable or otherwise responsible for any scheduling conflict, revocation, refusal, maintenance closure or other damage or harm related to the issuance of this permit.

Policy Title	DECISIONS ON DELEGATION REQUESTS
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<u>Effective Date:</u> February 16, 2021	<u>Adopted by:</u> Mayor and Council Regular meeting of February 16, 2021	<u>Replaces:</u> N/A
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PURPOSE: To provide adequate time for consideration, research, and consultation in respect of a request made by a delegation to a Council meeting.

POLICY:

1. Until such time as the City of Enderby Council Procedures Bylaw is amended to include a procedural rule in respect of the subject matter, this policy shall guide the proceedings of Council meetings.
2. Council shall not act on a request from a delegation until the next regular meeting, unless consent by a two-thirds vote of Council present is given to consider the matter on the same day and at the same meeting as the delegation presentation.
3. In the event that the time sensitivity of the delay would adversely affect the delegation, the members of Council may, by resolution of a simple majority or otherwise in accordance with the *Community Charter*, convene a special meeting prior to the next regular meeting in order to consider the delegation's request.
4. This policy in no way limits a member's ability to make a motion to postpone indefinitely or postpone to a certain time as part of any debate.
5. This policy shall guide the proceedings of Council meetings, as well as the meetings of its committees and commissions.



BC Centre for Disease Control

Farmers' Markets

Farmers' markets are considered an essential service under the BC state of emergency and are expected to comply with hygienic practices and physical distancing to reduce the transmission of COVID-19.

Last updated: March 25, 2021

The advice below is based on current recommendations and may change. Please reference materials and recent updates from the Office of the Provincial Health Officer, Ministry of Health and BC Centre for Disease Control.

- All vending markets are subject to the [Gathering and Events](#) order (March 25, 2021) described in section M. Episodic Markets.
 - At this time outdoor markets are permitted to sell food and non-food items. Indoor markets are permitted to sell food and flowers, seeds, plants and compost only.
- [New Province wide restrictions](#) announced November 19, 2020 include:
 - A [Ministerial order](#) issued in November 2020, requires customers to wear a mask in public indoor settings, including farmers' markets. See the [Employers & Businesses](#) page for interpretation of this order, including exemptions.
- [List of essential services and PHO orders](#)
- [PDF of information on this page for Farmers' Markets](#)

Farmers' markets are essential food and agriculture service providers. To help prevent the spread of COVID-19, indoor and outdoor farmers' markets are expected to comply with recommendations and orders from the Provincial Health Officer (PHO). The COVID-19 safety plan must be updated in accordance with current PHO orders and guidance. For example, customer numbers are to be restricted by the size and space within the market. Under the [Gathering and Events](#) order farmers market owners, managers, vendors and customers have specific responsibilities. Owners must be satisfied that managers are aware of requirements under the market COVID-19 safety plan. Managers must ensure requirements

are met, including vendor health-checks prior to attending the market. Owners, managers and staff must advise persons who cannot safely enter the market to leave. Customers must comply with signs, directions or measures intended to promote physical distancing and to prevent congregation. Consult the PHO order to ensure you are meeting the latest requirements.

Municipalities are involved in interpreting provincial orders, as they issue business licences to farmers' markets; in some cases they are owners of the property where the farmers' markets operate.

Physical Distancing

The following applies to indoor AND outdoor markets:

1. Vendor booths are set-up with a physical barrier or 2 metres distance between booths and positioned to facilitate a one-way movement of customers through the market.
2. Maintain a 2 metre distance or provide a physical barrier between vendors and customers to prevent transmission of respiratory droplets. Where not practical vendors are required to wear masks.
3. Post signs reminding customers about physical distancing requirements:
 - Through-out the market,
 - Reminding people to avoid congregation
 - In seating areas, arrange picnic tables and chairs, and post signs reminding customers
 - that groups must seat themselves two meters apart from other groups
 - that there is not more than 6 people at a table from one group

The following applies to indoor markets only:

1. Calculate the maximum number of people that can be safely accommodated in the market. This should be equivalent to 5 square metres of space per person, and this number should be documented in the COVID-19 safety plan.
2. Monitor the number of patrons entering the market and ensure this number does not exceed the number stated in the COVID-19 safety plan.
3. Direct traffic through the market through the use of chalk or tape markings on the ground, ropes, barriers or other markers as required. Physical distancing poster (PDF).
4. Post signs and create an environment in the market where customers can practice safe physical distancing of 2 metres, keep moving and avoid congregation points.

Health Measures and Masks

Customers:

- Customers must not enter any farmers' market if they feel ill,
- Customers are required to wear masks in all indoor public spaces, including farmers' markets
- Customers are recommended to wear masks in outdoor public spaces

Farmers' market managers and vendors:

Check the WorkSafe site requirements for [Health Checks](#) and [Masks](#). The requirements for farmers markets described in the PHO Gathering and Events order are described below:

- Managers must ensure vendors carry out and pass health checks each day vendors participate at a market.
- If a manager is unsatisfied with the vendors health check they must not permit the vendor to be present at the market.
- Vendors must perform health checks and confirm with managers they have passed the health check, otherwise they must not be present at the market.
- A person must not enter or must leave a market if advised by the owner, manager or staff that they person cannot be safely accommodated, for example, if health check requirements are not met.
- Masks may be required to be worn by the vendor when a two metre physical distance, or physical barrier between vendors and customers, are not possible or practical.
- Vendors are not required to wear a mask when
 - the vendor is unable to wear a mask without assistance from another person,
 - health condition or impairment,
 - the mask is removed temporarily to identify the vendor or communicate with a customer,
 - the vendor is eating or drinking and not involved with a customer.

More information about masking requirements, exemptions to masking requirements, and what to do when a customer refuses to wear a mask, can be found on the [Employers & Businesses](#) page.

This [COVID-19 requirements poster for food premises](#) is a useful reminder for vendors and employees.

Restricted Activities/Vendors are allowed to sell

OUTDOOR MARKETS ONLY: may sell food and non-food items. May sell services, but not personal services.

INDOOR AND OUTDOOR MARKETS: may sell food items for human consumption, flowers, plants, seed and compost.

RESTRICTED: Sampling of products and provision of personal services are not permitted in indoor or outdoor markets.

Food items include fresh, frozen and prepared foods, take-away from food carts and food trucks, and pre-packaged liquor. This includes lower risk foods prepared at home and higher risk foods as described in the [Temporary Food Market Guidelines](#). (TFM guidelines)

Vendors are allowed to sell:

- Fresh fruits, vegetables and eggs
- Frozen pre-packaged meats and frozen ready-to-eat pre-packaged foods (e.g., pies, samosas, meals)
- Home-prepared low risk foods as identified in Appendix I of the TFM guidelines
- Higher risk foods prepared in an approved facility
- Pre-packaged non-alcoholic beverages
- Liquor only in sealed retail containers (e.g., bottles, cans)
- Take-away meals from food carts and food trucks
- Edible plants and seedlings
- Flowers, plants, seed and compost

Note: On-line vendors of indoor farmers' markets may continue to sell non-food items for pick-up or delivery to customers (described under additional measures).

Enhanced Hygiene

In indoor and outdoor markets:

- Provide hand-washing facilities with running water, soap and paper-towels for hand-washing and drying and/or access to hand sanitizers for vendors and customers
- Provide hand sanitation supplies in customer areas and post or erect signs reminding customers to regularly wash their hands or use hand sanitizer. [Hand hygiene poster.](#)

Handling of products, including food and non-food items:

- Vendors are encouraged to pre-package prepared foods to minimize direct contact by customers
- Prepared foods (i.e. bakery items for e.g., breads, muffins) that are not pre-packaged foods at the time of sale must be protected by a barrier (i.e. sneeze guard) or stored away from customer access. Vendors must package the product at time of sale.
- Customers of farmers' markets must not use their own containers; vendors must dispense all unpackaged prepared foods and takeaway foods.
- Where customers self-dispense foods (unpackaged fresh and pre-packaged prepared foods) vendors must
 - Provide hand washing or hand sanitizing nearby
 - Post signs about hand hygiene and physical distancing measures
 - Implement a frequent cleaning and sanitizing of booths and utensils used at the booth.

Additional Measures

1. Food sampling activities, including by the glass sales of wine or other alcohols are not allowed.
2. Regional health authorities may process temporary food permits for the purpose of selling food but not sampling food.
3. Markets must cancel activities that promote gatherings, such as demonstrations.
4. Markets may play recorded background music or engage live musicians to play background music but must not allow customers to congregate at that location. We do not recommend artists sing near customers (to limit risk of respiratory droplet spread from artists). Markets should not be promoting or advertising music at the market. Background music should not be louder than normal conversation.
5. Market vendors selling ready-to-eat foods may package foods into single use or closed take-away containers or brown bags and post signs advising customers to comply with physical distancing requirements.
6. Markets must implement enhanced frequency of cleaning and disinfection of high touch surfaces within the market.
7. Markets must restrict entry to anyone who is ill; vendors, if they are ill, should not attend and customers who are ill should also be advised to not enter the farmers' market.
8. Farmers' market guidelines can be found on the BCCDC web-site. As with any foods prepared at home for sale at the market, if you are ill, or someone in your household is ill, do not prepare or package foods, including low risk foods.
9. Establish pick-up points in farmers' markets (for e.g., drive-thru pick-up where feasible) for on-line orders.
10. Where feasible create cashless payment systems through on-line orders and point of sale devices in vendor booths.
11. On-line sales of food and non-food items from organized markets are not restricted. However,
 - high risk foods made in an unapproved facility may not be sold on-line
 - non-food items must not be picked up at the market (see item 13)
12. On-line food sale items may be picked up at the farmers' market in a designated area or pick-up point. Choose an area where congregation with

other customers can be avoided. To avoid congregation in the market and in market parking areas alternate preferred options are:

- delivery of on-line items,
 - pick-up outside of normal market hours.
 - pick-up outside of the market, or
 - curb-side pick-up,
13. Non-food items may be sold on-line, but must not be picked up at the market. They may be picked up by customers when pick-up is compliant with the Gathering and Events order, **section J: Drive-through and drive-in events**. Some examples include pick-up in adjacent parking lot, pick-up outside of market hours, or pick-up in another location. Check with your local market manager for specific details.
14. As they open, information about BC Farmers' Markets Online will be added to the BC Farmers' Market Trail website.

Other resources

- Food businesses
- Food banks and food distribution
- Food safety for the public

**CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION**

AGENDA



File No.: 0033-21-DVP-END

April 15, 2021

APPLICANT: Jason Taber

LEGAL DESCRIPTION: Lot A, District Lot 226 and of Section 35, Township 18, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 6122

P.I.D #: 010-227-288

CIVIC ADDRESS: 335 Brickyard Road, Enderby BC

PROPERTY SIZE: 1.21 hectares (2.99 acres)

ZONING: General Industrial (I.2)

O.C.P DESIGNATION: Residential Medium Density

PROPOSAL: To construct an industrial building to accommodate recreational vehicle repair/modification, retail services and storage

PROPOSED VARIANCE: Waive requirement for maneuvering aisles and portions of off-street parking areas to be curbed and surfaced with asphaltic concrete or cement pavement, permit fencing and a wall within the front yard setback area, waive requirement for screening along the north, east and south property boundaries, reduce the minimum width of a landscape buffer area, and permit alternative landscaping

RECOMMENDATION:

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as Lot A, District Lot 226 and of Section 35, Township 18, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 6122 and located at 335 Brickyard Road, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.1.f.iii by permitting a 2.5 m chain link fence, without slatting, within the required front yard setback area, as shown on the attached Schedule 'A';
- Section 309.1.f.iii by permitting a 1 m (3.28 foot) wall within the required front yard setback area but to the rear of any required landscape buffer area;
- Section 309.2.a.iii by reducing the minimum width of a landscaped buffer area adjacent to a highway from 6 m (19.68 feet) to 4.6 m (15.1 feet), as shown on the attached Schedule 'A'; and
- Section 309.2.b by permitting landscaping to consist of decorative rock (3" clear rock) and groups of ornamental grasses and shrubs, as shown on the attached Schedule 'A',

AND THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as Lot A, District Lot 226 and of Section 35, Township 18, Range 9, West of the 6th Meridian, Kamloops Division Yale District, Plan 6122 and located at 335 Brickyard Road, Enderby B.C. to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 901.2.e.iii by waiving the requirement for maneuvering aisles and portions of off-street parking areas to be surfaced with asphaltic concrete or cement pavement, as shown on the attached Schedule 'A'; and
- Section 901.2.f by waiving the requirement for a parking area to be provided with curbing, as shown on the attached Schedule 'A',

subject to the following conditions:

- i. The property owner shall pave and curb the off-street parking areas and maneuvering aisles, to the specifications of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time, within 24 months of the portion of Brickyard Road adjacent to the subject property being paved and serviced; and
- ii. The property owner shall register a covenant on the title of the property which shall confirm that the property owner is required to pave and curb the off-street parking areas and maneuvering aisles, to the specifications of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time, within 24 months of the portion of Brickyard Road adjacent to the subject property being paved and serviced.

AND FURTHER THAT Council does NOT authorize the issuance of a Development Variance Permit to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 309.1.a.i by waiving the requirement to provide screening along the north, east and south property boundaries for an outdoor storage area, as shown on the attached Schedule 'A'.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 335 Brickyard Road. The applicant has constructed an industrial building for the purposes of recreational vehicle repair/modification, retail services and storage. The applicant is proposing a series of variances for the development, which include waiving the requirements for maneuvering aisles and portions of off-street parking areas to be curbed and surfaced with asphaltic concrete or cement pavement, permitting fencing and a wall within the front yard setback area, waiving requirement for screening along the north, east and south property boundaries, reducing the minimum width of a landscape buffer area, and permitting alternative landscaping. The proposed site plan is attached as Schedule 'A'.

Site Context

The 1.21 hectare (2.99 acre) subject property is relatively flat and is located along the east side of Brickyard Road, along the northern stretch of the corridor which is constructed to a gravel standard.

Access to the site is gained via a gravel driveway off of Brickyard Road, with the parking and loading areas being maintained to a gravel standard without curbing. The principal industrial building is located in the northwest portion of the lot, with the remainder of the lot being used as an outdoor storage area for recreational vehicles, which is completely fenced. The applicant has constructed an ~0.91 m (3 foot) concrete block wall along the span of the western property boundary.

The property is serviced via on-site septic and well systems, which the City permitted through the granting of a Development Variance Permit in 2018.

The subject property and the properties to the south are zoned General Industrial (I.2) and are designated in the Official Community Plan (OCP) as Residential Medium Density. The properties to the north are zoned Country Residential (C.R) and are designated in the OCP as General Industrial. The properties to the east and west are located within Area 'F' of the Regional District of North Okanagan. It should be noted that although the subject property has an OCP land use designation of Residential Medium Density, this in no way hinders the property from developing consistent with its General Industrial (I.2) zoning designation; Staff anticipate bringing forward an OCP amendment in the future to re-designate these properties along Brickyard Road back to General Industrial, given that a residential land use in this area is no longer appropriate. The following map shows the zoning designation of the subject and surrounding properties:

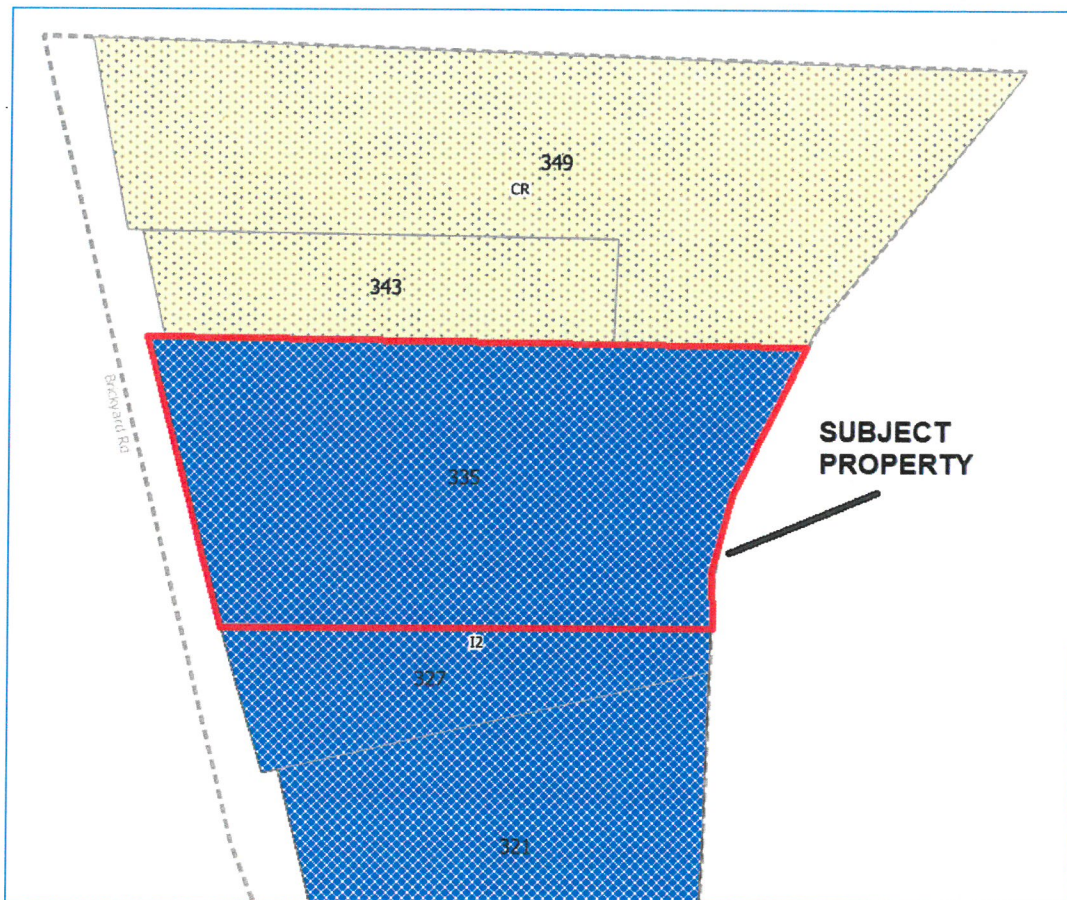
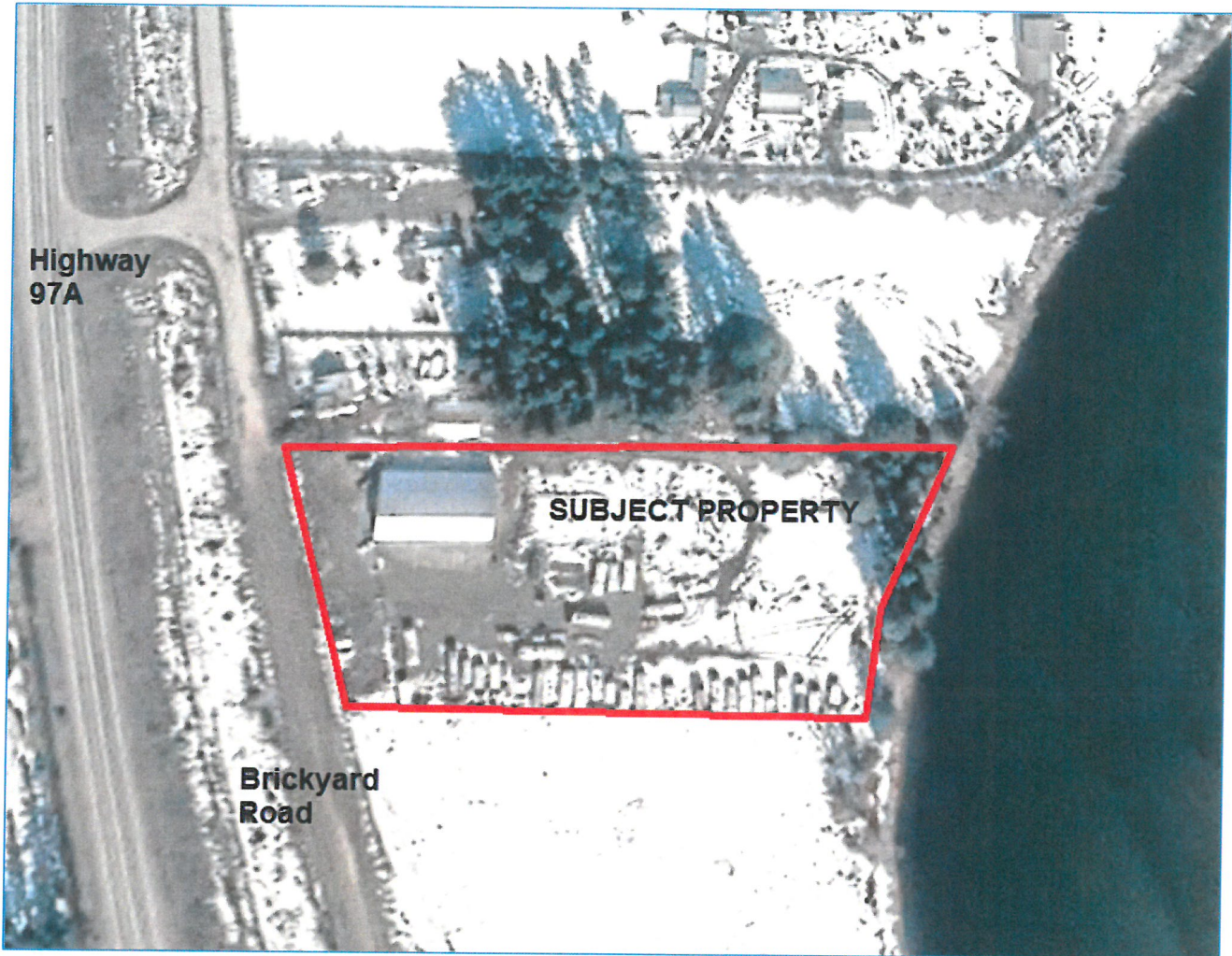


Figure 1: Zoning Map

Blue Crosshatch – General Industrial (I.2) Zone

Tan/Dotted – Country Residential (C.R) Zone

The following orthophoto of the subject and surrounding properties was taken in 2020:



****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 has constructed an industrial building for the purposes of recreational vehicle repair/modification, retail services and storage. In order to complete the Building Permit process and receive final occupancy for the building, the applicant must demonstrate compliance with all City of Enderby zoning regulations; the applicant is requesting variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 901.2.e.iii by waiving the requirement for maneuvering aisles and portions of off-street parking areas to be surfaced with asphaltic concrete or cement pavement, as shown on the attached Schedule 'A';
- Section 901.2.f by waiving the requirement for a parking area to be provided with curbing, as shown on the attached Schedule 'A';

- Section 309.1.a.i by waiving the requirement to provide screening along the north, east and south property boundaries in order to screen an outdoor storage area, as shown on the attached Schedule 'A';
- Section 309.1.f.iii by permitting a 2.5 m fence within the required front yard setback area, as shown on the attached Schedule 'A';
- Section 309.1.f.iii by permitting a wall within the required front yard setback area, as shown on the attached Schedule 'A';
- Section 309.2.a.iii by reducing the minimum width of a landscaped buffer area adjacent to a highway from 6 m (19.68 feet) to 4.6 m (15.1 feet), as shown on the attached Schedule 'A'; and
- Section 309.2.b by permitting landscaping to consist of decorative rock (3" clear rock) and groups of ornamental grasses and shrubs, as shown on the attached Schedule 'A'.

Should any of the proposed variances not be supported, the applicant would be required to satisfy the applicable Zoning requirement(s) prior to final occupancy being granted for the building.

ZONING BYLAW:

The subject property is zoned General Industrial (I.2); uses permitted within this zone include:

- Accessory buildings and structures;
- Accommodation including one (1) dwelling unit for the owner, operator, or employee of the principal and permitted use;
- Civic use;
- Food service including bakeries and coffee shops;
- Limited agricultural use subject to the regulations of Section 501.10.e. of the Zoning Bylaw;
- Public service use;
- Retail sales (including parts and accessories) of automobiles, building supplies, chemicals, farm equipment (including service), gasoline and motor oil, heavy equipment and machinery, irrigation equipment (including service), lumber, mobile homes (including service), tools and small equipment, trucks, and other products manufactured or processed on site;
- Service and repair including automobile body and paint shops, automobile service and repair, battery shops, boat service and repair, bottling plants, car wash, crematoriums, cold storage plants, frozen food lockers, greenhouses, heavy equipment and machinery, laboratories, machine shops, mini storage facilities, nurseries, petroleum distribution installations, printing shops, recreation vehicle servicing and rental, service stations, sign shops, taxidermists, tire shops, tools and small equipment servicing and rental, trade contractors offices including storage, truck service and repair, truck wash, trucking yards and terminals including cartage and freighting, upholstery shops, warehousing (wholesale and distribution), weigh scales, and welding shops;
- Transportation facilities including passenger transportation depots and taxi dispatch offices;
- Retail sales (including parts and accessories) of heavy equipment and machinery;
- Service and repair including automobile wrecking and junk yards, bulk storage plants, contractors for general and heavy construction, machinery and heavy equipment repair;
- Manufacturing, processing, and storage.

The proposal as compared to the Zoning Bylaw requirements for the I.2 zone is as follows (highlighted items require a variance):

CRITERIA	PROPOSAL	ZONE REQUIREMENTS
Building Height (max.)	< 18 m (59.05 feet)	18 m (59.05 feet)
Lot Area (min.)	12,100 m ² (130,244.4 ft ²)	650 m ² (6,997 ft ²)
Lot Coverage (max.)	< 60%	60%
Lot Frontage (min.)	~82 m (269 feet)	20 m (65.62 feet)
Off-Street Parking (min.)	16 spaces	Office = 4 spaces Shop = 8 spaces TOTAL = 12 spaces
Off-Street Parking Dimensions (min.)	6 m (19.68 feet) in length, 2.8 m (9.186 feet) in width	6 m (19.68 feet) in length, 2.8 m (9.186 feet) in width
Development and Maintenance Standards for Off-Street Parking Areas	Spaces on west side of building = gravel Spaces on south side of building = paved Maneuvering aisles = > 8 m and gravel	Curbing and surfaced with asphaltic concrete or cement pavement Maneuvering aisles = 6 m for angle parking up to 60 degrees, 8 m for right-angle parking
Off-Street Loading (min.)	2 spaces	2 spaces
Off-Street Loading Dimensions (min.)	> 9 m (29.53 feet) in length > 2.4 m (7.874 feet) in width	9 m (29.53 feet) in length, 2.4 m (7.874 feet) in width
Development and Maintenance Standards for Off-Street Loading Areas	Concrete	Curbing and surfaced with an asphalt, concrete, or similar pavement
Setbacks (min.)		
- Front Yard	> 6 m (19.68 feet)	6 m (19.68 feet)
- Interior Side Yard	> 6 m (19.68 feet)	6 m (19.68 feet)
- Rear Yard	> 3 m (9.842 feet)	3 m (9.842 feet)
Screening	2.5 m fence, only on the west boundary of outdoor storage area Conforms with front yard setback requirement	2.5 m fence or wall on the south, east, north, and west boundaries of outdoor storage area Must conform with front yard setback requirement
Fencing	2.5 m (8.202 foot) fence located within the required front yard 0.91 m (3 foot) wall located within the required front yard	Fences or walls not greater than 2.5 m (8.202 feet) in height to be located to the rear of the required front yard

<p>Landscaping</p>	<p>4.6 m (15.09 foot) landscape buffer area on western property line</p> <p>Landscape buffer area to consist of decorative rock (3" clear local) and groups of ornamental grasses and small shrubs</p>	<p>Landscape buffer area shall be provided with a minimum width of 6 m (19.68 feet) on western property line (adjacent to road)</p> <p>Landscape buffer area to consist of:</p> <ul style="list-style-type: none"> i. A grass to shrubbery ratio from 6:4 to 8:2. ii. A minimum of five percent (5%) of the landscaped area shall be planted in trees using the canopy area of the trees as a measure of the number and size of trees required. iii. A maximum of fifteen percent (15%) of the area shall be planted to annuals. <p>Other accepted landscape materials may be utilized under the supervision of a competent landscape</p>
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OFFICIAL COMMUNITY PLAN:

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

- Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.
- 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 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.l - Council will support alternative infrastructure standards and urban design principles which promote environmental, economic, and social sustainability.

REFERRAL COMMENTS:

The application was referred to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief.

The Public Works Manager provided the following comments:

Brickyard Road will eventually be paved and serviced, and will be a fairly high-profile industrial frontage road with clear views from Highway 97A, I think that it is important that we look at the proposed variances in light of the future as well as the current state. Once we grant a variance, we do not have the ability to require the property to upgrade to the new standard. However, I think that there are some areas where we should try to provide some flexibility on a phased basis, as this is consistent with the upgrade/servicing strategy for Brickyard Road that Council previously approved.

For the surfacing and maneuvering aisle requirements related to asphalt surfacing and curbing, my recommendation would be that Council grants a variance subject to a restrictive covenant enabling deferral of the requirements until a specified period of time after Brickyard Road is upgraded (for instance, 24 months after the upgrade). This would also help ensure that the property owner would not have to remove and replace asphalt surfacing and curbing in order to connect to community services in the future, either.

Any screening within the front yard setback area needs to be sufficiently set back from the road that it will not be at risk of being significantly impacted by snow that is being flung back from the travelled portion of the road. Other than that, I am fine with the screening being placed within the landscaped area and the landscaped buffer reduced, provided there is some landscaping fronting the screen (the mixture of ornamental grasses and rock is acceptable). The lock blocks at the front are not proper screening and would not be consistent with the community standard for industrial properties, as expressed in the zoning bylaw. If the owner has security considerations, he may wish to explore a way to use the lock blocks as a base for proper screening, in which case the variance request may need to be altered.

With respect to the side and rear screening requirements, that is more of a planning matter to evaluate respecting the potential for conflict with adjacent properties or, in the case of the rear screen, the river.

No other comments were received in response to the referral.

PLANNING ANALYSIS:

Fencing

The City of Enderby Planner raises no objections to the applicant's request to vary Section 309.1.f.iii of the Zoning Bylaw to permit a 2.5 m fence within the required front yard setback area, as shown on the attached Schedule 'A', for the following reasons:

- The fence is only proposed to extend along the northern and southern property boundaries, and would not span the entire frontage of the lot;

- Staff are recommending that the variance only apply to chain link fences, without slatting, in order to ensure that the existence of a fence within the front yard setback area would not act a visual barrier to the property's required landscape buffer area adjacent to the roadway; and
- It is not anticipated that the proposed variance would negatively impact the use and enjoyment of the subject or surrounding properties.

Landscape Buffer Area

The City of Enderby Planner raises no objections to the applicant's request to vary Section 309.2.a.iii and 309.2.b of Zoning Bylaw No. 1550, 2014 by, i) reducing the minimum width of a landscaped buffer area adjacent to a highway from 6 m (19.68 feet) to 4.6 m (15.1 feet), and ii) permitting landscaping to consist of decorative rock (3" clear rock) and groups of ornamental grasses and shrubs, as shown on the attached Schedule 'A', for the following reasons:

- A narrower landscape buffer area will allow for a larger parking area in the western portion of the lot, thus increasing the functionality of the site; and
- It is not anticipated that the proposed variances would have a negative impact on the use and enjoyment of the subject or neighbouring properties.

Wall

Staff have concerns with the applicant's request to vary Section 309.1.f.iii by permitting a wall within the required front yard setback area, as shown on the attached Schedule 'A'. As mentioned by the City's Public Works Manager, concrete lock blocks along a property line are not consistent with the community standard for industrial properties; furthermore, the permitting a concrete wall along the western property boundary would in effect act as a visual barrier to the required landscape buffer area. Given this, it is recommended that Council support a variance which would permit a 1 m (3.28 foot) wall within the required front yard setback area but to the rear of any required landscape buffer area. In this case, this would allow for the wall to be located 4.6 m (15.1 feet) from the western property line, with the landscaping to be in front of the wall and visible to the public.

Development and Maintenance Standards for Off-Street Parking Areas

The City of Enderby Planner has concerns with the applicant's request to vary Sections 901.2.e.iii and 901.2.f of Zoning Bylaw No. 1550, 2014 in order to waive the requirement for maneuvering aisles and portions of off-street parking areas to be surfaced with asphaltic concrete or cement pavement, and to waive the requirement for a parking area to be provided with curbing, as shown on the attached Schedule 'A'. As described by the Public Works Manager in his comments noted above, Brickyard Road is a high-profile frontage road and will eventually be constructed and serviced to a much higher standard than currently exists. There is a need to find a balance between ensuring that the subject property is maintained to a proper standard when those road upgrades occur, and not imposing higher standards on the subject property for the short-term that do not fit with the current context. Given this, Staff are recommending that the issuance of these variances be subject to the applicant registering a covenant on the title of the property

which shall require the property owner to pave and curb the off-street parking areas and maneuvering aisles, to the specifications of the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time, within 24 months of the portion of Brickyard Road adjacent to the subject property being paved and serviced. This approach will give the property owner sufficient time to plan for and install the necessary paving and curbing of the subject property once Brickyard Road is upgraded. As mentioned by the Public Works Manager, this approach would also have the added benefit of avoiding a situation where the applicant is required to install pavement in the short term, but then having to remove and replace it once community services are ultimately constructed along Brickyard Road and the property is required to connect.

Screening

The City of Enderby Planner has concerns with the applicant's request to vary Section 309.1.a.i of Zoning Bylaw No. 1550, 2014 in order to waive requirement to provide screening along the north, east and south property boundaries for an outside storage area, as shown on the attached Schedule 'A', and is recommending that the variance request not be supported for the following reasons:

- While it is recognized that not screening the outdoor storage area will help to increase visibility to this portion of the lot, which will have security benefits to the property owner, the storage of recreational vehicles is a high intensity use for which screening is appropriate and the property owner should pursue alternative options for improving security to the outdoor storage area;
- Although the industrial manufacturing building to the south at 327/321 Brickyard Road acts as a partial screen for the southern view of the storage area, the outdoor storage area is still highly visible to north bound traffic along Highway 97A and Brickyard Road; it is anticipated that this outdoor storage area would continue to be visible until such time as the other Brickyard Road properties to the south develop, which could be long-term, therefore screening along the southern boundary of the outdoor storage area is appropriate;
- Although the properties to the north are designated in the OCP to develop to an industrial land use over time, they could continue to be used for residential purposes over the medium to long term and therefore screening along the northern boundary of the outdoor storage area is appropriate; furthermore, should the properties to the north develop to an industrial land use in the shorter term, this would likely result in the removal of the trees on the property which would make the outdoor storage area highly visible to southbound traffic on Highway 97A or Brickyard Road, further reinforcing the need for screening along the northern boundary of the outdoor storage area; and
- The outdoor storage area is highly visible from the Shuswap River and therefore screening along the eastern boundary of the outdoor storage area is appropriate.

Wall

The City of Enderby Planner has concerns with the applicant's request to vary Section 309.1.f.iii by permitting a wall within the required front yard setback area, as shown on the attached Schedule 'A'. As mentioned by the City's Public Works Manager, concrete blocks along a property line are not consistent with the community standard for industrial properties; furthermore, permitting a concrete wall along the western


property boundary would in effect act as a visual barrier to the required landscape buffer area. Given this, it is recommended that Council support a variance which would permit a 1 m (3.28 foot) wall within the required front yard setback area but to the rear of any required landscape buffer area. In this case, this would allow for the wall to be located 4.6 m (15.1 feet) from the western property line, with the landscaping to be in front of the wall and visible to the public.

SUMMARY:

This report relates to a Development Variance Permit application for the property located at 335 Brickyard Road. The applicant has constructed an industrial building for the purposes of recreational vehicle repair/modification and retail services. In order to complete the Building Permit process and receive final occupancy for the building, the applicant must demonstrate compliance with all City of Enderby zoning regulations. The applicant is requesting to vary Zoning Bylaw No. 1550, 2014 in order to, i) waive requirement for maneuvering aisles and portions of off-street parking areas to be curbed and surfaced with asphaltic concrete or cement pavement, ii) permit fencing and a wall within the front yard setback area, iii) waive requirement for screening along the north, east and south property boundaries, iv) reduce the minimum width of a landscape buffer area, and v) permit alternative landscaping.

Staff are recommending that the variance requests related to the fencing and landscaping be supported, the variance requests related to paving and curbing be supported subject to conditions, and that the variance request related to screening not be supported.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner and Deputy Corporate Officer

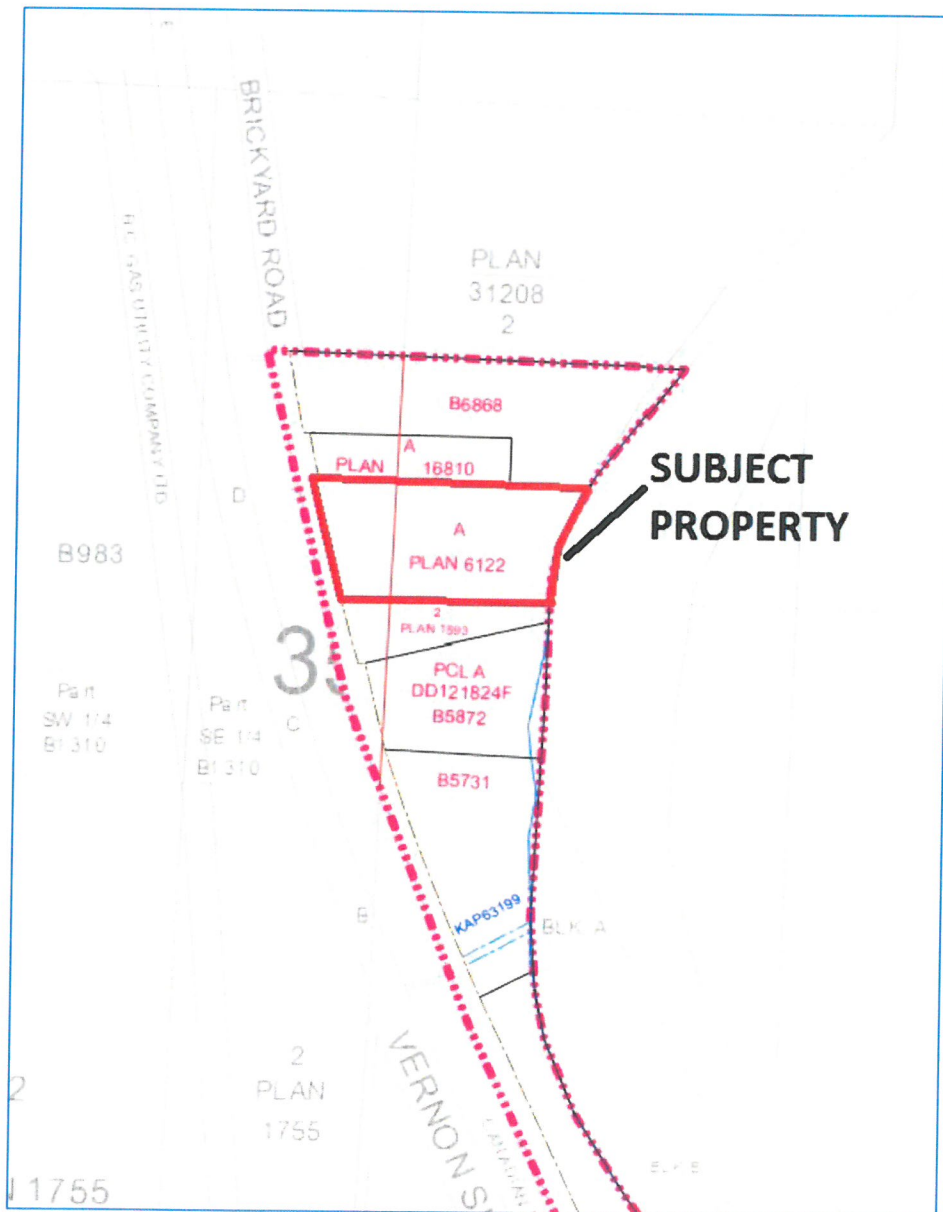
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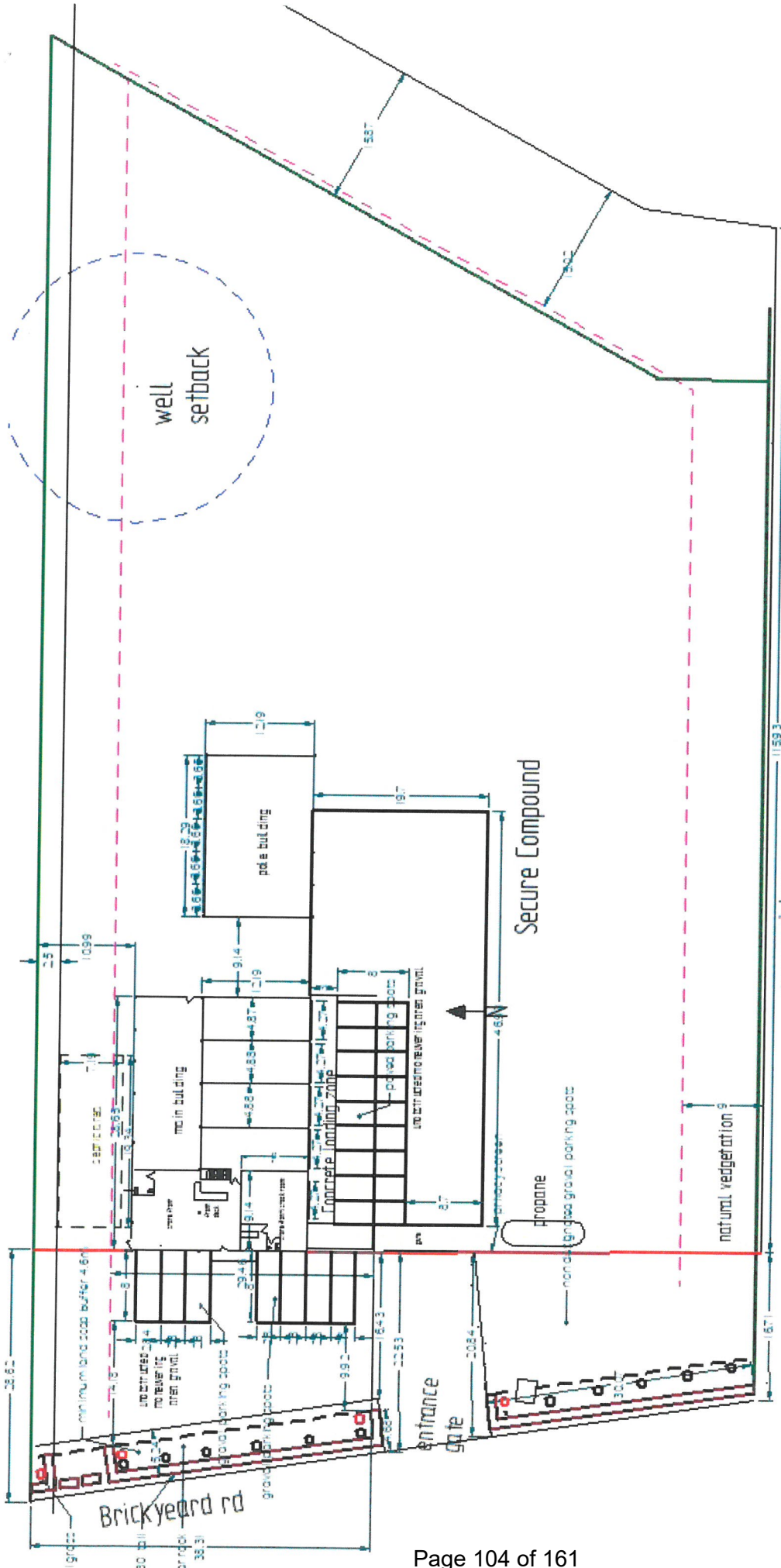
Tate Bengtson
Chief Administrative Officer

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

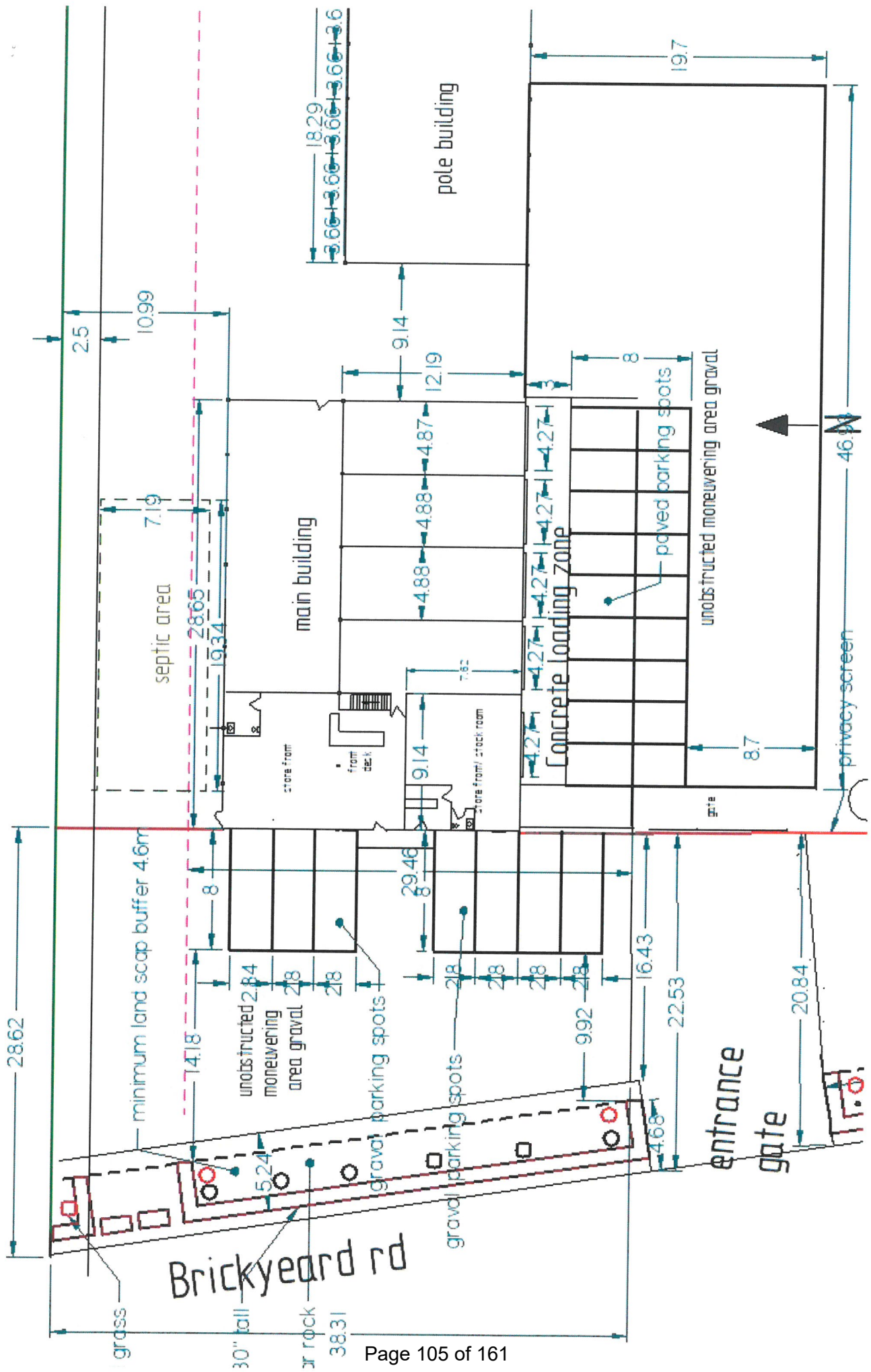
File: 0033-21-DVP-END
Applicant: Jason Taber
Owner: Taber's Services Ltd.
Location: 335 Brickyard Road, Enderby BC



SCHEDULE 'A'



- ornamental grass
- shrubs
- 2.5m chain link fence with security wire
- 2.5m chain link fence with privacy screen
- ▨ off street public gravel parking spots



Date: Jan 2021

Taber's Services Ltd.

5028 Schubert Rd
V0E 1B4 .
Ph 250-546-3437
250-546-8082
Cell 250-503-7069
Email jtaber80@aol.com
Jason Taber

To: township of enderby
Att: Kurt Inglis

Building permit extension for both building permits (BP-024892 and BP-024912) Modification of landscaping plan(applyes to both open permits)

-Full description of the Proposed use/Development:

Build is a 5800sqft building to accommodate a recreational vehicle repair and modification shop as well as a retail supply store for recreational vehicle parts and trailer drive line components. The remainder of the property would accommodate space to park units for future repairs.

Building a 1200sqft building for more storage of shop supplies and work in progress.

-Proposed Variation and/or Supplementation to Existing Regulations

- extend building permit for first and second phase of construction
(main building (BP-024892) Partial final completed)
(Auxiliary pole building (BP-024912)
- modification to landscape plan

- Reasons in Support of Application

- Extend building permit for first and second phase of construction.

The current state of the local economy with the covid 19 limitations we were not able to get to the construction stage we would like to be by this time. Mainly because of financial short fall as our business relays heavily of tourism and tourism related sales.

- modification to landscape plan

The landscape plan modification is to accommodate our site better and in accordance with our Nabors concerns.

The neighbour to the north (Karl Serhan 343 Brickyard rd) would like not to have and privacy screen as it would affect his view from his house across the front of his and our property. This would also hinder his view when backing out of his driveway. He would not like the pyramid cedars I had planned to plant along the fence line as it is a fire hazard.

The second neighbour to the north that we share the property line with (Barry Backus 349 Brickyard rd) would like to plant some trees and vegetation on his side of the fence as we have supplied and installed the chain link for him.

The Neighbours to the south (Ram Gopal 305,321,327 brickyard rd) Are constructing a industrial building for a manufactured home assembly plant. Well working with him and his representative from green emerald construction the openness and un obstructed view of our properties is an asset to minimize theft and potential vandalism as this has been a problem in the area. It allows our camera systems to overlap and increase visibility.

Once there assembly plant is complete our entire south side of our yard will not be visible from the road.

We plan on installing a concrete apron in front of the bay doors and asphaltting a section of out lot. The lot will eventually be paved completely but this has to be done in a budget friendly manner that will take place as we expand our shop. The parking area is currently decorative stone and we would like to keep it that way.

We would like to install a privacy screen across the front of our lot at the interior gate location.

The front of building area will not be fenced at this time as we have installed decorative concrete blocks across the front property line for security and a non movable vehicle obstruction.

-I would like to minimize the 6m landscape set back from the road to 4.6m to increase are for paring in front of building outside compound. As compound gate is shut to minimize potential theft.

-landscape (ratio) decretive block wall(non movable vehicle obstruction) inside property line with decretive rock (3"clear local) will have groups of ornamental grasses with irrigation installed, small shrubs may be added to gate area but no obstructions to road way view.

-Gate will located in compound entrance so vehicles can fully exit road way before stopping for gate.

-The loading area will be 3m deep and the length of the shop (26m long) with the paved parking area attached to it of (4.5m by 28m long) this exceeds the parking and loading requirements. This is located parallel to the buildings doors. The rest of the compound area will be compact aggregate at this time. (to be paved as funds are available at a later date)

- will not be installing black chain link fence on wall at this time

Feel free to contact me with any questions.

Thank you Jason Taber

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: April 12, 2021
Subject: Lot Frontage Waiver Request – 806 Cliff Avenue

RECOMMENDATION

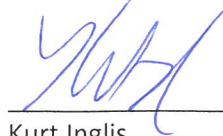
THAT Council authorizes an exemption to Section 604.a.8 of the City of Enderby Zoning Bylaw No. 1550, 2014 by permitting a lot frontage of 0 m for the remainder lot associated with the proposed subdivision of the property legally described as PARCEL A (DD L23640) OF THE SOUTH WEST 1/4 OF SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLAN 27069, and located at 806 Cliff Avenue, Enderby BC, as shown on the attached Schedule 'A'.

BACKGROUND

The owner of 806 Cliff Avenue is proposing an 18 lot bare land strata subdivision on the property. The proposed subdivision involves phasing, with Phase I consisting of Lots 1-9 and Phase II to follow with Lots 10-18. Once the Phase I lots are registered, Phase II will remain as a large 'remainder lot' until such time as Lots 10-18 are registered.

Section 605.4.a.8 of the City of Enderby Zoning Bylaw specifies the minimum lot frontage requirements for the Residential Multi-Family Low Intensity (R.3-A) zone. However, given the property's limited road frontage off of Cliff Avenue, there is virtually no way to facilitate a phased subdivision while enabling the remainder parcel to meet the minimum lot frontage requirements of the Zoning Bylaw. Given this, it is recommended that Council authorizes an exemption to Section 604.a.8 of the Zoning Bylaw to permit a 0 m lot frontage for the remainder lot associated with the proposed subdivision of 806 Cliff Avenue, as shown on the attached Schedule 'A'. It should be noted that as part of the property owner's proposed subdivision, the Approving Officer will require the registration of an easement through Phase I of the bare land strata development in order to preserve access for the remainder lot, therefore preventing the remainder parcel from becoming 'land locked'.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer



To the City of Enderby,

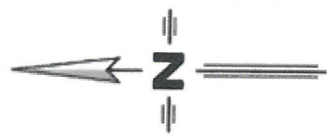
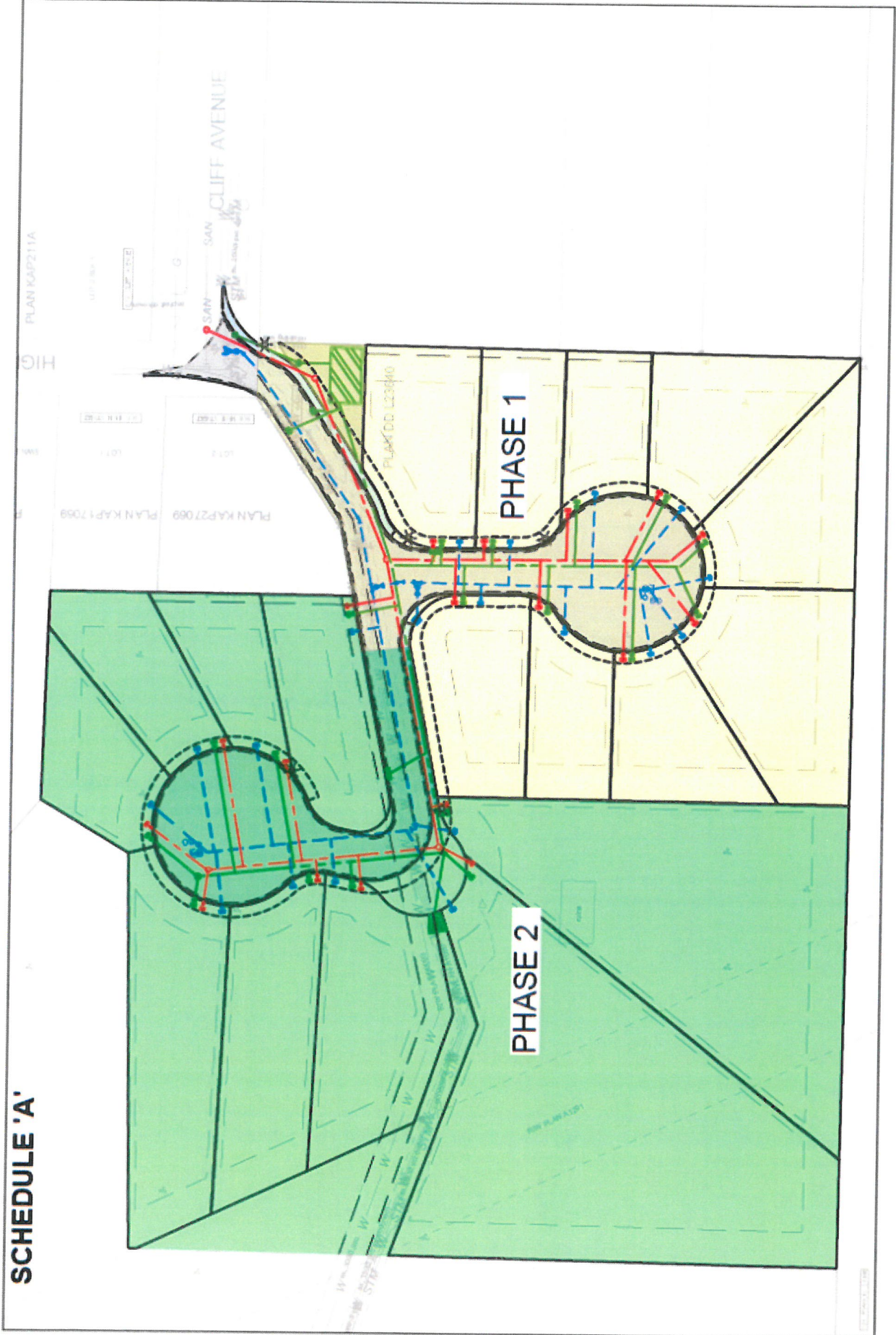
April 12,2021

Summit Ridge Developments is requesting the City of Enderby to grant a lot frontage exemption for the remainder lot associated with our proposed subdivision. There is limited frontage on Cliff Ave. making it impossible to have a phased subdivision without the lot frontage exemption. Access will be secured through an easement; thus, preventing it from being land-locked.

Thank you for your kind attention,

Brandon Mazur

SCHEDULE 'A'



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 13, 2021
Subject: North Okanagan Land to Table Network – Grant Request

RESOLUTION TO PROVIDE CORE FUNDING SUPPORT

THAT Council provides a core funding grant in the amount of \$2,000 to the North Okanagan Land to Table Network, funded through a 0.1% property tax increase, and directs staff to amend the 2021 Financial Plan Bylaw and Annual Tax Rate Bylaw accordingly.

OR

THAT Council provides a core funding grant in the amount of \$2,000 to the North Okanagan Land to Table Network, funded through Council Sundry.

RESOLUTION NOT TO PROVIDE CORE FUNDING SUPPORT

THAT Council does not provide a core funding grant to the North Okanagan Land to Table Network at this time.

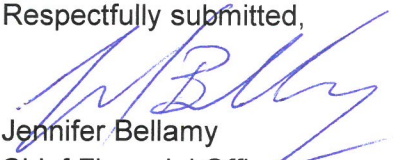
BACKGROUND

The North Okanagan Land to Table Network (L2T) has requested financial assistance from the City to help fund its core operating costs. At the April 6, 2021 meeting, Council enquired as to whether the assistance would be eligible for funding under the COVID-19 Safe Restart Grant as L2T had discussed providing programs to vulnerable populations.

Staff have followed up with L2T and have confirmed that the purpose of the grant request would be to support the core operating costs to provide network coordination, not provide service directly to vulnerable populations. Therefore, the financial assistance requested is not eligible to be funded under the Safe Restart Grant.

If Council wishes to proceed with providing a grant to L2T this year, the funding will need to come from either a 0.1% property tax increase, or from the funding allocated to Council Sundry for additional projects.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2021 **Month:** 03

Folder Type	2021 / 03		2020 / 03		2021 to 03		2020 to 03	
	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	1	0	10,000	0	0
END - COMMERCIAL BUILDING	1	0	2,775,000	2	0	2,780,000	1	0
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	1	0	5,000	0	0
END - MODULAR HOME	0	0	0	0	0	0	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	1	0
END - SINGLE FAMILY DWELLING	1	2	300,000	3	3	699,490	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
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	2	3,075,000	7	4	3,494,490	2	0
								25,000

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 15, 2021
Subject: 2021 Budget

Recommendation

THAT Council gives first reading to the bylaws cited as “City of Enderby 2021-2025 Financial Plan Bylaw No. 1720, 2021”, “City of Enderby Annual Tax Rate Bylaw No. 1721, 2021”, “City of Enderby Sewer Frontage Tax Bylaw No. 1722, 2021”, “City of Enderby Water Frontage Tax Bylaw No. 1723, 2021” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1724, 2021”;

AND THAT Council designates \$61,500 out of Council Sundry for special projects, of which the projects will be determined at a later date;

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

AND FURTHER THAT Council gives second reading to the bylaws cited as “City of Enderby 2021-2025 Financial Plan Bylaw No. 1720, 2021”, “City of Enderby Annual Tax Rate Bylaw No. 1721, 2021”, “City of Enderby Sewer Frontage Tax Bylaw No. 1722, 2021”, “City of Enderby Water Frontage Tax Bylaw No. 1723, 2021” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1724, 2021”.

Background/Discussion:

The 2021 draft budget proposes an overall combined increase to taxation and user fees of 2.2%. This amounts to an extra \$46.40 for an average household (see Appendix A). Each of the budgets have been reviewed with the Finance Portfolio members and are discussed in more detail below. Appendix B provides a breakdown of the decision points, along with the recommendations from the Finance Portfolio which have been incorporated into the draft budget for Council consideration.

2021 Budget – General (Appendix F)

The overall proposed net property taxation change to the general fund for the City is 2.9%. Appendix C provides a breakdown of the proposed increase.

The attached Comparison of 2021 Budget vs 2020 Budget - General provides a summary of the changes broken out into operating, special projects, and capital projects. Note that the amounts below do not include any revenue offsets specific to the service. Please refer to Appendix C for the net impact.

- Total operating costs have increased by \$78,905 for 2021.
 - Executive expenses have decreased slightly for 2021. Below are reallocations that have been included:
 - Conventions – it is expected that conventions will continue to be limited in 2021. As a result, this budget item has been reduced by \$25,000 and reallocated to Sundry to be used for special projects (see point 1 on Appendix B).
 - Social Planning – the \$4,000 for Social Planning has been reallocated to Sundry for special projects (see point 3 on Appendix B).
 - General/Administration expenses have increased by \$58,419 for 2021. The larger changes from the previous year budget are:
 - Insurance premiums have increased by \$7,100. This represents a 11% increase. In a typical year, insurance premiums increase by approximately 2%; however, due to COVID-19 premiums have increased dramatically. The incremental increase is funded through the Safe Restart Grant.
 - Building permits – building activity is expected to be higher in 2021. Budgeted expenses have increased by \$27,700, with a corresponding offset to revenues.
 - Planning expenditures have increased by \$4,000 for costs associated with the increased demand for technical expertise, such as legal or engineering. This increase also has a corresponding offset to revenues.
 - Appendix D shows the Donations & Grants listing for 2021. Note that there is a \$4,000 provision for the Enderby & District Arts Council. In previous years this amount has been used for core funding to meet the matching funds grant requirement from the BC Arts Council. For 2021, the Enderby & District Arts Council made a request to Council to contribute \$4,000 to its Community Arts Centre Fund, for which Council requested a business plan be provided before a decision is made. Although the amount has been included in the budget, it will not be expended until a Council decision has been made.
 - Transportation expenses have increased by \$18,799. Most of this increase is a result of increased street maintenance costs of \$8,000. Out of this increase, most of it is for line painting costs, which were heavily discounted by the previous contractor who no longer provides the service.
 - Refuse expenses have increased due to the increased spring pickup costs, approved by Council at the March 15, 2021 meeting.
 - City Parks expenses have increased slightly to maintain the service.
- Special Projects
 - A breakdown of the special projects for 2021 are listed on Appendix G, along with the related funding sources.
 - With the above allocations to Sundry for special projects, less the \$3,000 to fund the Roadway Cross-Sections project, the available amount for special projects is \$36,500. Council also has its Community Enhancement Fund amount of \$25,000 available for projects as well. As these funds are not yet designated for specific projects, if a specific project is identified during the year, a Council resolution will

need to be made to use these funds. If no projects are identified during the year the funds will carry forward to be available for future projects.

- Safe Restart Grant – Funds have been allocated across the different services in order to make the funds available during the year without the need for a budget amendment. Some of funds have been designated to specific projects, while most have been left undesignated to deal with any eligible expenses that arise during the year.
- An addition has been made to the Parks Services projects since the meeting with the Finance Portfolio. An additional \$100,000 has been added through the Safe Restart Grant. Staff are recommending the scope for the Tuey Park parking improvement project be enhanced to address the uneven surface in the new overflow parking area and add curbs to manage parking locations. The proposed enhanced scope will offer safety improvements and substantially reduce congestion, which offers both short-term and long-term benefits. This would revise the estimated cost from \$7,000 to \$45,000. As the project deals with opening the outdoor area for a safer outdoor activity during the pandemic, these costs would be eligible under the Safe Restart Grant and would be funded out of the \$100,000. Alternatively, the original scope could be retained, which involves only reorienting the no-post rocks, adding some signage and other minor changes.
- Capital
 - The larger capital projects for 2021 are the Hubert Avenue and Knight Avenue rebuilds.
 - A 1% increase to Asset Management reserves has continued to be included to help move the City's Annual Capital Investment towards its required value to properly fund asset renewal.
 - An additional reserve amount has been included for Parks for \$13,000. The City previously contributed to a Parks Plan reserve under the Fortune Parks service, which was removed during the restructuring. This contribution was deferred in 2020 in response to the financial uncertainties around COVID-19.

Budget 2021 - Protective Services

- Operating Costs have a minor increase for 2021.
- Special Projects
 - A breakdown of the special projects for 2021 is on Appendix G. Most of the Fire Department projects are funded through prior year surplus. The larger projects for Protective Services are:
 - Flood Mapping and Risk Assessment - \$61,885 (grant funded plus in kind contributions). This is a carry forward project started in 2020.
 - FireSmart Economic Recovery Fund - \$150,000 (grant funded, if awarded).
 - Safe Restart Grant - \$100,000 for Fire Hall and equipment improvements designated to provide flexibility for emerging needs.
- Capital Projects
 - The rear splashpad renewal is being completed this year for \$35,000. This project was scheduled for 2020 but the pandemic-related delay in starting 3rd Avenue made it impossible to schedule the trades during the busy end of their work window.

Budget - 2021 – Tourism / Community Engagement

- Operating costs have decreased by \$46,100. 2020 was the first year of the City providing this service, which also happened to occur during the onset of COVID-19. The budgets in place were based on limited information and conservative due to those first-year uncertainties. Due to pandemic restrictions on activities, 2020 did not offer a good year to form a baseline for a typical budget. Due to this, the proposed budget maintains a conservative approach for these uncertainties and also provides contingency to reduce the risk of a taxpayer subsidy.
 - Riverside RV Park – Utility costs have been reduced based on actual usage and estimated usage for the facilities that were required to be closed for all or part of the season. The balance of the reduction has been reallocated to campground projects.
 - Tourism – A different approach to the visitor guide will be done this year, which will involve enhancing the online presence and producing themed “micro-guides” in-house. The River Ambassador program has also been removed from the budget as this program is provided directly through Recreation Services; however, the City’s contribution to the program is still represented in its overhead costs. Both of these items had corresponding revenues, which have also been removed.
 - Community events – note point 1 on Appendix B for events.
- Special Projects – these include:
 - Expansion and infrastructure plan for the RV Park, which was an outcome of the strategic planning session with the Recreation and Tourism portfolio.
 - Tree Canada project in which grant funding has been awarded.

New Position

Council has previously requested that this matter be brought forward. Appendix E provides options for what a new position could look like depending on what Council wishes to achieve. Note that the operating budgets provided are high-level estimates and may change dramatically based on the scope of the project, as approved by Council. When the time comes for Council to approve any projects, staff caution against setting budgets that are too low to achieve the desired outcome. These estimates have been provided to show that there will be an operating budget component to each position in addition to the labour. No additional positions are reflected in the proposed budget, and an appropriate funding source will need to be identified. As mentioned above, based on the Finance Portfolio’s recommendation, there is \$61,500 available in Council Sundry that could be used towards a special project or saved for a future project.

- Special Projects – this position would be more suited for contractors as the projects will be dependent on funding and require a wide variety of skills. The larger projects are non-critical future projects as defined in Council’s Strategic Plan. Rather than expend the funds this year, Council could leave the funds in surplus to use towards special projects in 2022, along with what is generated in 2021. This position may not require a tax increase as it is not a continuing expense, although this is subject to Council funding the project within the available financial resources or increasing the availability of resources through taxation. All special projects still have an impact to capacity as the projects will require management oversight. If funding for contractors is not provided, staff will still proceed with fulfilling Council’s strategic priorities within available capacity, but this may mean deferral of some of these non-critical priorities.

- Capacity – This position would add a new full-time employee to address capacity concerns. Staffing levels have decreased over the years, while the demand for existing services has increased and new services have been added without any corresponding change to capacity. Staff have not been able to manage the workload without compromising on either Council expectations, core functions, or both. Annualizing this position works out to 7.6% tax increase.

Due to COVID-19, the Finance Portfolio has recommended that a new position not be funded at this time, but instead staff accomplish what they are able with current capacity. This means that service expectations, including extra projects, will need to be addressed within available capacity, but staff advise that the current path is not sustainable.

Budget - 2021 - Fortune Parks/Animal Control/ Cemetery

These are the budgets approved by the Enderby & District Services Commission on February 18, 2021 and have been included in the RDNO's approved budget.

Budget 2021 - Sewer

- Operating Costs have increased by \$22,439 for 2021. This increase is primarily due to the change in the structure of weekend coverage and insurance premiums attributable to sewer services, which have increased due to COVID-19. Safe Restart Grant funds have been used to offset some of these incremental increases, to the extent eligible.
- Special Projects - a breakdown of planned projects is included on Appendix G. Most of the projects are carry forwards from 2020 and are funded from surplus funds.
- Capital Projects
 - A breakdown of the capital projects for 2021 is also included on Appendix G.
 - A 1% increase to asset management reserves has continued.
 - Debt servicing – refer to the Sewer point 1 on Appendix B. The remaining long-term loan for sewer is coming up for renewal in the fall. At this time, the debt can be paid off or renewed at the interest rate set at that time. Paying off the debt typically saves one year's worth of payments, which is currently valued at \$39,649. The repayment has been included in the budget as there are sufficient reserve funds available and it is not anticipated that the repayment will affect any future projects as any significant projects, such as a treatment plant upgrade, will require additional borrowing regardless of the repayment. Following policy, future payments will be put back into reserves to replenish the funds and to address the infrastructure deficit.

The draft budget proposes a 1% increase to user fees, and a 1.9% increase to frontage tax. Together, this amounts to an increase of \$7.66 for a home with 100 feet or more of frontage, which is included in the overall increase on Appendix A.

Budget 2021 - Water

- Operating Costs have increased by \$23,622 for 2021. As with Sewer, this increase is primarily due to the change in the structure of the weekend shift and increased

insurance premiums attributable to water services. The incremental increase has been funded through the COVID-19 Safe Restart Grant funds, to the extent eligible.

- Special Projects - A list of projects planned for 2021 is included on Appendix G.
- Capital Projects
 - A listing of the 2020 capital projects is included on Appendix G.
 - A 1% increase to asset management reserves has continued.

The draft budget proposes a 1.0% change to the flat rate for all users and an increase to the second-tier metered rate for the non-residential rate from 0.52/m³ to 0.55/m³. The increase in the second-tier metered rate for non-residential was an initiative started back in 2019 to bring non-residential rates closer to the residential rates over time.

Together, these increases would amount to an extra \$6.97 for a home with 100 feet or more of frontage, which is included in the overall increase on Appendix A.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

APPENDIX A

City of Enderby
2021 Taxation/User Fee Impact

Description	2020 Levy/Fees - based on average assessment of \$342,500*	Percentage Increase	Dollar Change	Total 2021
General*	999.30	2.9%	28.67	1,027.97
Water - Frontage	273.00	1.8%	5.00	278.00
Sewer - Frontage	258.00	1.9%	5.00	263.00
Water - User Fees	228.24	0.9%	1.97	230.21
Sewer - User Fees	265.74	1.0%	2.66	268.40
Garbage Fees	96.80	3.2%	3.10	99.90
Total General Taxes & Utilities	2,121.08	2.2%	46.40	2,167.48

* Average value of a 2021 home excluding non-market change (i.e. New construction)

APPENDIX B – Finance Portfolio Decision Points

2021 BUDGET CONSIDERATIONS

Below are the budget considerations that staff are looking for the Finance Portfolio to provide their recommendations on to be put forward to Council.

Executive Expenditures

1. Conventions/Meetings – As attendance at conventions were limited in 2020, Council approved allocating \$25,000 of this item to a Community Recovery/Response Fund. Conventions are likely to be virtual again for 2021.

Options:

- a. Reduce amount by \$25,000 for 2021, equal to a tax decrease of 1.6%; however, this will result in a 1.6% tax increase needed to be made up for in 2022, or whenever conventions resume.
 - ✓ b. Reallocate \$25,000 to another initiative, such as Community Response/Recovery or Executive Sundry to be used for a special project.
2. Community Recovery/Response Fund – There were unused amounts in 2020 of \$12,000. \$3,000 of this has already been committed in 2021, leaving \$9,000. Of the \$3,000 committed, the \$1,500 provided to Twice but Nice would be an eligible item under the Safe Restart Grant as the Society provides services to vulnerable populations. Reallocating the funding to the Safe Restart Grant would free up the funding available in the Community Recovery/Response Fund, which has fewer restrictions on spending.

Options:

- ✓ a. Reallocate the \$1,500 funding source for Twice but Nice, from the Community Recovery/Response Fund, to the Safe Restart Grant
- b. Continue to fund the \$1,500 to Twice but Nice through the Community Recovery/Response Fund.

For the remaining uncommitted portion:

Options:

- ✓ a. Carry over the uncommitted portion to 2021 for Community Recovery/Response.
 - ✓ b. Reduce executive expenditures by the uncommitted portion and place the corresponding value funding back surplus or Executive Sundry to be used for a special project.
3. Social Planning – there is \$4,000 currently in the budget that was used for Social Planning. The Health and Wellness Portfolio reported that these funds are likely not needed now.

Options:

- a. Reduce executive expenditures by \$4,000, for a taxation decrease of 0.3%.
- ✓ b. Reallocate \$4,000 to another initiative, such as Community Recovery/Response or Executive Sundry to be used for a special project.

APPENDIX B – Finance Portfolio Decision Points

General/Administrative

1. Roadway Cross-Sections – this is a new 2021 Strategic Plan objective. The estimated cost of designing the new cross-sections and completing an asset impact analysis is \$3,000.

Options:

- a. Increase engineering budget by \$3,000 for a 0.2% taxation increase.
 - b. Increase engineering budget by \$3,000 to be funded from a reallocation from other budget items reduced (i.e., Social planning, Council Conventions, etc.).
 - c. Not proceed with the cross-section design for 2021.
2. Donations – Attached is the draft donations listing.

Options:

- a. Support the attached listing.
 - b. Propose any additions/deletions.
3. New Position – Attached is a cost breakdown for either a new special projects position, or a new capacity position.

Options:

- a. Fund all or parts of a special projects position and operating budget through Executive Sundry uncommitted dollars, through a tax increase, or a combination.
- b. Fund an extra capacity position through a 7.6% tax increase.
- c. Do not fund an extra position and direct staff to complete projects to the extent possible within existing capacity.

Tourism/Community Engagement

1. Community Events – It is unlikely that the initial community events budget set up will be required in 2021 due to COVID restrictions. The current budget provides for Canada Day fireworks that are partially grant funded. The remaining community events budget is \$19,500 (\$8,000 for an events coordinator and \$11,500 for event expenses). The \$8,000 for the events coordinator provides for approximately 250 contract hours at \$32.00/hour. Note that the fireworks display for Halloween 2020 was a one-time event funded through the Community Recovery/Response Fund. If there is a desire to continue with the Halloween fireworks, ongoing funding will need to be allocated to this.

Halloween Fireworks

Options:

- a. Continue providing fireworks at Halloween, funded through the community events budget for 2021, and fund through RV Park revenues in future years once revenues from the RV are established.
- b. Continue providing fireworks at Halloween, funded through taxation (0.3% increase).
- c. Continue providing fireworks at Halloween, funded through another reallocation from an above discussion (such as reallocation of Social Planning).
- d. Do not continue Halloween fireworks.

Remaining Community Events budget:

- a. Continue to reserve the amounts for direct delivery of events.

APPENDIX B – Finance Portfolio Decision Points

- ✓ b. Reserve all or a portion for event contributions to external organizing committees and allocate any remaining amount to either the Community Enhancement Fund, Riverside RV Park reserves or another special project.
- c. Reallocate amount to Community Enhancement Fund.
- d. Reallocate amount to Riverside RV Park reserves.
- e. Reallocate amount to another special project.

Sewer

1. Sewer Long-Term Debt Renewal – the remaining long-term loan for sewer (a 20 year loan) is up for renewal in the fall. At this time, Council is able to pay down the remaining balance and clear off the debt or renew the loan. The full value of the loan repayment has been included in the draft budget. Typically early loan repayment saves one year’s worth of payments (valued at \$39,649 at current rates). Given the amount of reserves on-hand, and the timing of any sewer treatment plant upgrades, staff are recommending that the remaining balance on the loan is paid out. If Council supports the payout, the debt servicing costs in future years will be reallocated to asset management reserves to be leveraged against future grant applications. Alternatively, the loan can be renewed for an additional five years, with an interest rate estimate to be around 1%.

Recommended Option:

- ✓ a. Payout the remaining loan balance of \$358,088 at the renewal date, funded through sewer capital reserves.

Alternative Option:

- a. Renew the loan for another five years and explore payout at that time.

Water

1. The water fund requires an additional \$5,600 in fees to fund operations, based on 2020 water usage. Below are the proposed rates that would provide these funds:

1% increase to residential flat rate	\$ 3,080
1% increase to non-residential flat rate	\$ 260
Increase second tier metered rate for non-residential from 0.52/m ³ to 0.55/m ³	<u>\$ 2,260</u>
Total	\$ 5,600

The increase in the second tier metered rate for non-residential was an initiative started back in 2019 to bring the commercial rates closer to the residential rates over time. The current second tier rate for residential properties is 1.32/m³.

Options:

- ✓ a. Support proposed rate adjustments.
- b. Keep the proposed rates the same as 2020 and fund the increased costs through surplus, with the fee increase deferred to 2022 (note this will compound an already needed increase in 2022).
- c. Provide recommendation on how the Finance Portfolio would like to see the rates adjusted to obtain the same required revenue.

APPENDIX C

City of Enderby
Tax Impact Summary - General
2021

	<u>Original Budget</u>	
	<u>\$ Value</u>	<u>% Increase</u>
<u>Additional Budget Items Required for 2021:</u>		
<u>Operating (net of respective revenues):</u>		
Executive	1,147	0.1%
General / Administration	3,289	0.2%
Public Works	8,960	0.6%
Fire Department	3,997	0.3%
City Green Space	1,200	0.1%
Animal Control / Cemetery	2,609	0.2%
Operating Increase Required	<u>21,202</u>	<u>1.3%</u>
<u>Restore to Pre-COVID Levels</u>		
General / Administration	2,000	0.1%
Public Works	2,000	0.1%
Fire Department	3,000	0.2%
Computer Reserves	4,000	0.3%
	<u>11,000</u>	<u>0.7%</u>
<u>Capital:</u>		
Asset Management Reserves	15,713	1.0%
Equipment Reserves	1,400	0.1%
Parks Reserves	13,000	0.8%
	<u>30,113</u>	<u>1.9%</u>
<u>Other Revenue Offsets:</u>		
Non-Market Change / GIL	-	-1.1%
Net taxation increase per draft budget	<u>45,460</u>	<u>2.9%</u>

APPENDIX D

**City of Enderby
Donations & Grants
2021**

	2021 Actual	2021 Budget	Difference
Legion - Wreaths	150.00	150.00	150.00
Heritage Commission	1,050.00	1,050.00	1,050.00
Enderby & District Arts Council	4,000.00	4,000.00	4,000.00
Okanagan Regional Library Contribution	1,700.00	1,700.00	1,700.00
Film Commission	1,100.00	1,100.00	1,100.00
Drill Hall - utilities	350.00	350.00	350.00
Conservation - Boat Patrol	2,500.00	2,500.00	2,500.00
Misc.	1,150.00	1,150.00	1,150.00
	-	12,000.00	12,000.00

APPENDIX E - New Postion

Special Projects

Total Work Hours in Year (35 hours x 52 weeks) 1820

Notes on Special Projects Position

How this gets hired out depends on the mix of skill sets needed and time demands - could be consultant (assume higher rate/lower hours without overhead costs) or temp position (assume lower rate/higher hours plus overhead costs)

Projects can be scaled up or down in terms of scope/quality and may be partly offset by external contributions - but caution against underfunding unless elected official and public expectations are managed accordingly

Labour rate of \$35/hr is an average - depending upon needed skill set and experience

Functions	Labour Hours	Labour Rate	Benefits	Labour Total	Operating Budget	Total	Constraints / Notes
Entrance Sign Coordination and Implementation (incl. surveying, permitting, footings, foundation, materials and fabrication, installation costs, limited allowance for electrical/solar lighting and design - could vary dramatically depending on size and quality)	120	\$35.00	\$7.00	\$5,040.00	\$100,000.00	\$105,040.00	Highway 97A alignment and cross-section widths unknown
Business Community Outreach & Coordination (5 hours/week)	260	\$35.00	\$7.00	\$10,920.00	\$5,000.00	\$15,920.00	
Christmas Lights (assume 2 trees no buildings incl. minor electrical works and lift, no external labour)	40	\$35.00	\$7.00	\$1,680.00	\$30,000.00	\$31,680.00	Quality LED lights cost 23.50/ft (RGB) or 19.80/ft (static white)
Bandstand Design (assume grant-ready (Class C estimate), not constructed)	100	\$35.00	\$7.00	\$4,200.00	\$20,000.00	\$24,200.00	New pool location and detailed design not finalized
Community Greening Study and Implementation (costs may vary dramatically with scope of project and uptake)	80	\$35.00	\$7.00	\$3,360.00	\$15,000.00	\$18,360.00	Highway 97A alignment and construction standard unknown, including whether cross-section will include trees
Campground Business Case for Winter Camping	40	\$35.00	\$7.00	\$1,680.00	\$2,000.00	\$3,680.00	
Campground Layout and Infrastructure Plan	50	\$35.00	\$7.00	\$2,100.00	\$0.00	\$2,100.00	Op budget already funded elsewhere
Re-Branding (includes consulting and implementation (website redesign limited to logo, motto, and colour scheme))	260	\$35.00	\$7.00	\$10,920.00	\$120,000.00	\$130,000.00	
	950			\$39,900.00		\$330,980.00	

APPENDIX E - New Postion

Capacity

Total Work Hours in Year (35 hours x 52 weeks) 1820

Note on Capacity Position

As listed, this is > 1.0 FTE so some items will get reduced or eliminated or will remain with the employee who is currently carrying it

With a 1.0 FTE with operating budget, assume costs of \$125,000 = 8% tax increase

City is short 3-4 positions - if this position is funded it is a partial solution to right-sizing capacity with demand

Functions	Labour Hours	Labour Rate	Benefits	Labour Total	Operating Budget	Total	Constraints / Notes
Policies and Procedures	260	\$40.00	\$8.00	\$12,480.00	\$5,000.00	\$17,480.00	Op budget for legal research
Emergency Management Program Coordinator	1040	\$40.00	\$8.00	\$49,920.00	\$0.00	\$49,920.00	Op budget already established
Safety and Risk Management	520	\$40.00	\$8.00	\$24,960.00	\$20,000.00	\$44,960.00	Op budget for Occupational Hygienist consultant
Communications	260	\$40.00	\$8.00	\$12,480.00	\$5,000.00	\$17,480.00	Op budget for advertising and graphic design
Information Technology	260	\$40.00	\$8.00	\$12,480.00	\$15,000.00	\$27,480.00	Op budget for hardware/software and network consultant
Community Safety	260	\$40.00	\$8.00	\$12,480.00	\$10,000.00	\$22,480.00	Op budget for programs and outreach
Tourism Manager (rail-trail, tubefloating/river, VC, parking, etc)	520	\$40.00	\$8.00	\$24,960.00	\$0.00	\$24,960.00	Op budget tbd
	<u>3120</u>			<u>\$149,760.00</u>		<u>\$179,800.00</u>	

City of Enderby
Comparison of 2021 Budget vs. 2020 Budget - General

APPENDIX F

Operating

Special Projects

Capital Projects

Revenue

	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Property Taxes-General Revenue	597,540	596,914	617,374	19,834
Property Taxes-Capital Project	0	0	0	0
Refuse	104,249	104,232	107,589	3,340
Grants in Lieu of taxes	70,734	70,731	70,511	-223
Revenue from Other Sources	171,845	221,472	207,588	35,743
Community Works Funding	0	0	0	0
Unconditional Grants	512,650	512,809	512,990	340
Conditional Grants	1,100	15,235	1,100	0
Safe Restart Grant	0	977,228	5,900	5,900
Contribution - amortization	0	0	0	0
Borrowing	0	0	0	0
Transfers from Other Funds	175,512	203,991	187,201	11,689
Subtotal of all Other Revenue	1,036,090	2,105,699	1,092,880	56,790
Transfer from Surplus	0	0	0	0
Total Revenue	1,633,630	2,702,613	1,710,253	76,623

	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
	7,500	7,350	6,200	-1,300
	25,000	14,750	17,440	-7,560
			401,100	401,100
			20,000	20,000
	25,000	14,750	438,540	413,540
	8,500	7,290	70,860	62,360
Total	41,000	29,390	515,600	474,600

	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
	663,372	663,372	681,792	18,420
	117,746	117,746	133,459	15,713
	53,500	79,664	53,500	0
	179,888	179,945	179,945	57
	0	0	70,635	70,635
	0	0	25,000	25,000
	0	635,939	0	0
	0	0	0	0
	713,173	166,920	741,506	28,333
	946,561	1,062,467	1,070,586	124,025
	194,180	111,483	213,747	19,567
Total	1,921,859	1,955,068	2,099,585	177,726

Expenditures

Executive	137,353	109,932	134,500	-2,853
General/Administration	652,038	661,373	710,457	58,419
Transportation	628,669	613,800	647,468	18,799
Protective Services	0	0	0	0
Refuse	104,260	99,077	107,599	3,339
Animal Control	0	0	0	0
Cemetery	0	0	0	0
Parks Services	105,560	101,212	106,760	1,200
Fortune Parks	0	0	0	0
Total Operating Expenses	1,627,880	1,585,393	1,706,785	78,905

			38,000	38,000
	28,500	13,200	331,400	302,900
	12,500	11,044	16,700	4,200
			2,500	2,500
			127,000	127,000
Total	41,000	24,244	515,600	474,600

				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total	0	0	0	0

Capital - Transportation	0	0	0	0
Capital - Administration	0	0	0	0
Capital - Protective Services	0	0	0	0
Capital - Services Commission	0	0	0	0
Amortization	0	0	0	0
Fiscal Services	5,750	3,630	3,468	-2,282
Transfer to Reserves	0	0	0	0
Total Capital Expenses	5,750	3,630	3,468	-2,282

Total	0	0	0	0

	1,085,100	320,892	1,203,635	118,535
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	635,939	0	0
	173,301	173,301	173,301	0
	663,458	689,679	722,649	59,191
Total	1,921,859	1,819,810	2,099,585	177,726

Total Expenditures	1,633,630	1,589,023	1,710,253	76,623
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Total	41,000	24,244	515,600	474,600
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Total	1,921,859	1,819,810	2,099,585	177,726
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Net Income	0	1,113,591	0	0
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	0	5,146	0	0
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	0	135,258	0	0
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Protective Services

APPENDIX F

	Operating				Special Projects				Capital Projects			
	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Revenue												
Property Taxes-General Revenue	112,065	112,065	113,812	1,747			5,250	5,250	45,000	45,000	45,000	0
Shuswap River Fire Protection District	84,966	74,138	83,677	-1,289	24,400	5,400	15,550	-8,850	0	0	17,500	17,500
Fire Protection	22,169	22,169	22,346	177				0	0	5,350	0	0
Revenue from Other Sources									0	0	0	0
Conditional Grants					156,900	90,419	213,085	56,185	0	0	0	0
Safe Restart Grant							110,000	110,000	0	0	0	0
Contribution - amortization									0	67,905	0	0
Transfer from reserves					15,000	0	0	-15,000	0	0	17,500	17,500
Transfer from surplus					29,550	5,400	21,050	-8,500	22,043	22,043	11,402	-10,641
Total Revenue	219,200	208,371	219,835	635	225,850	101,219	364,935	139,085	67,043	140,298	91,402	24,359
Expenditures												
Protective Services	219,200	190,152	219,835	635	225,850	101,238	364,935	139,085	0	0	0	0
Total Operating Expenses	219,200	190,152	219,835	635	225,850	101,238	364,935	139,085	0	0	0	0
Capital - Protective Services									0	5,350	35,000	35,000
Amortization									0	67,905	0	0
Fiscal Services									0	0	0	0
Transfer to Reserves									67,043	67,043	56,402	-10,641
Total Capital Expenses	0	0	0	0	0	0	0	0	67,043	140,298	91,402	24,359
Total Expenditures	219,200	190,152	219,835	635	225,850	101,238	364,935	139,085	67,043	140,298	91,402	24,359
Net Income	0	18,220	0	0	0	-19	0	0	0	0	0	0

APPENDIX F

	Operating				Special Projects				Capital Projects			
	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Revenue												
Riverside RV Park	207,500	147,418	198,400	-9,100			10,600	10,600	18,000	18,000	18,000	0
Tourism Revenues	23,000	2,604	7,000	-16,000					0	0	0	0
Conditional Grants	24,600	3,600	3,600	-21,000			5,150	5,150	0	0	0	0
Safe Restart Grant		69,941										
Contribution - amortization									0	0	0	0
Transfer from reserves									0	0	0	0
Transfer from surplus							14,000	14,000	0	0	0	0
Total Revenue	255,100	223,563	209,000	-46,100	0	0	29,750	29,750	18,000	18,000	18,000	0
Expenditures												
Riverside RV Park	150,800	93,058	135,600	-15,200			29,750	29,750				0
Tourism Expenses	63,200	14,132	30,900	-32,300								
Community Events	26,100	4,959	27,500	1,400								
Community Enhancement Fund	15,000	0	15,000	0								
Total Operating Expenses	255,100	112,148	209,000	-46,100	0	0	29,750	29,750	0	0	0	0
Capital									0	0	0	0
Amortization									0	0	0	0
Transfer to Reserves									18,000	18,000	18,000	0
Total Capital Expenses	0	0	0	0	0	0	0	0	18,000	18,000	18,000	0
Total Expenditures	255,100	112,148	209,000	-46,100	0	0	29,750	29,750	18,000	18,000	18,000	0
Net Income	0	111,414	0	0	0	0	0	0	0	0	0	0

APPENDIX F

Fortune Parks

Operating

Special Projects

Capital Projects

Revenue

Revenue from Other Sources
Conditional Grants
Safe Restart Grant
Property Taxes-General Revenue
Contribution - amortization
Transfer from reserves
Transfer from DCC's
Transfer from surplus
Total Revenue

2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
700,181	649,533	716,291	16,110
1,000	550	0	-1,000
701,181	650,083	716,291	15,110

Expenditures

Fortune Parks Recreational Services
Total Operating Expenses
Capital - Fortune Parks
Amortization
Fiscal Services
Transfer to Reserves
Total Capital Expenses

701,181	619,883	716,290	15,109
701,181	619,883	716,290	15,109
0	0	0	0
701,181	619,883	716,290	15,109
0	30,200	0	0

2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
46,700	46,700	23,400	-23,300
150,000	3,350	121,650	-28,350
12,000	7,868	6,600	
208,700	57,918	151,650	-51,650

208,700	58,125	151,650	-57,050
208,700	58,125	151,650	-57,050
0	0	0	0
208,700	58,125	151,650	-57,050
0	-207	0	5,400

2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
148,295	148,295	185,405	37,110
0	0	955,900	955,900
0	56,397	0	0
145,934	94,560	186,450	40,516
0	0	0	0
0	0	0	0
294,229	299,252	1,327,755	1,033,526

0	0	0	0
63,750	42,404	1,165,650	1,101,900
0	56,397	0	0
230,479	201,119	162,105	-68,374
294,229	299,920	1,327,755	1,033,526
294,229	299,920	1,327,755	1,033,526
0	-668	0	0

APPENDIX F

Animal Control

Operating

Special Projects

Capital Projects

	Operating				Special Projects				Capital Projects			
	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Revenue												
Revenue from Other Sources	17,113	15,007	16,892	-221								
Conditional Grants	0	0	0	0								
Property Taxes-General Revenue	11,870	11,870	12,482	612								
Contribution - amortization	0	0	0	0								
Transfer from reserves	0	0	0	0								
Transfer from DCC's	0	0	0	0								
Transfer from surplus	0	0	0	0								
Total Revenue	28,983	26,877	29,374	391	0	0	0	0	0	0	0	0
Expenditures												
Animal Control	28,983	26,531	29,374	391								0
Total Operating Expenses	28,983	26,531	29,374	391	0	0	0	0	0	0	0	0
Capital												
Amortization												
Fiscal Services												
Transfer to Reserves												
Total Capital Expenses	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	28,983	26,531	29,374	391	0	0	0	0	0	0	0	0
Net Income	0	346	0	0	0	0	0	0	0	0	0	0

APPENDIX F

Cemetery

	Operating				Special Projects				Capital Projects			
	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Revenue												
Revenue from Other Sources	41,589	50,343	43,790	2,201					4,465	4,400	5,000	535
Conditional Grants	0	0	0	0								
Property Taxes-General Revenue	16,241	16,562	18,238	1,997								
Contribution - amortization												
Transfer from reserves					10,600	0	0	-10,600	74,335	42,126	15,600	-58,735
Transfer from DCC's											9,000	
Transfer from surplus												
Total Revenue	57,830	66,905	62,028	4,198	10,600	0	0	-10,600	78,800	46,526	29,600	-58,200
Expenditures												
Cemetery	57,830	46,290	62,028	4,198	10,600	1,725	0	-10,600				0
Total Operating Expenses	57,830	46,290	62,028	4,198	10,600	1,725	0	-10,600	0	0	0	0
Capital									74,400	42,126	15,600	-58,800
Amortization												0
Fiscal Services												0
Transfer to Reserves									4,400	4,400	14,000	9,600
Total Capital Expenses	0	0	0	0	0	0	0	0	78,800	46,526	29,600	-49,200
Total Expenditures	57,830	46,290	62,028	4,198	10,600	1,725	0	-10,600	78,800	46,526	29,600	-49,200
Net Income	0	20,615	0	0	0	-1,725	0	0	0	0	0	-9,000

APPENDIX F

City of Enderby
Comparison of 2021 Budget vs. 2020 Budget - Water

	Operating				Special Projects				Capital Projects			
	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget	2020 Budget	2020 Actual	2021 Budget	2021 vs 2020 Budget
Revenue												
User Fees	457,888	461,477	463,809	5,921	10,500	10,500	10,896	396				
Connection Fees	825	1,489	825	0								
Frontage Tax	300	0	0	-300	27,000	27,000	27,604	604	249,257	250,961	253,941	4,684
Misc. Income	17,700	19,014	17,700	0				0				-
Conditional Grants	0	6,125	0	0				0	287,387	287,387	0	-287,387
Safe Restart Grant	0	9,385	10,500	10,500	0	0	107,000	107,000				
Transfer from DCC's	0	0	0	0					0	0	0	0
Transfer from Surplus	0	0	7,500	7,500	33,800	0	109,300	75,500	33,000	28,480	0	-33,000
Transfer from Reserves	0	0	0	0	14,500	0	0	-14,500	610,348	315,285	350,735	-259,613
Contribution for amortization	0	0	0	0					0	335,443	0	0
Borrow	0	0	0	0					0	0	0	0
Total Revenue	476,713	497,489	500,335	23,622	85,800	37,500	254,800	169,000	1,179,992	1,217,556	604,676	(575,316)
Expenditures												
Water Maintenance	105,500	85,417	105,500	0	0	0	0	0				
Staff Development	2,500	293	2,500	0								
Administration Fee	52,393	52,393	56,250	3,857								
PW Equipment	43,100	52,524	44,400	1,300								
Labour and Benefits	163,220	159,755	181,685	18,465								
Treatment Plant	105,000	101,517	105,000	0								
Pre-Engineering/Design/Studies	5,000	435	5,000	0	13,500	0	50,000	36,500				
Sundry	0	0	0	0	72,300	11,662	204,800	132,500				
Total Operating Expenses	476,713	452,335	500,335	23,622	85,800	11,662	254,800	169,000	0	0	0	0
Transfer to Reserves									114,267	114,267	114,267	0
Transfer to Reserves - Asset Management									119,725	119,725	124,409	4,684
Capital									946,000	646,417	366,000	-580,000
Amortization									0	335,443	0	
Debt Servicing									0	0	0	0
Total Capital Expenses	0	0	0	0	0	0	0	0	1,179,992	1,215,852	604,676	-575,316
Total Expenditures	476,713	452,335	500,335	23,622	85,800	11,662	254,800	169,000	1,179,992	1,215,852	604,676	-575,316
Net Income	0	45,154	0	0	0	25,838	0	0	0	1,704	0	0

APPENDIX G

SUMMARY OF CAPITAL & OPERATING PROJECTS - 2021

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE				SURPLUS / RESERVES				OTHER RESERVES												
			Grants	Borrow Funds	SRRPD Contribution/Other	2021 Taxation/User Fee/Property Owners	Sewer YTD Surplus	Water YTD Surplus	General YTD Surplus	Surplus - Safe Restart Grant	General - Fire Dept	City Parks	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non-Statutory	Sewer - Non-Statutory	DCC - Sewer	DCC - Water	DCC - Roads
YTD Surplus at Dec 31/20							1,094,931	496,376	1,721,066	948,955													
Reserves at Dec 31/20																							
Transfer between Funds																							
Contributions in 2021																							
										56,402	13,000	4,000	70,000	96,000	162,154	66,800	179,945	238,676	176,227	130,409	381,110	153,804	
GENERAL FUND																							
Protective Services																							
Fire Dept Surplus transfer		22,043							11,402														
Fire Dept - splashpad repairs	35,000				17,500					17,500													
Fire Dept - Backup power wiring		8,000			4,000				4,000														
Fire Dept - PPV Fan		5,100			2,550				2,550														
Fire Dept - roof repairs		5,000			2,500				2,500														
Fire Dept - exterior wall sealing		2,500			1,250	1,250																	
Fire Dept - pagers		3,000			1,500	1,500																	
Fire Dept - SCBA masks		10,000							10,000														
Fire Dept - Fleet assessment		2,500			1,250				1,250														
Fire Dept - SOG update		5,000			2,500	2,500																	
Protective Services - Safe Restart		100,000							100,000														
Firesmart Economic Recovery		150,000	150,000																				
Evacuation Route Planning		400	400																				
Flood Mapping & Risk Assessment		61,885	51,135					10,750															
EOC Equipment		11,550	11,550																				
Executive																							
Community Enhancement Fund		25,000							25,000														
Community Recovery/Response		1,500							1,500														
Special projects		36,500				26,000			10,500														
General/Administration																							
MAMP - Asset Register Refinement		21,800	17,440					4,360															
Safe Restart Items		300,000							300,000														
Roadway Cross-Sections		3,000			3,000																		
Northern Drainage Basin Plan		15,000						15,000															
Transportation																							
Vernon St Storm line		6,000						6,000															
De-ice Spray System		6,500						6,500															
Shop - Bay lights		2,200				2,200																	
Generator liftstation connections		2,000						2,000															
Parks Services																							
Tuey Park - parking improvements		7,000						7,000															
Riverwalk repairs		20,000								20,000													
Safe Restart Items		100,000						100,000															
Fortune Parks																							
Fortune Parks - Safe Restart Items		25,000						25,000															
Tourism/Community Engagement																							
RV Park - expansion plan		18,000			5,700			12,300															
RV Park - House repairs		1,700						1,700															
RV Park - Tree Canada Project		7,150	5,150		2,000																		
RV Park - House Fireplace repair		2,900			2,900																		
Capital																							
Drill Hall roof replacement	70,635		70,635																				
Hubert Avenue Rehabilitation	760,000							213,747					24,252	147,703		374,298							
Knight Ave Rehabilitation	373,000					177,747						70,000		125,253									
Total Used - General Fund	1,238,635	988,228	306,310	-	43,650	214,197	-	-	331,059	542,000	17,500	20,000	-	70,000	24,252	272,956	-	374,298	-	-	-	-	-
Balance of Surplus & Reserves @ Dec 31/21									1,390,008	406,955	466,472	24,724	41,871	76	96,132	36,933	476,522	186,276				153,804	

APPENDIX G

SUMMARY OF CAPITAL & OPERATING PROJECTS - 2021

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE					SURPLUS / RESERVES				OTHER RESERVES											
			Grants	Borrow	Funds	SRFPD Contribution/Other Contributions	2021 Taxation/User Fee/Property Owners	Sewer YTD Surplus	Water YTD Surplus	General YTD Surplus	Surplus - Safe Restart Grant	General - Fire Dept	City Parks	General - Computer	General - Streets	General - Accumulated Surplus	General - Asset Management	General - Equipment	Community Works Fund	Water - Non-Statutory	Sewer - Non-Statutory	DCC - Sewer	DCC - Water
YTD Surplus at Dec 31/20							1,094,931	496,376	1,721,066	948,955													
Reserves at Dec 31/20																							
Transfer between Funds																							
Contributions in 2021																							
										56,402	13,000	4,000	70,000	96,000	162,154	66,800	179,945	238,676	176,227	130,409	381,110	153,804	

SEWER FUND																								
Safe Restart Items	100,000																							
So2/H2S Sensor	1,000																							
McGowan LS pump #1	13,500																							
McGowan LS electrical renewal	35,000																							
Kate LS servicing - pump #2	5,000																							
Brickyard LS pump	14,000																							
Calibrate equipment	2,500																							
Riverdale LS pump	13,500																							
Riverdale LS electrical renewal	50,000																							
Salsnes Parts	6,300							6,300																
McGowan LS pump #2	13,500							13,500																
Kate LS servicing - pump #1	5,000							5,000																
Riverdale pump #2	13,500							13,500																
COD Tester	2,000																							
Other upgrades	59,200							59,200																
Long-term debt payout	358,088																							
Hubert Avenue	175,000																						358,088	
Knight Avenue	101,000							38,500															175,000	
Princess Street	102,000							102,000															62,500	
Total Used - Sewer Fund	378,000	692,088						136,000																595,588
Total Capital & Operating		1,070,088																						
Balance of Surplus & Reserves @ Dec 31/21								859,431																606,369

WATER FUND																								
Transition in weekend coverage	22,000							7,000																
Safe Restart Items	100,000																							
Railway ROW surveying	15,000																							
Water line surveying	10,000																							
Intake pump #1	2,800																							
WTP mainline valve relocation	6,500																							
WTP upgrade - engineering	25,000																							
Reservoir expansion - engineering	10,000							10,000																
Shuswap well tree removal	2,000							2,000																
Meter reader upgrade	10,000																							
Intake pump #2	3,000							3,000																
WTP gas sensor	10,000																							
WTP filter media replacement	40,000																							
Unknowns	23,500							23,500																
Hubert Ave	186,000																							186,000
Knight Ave	80,000							15,265																64,735
Shuswap River Crossing	100,000																							100,000
Total Used - Water Fund	366,000	279,800						60,765																350,735
Balance of Surplus & Reserves @ Dec 31/21																								344,822

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1720

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2021 – 2025 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2021 – 2025 Financial Plan Bylaw No.1720, 2021”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2021 – 2025 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2021 – 2025 Financial Plan.
4. Bylaw No. 1696, cited as “City of Enderby 2020 – 2024 Financial Plan Bylaw No. 1696, 2020”, is hereby repealed.

READ a FIRST time this ____ day of _____, 2021.

READ a SECOND time this ____ day of _____, 2021.

READ a THIRD time this ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

MAYOR

CORPORATE OFFICER

**CITY OF ENDERBY
2021-2025 Financial Plan**

**Consolidated Five Year Financial Plan
Schedule 'A' of Bylaw No. 1720**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Municipal Taxation	1,633,605	1,681,200	1,726,302	1,772,762	1,823,237
Utility Taxes / Grants in Lieu	100,501	102,511	104,561	106,652	108,785
Sale of Services / Other Contributions	658,251	970,050	655,401	668,509	681,879
Revenue from own Sources	1,262,579	1,287,830	1,313,587	1,339,858	1,366,656
Grants	2,050,405	5,771,932	671,695	671,695	671,695
Sewer Revenue	784,506	876,101	890,330	904,825	919,593
Water Revenue	774,775	866,488	881,149	896,080	911,286
Total Revenues	7,264,622	11,556,112	6,243,025	6,360,381	6,483,131
EXPENSES					
General Government Services	1,229,357	872,669	890,122	907,924	926,083
Protective Services	584,770	224,232	228,716	233,291	237,956
Transportation Services	664,168	662,662	675,915	689,433	703,222
Environmental Health Services	110,099	109,751	111,946	114,185	116,469
Animal Control	29,374	29,962	30,561	31,172	31,795
Cemetery	62,028	63,269	64,534	65,825	67,142
Recreation & Cultural Services	233,760	108,895	111,073	113,295	115,560
Fortune Parks Recreational Services	867,940	776,516	792,046	807,887	824,045
Tourism & Community Engagement	223,750	208,692	212,866	217,123	221,466
Sewer Expenditures	766,630	624,883	637,380	650,128	663,130
Water Expenditures	755,135	614,891	627,189	639,733	652,528
Fiscal Services	107,623	104,156	104,156	104,156	104,156
Total Expenses	5,634,634	4,400,578	4,486,504	4,574,152	4,663,552
SURPLUS (DEFICIT) FOR THE YEAR	1,629,988	7,155,534	1,756,521	1,786,229	1,819,579
TOTAL CASH FROM OPERATIONS	1,629,988	7,155,534	1,756,521	1,786,229	1,819,579
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(3,163,885)	(6,123,347)	(1,694,000)	(135,212)	-
Debt Principle repayment	(466,883)	(108,794)	(108,794)	(108,794)	(108,794)
Debt Proceeds	-	-	400,000	-	-
Transfer From Reserves	1,950,379	548,623	1,116,253	45,000	-
Transfer to Reserves	(1,388,058)	(1,488,016)	(1,469,980)	(1,587,223)	(1,710,785)
Transfer From Operating Surplus	1,438,459	16,000	-	-	-
TOTAL CASH ADJUSTMENT	(1,629,988)	(7,155,534)	(1,756,521)	(1,786,229)	(1,819,579)
FINANCIAL PLAN BALANCE	-	-	-	-	-

**CITY OF ENDERBY
2021-2025 Financial Plan**

**Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1720**

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

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

Proportion of Total Revenue From Funding Sources

Policies

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

Table 1: Sources of Funding

<i>Funding Source</i>	% of Total Revenue	Dollar Value
<i>Property taxation</i>	15.3 %	\$ 1,633,605
<i>User Fees and charges</i>	20.0 %	\$ 2,124,670
<i>Other sources*</i>	45.5 %	\$ 4,844,780
<i>Government grants</i>	19.2 %	\$ 2,050,405
<i>Debt proceeds</i>	0.0 %	\$ 0
<i>Total</i>	100.0 %	\$ 10,653,460

- a) Property Taxation provides a stable and reliable source of revenue for services of a general collective benefit such as fire protection, street maintenance, snow removal, and general administration.
- b) User fees and charges are collected for services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.
- c) Other sources includes transfers from reserves and surplus funds, and funding received from other jurisdictions.
- d) Government Grants are for projects where the City of Enderby has received grant approval or is anticipating approval in 2021.
- e) Debt proceeds represent any borrowed funds that will be received. The City has not engaged in any borrowing for 2021.

Distribution of Property Value Taxes

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

Objective

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

Table 2: Distribution of Property Tax Rates

Property Class	% Of Total Property Taxation	Dollar Value
Residential (1)	78.42 %	\$ 1,281,052
Utilities (2)	1.16 %	\$ 19,007
Light Industrial (5)	2.04 %	\$ 33,310
Business and Other (6)	18.29 %	\$ 298,802
Recreation / Non-Profit (8)	0.04 %	\$ 632
Farmland (9)	0.05 %	\$ 802
Total	100.00 %	\$ 1,633,605

Permissive Tax Exemptions

Objective

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

The City of Enderby provides permissive tax exemptions consistent with its policy. Some of the eligibility criteria for permissive tax exemptions include:

- The Organization's use of the land and/or improvements must be for public benefit to provide programs and/or activities consistent with Council's objective of enhancing quality of life and delivering services economically.
- The exemption must be used to benefit the Organization directly and the cost savings attributed to the exemption cannot be turned over to another organization.
- Only Organizations who meet the requirements of the *Community Charter* are eligible for a permissive tax exemption.

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1721

A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL LIBRARY, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2021

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

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

1. This bylaw may be cited as “City of Enderby Annual Tax Rate Bylaw No. 1721, 2021”.
2. The following rates are hereby imposed and levied for the year 2021:
 - (a) For all lawful and general purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Schedule “A” attached hereto and forming part of the bylaw.
 - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
 - (c) For library purposes on the value of land and improvements taxable for Regional Library purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
 - (d) For regional district purposes on the value of land and improvements taxable for Regional District purposes, rates appearing in Schedule “A” attached hereto and forming part of this bylaw.
3. The minimum amount of taxation upon a parcel or real property shall be One Dollar (\$1.00).
4. Bylaw No. 1697, cited as “City of Enderby Annual Tax Rate Bylaw No. 1697, 2020”, is hereby repealed.

READ a FIRST time this ___ day of ___, 2021.

READ a SECOND time this ___ day of ___, 2021.

READ a THIRD time this ___ day of ___, 2021.

ADOPTED this ____ day of ____, 2021.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	3.0010	0.3321	0.1994	0.7554
2 Utility	37.4164	1.1623	2.4861	2.6439
5 Light Industry	8.4925	1.1291	0.5643	2.5683
6 Business	6.5831	0.8136	0.4374	1.8507
8 Recreation	3.6012	0.3321	0.2393	0.7554
9 Farm	3.0010	0.3321	0.1994	0.7554

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1722

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

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

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

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

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

1. This bylaw may be cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1722, 2021".
2. In this bylaw, unless the context otherwise requires, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

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

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

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

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with sewer by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the "frontage tax".
4.
 - a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.
 - b) The annual rate shall be \$2.63 per taxable foot frontage.

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

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2021 and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1698, cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1698, 2020", is hereby repealed.

READ a FIRST time this ___ day of _____, 2021.

READ a SECOND time this ___ day of _____, 2021.

READ a THIRD time this ___ day of _____, 2021.

ADOPTED this ___ day of _____, 2021.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1723

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

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

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

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

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

1. This bylaw may be cited as "City of Enderby Water Frontage Tax Bylaw No. 1723, 2021".
2. In this bylaw, unless the context otherwise required, "actual foot frontage" means the number of feet of a parcel of land which actually abuts on the work or highway;

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

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

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

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

- b) The annual rate shall be \$2.78 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the City of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the water.
- 8. For the purpose of this bylaw:
 - a) Where the number of feet of a parcel of land has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2021, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1699, cited as “City of Enderby Water Frontage Tax Bylaw No. 1699, 2021”, is hereby repealed.

READ a FIRST time this ___ day of _____, 2021.

READ a SECOND time this ___ day of _____, 2021.

READ a THIRD time this ___ day of _____, 2021.

ADOPTED this ___ day of _____, 2021.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1724

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. 1724, 2021".
2. Schedules "3", "4" and "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3", "4" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ___ day of ____, 2021.

READ a SECOND time this ___ day of ____, 2021.

READ a THIRD time this ___ day of ____, 2021.

ADOPTED this ___ day of ____, 2021.

MAYOR

CORPORATE OFFICER

SCHEDULE 3

SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

<u>DESCRIPTION</u>	<u>PER</u>	<u>MINIMUM CHARGE</u>
APARTMENT	Unit	258.00
BAKERY	Unit	429.00
BARBER	Chair	147.03
BEAUTY	Chair	147.03
BODY SHOP	Unit	514.98
BED & BREAKFAST	Unit	162.03
BUTCHER SHOP	Unit	378.33
CAMPGROUND - TENT SPACE	Unit	42.12
CAMPGROUND - RV HOOKUP	Unit	85.35
CAMPGROUND - SANI DUMP	Unit	354.00
CARWASH (RECYCLABLE)	Stall	460.50
CARWASH (NON-RECYCLABLE)	Stall	788.85
CHURCH	Unit	258.00
CURLING RINK	Unit	1,255.83
DAYCARE	Unit	376.17
DENTAL OFFICE	Unit	329.52
DUPLEX /TRI-PLEX	Unit	291.90
GARAGE	Unit	446.52
HEALTH/FITNESS	Unit	240.81
HOSPITAL	Bed	172.26
HOTEL/MOTEL	Unit	162.27
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	128.58
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	258.00
INDUSTRY (1-5 PEOPLE)	Unit	278.49
INDUSTRY (EACH ADDITIONAL PERSON)	Person	27.18
LAUNDROMAT	Washer	162.27
LODGING/BOARDING HOUSE	Unit	199.80
MEDICAL CLINIC	Unit	354.00
MILL	Unit	405.72
OFFICE (0-2000 SQUARE FEET)	Unit	114.63
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	14.34
POOL	Unit	2,162.67
PUBLIC HALLS	Unit	226.98
RECREATION HALL	Unit	188.49
RESTAURANT (1-10 SEATS)	Unit	234.06
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	14.34
SCHOOL	Class	189.63
SINGLE FAMILY DWELLING	Unit	268.38
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	375.84
SKATING RINK	Unit	2,162.67

SPRAY PARK	Unit	3,576.66
STORE (0-1000 SQUARE FEET)	Unit	147.03
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	45.60
STRATA/CONDO	Unit	258.00
TRANSPORTATION - LARGE FACILITY	Unit	6,863.34

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

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

SERVICE CONNECTIONS

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

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

SCHEDULE 4
WATER USER FEES

Administered through the Water and Sprinkling Regulation Bylaw

USER FEES

Metered Rates

	<u>Flat Rate / Period</u>	<u>Consumption Rate / Period</u>
A. Single Family Residential		
Jan-Apr / Sep-Dec	\$ 73.06	\$ 0.51 / m ³ over 40 m ³ to 55 m ³ \$ 1.32 / m ³ over 55 m ³ to 375* m ³
May - Aug	\$ 73.06	\$ 0.51 / m ³ over 85 m ³ to 105 m ³ \$ 1.32 / m ³ over 105 m ³ to 750* m ³
B. Single Family Residential with Legalized Suite		
Jan-Apr / Sep-Dec	\$ 104.07	\$ 0.51 / m ³ over 65 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 462* m ³
May - Aug	\$ 104.07	\$ 0.51 / m ³ over 105 m ³ to 125 m ³ \$ 1.32 / m ³ over 125 m ³ to 925* m ³
C. Strata Residential		
Jan-Apr / Sep-Dec	\$ 57.58	\$ 0.51 / m ³ over 30 m ³ to 40 m ³ \$ 1.32 / m ³ over 40 m ³ to 330* m ³
May - Aug	\$ 57.58	\$ 0.51 / m ³ over 70 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 660* m ³
Irrigation:		
Metered		\$ 1.32 / m ³
Non-metered		\$ 1.32 / m ³ based on estimated volume
D. Multi Family Residential		
Jan-Apr / Sep-Dec	\$ 57.58	\$ 0.51 / m ³ over 30 m ³ to 40 m ³ \$ 1.32 / m ³ over 40 m ³ to 330* m ³
May - Aug	\$ 57.58	\$ 0.51 / m ³ over 70 m ³ to 80 m ³ \$ 1.32 / m ³ over 80 m ³ to 660* m ³
E. Business / Industrial	\$ 34.01	\$ 1.32 / m ³ over 24 m ³ to 60 m ³ \$ 0.55 / m ³ over 60 m ³
F. Business / Industrial with Residential	\$ 50.83	\$ 1.32 / m ³ over 35 m ³ to 60 m ³ \$ 0.55 / m ³ over 60 m ³
G. Institutional / Civic	\$ 34.01	\$ 1.32 / m ³ over 24 m ³ to 60 m ³ \$ 0.55 / m ³ over 60 m ³

Irrigation on separate meter		\$ 0.55 / m ³	
H. Agricultural**			
Properties with single family residential			
Jan-Apr / Sep-Dec	\$ 79.70	\$ 0.51 / m ³ over 45 m ³	
May - Aug	\$ 79.70	\$ 0.51 / m ³ over 90 m ³	
Land only			
Jan-Apr / Sep-Dec		\$ 0.51 / m ³	
May - Aug		\$ 0.51 / m ³	Irrigation
I. Home Hemodialysis***		\$ 0.51 / m ³	

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

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

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

Non-Metered Rates

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

Late Penalty

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

MISC. CHARGES

Connection Charge

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

Failure or Refusal to Have a Water Meter Installed

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

Meter Reading Request

Per request \$25.00.

Hydrant Use

Water Usage

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

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

Turn-On Turn-Off

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

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

SCHEDULE 9

GARBAGE COLLECTION

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

Garbage Collection:

- a) Garbage Collection: \$99.90 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$1.50 per sticker

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

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

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 15, 2021
Subject: Riverside RV Park Strategic Plan

RECOMMENDATION

THAT Council adopts the 2021 Strategic Plan for the Riverside RV Park.

BACKGROUND

Attached to this memorandum the 2021 Strategic Plan for the Riverside RV Park. The Plan is an outcome of a facilitated videoconference meeting involving Council's Recreation and Tourism Portfolio (Councillors Baird, Case, and Davyduke), City of Enderby senior staff, and the campground manager.

The meeting began with the development of mission, vision, and values statements to guide the overall direction and operation of the Riverside RV Park. Following that, strategic priorities were determined and then used as the basis for the identification of strategic objectives.

The Riverside RV Park 2021 Strategic Plan is itself a strategic objective identified in Council's 2021 update to its corporate-wide Strategic Plan. As described in the latter,

...a strategic 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 [organization].

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

RIVERSIDE RV PARK

STRATEGIC PLAN 2021

MISSION

The mission of the Riverside RV Park is to provide a positive, safe, and sustainable camping experience to our customers while demonstrating excellent corporate citizenship through strong local relationships and social, economic, and environmental investments in the City of Enderby.

VISION

The Riverside RV Park will be a source of community pride and sustainable prosperity by providing an unforgettable camping experience with enhanced amenities, programs, and activities for its customers while earning the respect of the community for its positive social, economic, and environmental contributions.

VALUES

The values of the Riverside RV Park are:

1. Positivity
2. Safety
3. Integrity
4. Sustainability

STRATEGIC PRIORITIES

The strategic priorities of the Riverside RV Park are:

1. Revenue Growth
2. Revenue Stability
3. Asset Management
4. Customer Experience
5. Community Relations

STRATEGIC PRIORITY #1: REVENUE GROWTH

- a. Explore the feasibility of expanding the campground and, if viable, prepare a site layout (2021)
- b. Complete an infrastructure plan to increase the quantity of serviced campsites (2021)
- c. Determine whether there is a business case to re-introduce winter camping (2021)
- d. Evaluate whether there is a basis for charging for use of the communal kitchen to recover costs associated with its usage and to fund future upgrades (2022)
- e. Develop a plan to diversify revenue streams through collaboration with local businesses (2022)

STRATEGIC PRIORITY #2: REVENUE STABILITY

- a. Manage expenses in accordance with budget (ongoing)
- b. Continue to provide to Council a portion of the prior-year's profits for the Community Enhancement Fund (ongoing)
- c. Implement an operating season extension through the Thanksgiving Long Weekend (2021)
- d. Develop a program to promote non-peak weekday camping through the use of discounts (2021)
- e. Build up savings to ensure that the Riverside RV Park can remain viable through two consecutive years of underperforming revenues without taxpayer subsidy (2023)

STRATEGIC PRIORITY #3: ASSET MANAGEMENT

- a. Complete an asset inventory and basic condition assessment (2021)
- b. Implement a tree replanting program (2021)
- c. Consider upgrades to the communal kitchen based on customer feedback (2022)
- d. Consider adding clothes washers and dryers based on customer feedback (2022)

STRATEGIC PRIORITY #4: CUSTOMER EXPERIENCE

- a. Provide more information to customers on the community experience and complimentary tourism opportunities (2021)
- b. Enhance directional signs throughout the community and on Highway 97A (2021)
- c. Assess what our customers desire or need and use this as the basis for future investments (2021)
- d. Develop and implement programs and activities in partnership with local businesses and community champions (2022)

STRATEGIC PRIORITY #5: COMMUNITY RELATIONS

- a. Improve public communications describing how the campground offers a positive visitor experience (2021)
- b. Improve public communications celebrating how the campground gives back to the community as a good corporate citizen (2021)
- c. Establish and maintain a community events notice board (2021)
- d. Explore ways to integrate the community into the campground's activity packages (2023)

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 9, 2021
Subject: Request for Support of Graduation Celebration

RECOMMENDATION

THAT Council considers proposals for graduation celebrations, such as parades, only when consistent with the orders and guidelines of a Public Health Officer and endorsed by School District #83 leadership.

BACKGROUND

Attached to this memorandum is an email from a parent of an A.L. Fortune graduating student who has requested that Council support her proposal for a graduation celebration. The parent wishes to consider possibilities for a celebration but recognizes that it is not yet known what orders and guidelines may be in place at the time that the celebration would normally occur. Public health orders and guidelines are responding to an evolving threat and remain a “moving target” that changes weekly – if not daily. This makes event planning extremely challenging; sadly, many other events, both in Enderby and elsewhere, have been cancelled as a result. While there are reasons to be optimistic over the global response to the pandemic in the medium term, signals from public health officials indicate that the easing of restrictions, particularly around events and gatherings, are unlikely to happen in a substantial and unqualified way, at least in the short term.

With sympathy for parents and students who may not have a graduation celebration due to the pandemic, or may find it substantially altered or delayed, Staff are recommending that the appropriate course of action is cooperation with School District #83 leadership and consistency with the orders and guidelines of Provincial and/or Regional Public Health Officers.

The City of Enderby and School District #83 have a joint obligation to ensure that any event or gathering is consistent with the orders and guidelines of Public Health Officers. Under the current *Gatherings and Events Order*, dated March 31, 2021, the City would be deemed the Owner of the Place where the Event is held (e.g. City streets) and School District #83 would be deemed the Organizer of the Event. Both the Owner and the Organizer have specific legal requirements. As these are the stakeholders who bear ultimate responsibility for permitting an Event to occur, staff are recommending coordination and cooperation to ensure that a permitted

Event, should one occur, meets the obligations of both parties and is done with respectful deference to the distinct responsibilities and expertise of each.

Should Council endorse the recommended approach, Staff will reach out to the parent to suggest that she enter into a dialogue with A.L. Fortune leadership about how to best ensure that any graduation celebration can be a memorable, meaningful, and safe event within the scope of Public Health orders and guidelines. Through that dialogue, there will be a greater opportunity for the City to support School District #83, A.L. Fortune, the parents, and the students in ensuring the best possible outcome for all involved, as we all grapple with the difficult task of preserving the meaningfulness of our milestones and traditions during a time of pandemic.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Tate Bengtson

From: Bonnie Lothian Godwin <info@cityofenderby.com>
Sent: Thursday, April 8, 2021 1:02 PM
To: info@cityofenderby.com
Subject: Website Form Submission ALF Grad Parade June 11, 2021

Name

Bonnie Lothian Godwin

Email

Telephone (optional)

Subject

ALF Grad Parade June 11, 2021

Message

Distribution to Mayor and Council

This is a request to allow drive by Graduation on June 11, 2021.

Since we don't know what the province will be recommending closer to Graduation date, I would like to get this on the table for discussion so we can at least talk about possibilities to allow the graduation class to do something in a safe way.

I am suggesting we be allowed to have the parade that would start at the arena/ball diamond and go the normal route excluding the school property. Students would line up in their vehicles 2 meters from each other, everyone including the driver are from the same bubble (recommended by the Province) and onlookers would be required to park 2 meters or more from each other and to stay inside their vehicles while the grad class drives by. Those that are taking pictures could do so only if they are masked and are remaining 2 meters from one another.

There has been talk about students not following protocols by hugging each other etc. and that's the fear if this is allowed. After further discussion with some parents and students, it was determined that these students have been in their core group for the whole year and they may have or not shared things but it hasn't changed for them therefore that should not be an issue.

Thank you for your consideration and time. I will look forward to hear from you closer to the end of May.

IP

Date Time