

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** June 21, 2021  
**TIME:** 4:30 p.m.  
**LOCATION:** Enderby City Hall

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Please contact Enderby City Hall at 250-838-7230 or [info@cityofenderby.com](mailto: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/](http://www.cityofenderby.com/hearings/)

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

- 2.1. Meeting Minutes of June 7, 2021 Page 1
- 2.2. Public Hearing Report for June 7, 2021 (Heins) Page 6
- 2.3. Public Hearing Report for June 7, 2021 (Mandair) Page 8

**3. DELEGATIONS**

- 3.1. Caravan Farm Theatre: Changes, Current Season and Opportunities Page 10  
Kerry MacLeod and Estelle Shook

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

**5. REPORTS**

- 5.1. Mayor and Council Reports Verbal
- 5.2. Area F Director Report Verbal
- 5.3. Chief Administrative Officer Verbal
- 5.4. 2020 Annual Report Page 11  
Memo prepared by Chief Financial Officer dated June 10, 2021
- 5.5. RDNO Building Permit Report – May 2021 Page 46

**6. BYLAWS**

6.1. Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Page 47  
Amendment Bylaw No. 1728, 2021 – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>d</sup> readings  
Memo prepared by Chief Financial Officer dated June 17, 2021

6.2. Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021 – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>d</sup> readings Page 50  
Memo prepared by Planner and Deputy Corporate Officer dated June 16, 2021

**7. NEW BUSINESS**

7.1. Review of Shipping Container Regulations and Enforcement Page 53  
Memo prepared by Planner and Deputy Corporate Officer dated June 17, 2021

7.2. Ministry of Forests, Lands, Natural Resource Operations and Rural Development Page 94  
Correspondence dated June 17, 2021 Re: Invasive Plant Management

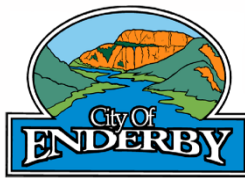
7.3. Civil Resolution Tribunal: Information for Motor Vehicle Accident Disputes Page 96  
Correspondence dated May 28, 2021

**8. PUBLIC QUESTION PERIOD**

**9. CLOSED MEETING RESOLUTION**

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

**10. ADJOURNMENT**



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held via video conference on Monday, June 7, 2021 at 4:30 p.m. in Council Chambers.

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

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

Other: Press and Public

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### **APPROVAL OF AGENDA**

Moved by Councillor Baird, seconded by Councillor Case  
*“THAT the June 7, 2021 Council Meeting agenda be approved as circulated.”*

CARRIED

### **ADOPTION OF MINUTES**

Council Meeting Minutes of May 17, 2021

Moved by Councillor Knust, seconded by Councillor Davyduke  
*“THAT adoption of the May 17, 2021 Council Meeting minutes be adopted as circulated.”*

CARRIED

### **PUBLIC HEARINGS**

0005-21-TUP-END (Heins)

The regular meeting gave way to the public hearing at 4:31 p.m.

The regular meeting re-convened at 4:52 p.m.

0011-21-ZTA-END (Mandair)

The regular meeting gave way to the public hearing at 4:53 p.m.

The regular meeting re-convened at 5:17 p.m.

**BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

None

**DEVELOPMENT MATTERS**

**0034-21-DVP-END (Still)**

Legal: LOT 1 BLOCK 4 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS)  
DIVISION YALE DISTRICT PLAN 211A  
Address: 728 Regent Avenue, Enderby BC  
Applicant: David Still  
Owner(s): David and Susan Still

Moved by Councillor Case, seconded by Councillor Shishido  
*THAT Council authorize the issuance of a Development Variance Permit for the property legally described as LOT 1BLOCK 4 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 728 Regent Avenue, Enderby B.C. to permit a variance to Section 602 .10.a of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum exterior side yard setback area from 5 m (16.40 feet) to 4.14 m (13.5 feet)."*

CARRIED

There were no comments from the public.

**0005-21-TUP-END (Heins)**

Legal: LOT 7 AND THAT PART OF LOT 6 BLOCK 14 PLAN 211A SHOWN ON PLAN B1133 AND THOSE PARTS OF LOTS 38 AND 39 PLAN 211 SHOWN ON PLAN B1133 THE WHOLE TO FORM A SINGLE PARCEL AND BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A  
Address: 607 Cliff Avenue, Enderby BC  
Applicant: Lori Heins  
Owner(s): Heins North Services Ltd.

Moved by Councillor Schreiner, seconded by Councillor Shishido  
*"THAT Council does NOT authorize the issuance of a Temporary Use Permit to permit mobile vendors to operate on the property legally described as LOT 7 AND THAT PART OF LOT 6 BLOCK 14 PLAN 211A SHOWN ON PLAN B1133 AND THOSE PARTS OF LOTS 38 AND 39 PLAN 211 SHOWN ON PLAN B1133 THE WHOLE TO FORM A SINGLE PARCEL AND TO BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 607 Cliff Avenue, Enderby;*

*AND THAT Council invites the applicant to discuss alternate options with Staff."*

CARRIED

0011-21-ZTA-END (Mandair) - third reading and adoption

Legal: LOT 7 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION  
YALE DISTRICT PLAN KAP50468  
Address: 2009 McGowan Street, Enderby BC  
Applicant: Ron Mandair  
Owner(s): John Pavelich and Marjorie Abbott

Moved by Councillor Knust, seconded by Councillor Davyduke  
“*THAT Council receives and files the attached Staff Report dated May 10, 2021;*

*AND THAT Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1726, 2021 be given third reading and adoption;*

*AND FURTHER THAT adoption shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.”*

CARRIED

**REPORTS**

Mayor and Council Reports

Councillor Shishido

Attended the Enderby and District Arts Council Meeting May 19, 2021 where two new board members were introduced: Shelley Verlaan and Dave Crozier. The Arts Council Emporium is now open to the public. Salmon sculpture refurbishing complete at City Hall and looks great.

Chief Administrative Officer

Paving to commence on Hubert Avenue tomorrow and the light loops are now working. Staff working on entrance sign refurbishment project.

**NEW BUSINESS**

Notice of Motion (Mayor McCune): Joint Letter to Minister of Transportation and Infrastructure

Moved by Councillor Shishido, seconded by Councillor Baird  
“*THAT Council directs staff to send a letter to the Honourable Rob Fleming, Minister of Transportation and Infrastructure, requesting a joint meeting with the Township of Spallumcheen, the City of Armstrong, and the City of Enderby, regarding joint concerns over speed, access, and congestion along Highway 97A.”*

CARRIED

Bylaw Enforcement Statistics for First Period of 2021 (Jan-Apr)

Moved by Councillor Case, seconded by Councillor Baird  
“*THAT Council receives and files the Bylaw Enforcement Statistics for First Period of 2021 (Jan-Apr).”*

CARRIED

Council asked about how complaints related to excessive barking and noise are evaluated and enforced.

Climate Action Revenue Incentive Program (CARIP) Reporting 2020

Moved by Councillor Case, seconded by Councillor Schreiner

*“THAT Council receives and files the Climate Action Revenue Incentive Program (CARIP) Reporting 2020 correspondence.”*

CARRIED

UBCM: Climate Action Revenue Incentive Program (CARIP)

Moved by Councillor Case, seconded by Councillor Schreiner

*“THAT Council receives and files the UBCM: Climate Action Revenue Incentive Program (CARIP) correspondence.”*

CARRIED

Modernizing Forest Policy in British Columbia

New Vision for Sustainable Forest Policy Puts People, Communities First

Moved by Councillor Case, seconded by Councillor Davyduke

*“THAT the City of Enderby sends a letter in support of the ‘Modernizing Forest Policy in British Columbia’ intentions paper;*

*AND THAT the City requests that the Province provide ongoing engagement and meaningful consultation with local governments, who are not only stakeholders but also critical partners for achieving the intentions paper’s objectives through community forest agreements.”*

CARRIED

District of Tofino: Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review

Moved by Councillor Knust, seconded by Councillor Schreiner

*“THAT Council receives and files the District of Tofino: Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review.”*

CARRIED

Need For and Benefits of an Off-Leash Dog Park

Moved by Councillor Schreiner, seconded by Councillor Baird

*“THAT Council receives and files the Need for and Benefits of an Off-Leash Dog Park correspondence.”*

CARRIED

Council expressed its desire to support dog owners but indicated concern with placing a dog park in close proximity to a residential area. Discussed the potential for a dog park in a rural area where it might be more suitable. The Master Parks Plan from 2011 indicated that Grindrod Park appeared to support this use. Staff to explore alternate locations that may be available in Enderby.

**PUBLIC QUESTION PERIOD**

None

**ADJOURNMENT**

Moved by Councillor Knust, seconded by Councillor Davyduke  
*“That the regular meeting of June 7, 2021 adjourn at 5:54 p.m.”*

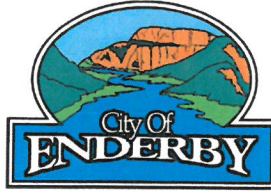
CARRIED

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**MAYOR**

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**CORPORATE OFFICER**



AGENDA

## THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held via videoconference on June 7, 2021 at 4:31 p.m. in the Council Chambers of City Hall.

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Present:

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

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

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Mayor McCune read the rules of procedure for public hearings and introduced the following Application:

### 0005-21-TUP-END (Heins)

Legal: LOT 7 AND THAT PART OF LOT 6 BLOCK 14 PLAN 211A SHOWN ON PLAN B1133 AND THOSE PARTS OF LOTS 38 AND 39 PLAN 211 SHOWN ON PLAN B1133 THE WHOLE TO FORM A SINGLE PARCEL AND BE KNOWN HEREAFTER AS PARCEL A (DD KC7720 AND PLAN B1133) DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A

Address: 607 Cliff Avenue, Enderby BC

Applicant: Lori Heins

Owner(s): Heins North Services Ltd.

The Planner and Deputy Corporate Officer provided an overview of the background information related to the application.

There were no comments from the public.

Lori Heins (Applicant) was invited to speak to her application:


- Wished to have an esthetically pleasing lot that could be used by the community. COVID-19 has caused building prices to increase substantially.



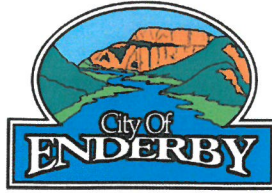
Council sympathized with the applicant but noted that this is not the appropriate location for her proposed use. Concern expressed over precedent and unfair playing field for proximate brick-and-mortar competitors. Discussed the potential for alternate uses. Staff invited the applicant to discuss potential uses that would be more in line with the downtown core.

Mayor McCune made his closing statement and declared the Public Hearing closed at 4:52 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 June 7, 2021.

 June 16/21

Signature Date



AGENDA

## THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held via videoconference on June 7, 2021 at 4:53 p.m. in the Council Chambers of City Hall.

---

Present: Mayor Greg McCune  
Councillor Tundra Baird  
Councillor Brad Case  
Councillor Roxanne Davyduke  
Councillor Raquel Knust  
Councillor 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

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Mayor McCune read the rules of procedure for public hearings and introduced the following Bylaw:

Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1726, 2021

0011-21-ZTA-END (Mandair)

Legal: LOT 7 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION  
YALE DISTRICT PLAN KAP50468  
Address: 2009 McGowan Street, Enderby BC  
Applicant: Ron Mandair  
Owner(s): John Pavelich and Marjorie Abbott

The Planner and Deputy Corporate Officer provided an overview of the background information related to the application.

There were no comments from the public.

WRITTEN SUBMISSIONS:

Jacob and Pia Ypma, 415 Bass Avenue, Enderby BC

No objection to reduced lot size if houses are also small, and suitable for accommodating singles or seniors.

Do have concerns if larger homes are built on smaller lots. Crowding would increase both noise and traffic. Environmentally it would create smaller yards with little room for trees and green space.

Peter and Margaret Sperlich, 2112 & 2106 McGowan Street

Sperlich Log Homes have been conducting business in this area for 30 years providing employment and economic benefits to the local community. In that time residential areas around the industrial and commercial properties are gradually moving closer to their operations.

No direct opposition to the application but feel it is important to note in the minutes that potential conflicts with new residential development be noted and addressed. More residents will be in close proximity to industrial activities and there is a high likelihood that the city and industrial/commercial properties will receive complaints about industrial activities.



These industrial businesses and activities existed before the new residential subdivisions. They feel that it is prudent that the applicant acknowledges this. They could implement a buffer zone between residential and adjoining industrial zones. Future residents and owners of these properties should be suitably informed in writing to proactively eliminate complaints and conflicts.

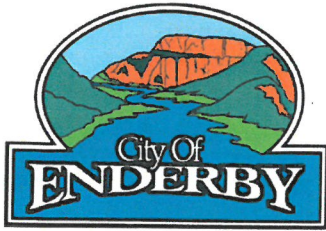
Blake Lawson, Engineer on behalf of the Applicant

The subdivision application, which is currently under development, has 34 lots and 2 internal roads. There are 2 proposed access points off of McGowan Street and 1 on Heitman Street. There is a need for smaller lots in Enderby.

The applicant is aware of the fact that this location is next to an Industrial Park. Smallest lot is currently at 440 m<sup>2</sup>, which is larger than what the variance is seeking.

Mayor McCune made his closing statement and declared the Public Hearing closed at 5:17 pm.

Pursuant to Section 465 (6) of the <i>Local Government Act</i> , I, Tate Bengtson, Corporate Officer, hereby certify this to be a fair and accurate report of the Public Hearing held on June 7, 2021.	
	
_____ Signature	_____ Date



REQUEST TO APPEAR AS A DELEGATION

on 15 June 2021  
Day Month Year

Date of Request June 9

Name of Person Making Request Kerry MacLeod

Name and Title of Presenter(s) Estelle Shook AD of Caravan Farm Theatre

Contact Information kerry@caravanfarmtheatre.com

Details of Presentation Touching base on changes, current season, community opportunities

Desired Action from Council (check all that apply)

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

Please describe desired action in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: June 10, 2021  
Subject: 2020 Annual Report

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**RECOMMENDATION**

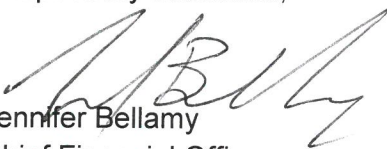
THAT Council considers any public input received;  
AND THAT Council Approves the 2020 Annual Report.

**BACKGROUND**

Attached is the 2020 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Sections 98 and 99 of the Community Charter.

The Annual Report was made available for public inspection online and at City Hall Thursday, June 10, 2021.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



# CITY OF ENDERBY

## 2020 ANNUAL REPORT

### MISSION STATEMENT

OUR MISSION IS TO DELIVER HIGH QUALITY AND AFFORDABLE SERVICES TO ENHANCE A HEALTHY AND SUSTAINABLE, INCLUSIVE COMMUNITY FOR TODAY AND TOMORROW.

Published by the Corporation of the City of Enderby  
in accordance with Part 4, Division 5 of the *Community Charter*

# City of Enderby

## 2020 Annual Report

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### AUDITED FINANCIAL STATEMENTS

- The 2020 Audited Financial Statements were presented and approved by Council on April 19, 2021, which are attached at the end of this report.

### PERMISSIVE PROPERTY TAX EXEMPTIONS

- The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2020:

Name	Civic Address	Amount (\$)
Pioneer Place Society	1104 Belvedere Street	13,608
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	1,532
Enderby & District Senior Citizen's Complex	1011 George Street	3,139
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	18,687
Enderby Fraternal Hall Society	507 Mill Avenue	1,067
Royal Canadian Legion Branch # 98	909 Belvedere Street	1,174
St. Andrew's United Church	606 Regent Avenue	724
St. Andrew's United Church	1110 Belvedere Street	496
Enderby Evangelical Chapel	706 Mill Avenue	619
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	770
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	375
Enderby Congregation of Jehovah's Witnesses	115 George Street	2,996
Roman Catholic Bishop of Kamloops	1406 George Street	894
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	2,221
City of Enderby (Enderby Drill Hall Committee)	208 George Street	4,475
City of Enderby (Enderby Drill Hall Committee)	206 George Street	884
City of Enderby (Enderby Drill Hall Committee)	204 George Street	1,437
City of Enderby (Enderby & District Museum Society)	903 George Street	4,476
Seventh-Day Adventist Church	703 Old Vernon Street	2,209
<b>Total Tax Exemptions for 2020</b>		<b>\$61,783</b>

# REPORT ON SERVICES AND OPERATIONS IN 2020

## Emergency Management

- Opened an Emergency Operations Centre for pandemic emergency response and recovery.
- Completed safe operations plans for the reopening of City facilities, parks, and public amenities.
- Opened an Emergency Operations Centre for flood hazards.
- Began implementing the City of Enderby FireSmart Action Plan.
- Completed an Evacuation Route Plan for the community.
- Purchased critical Emergency Operations Centre equipment through grant funding.

## Environment

- Reduced emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound, and participating in a biomass district heating system for the Enderby Pool.

## Infrastructure and Asset Management

- Completed 3<sup>rd</sup> Avenue reconstruction.
- Completed detailed design for Hubert Avenue reconstruction.
- Nearing completion of the new watermain crossing of the Shuswap River.
- Replaced the failed storm main at Northern Avenue and West Enderby Road.
- Began a Flood Mapping and Risk Assessment planning process.
- Replaced electrical works at the McGowan and Riverdale sanitary sewer lift stations.
- Conducted condition assessments on all sewer lift stations.
- Continued to invest 1% new taxation in asset management.
- Encouraged improved coordination of the Highway 97A and Rail-Trail planning processes.
- Applied for a grant to complete an update of the City's asset inventory and Geographic Information System data.

## Recreation and Public Spaces

- Completed the implementation of the Fortune Parks restructuring, which continues the partnership between the City and Area F for shared parks and provides more local control over other parks and amenities.
- Continued to fund and implement new facility amenities and parks programs to promote fitness and health.
- Completed detailed design for Diamond #5 at Riverside Park.
- Retreated the wood structure of the Lions Gazebo.
- Completed the concept design for a new pool at Barnes Park and applied for grant funding.
- Installed interactive murals on public infrastructure.
- Completed the improvements to the existing cremation area and installed a columbarium in the upper cremation section.
- Completed a realignment of tourism and recreation services.



## Social Health, Food Security, and Housing

- Complete a Housing Needs Assessment in conjunction the Regional District of North Okanagan.
- Continued to provide space and support to the Harvest Hut.
- Completed a childcare planning process to develop a childcare space inventory, a childcare needs assessment and an action plan for improving access to childcare in the community.

## DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

- None.

## DEVELOPMENT COST CHARGES

	<i>Balance Dec 31/19</i>	<i>Received in 2020</i>	<i>Interest Earned in 2020</i>	<i>Expended in 2020</i>	<i>Balance Dec 31/20</i>
<i>Sewer</i>	119,876	7,722	2,811	0	130,409
<i>Water</i>	365,510	7,220	8,380	0	381,110
<i>Storm Sewer</i>	0	0	0	0	0
<i>Roads/Curbs</i>	150,390	0	3,414	0	153,804
<i>Total</i>	<b>635,776</b>	<b>14,942</b>	<b>14,605</b>	<b>0</b>	<b>665,323</b>

## OFF-STREET PARKING RESERVE FUND

- There are currently no funds in this reserve.

## OBJECTIVES AND PROGRESS MEASURES FOR 2021

### Economic

- Support economic recovery from the impacts of the pandemic.
- Support the Rural Economic Business Advisor program to help businesses pivot to a post-pandemic model.
- Continue to offer case managed planning services and streamlined application processes for development.
- Complete new Works and Services Bylaw to promote Smart Growth and infill.
- Continue to offer perpetual business licenses which reduces costs and cuts red tape for local businesses.
- Complete a strategic plan for the Riverside RV Park.

## Emergency Management

- Continue to maintain the Emergency Operations Centre for pandemic emergency response and recovery.
- Continue to implement, and revise when necessary, safe operations plans for the reopening of City facilities, parks, and public amenities during the pandemic, to the extent possible.
- Monitor for other hazardous conditions that may require the opening of an Emergency Operations Centre.
- Continue to implement the City of Enderby FireSmart Action Plan, including property assessments and mitigation activities, subject to receiving grant funds.
- Identify advance preparation steps should there be a need to implement the Evacuation Route Plan.
- Complete the purchase critical Emergency Operations Centre equipment through grant funding.
- Complete the specification and purchase Fire Department's replacement for Engine #12.

## Environment

- Continue to reduce emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound, and participating in a biomass district heating system for the Enderby Pool.
- Plant additional trees at the Riverside RV Park.

## Infrastructure and Asset Management

- Complete reconstruction of Hubert Avenue and Knight Avenue.
- Complete replacement of the watermain crossing the Shuswap River.
- Repave rear splashpad of Fire Hall.
- Complete a Flood Risk Assessment, Mapping and Risk Mitigation plan.
- Continue progressive renewal of sanitary sewer lift station infrastructure.
- Apply for grant funding to conduct a condition and lifecycle assessment of the Enderby Arena.
- Continue to invest 1% new taxation in asset management.
- Continue design work for water treatment plant expansion.
- Support the construction of the Rail-Trail "test section" through the community.
- Develop a grant-ready plan for improving community fireflows.
- Develop a grant-ready plan for improving drainage in the northern catchment basin.
- Complete the renewal of the Vernon Street / Rail-Trail storm main crossing.
- Complete update of asset inventory and Geographic Information System data using grant funding.

## Recreation and Public Spaces

- Expend Community Better Challenge funds across different recreation areas in the community.
- Expand parking area at Tuey Park to help ease congestion.

- Replace the roof at the Enderby Drill Hall.
- Replace Zamboni for the Enderby Arena
- Install the final water features to complete the Spray Park.
- Provide a self-guided Our Enderby Cleanup Challenge.
- Renew infield of one existing ball diamond at Riverside Park.
- Replace the arena brine pump.
- Renew entrance signs.
- Provide support to the Shuswap River Ambassadors and other education initiatives.
- Continue to implement cemetery upgrades.

## Social Health, Food Security, and Housing

- Increase recognition of community volunteers.
- Continue to provide space and support to the Harvest Hut.
- Develop a local Housing Strategy based on the Housing Needs Assessment and the Regional Housing Strategy.
- Provide space on Cliff Avenue to support the Enderby Farmers Market.

**THE CORPORATION OF THE CITY  
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2020

# THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2020

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## Management's Responsibility for Financial Reporting

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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.



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Chief Financial Officer  
April 19, 2021



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

BDO Canada LLP  
2706 - 30<sup>th</sup> Avenue  
Suite 202  
Vernon BC V1T 2B6 Canada

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## Independent Auditor's Report

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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.

*BDO Canada LLP*

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
<b>Financial assets</b>		
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>
<b>Liabilities</b>		
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>
<b>Net financial assets</b>	<u>4,801,482</u>	<u>2,636,792</u>
<b>Non-financial assets</b>		
Prepaid expenses	55,326	49,161
Tangible capital assets (Note 9)	29,667,536	29,940,829
	<u>30,222,862</u>	<u>30,030,690</u>
<b>Accumulated surplus (Note 10)</b>	<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)		
<b>Revenue</b>			
Taxation - net (Note 14)	\$ 2,164,630	\$ <b>2,137,816</b>	\$ 2,115,848
Grants and subsidies (Note 15)	2,018,065	<b>2,887,524</b>	1,748,810
Sale of services (Note 16)	1,760,388	<b>1,661,696</b>	1,599,223
Other revenue from own sources	47,764	<b>66,821</b>	54,095
Interest and penalties	131,250	<b>145,686</b>	180,959
	<u>6,122,097</u>	<u><b>6,899,543</b></u>	<u>5,698,935</u>
<b>Expenses (Note 17)</b>			
General government services	753,991	<b>803,459</b>	837,841
Protective services	445,050	<b>361,989</b>	296,930
Transportation services	566,329	<b>1,072,723</b>	1,028,008
Solid waste services	104,260	<b>99,077</b>	104,560
Community development services	18,500	<b>14,088</b>	18,884
Recreational and cultural services	105,560	<b>101,212</b>	76,481
Riverside RV Park & tourism services	240,100	<b>112,149</b>	-
Enderby / Area F services	1,007,294	<b>861,776</b>	966,774
Water supply	562,513	<b>799,440</b>	793,721
Sewer services	626,391	<b>678,486</b>	691,834
	<u>4,429,988</u>	<u><b>4,904,399</b></u>	<u>4,815,033</u>
Excess revenue over expenses	1,692,109	<b>1,995,144</b>	883,902
Loss on disposal of tangible capital assets		<b>(97,582)</b>	(112,707)
Annual surplus	<u>\$ 1,692,109</u>	<u>\$ <b>1,897,562</b></u>	<u>\$ 771,195</u>
Accumulated surplus, beginning of year	<u>32,626,782</u>	<u><b>32,626,782</b></u>	<u>31,855,587</u>
Accumulated surplus, end of year	<u>\$ 34,318,891</u>	<u>\$ <b>34,524,344</b></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
<b>Annual surplus</b>	<b>\$ 1,897,562</b>	<b>\$ 771,195</b>
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	<b>\$ 4,801,482</b>	<b>\$ 2,636,792</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Cash Flows

For the year ended December 31, 2020

	2020	2019
<b>Cash flows from operating activities</b>		
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>
<b>Financing activities</b>		
Debt repayment	<u>(134,356)</u>	<u>(153,003)</u>
<b>Capital activities</b>		
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>
<b>Investing activities</b>		
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

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### 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

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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

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### **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.

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# 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
	<b>\$ 7,420,681</b>	<b>\$ 5,151,961</b>

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	-
	<b>\$ 1,041,939</b>	<b>\$ 939,721</b>

### 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
	<b>\$ 70,835</b>	<b>\$ 42,964</b>	<b>\$ 113,799</b>	<b>\$ 112,933</b>



# 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	<u>161,385</u>	<u>172,053</u>
	<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	<b>December 31, 2020</b>
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
				<b>2,382,024</b>	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
				<b>386,766</b>	414,342
Total long-term debt - all funds				<b>\$ 2,768,790</b>	<b>\$ 2,903,145</b>

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
	<b>\$ 2,382,024</b>	<b>\$ 386,766</b>

# 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
<b>2020</b>									
General fund									
Land	\$ 1,659,517	\$ -	\$ 11,000	\$ 1,648,517	\$ -	\$ -	\$ 3,480	\$ -	\$ 1,648,517
Building sites and parks	2,677,013	-	17,742	2,659,271	1,635,731	93,388	22,702	1,725,639	933,632
Engineering structures	916,869	42,127	90,942	868,054	294,060	25,647	-	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
	<b>33,900,998</b>	<b>431,752</b>	<b>211,240</b>	<b>34,121,510</b>	<b>14,773,875</b>	<b>760,242</b>	<b>94,932</b>	<b>15,439,185</b>	<b>18,682,325</b>
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
	<b>15,451,441</b>	<b>763,337</b>	<b>137,071</b>	<b>16,077,707</b>	<b>9,698,757</b>	<b>335,443</b>	<b>114,291</b>	<b>10,014,841</b>	<b>6,062,866</b>
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
	<b>10,371,312</b>	<b>87,857</b>	<b>3,652</b>	<b>10,455,517</b>	<b>5,310,290</b>	<b>225,073</b>	<b>2,191</b>	<b>5,533,172</b>	<b>4,922,345</b>
	<b>\$ 59,723,751</b>	<b>\$ 1,282,946</b>	<b>\$ 351,963</b>	<b>\$ 60,654,734</b>	<b>\$ 29,782,922</b>	<b>\$ 1,320,758</b>	<b>\$ 97,123</b>	<b>\$ 30,987,198</b>	<b>\$ 29,667,536</b>

# 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	
<b>2019</b>									
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
	<b>32,912,954</b>	<b>1,460,587</b>	<b>472,543</b>	<b>33,900,998</b>	<b>14,371,162</b>	<b>755,458</b>	<b>352,745</b>	<b>14,773,875</b>	<b>19,127,123</b>
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
	<b>15,178,737</b>	<b>272,704</b>	<b>-</b>	<b>15,451,441</b>	<b>9,379,618</b>	<b>319,139</b>	<b>-</b>	<b>9,698,757</b>	<b>5,752,684</b>
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
	<b>10,257,721</b>	<b>148,982</b>	<b>35,391</b>	<b>10,371,312</b>	<b>5,087,091</b>	<b>223,199</b>	<b>-</b>	<b>5,310,290</b>	<b>5,061,022</b>
	<b>\$ 58,349,412</b>	<b>\$ 1,882,273</b>	<b>\$ 507,934</b>	<b>\$ 59,723,751</b>	<b>\$ 28,837,871</b>	<b>\$ 1,297,796</b>	<b>\$ 352,745</b>	<b>\$ 29,782,922</b>	<b>\$ 29,940,829</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2020

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### 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
	<b>31,950,375</b>	<b>30,671,266</b>
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
	<b>2,573,970</b>	<b>1,955,516</b>
	<b>\$ 34,524,345</b>	<b>\$ 32,626,782</b>

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### 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	(7,010)
Total eligible costs incurred	<u>(113,044)</u>
Balance, December 31, 2020	<u>\$ 948,956</u>

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# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2020

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## 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.

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## 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.

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# 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
<b>Taxation</b>			
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
<b>Collections for other governments</b>			
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
	<b>3,940,442</b>	<b>3,931,230</b>	<b>3,907,141</b>
<b>Transfers</b>			
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
	<b>1,775,812</b>	<b>1,793,414</b>	<b>1,791,293</b>
	<b>\$ 2,164,630</b>	<b>\$ 2,137,816</b>	<b>\$ 2,115,848</b>

# 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)
	<u>\$ 4,429,988</u>	<u>\$ 4,904,399</u>	<u>\$ 4,815,033</u>

### 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	<u>\$ 235,300</u>	<u>\$ 227,141</u>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2020

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### 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	\$ -	\$ -

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### 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.

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### 21. Comparative figures

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

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2020

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### 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

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## 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
<b>Revenues</b>										
Taxation	\$ 1,613,180	\$	\$	\$	\$	\$	\$	\$ 277,961	\$ 246,675	\$ 2,137,816
Grants and subsidies	1,346,440		484,238		744,903	3,600		302,897	5,446	2,887,524
Sales of services	67,499	107,056		104,232	193,439	168,022		492,479	528,969	1,661,696
Other revenue from own sources	66,821									66,821
Interest and penalties	129,993				8,267				7,426	145,686
	<b>3,223,933</b>	<b>107,056</b>	<b>484,238</b>	<b>104,232</b>	<b>946,609</b>	<b>171,622</b>	<b>-</b>	<b>1,073,337</b>	<b>788,516</b>	<b>6,899,543</b>
<b>Expenses</b>										
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)
	<b>803,459</b>	<b>361,989</b>	<b>1,072,723</b>	<b>99,077</b>	<b>861,776</b>	<b>112,149</b>	<b>115,300</b>	<b>799,440</b>	<b>678,486</b>	<b>4,904,399</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>2,420,474</b>	<b>(254,933)</b>	<b>(588,485)</b>	<b>5,155</b>	<b>84,833</b>	<b>59,473</b>	<b>(115,300)</b>	<b>273,897</b>	<b>110,030</b>	<b>1,995,144</b>
<b>Loss on disposal of tangible capital assets</b>	<b>(97,582)</b>									<b>(97,582)</b>
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							2019	
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby/ Area F Services	Other general Services*	Water Supply		Sewer Services
<b>Revenues</b>									
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
	<b>2,282,830</b>	<b>158,615</b>	<b>474,929</b>	<b>105,942</b>	<b>1,072,713</b>	<b>-</b>	<b>776,348</b>	<b>827,558</b>	<b>5,698,935</b>
<b>Expenses</b>									
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
	<b>837,841</b>	<b>296,930</b>	<b>1,028,008</b>	<b>104,560</b>	<b>966,774</b>	<b>95,365</b>	<b>793,721</b>	<b>691,834</b>	<b>4,815,033</b>
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)
<b>Annual surplus (deficit)</b>	<b>\$ 1,332,282</b>	<b>\$ (138,315)</b>	<b>\$ (553,079)</b>	<b>\$ 1,382</b>	<b>\$ 105,939</b>	<b>\$ (95,365)</b>	<b>\$ (17,373)</b>	<b>\$ 135,724</b>	<b>\$ 771,195</b>

\*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
<b>Revenue</b>					
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
	<b>848,428</b>	<b>26,876</b>	<b>71,305</b>	<b>946,609</b>	<b>1,072,713</b>
<b>Expenses</b>					
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
	<b>754,460</b>	<b>19,673</b>	<b>35,224</b>	<b>809,357</b>	<b>912,689</b>
Annual surplus (deficit)	\$ 93,968	\$ 7,203	\$ 36,081	\$ 137,252	\$ 160,024
<b>Transfer to/from general fund</b>					
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
	<b>32,770</b>	<b>6,858</b>	<b>12,791</b>	<b>52,419</b>	<b>54,085</b>
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

**RDNO Building Permits Issued Comparison for Year/Month - Summary**

**Area:** CITY OF ENDERBY

**Category:** BUILDING PERMITS

**Year:** 2021 **Month:** 05

Folder Type	2021 / 05		2020 / 05		2021 to 05		2020 to 05	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	25,000	0	3	40,000	1	0
END - COMMERCIAL BUILDING	0	0	0	0	2	2,780,000	1	0
END - DEMOLITION	0	0	0	0	0	0	1	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	1	5,000	0	0
END - MODULAR HOME	0	0	0	0	0	0	1	1
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	2	3	705,000	4	8	3,034,520	3	6
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
<b>Report Totals</b>	<b>3</b>	<b>3</b>	<b>730,000</b>	<b>4</b>	<b>14</b>	<b>5,859,520</b>	<b>7</b>	<b>7</b>
								<b>1,379,000</b>



THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: June 17, 2021  
Subject: Parks, Recreation and Culture Fees Bylaw – Arena Fees

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**Recommendation**

THAT Council gives first, second, and third readings of the bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1728, 2021".

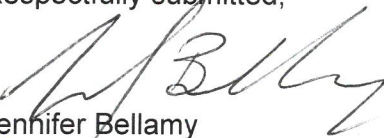
**Background**

At the June 16, 2021 meeting, the Enderby & District Services Commission approved the attached Parks, Recreation and Culture Fees Bylaw, which would amend the user fees for the Enderby Arena.

The bylaw proposes the following:

1. An increase of 2% per season to the hourly rental rates (the rates have not been increase since the 2013/14 season).
2. An increase to the non-prime rates to equal 50% of the prime time value.
3. Addition of the "Shinny Hockey" heading to clarify the drop-in rates listed are for shinny hockey.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY  
BYLAW No. 1728**

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

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

**AND WHEREAS** Council wishes to amend the fees;

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

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1728, 2021".
2. Schedule "B" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "B" attached to and forming part of this bylaw is 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.

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Mayor

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Corporate Officer

**SCHEDULE "B" – ARENA FEES**

	<b>2021/22*</b>
<b>Ice (per hour unless otherwise indicated)</b>	
Adult	
- Prime	158.00
- Non-prime	79.00
- Statutory Holiday**	193.00
Youth and Preschool	
- Prime	87.00
- Non-prime	44.00
- Statutory Holiday**	122.00
Family	
- Prime	94.00
- Non-prime	47.00
- Statutory Holiday**	129.00
Senior – rental	
- Prime	114.00
- Non-prime	57.00
- Statutory Holiday**	149.00
Shinny Hockey – Drop-In	
- Youth or Parent & Tot	2.00
- Adult	5.00
SD #83	JOINT USE AGREEMENT
ALF Hockey Academy	JOINT USE AGREEMENT
Public Skate	FREE
Summer Ice	\$9,975*** / week
<b>Dry Floor (per hour unless otherwise indicated)</b>	
Adult	62.00
Youth	28.00
Senior	31.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop In	5.00
Non-Profit (per day)	624.00
Commercial (per day)	1,248.00
SD #83	JOINT USE AGREEMENT

\*All rental fees are to be increased by 2% at the beginning of each season. For clarity, this excludes drop-in rates and rentals under a joint use agreement.

\*\*Rental times subject to staffing availability.

\*\*\* The Summer Ice fee is based on continuous usage from/to the regular season. For rentals that are not continuous with the regular season, additional costs for installing and removing the ice will be added to the fee. If the arena is to be open for more than eight hours a day, or open for non-consecutive periods in a day, renter will be responsible for additional costs incurred. Summer Ice rentals are subject to availability and staffing resources. Two weeks advance notice must be provided.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: June 16, 2021  
Subject: Three Readings – Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021

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**RECOMMENDATION**

THAT Council gives Three Readings to Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021;

AND THAT Council gives notice of its intention to adopt Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021 by posting notice at the public notice board at City Hall and provides an opportunity for persons who consider themselves affected by the proposed bylaw to make representations to Council at its Regular Meeting of July 12, 2021.

**BACKGROUND**

In 2017, Council adopted amendment bylaws to the Business License and Regulation Bylaw No. 1558, 2014 and Fees and Charges Bylaw No. 1479, 2010, which together formed a business licensing regime for the retail of Cannabis; under this framework, Cannabis-Related Businesses are subject to a range of business license regulations related to security, police information checks, signage, and surveillance, and are required to obtain an annual business license.

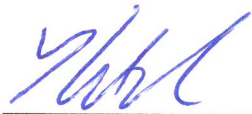
The City has now received a request from the sole cannabis retail outlet in Enderby, Mary Jane Rigs n' Cannabis, to amend its Business License Bylaw to remove the requirement for a Cannabis-Related Business to have at least two employees present on the premises at all times, including one manager, when open to the public. It should be noted that this particular provision was part of the broader set of local business license regulations that were adopted in 2017 prior to the introduction of the Provincial regulatory framework for cannabis retail, which were intended to regulate the speculative development of the cannabis retail sector which was occurring in anticipation of legalization; at that time, the rationale for this particular provision was to ensure that cannabis retailers provided sufficient staff capacity to ensure that they could adequately manage any potential impacts associated with their operation.

Staff have confirmed with the Liquor & Cannabis Inspector that there is no provincial requirement for cannabis retailers to ensure there are multiple employees present on a premises at any given time. Given this, and the overall adequacy of the Provincial regulatory framework and approach to

compliance, Staff have no concerns with the request to remove this particular provision from the City's business licensing framework.

When the City's business license regulations for Cannabis retail were introduced, it was noted that the regulations could be modified over time as the regulatory landscape for the retail of Cannabis at the provincial and federal levels was rolled out. Given that there is now a clear understanding of the Province's regulatory framework and licensing process for Cannabis retail, as well as an understanding of how this provincial regulatory framework and licensing process interacts with the City's local business licensing regime, minor amendments to the City's business licensing framework will occasionally arise to harmonize the City's framework with the Provincial enactments.

Respectfully Submitted,



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Kurt Inglis

Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1729

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

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

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

1. This bylaw may be cited as the "City of Enderby Business License and Regulation Bylaw No. 1558, 2014 Amendment Bylaw No. 1729, 2021".
2. *Section 5 - Business Regulations* of "City of Enderby Business License and Regulation Bylaw No. 1558, 2014" is hereby amended by deleting Section 5.i.v.f.

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

MEMO



To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: June 17, 2021  
Subject: Review of Shipping Container Regulations and Enforcement

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**RECOMMENDATION**

THAT Council provides direction to Staff as to how it wishes to regulate and/or enforce the use and siting of shipping containers;

AND THAT Council directs Staff to develop more prescriptive health and safety specifications for shipping containers;

AND FURTHER THAT Council considers whether any changes to the manner in which it regulates the use and siting of shipping containers necessitates public consultation.

**BACKGROUND**

In 2014, the City of Enderby completed a major update to its Zoning Bylaw following the completion of an Integrated Community Sustainability Planning process. Through this update, regulations relating to the use and siting of shipping containers were built into the City's regulatory framework; a broad overview of these regulations is as follows:

- No person shall inhabit or otherwise occupy a shipping container;
- Shipping containers are only permitted in industrial, service commercial, institutional, and country residential zones, and are not permitted in residential zones except on a temporary basis (see below);
- When permitted on a permanent basis, shipping containers must be sited in accordance with minimum setbacks from property lines and other buildings/structures;
- When permitted, shipping containers must be screened;
- Shipping containers may temporarily be placed on a property for construction purposes (must be removed within 30 days of final inspection), moving or storage purposes (maximum of 30 days), or emergency purposes (maximum of 90 days);
- Except when used temporarily for storage, moving, or emergency purposes, shipping containers shall have an exterior finish to match or compliment the exterior finish of the buildings on the subject property.

The inclusion of use and siting regulations for shipping containers in the City's Zoning Bylaw does not compel the City to strictly enforce all cases where a shipping container may be in contravention of the Bylaw; the City's bylaw enforcement resources are finite and must be prioritized, but the Bylaw enables the City to enforce in accordance with its Bylaw Enforcement Policy (attached) and Council priorities. To date, City Staff have

enforced the aforementioned regulations on a complaint basis or when there is an apparent safety or nuisance concern. Examples of scenarios where the City has enforced the use and siting of shipping containers includes:

- Shipping containers located within front yards that visibly detract from the character of a neighbourhood;
- Shipping containers creating sight line issues for vehicles;
- Shipping containers where contents are likely to be hazardous;
- Shipping containers that encroach on to public property; and
- Shipping containers that are unsightly or create an unsightliness issue due to their use (materials overflowing from or stacked against container, etc.)

Moving forward, Council can consider changing the manner in which it regulates and/or enforces shipping containers within the community; the following are several approaches for Council’s consideration:

Approach	Description	Considerations
<p><u>Option 1</u> – Continue existing approach to regulation and enforcement but implement additional public messaging that includes more prescriptive health and safety specifications</p>	<p>Maintain the existing approach to regulating and enforcing the use and siting of shipping containers, while implementing public messaging that is intended to educate the public on the City’s regulatory framework and health and safety specifications.</p>	<ul style="list-style-type: none"> <li>• Strikes a balance between resourcing and prioritizing instances where there are demonstrated impacts/nuisances;</li> <li>• Will help to improve public awareness with regards to the regulations for shipping containers which over time may reduce the number of instances where shipping containers are used or sited contrary to the Zoning Bylaw;</li> <li>• Including more prescriptive specifications around health and safety requirements in public messaging will help to foster community safety;</li> <li>• Will not address all instances of non-compliance.</li> </ul>
<p><u>Option 2</u> – Continue existing approach to regulation but take a more proactive enforcement position to remove unlawful shipping containers and perform random safety inspections for those that are permitted</p>	<p>Prioritize active enforcement of all shipping containers that are used or sited contrary to the Zoning Bylaw (shipping containers located in residential zones, shipping container in commercial/industrial zones that do not meet minimum setbacks, etc.), as well as perform random inspections to ensure compliance with health and safety specifications.</p>	<ul style="list-style-type: none"> <li>• Will ensure that any shipping containers within the community are used and sited in accordance with the regulatory framework;</li> <li>• Will require significant Bylaw Enforcement resources, which may result in other Bylaw Enforcement activities being re-prioritized; to mitigate this, a phased approach could be implemented in order to moderate resource demand;</li> <li>• Will likely require a significant amount of Staff time to oversee the process, respond to inquiries and complaints from property owners, and implement the required enforcement procedures</li> </ul>



		<p>(i.e. ticketing, adjudication, court orders);</p> <ul style="list-style-type: none"> <li>• Likely to result in significant concerns from owners of shipping containers, although it is recognized that these owners should have done their due diligence prior to purchasing the units; to mitigate this, the City could give notice of its intent to enforce after a set time period (i.e. 6 months, 12 months), which would provide a grace period for property owners to bring their shipping containers into compliance with the Zoning Bylaw (i.e. remove if not permitted, adjust siting, provide screening, obtain permission for the use); Staff would seek policy guidance from Council about how best to case manage these requests and applications;</li> <li>• Will likely result in a number of Zoning Text Amendment, Temporary Use Permit, and/or Development Variance Permit applications being brought forward to legalize the use and/or siting of existing shipping containers.</li> </ul>
<p><u>Option 3</u> – Implement a comprehensive annual inspection and permitting system to ensure compliance with the Zoning Bylaw and more prescriptive health and safety specifications; take proactive enforcement on unlawful shipping containers</p>	<p>Implement a comprehensive annual inspection and permitting system in zones where shipping containers are permitted, in order to ensure that permitted shipping containers continue to adhere to the Zoning Bylaw and more prescriptive health and safety specifications; this would also involve proactively enforcing any unlawful shipping containers.</p>	<ul style="list-style-type: none"> <li>• Would facilitate annual inspections of shipping containers to improve verification of safety and compliance;</li> <li>• Will likely result in a significant amount of Staff time to implement the framework, respond to inquiries from owners of shipping containers, and implement the permitting and inspection processes;</li> <li>• May require significant Bylaw Enforcement resources, depending on the degree to which owners adhere to the requirement to obtain an annual permit; may result in other Bylaw Enforcement activities being re-prioritized;</li> <li>• Some costs will be recovered through permitting fees, but it is unlikely the City could achieve cost neutrality without imposing onerous fees.</li> </ul>

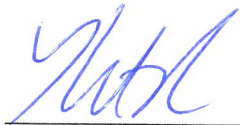
Each of the options above involve Staff developing more prescriptive health and safety specifications for the use and siting of shipping containers (i.e. venting, prohibit storage of flammable or combustible liquids or gases). There is already adequate authority to enforce health and safety provisions under the Fire Protection Bylaw and the Fire Services Act, but the more prescriptive specifications will provide a basis for public education and enforcement consistency.

Should Council wish to explore any broad updates to the manner in which it regulates shipping containers, it is recommended that there be public consultation to gauge the views of the community on the topic.

It should be noted that prior to the inclusion of zoning regulations in 2014 related to the use and siting of shipping containers, shipping containers were not permitted within the City's zoning scheme. Given this, any shipping containers located within the community prior to 2014, which do not conform to the current zoning regulations, would not be deemed legally non-conforming (grandfathered) and would have no protections under the *Local Government Act*. However, should Council amend its zoning regulations respecting the use and siting of shipping containers, which makes an existing, conforming shipping container no longer in conformity with the zoning regulations, the shipping container would be deemed legally non-conforming (grandfathered) and could continue until such time as, i) the use of the container was discontinued for at least six months, or ii) the container reached the end of its useful life or became incapable of being maintained.

For Council's information, attached are several recent analyses from other jurisdictions with respect to the use and siting of shipping containers.

Respectfully Submitted,



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Kurt Inglis

Planner and Deputy Corporate Officer

Policy Title	Bylaw Compliance
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<u>Effective Date:</u> January 20, 2020	<u>Authorized By:</u> Mayor and Council Regular Meeting of January 20, 2020	<u>Replaces:</u> Bylaw Enforcement Policy - November 1, 2010
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**PURPOSE:**

The objective of this Policy is to obtain bylaw compliance through education and, when necessary, enforcement. In addition, this Policy provides a formal process for managing bylaw complaints received by the City.

**POLICY:**

GENERAL

1. For the purpose of this policy, a "Bylaw Enforcement Officer" includes a municipal employee, agent, or any other person appointed by Council to ensure compliance with City of Enderby bylaws.
2. A Bylaw Enforcement Officer, acting in the regular course of his or her duties, may initiate investigations and conduct inspections to determine compliance with all regulations, prohibitions and requirements of City bylaws and may enter onto private property in accordance with Section 16 of the *Community Charter* for the following purposes:
  - a. To inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the City may lawfully exercise its authority to regulate, prohibit or impose requirements;
  - b. To take municipal action at defaulter's expense; and
  - c. To disconnect or remove works of a service.

INVESTIGATIONS

3. Bylaw compliance investigations will generally be triggered through the following mechanisms:
  - Complaints from the public;
  - Issues identified through regular patrols; and

- Proactive reviews of unsightly properties, derelict vehicles, and cases where there are ongoing compliance issues.
4. A complaint of an alleged contravention of a bylaw must be submitted in writing (email, letter or complaint form), and must contain:
    - a. The name, address and contact information of the complainant; and
    - b. A description of the nature and location of the alleged contravention.
  5. Anonymous complaints will not be acted upon unless the alleged violation involves risk to public health and safety, adverse environmental impacts, and/or harm to City infrastructure or operations.
  6. All written complaints are directed to a Bylaw Enforcement Officer and will be logged for tracking purposes.
  7. Complaints will be investigated on a priority basis using the following criteria:
    - Health, safety, and security of the public;
    - Damage to the environment;
    - The impact of the violation on the community;
    - The impact of the violation on the complainant;
    - The nature of the complaint and the allegation (i.e. repeat offence).
  8. On receipt of a written complaint, the City will acknowledge receipt of the complaint in writing or by phone to the complainant. Not all types of complaints necessitate that the Bylaw Enforcement Officer contact the complainant to advise of the file outcome.
  9. The Bylaw Enforcement Officer may contact the complainant to:
    - a. Request additional information or details;
    - b. Provide expected timelines for the complaint to be addressed;
    - c. Provide reasons why the complaint will not be investigated; and/or
    - d. Advise the complainant that additional steps should be taken before enforcement action is taken.
  10. A preliminary review of a complaint will be undertaken by the Bylaw Enforcement Officer to ensure that the complaint is well founded. The preliminary review may be limited to a phone call to the complainant, a site investigation, or a courtesy visit or note for the respondent clarifying the bylaws.
  11. The Bylaw Enforcement Officer may not investigate an issue if, through the preliminary review, it is determined that:
    - a. No violation exists or compliance has already been achieved;

- b. The matter is a civil matter;
- c. The matter falls outside the jurisdiction and authority of the Bylaw Enforcement Officer;
- d. The City cannot take enforcement action; or
- e. It is a repeated complaint, frivolous complaint (not having any serious purpose of value), or vexatious complaint (made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the bylaw compliance process).

### CONFIDENTIALITY

12. The identity of a complainant is confidential and will not be disclosed to anyone for any purpose, except as required by law, and in accordance with the following provisions:
- a. The complainant's identity shall not be disclosed to the person under investigation or to any member of the public;
  - b. Where a person submits a request pursuant to the *Freedom of Information and Protection of Privacy Act* for the disclosure of personal information contained in a bylaw compliance file, it shall be the City's policy to not release the records unless in accordance with Section 12.c below;
  - c. Despite the foregoing, the City may disclose personal information in bylaw compliance files in the following circumstances:
    - i. If the complaint has been publicly disclosed by the complainant;
    - ii. If the investigation results in legal proceedings;
    - iii. If disclosure is required pursuant to the *Freedom of Information and Protection of Privacy Act*;
    - iv. If an order for disclosure is used by the Information and Privacy Commissioner under the *Freedom of Information and Protection of Privacy Act*;
    - v. As required by law; or
    - vi. To a Peace Officer, upon request, for law enforcement purposes.

### ENFORCEMENT

13. The City cannot take enforcement action with respect to every contravention of a bylaw that may occur within its jurisdiction. Bylaw compliance initiatives/actions will be determined by available capacity, resources, and the nature of the complaint. The City will take reasonable steps to investigate contraventions in accordance with this policy and operational guidelines

of the City. In determining whether to commence enforcement proceedings, the City may consider one or more of the following criteria:

- The priorities identified in Section 7 of this Policy;
  - The scale, nature, and duration of the contravention;
  - The amount of time that has lapsed since the contravention occurred;
  - The resources available to resolve the matter;
  - The costs associated with enforcement action;
  - The probability of a successful outcome;
  - The policy implications of the enforcement action and the potential for precedents;
  - Whether enforcement may be a deterrent in future cases.
14. The City's primary objective shall be to obtain voluntary compliance; however, if voluntary compliance is not achieved, or in the Bylaw Enforcement Officer's opinion voluntary compliance is not achievable, the City may exercise enforcement powers in accordance with the following remedies:
- a. The issuance of an Order to Comply;
  - b. The issuance of a Bylaw Offence Notice or Municipal Ticketing Information;
  - c. Prosecutions under the Offence Act, and any other remedy as set out in Section 260 of the *Community Charter*;
  - d. Proceedings as set out in Section 274 of the *Community Charter*;
  - e. Remedial action and any other remedy as set out in Part 3, Divisions 5-12 of the *Community Charter*, and the City may further seek to fulfill those requirements at the expense of the person in contravention, in accordance with the provisions of Section 17 of the *Community Charter*.
15. The City retains the right not to commence enforcement proceedings at its sole and unfettered discretion.
16. The Bylaw Enforcement Officer shall maintain a written record of inspections and investigations undertaken and record the disposition of all complaints received.

#### REPORTING

17. Bylaw Compliance statistics, trends and categories of files shall be reported to Council tri-annually.

## Shipping Containers Report – Committee of the Whole – June 18, 2020

Nigel Whitehead, Senior Planner

File No. 6410-01

### Background:

The use of steel shipping containers on residential and rural properties is a land use that has been increasing over the past decade. Shipping containers (aka intermodal, ISO cargo, freight containers, sea cans, c cans, etc.) are designed for the movement of goods, primarily overseas. With increasing construction costs for traditional wood-framed ancillary storage structures, shipping containers are being offered for sale to individuals as a secure and affordable form of storage. Shipping containers sold to the public can vary greatly in condition – from rusted or damaged through to refurbished or new. Most commonly, they are sold as a used product when they have exceeded their lifespan for commercial shipping.

Shipping containers are 8 ft. (2.43 m) wide and commonly come in 20 ft. (6.1 m) or 40 ft. (12.2 m) lengths. Standard height is 8.5 ft. (2.6 m), with a less common tall version at 9.5 ft. (2.9 m). Other less common lengths are available. They are structurally integral, meaning that the entire unit as designed contributes to its overall structural strength. They are only made to carry weight on the four corners where additional containers rest. Any modifications to the frame or wall panels could compromise the overall integrity of the unit.

Shipping containers are not designed to be a structure, nor do they conform with Building Codes. In BC (and other jurisdictions with provincial or national building codes), structures that utilize shipping containers as building components require engineering design and oversight of construction to ensure they meet or exceed current building code requirements. The unique buildings that sometimes make the news – from a simple carport roof supported by stacked containers on either side, to complex hotel and affordable housing structures - require engineering oversight during design and construction. As the complexity of a shipping container building increases, the costs increase, and at some point becomes no longer a viable alternative to traditional forms of construction.

In the Cariboo, and elsewhere in rural BC, shipping containers are primarily used for on-ground storage. Residents often find, after some research with our building department, that it becomes cost prohibitive to utilize shipping containers as structural parts of a larger building.



Figure 1. Shipping containers on an urban lot.

Through 2015 and 2016, Planning staff developed amendments to ancillary structure regulations, including consideration of shipping containers. At the October 29, 2015 Committee of the Whole meeting, staff were directed to address shipping container regulations separately from the ancillary structures update. A discussion paper regarding shipping containers was presented at the November 25, 2016 Board Meeting (see attached report). The Board directed staff to solicit feedback from all area Advisory Planning Commissions during training in 2017. Due to staff turnover, APC training did not occur in 2017, and APC feedback was not sought on the 2016 discussion paper.

### **Regulating Shipping Containers:**

Rural local governments commonly regulate shipping containers in one of three ways:

1. Prohibit shipping containers in all or some zones. Shipping containers could be either *explicitly* prohibited in the text of a zoning bylaw, or *implicitly* prohibited by being silent on the use.
2. Allow shipping containers unrestricted as an ancillary structure. When a zoning bylaw is silent on shipping containers, they may be considered as an ancillary structure. This is the current practice in the Cariboo Regional District. This is also the practice in the Regional District of Fraser-Fort George, Regional District of Bulkley Nechako, and Peace River Regional District.
3. Regulate a maximum number of shipping containers in all or some zones. Additional regulations regarding location, screening, and use could also be utilized. This is the practice in Squamish-Lillooet Regional District, Thompson Nicola Regional District, District of 100 Mile House, City of Quesnel, and City of Williams Lake.

Local government regulation of shipping containers varies. Municipalities generally are more restrictive in the number and location of shipping containers than regional districts. Table 3 of this report provides a summary of regulations in neighbouring regional districts and CRD member municipalities.

### **Current CRD Regulations:**



Currently, the CRD’s zoning and rural land use bylaws are silent on shipping containers. Staff have historically interpreted a shipping container as an ancillary structure, and therefore conformance with setbacks and ancillary coverage limits is required. A shipping container simply placed “as-is” on a property and used for storage, is not considered a building by inspection staff and therefore no building permit is required for it to be placed on a property. If the shipping container is used for human occupancy or used as part of a larger building, the building bylaw is triggered, a permit required, and professional engineering is necessary.

Shipping containers are normally 8 ft. (2.4 m) wide and commonly come in 20 ft. (6.1 m.) or 40 ft. (12.2 m.) lengths, thereby having an area of 160 sq. ft. (14.86 sq. m.) or 320 sq. ft. (29.73 sq. m.), respectively. Under current zoning regulations this allows up to eight 40 ft or sixteen 20 ft containers on parcels under 0.4 ha (0.99 ac) and a maximum of fifteen 40 ft or thirty 20 ft containers on parcels over 32 ha (79.1 ac.), with a range of maximum units on parcel sizes between (see Table 1 for summary). In a reasonable scenario (Table 2), on an R 2 parcel of 0.2 ha (0.49 ac.), with a house footprint of 111.5 sq. m. (1,200 sq. ft.), single garage/carport 22.3 sq. m. (240 sq. ft.), and a 37.1 sq. m. (400 sq. ft.) shop, an additional twelve 20 ft shipping containers could be placed on the lot.

Table 1 - Maximum Shipping Containers Permitted Under Current CRD Ancillary Regulations			
Lot Size	Max Ancillary Area	Maximum 20 ft Containers	Maximum 40 ft Containers
Less than 0.4 ha (0.99 ac)	250 sq. m. (2,691 sq. ft.)	16	8
0.4 ha to less than 2.0 ha (0.99 ac to less than 4.94 ac)	300 sq. m. (3,229 sq. ft.)	20	10
2.0 ha to less than 4.0 ha (4.94 ac to less than 9.88 ac)	350 sq. m. (3,767 sq. ft.)	23	11
4.0 ha to less than 32.0 ha (9.88 ac to less than 79.07 ac)	400 sq. m. (4,306 sq. ft.)	26	13
32.0 ha and greater (79.07 ac and greater)	450 sq. m. (4,844 sq. ft.)	30	15

\*Note assumption that no other ancillary structures are located on the parcel.

Table 2 – Potential Development Scenario Under Current CRD Ancillary Regulations								
Property Zone	Lot Size	House Footprint	Max Ancillary Area	Single Garage/ Carport (12x20 ft)	Shop (20x20 ft)	Remaining Ancillary Area	Number of 20 ft Containers Permitted	Number of 40 ft Containers Permitted
Residential 2 (R 2)	0.2 ha (0.49 ac)	111.48 sq. m. (1,200 sq. ft.)	250 sq. m. (2,681 sq. ft.)	22.30 sq. m. (240 sq. ft.)	37.16 sq. m. (400 sq. ft.)	190.54 sq. m. (2,050 sq. ft.)	12	6

Lakeshore Residential (RL)	0.4 ha (0.99 ac)	None	75 sq. m. (807.3 sq. ft.)	N/A	N/A	75 sq. m. (807.3 sq. ft.)	5	2
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As they are considered ancillary structures, on residential, rural, and commercial zoned parcels, shipping containers are permitted only in conjunction with a principal structure (i.e. a dwelling on residential or rural properties, or business building on a commercial property). Some lakefront parcels allow up to 75 sq. m. (807.3 sq. ft.) of ancillary space prior to requiring a principal dwelling, which equates to five 20 ft containers or two 40 ft containers.

Some examples of shipping container placement throughout the Cariboo are provided below in Figures 2 through 5. This is not intended as an enforcement exercise nor to imply compliance or non-compliance with CRD bylaws, but is to provide some context for the Board in their discussion.



Figure 2. Shipping container (20 ft) in front yard of a Residential 2 (R 2) zoned parcel.



Figure 3. Shipping container (20 ft) in front yard of a Residential 2 (R 2) zoned parcel.



Figure 3. Partially screened containers (40ft) on General Industrial (M 2) zoned parcel.



Figure 4. Shipping container (20 ft) in side yard of Residential 2 (R 2) zoned parcel.



Figure 5. Shipping container (40ft) on Rural 3 (RR 3) zoned parcel, supporting carport roof.

### **Regulatory Considerations:**

*Prohibitions:* The Board may wish to consider prohibiting shipping containers in residential zones. Commonly, shipping containers are considered to distract from the aesthetic character of country residential neighbourhoods. They may also contribute negatively to property values. In areas where shipping containers are regulated, they are most often prohibited in residential zones. This includes the District of 100 Mile House, City of Quesnel, City of Williams Lake, Thompson Nicola and Squamish Lillooet Regional Districts.

*Maximum Number:* Based on current maximum ancillary floor area regulations in the CRD, up to sixteen 20 ft shipping containers could be permitted on residential parcels under 0.4 ha (0.99 ac.). The maximum increases to thirty 20 ft containers on parcels over 32 ha (80 ac.). This assumes there are no other ancillary structures on a property. The Board may wish to consider implementing a maximum number of containers based on property zone (or property size) to reduce the overall impact of shipping containers on a single property.

*Siting:* At a minimum, shipping containers should meet property line setbacks. Requirements to place containers behind the rear of the principal dwelling could be utilized to keep shipping containers out of front & side yards and reduce the visual impact to the general public. Regulations should also state that the shipping containers are placed at grade and not stacked or buried for safety and aesthetic reasons.

*Screening:* Screening requirements could be considered. Options include screening three sides (leaving access to the container doors), or screening from the front property line only, and/or screening from view from lakes. Screening could include tight board fencing of minimum height of the container, and/or vegetative screening, specifying minimum plant height and spacing. Note that vegetative screening requirements can be challenging to enforce and are not always functional in practice, given the hard growing conditions and potential destruction by wildlife in the Cariboo.

*Cladding:* Cladding such as wood or vinyl siding can be required to cover the industrial look of the shipping containers. This could be a practical alternative to vegetative screening. Staff recommend cladding requirements on Residential zoned properties.

*Engineering:* Some jurisdictions consider shipping containers as a building which cannot meet Part 9 of the building code and thus require engineering for the footing/placement of the container. As a matter of practice, CRD building inspectors do not consider shipping containers as structures and therefore do not require engineering, unless they are to be used as part of a larger building. For clarity, it is recommended that this intent is specified in CRD Building Bylaw No. 4997, 2016.

*Ventilation:* During previous Board discussions, concerns were raised regarding storage of flammable materials and associated ventilation of these structures. Research found few jurisdictions which regulate ventilation of shipping containers. Maple Ridge requires ventilation modifications. Some jurisdictions prohibit storage of flammable liquids such as fuel and oil. It would be challenging to enforce as often these containers are specifically used to store motorized equipment such as lawn mowers and ATVs.

Staff could develop a guide for shipping containers educating the public on best practices for storage and ventilation.

*Connecting to Services:* It is recommended for clarity to prohibit connection of shipping containers to water, sewer, or electrical systems. This will help to reduce fire risk and prevent them from being used for human occupancy. If they are used as building components, then a building permit and engineering would be required, and such a prohibition of connections would not apply.

*Modifications:* As shipping containers are structurally designed as one integral unit, any modifications to the unit could compromise its structural integrity. Modifications could be prohibited unless a building permit is issued, along with necessary engineering oversight. This may contradict ventilation best practices and could require additional research.

*Temporary Use Permits:* In the November 25, 2016 discussion paper (attached), staff recommended issuing Temporary Use Permits to allow for shipping containers on a case-by-case basis. This is no longer recommended, given the demand on staff time for administration and enforcement that such a process would require.

*Lawful non-conforming use (i.e. "Grandfathering"):* If the Board wishes to regulate shipping containers, all containers existing prior to adoption of any bylaw amendments would become lawful non-conforming, provided they were installed in compliance with existing zoning / land use bylaws at the time of placement (i.e. setbacks, ancillary area). Lawful non-conforming containers would be permitted to remain until such time as they are removed from the parcel or otherwise destroyed or incapable of being maintained. If complaints are received by bylaw enforcement, the onus is on the applicant to prove, on a balance of probabilities, that the existing container was placed and lawfully used prior to the implementation of shipping container regulations. Those with lawful non-conforming uses could be permitted to continue the uses for a substantial amount of time, i.e. the life span of the containers.

#### **Summary:**

If the Board wishes to regulate shipping containers, staff recommend the following:

1. In Residential zones, allow a maximum of one 20 ft. container, with cladding, and prohibit in front and side yards (R 1, R 1-1, R 2, R 3, R 4, RL 1, RL 2, RS 1, RS 2).
2. Develop maximum permitted number of shipping containers and siting requirements (i.e. rear/side yard only) for Rural and Resource/Agricultural zones (RR 1, RR 2, RR 3, RA 1, R/A).
3. Develop maximum number and location criteria for Commercial zones, no limit in Industrial zones.
4. Prohibit structural modifications, other than ventilation.
5. Prohibit connection to water, sewer, or power to reduce fire and human occupancy hazards, unless engineered and permitted as a building.
6. Develop best practices guide for storage of flammable liquids.
7. Amend Building Bylaw to clearly articulate exemption for stand-alone shipping containers used for personal storage.

Note that the above proposed regulations are only for shipping containers used exclusively for storage, and without structural modification to the unit. Any integration into a building would require a building permit and would then need to be engineered to comply with the building code. With engineering oversight and a building permit, structural modifications would be permitted.

**Recommendation:**

That the report be received for information. *Further action at discretion of the Board.*

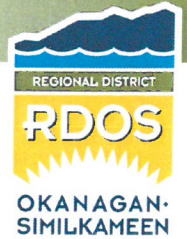
Table 3. Regulation Overview of Shipping Containers in Neighbouring Jurisdictions

Local Government	Regulates Containers	Zones Permitted	Zones Prohibited	Screening Requirements	Setbacks	Regulation Overview
RD Fraser-Fort George	No	All	None	No	As per zoning	Comply with ancillary structure regulations (size, coverage, setbacks, etc.).
RD Bulkley Nechako	No	All	None	No	As per zoning	Comply with ancillary structure regulations (size, coverage, setbacks, etc.).
Peace River RD	No	All	None	No	As per zoning	Comply with ancillary structure regulations (size, coverage, setbacks, etc.).
Thompson Nicola RD	Yes	Resource, Agricultural, Rural, Commercial, Institutional, Industrial	Residential, Resort Commercial, Comprehensive Development	On Lakefront / Riverfront parcels.	As per zoning	<ul style="list-style-type: none"> <li>Maximum one 40ft or two 20 ft containers on resource, agricultural, rural zones</li> <li>Max. two 40ft or four 20 ft containers on commercial, institutional zones</li> <li>Must be located to rear of principal structure (in rear yard).</li> <li>Permitted in any yard (front, side, rear) on Lakefront/Riverfront parcels, but must be screened.</li> </ul>
Squamish Lillooet RD	Yes	Agricultural & Rural	Residential, Commercial, Industrial, Institutional, Comprehensive Development	Must be screened.	As per zoning	<ul style="list-style-type: none"> <li>Maximum two containers on parcels under 5 ha (12.2 ac).</li> <li>No limit on parcels over 5 ha (12.2 ac.) with farm class.</li> <li>Can stack two high.</li> <li>One container in all zones during active building permit.</li> </ul>
City of Williams Lake	Yes	(Permanent) Commercial, Industrial, Institutional, Acreage Reserve	(Temporary – max 30 days) Residential, Rural Residential	No	7.6 m. front 1.5 m. rear and interior side 3.0 m. exterior side.	<ul style="list-style-type: none"> <li>Must be painted, clean, no rust.</li> <li>Temporary containers – max 30 days or during active building permit.</li> <li>Temporary containers have 0 m setbacks</li> </ul>

Local Government	Regulates Containers	Zones Permitted	Zones Prohibited	Screening Requirements	Setbacks	Regulation Overview
Dist. of 100 MH	Yes	Commercial, Industrial, Institutional	Residential	Yes. Screening exempt on Industrial parcels not visible from Hwy 97.	As per zoning	<ul style="list-style-type: none"> <li>Prohibited in residential zones.</li> <li>Maximum one container on parcels 0.4 ha (0.99 ac.) or less.</li> <li>Maximum two containers on parcels over 0.4 ha (0.99 ac.).</li> <li>Must be ancillary to existing use.</li> <li>Permitted on residential parcels during active building permit only.</li> <li>Can stack two high.</li> </ul>
City of Quesnel	Yes	Agricultural, Commercial, Industrial, Institutional	Residential	No. (Screening required in Development Permit Areas)	As per zoning	<ul style="list-style-type: none"> <li>Prohibited in residential zones.</li> <li>Treated as ancillary in other zones.</li> </ul>



## ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** June 3, 2021

**RE:** Zoning Amendment Bylaw No. 2895 — Regulation of Metal Storage Containers  
Electoral Areas "A", "C", "D", "E", "F" & "I"

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### Administrative Recommendation:

**THAT Zoning Amendment Bylaw No. 2895, 2020, being an amendment to introduce zoning regulations for metal storage containers, be amended to:**

- 1. prohibit metal storage containers in the Residential (RS & RM), Town & Village Centre and Administrative and Open Space zones; and**
- 2. allow a maximum of one (1) metal storage container not exceeding 10.0 m<sup>2</sup> in the Small Holdings (SH), Commercial (C) and Tourist Commercial (CT) zones.**

**AND THAT an amendment to the Regional District's Building Bylaw NO. 2805, 2018, be initiated in order to delete the requirement for a Siting Permits when placing a metal storage container.**

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### Purpose:

The purpose of this report is to continue the discussion regarding Amendment Bylaw No. 2895, which proposes to introduce zoning regulations governing the use and placement of metal storage containers within the Okanagan Electoral Area zoning bylaws.

### Background:

At its meeting of October 15, 2020, the Regional District resolved to approve first and second reading of Amendment Bylaw No. 2895, 2020, and delegated the holding of a public hearing to Chair Kozakevich.

Electronic public hearings were subsequently held on November 19, 2020 (attended by 10 members of the public) and December 15, 2020 (attended by 7 members of the public and 5 Directors).

At its meeting of February 4, 2021, consideration of third reading of Amendment Bylaw No. 2895, 2020 was referred to the Planning & Development (P&D) Committee for further discussion.

At its meeting of February 18, 2021, the P&D Committee considered, for information, reports related to options for the regulation of shipping container and siting permits.

A third public hearing will be required if changes are to be made to Amendment Bylaw No. 2895.

### Analysis:

Despite the Electoral Area Zoning Bylaws being silent on the use of metal storage ("shipping") containers, they have historically been interpreted to be "accessory structures" that are allowed

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within a zone provided they are being used in association with a principal permitted use and comply with all relevant zoning provisions (i.e. setback, building height, parcel coverage, etc.).

While popular due to their versatility and ease of re-use for residential, agricultural, commercial and industrial storage purposes, the placement of metal storage containers in residential areas generates concerns about:

- aesthetics (i.e. compatibility with residential neighbourhoods / highway commercial developments);
- safety (i.e. targets for break-ins when being used for storage purposes); and
- Building Permit implications (i.e. confirmation the structure complies with the BC Building Code in relation to its intended re-use).

However, in light of the discussion at the February 18, 2021, meeting of the P&D Committee, The following options are presented for consideration:

Option 1 (recommended):

Amendment Bylaw No. 2895, 2020, is amended to prohibit metal storage containers in the Residential (RS & RM), Town & Village Centre, Administrative and Open Space zones and to allow a maximum of one (1) metal storage container not exceeding 10.0 m<sup>2</sup> in the Small Holdings (SH), Commercial (C) and Tourist Commercial (CT) zones.

In all other zones, the only restriction on the placement of metal storage containers would be to limit stacking to no more than two (2), subject to the issuance of a building permit.

Anyone seeking to place larger or additional metal storage containers on a property would be required to obtain a development variance permit (DVP) from the Regional District, which would allow for input from surrounding residents and property owners.

This approach would address the concerns raised about the placement of containers in residential areas (i.e. Apex Mountain Resort) and would further support the “form and character” development permit area guidelines that generally apply in the Town and Village Centre Area zones and which do not support the placement of metal storage containers.

This approach would not address all of the concerns raised by residents of Anarchist Mountain and the West Bench regarding the placement of metal storage containers in their communities.

It is further proposed that the Siting Permit provisions in the Building Bylaw No. 2805, 2018, be repealed as structures less than 10.0 m<sup>2</sup> in area are exempt from building permit requirements.

If implemented, enforcement would be through the land use bylaws and only initiated through the receipt of a formal complaint as opposed to the current practice which is through observation by a Building Inspector. The modification and/or stacking of storage containers would still require the issuance of a building permit due to being a pre-engineered structure.

Option 2:

Amendment Bylaw No. 2895, 2020, is amended to only permit metal storage containers in the Resource Area, Agriculture, Large Holdings and Industrial zones.

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This is the approach recommended at the March 5, 2020, meeting of the P&D Committee and is generally consistent with the regulations applied by the Okanagan member municipalities, all of whom currently prohibit metal storage containers in their residential and rural-residential zones.

With regard to the commercial zones, these zones are common along major highway corridors (i.e. Highway 97) that are important gateways into the South Okanagan, or occur within town centres such as Okanagan Falls, Naramata and Apex Village and the visual prominence of metal storage containers in these locations should be restricted.

It would be further proposed that the Siting Permit provisions in the Building Bylaw No. 2805, 2018, be repealed.

If implemented, enforcement would be through the land use bylaws and only initiated through the receipt of a formal complaint as opposed to the current practice which is through observation by a Building Inspector. The modification and/or stacking of storage containers would still require the issuance of a building permit due to being a pre-engineered structure.

#### Option 3:

Amendment Bylaw No. 2895, 2020, proceeds to third reading unchanged and consistent with the direction provided by the P&D Committee at its meeting of October 1, 2020.

Metal storage containers would be limited in the Low Density Residential and Small Holdings zones to a maximum of one (1) provided that:

- i) a parcel is greater than 0.5 ha in area;
- ii) the metal storage container is painted in a colour consistent with the principal building; and
- iii) the metal storage container is not sited between the front parcel line and a principal building.

Short-term exemptions would be provided for construction projects and the relocation of a residential or commercial use.

It would be further proposed that the Siting Permit provisions in the Building Bylaw No. 2805, 2018, be repealed.

#### Option 4:

Amendment Bylaw No. 2895, 2020, is abandoned and no changes are made to the Electoral Area Zoning Bylaw.

Metal storage containers would continue to be interpreted as an “accessory building or structure” and permitted in all zones, subject to compliance with existing regulations for setbacks, building height and parcel coverage.

It would be further proposed that the Siting Permit provisions in the Building Bylaw No. 2805, 2018, not be amended.

#### **Alternatives:**

1. THAT Bylaw No. 2895, 2020, Regional District of Okanagan-Similkameen Metal Storage Container Regulations Zoning Amendment Bylaw proceed to third reading; or

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2. THAT Bylaw No. 2895, 2020, Regional District of Okanagan-Similkameen Metal Storage Container Regulations Zoning Amendment Bylaw be amended as follows:
    - a) *TBD*
  3. THAT first and second readings of Bylaw No. 2895, 2020, Regional District of Okanagan-Similkameen Metal Storage Container Regulations Zoning Amendment Bylaw, be rescinded and the bylaw abandoned.

**Respectfully submitted:**



C. Garrish, Planning Manager

- Attachments: No. 1 – Metal Storage Container Regulations (Option 1)  
No. 2 – Metal Storage Container Regulations (Option 2)  
No. 3 – Metal Storage Container Regulations (Option 3)  
No. 4 – Illustration of Typical Metal Storage Containers Sizes

**Metal Storage Containers**

- .1 The use of a “metal storage container” as an “accessory building or structure” is permitted in accordance with the following:
  - a) in the Low Density Residential, Medium Density Residential, Town & Village Centre and Administrative and Open Space zones placement of a metal storage container is prohibited.
  - b) in the Small Holdings zones a metal storage container shall:
    - i) not exceed 10.0 m<sup>2</sup> in area;
    - ii) be limited to one (1) per parcel; and
    - iii) not be sited between the front parcel line and a principal building.
  - c) in a Commercial and Tourist Commercial zones a metal storage container shall:
    - a) not be sited between the front parcel line and a principal building; and
    - b) be limited to one (1) per parcel.
  - d) in all other zones metal storage containers shall only be stacked vertically to a maximum of two (2) containers, subject to the prior issuance of a building permit.
- .2 Despite sub-section 1, one (1) metal storage container may be used for temporary storage:
  - a) during construction in any zone, provided that a valid building permit has been issued authorizing construction of a building or structure. The metal storage container must be removed upon completion of the construction, and for this purpose construction is deemed to be complete on the earlier of the date on which an occupancy permit for the construction is issued, or the building or structure is used or occupied; or
  - b) for a period not exceeding 30 days for the purpose of loading or unloading goods related to a relocation of a residential use in any zone.

**Metal Storage Containers**

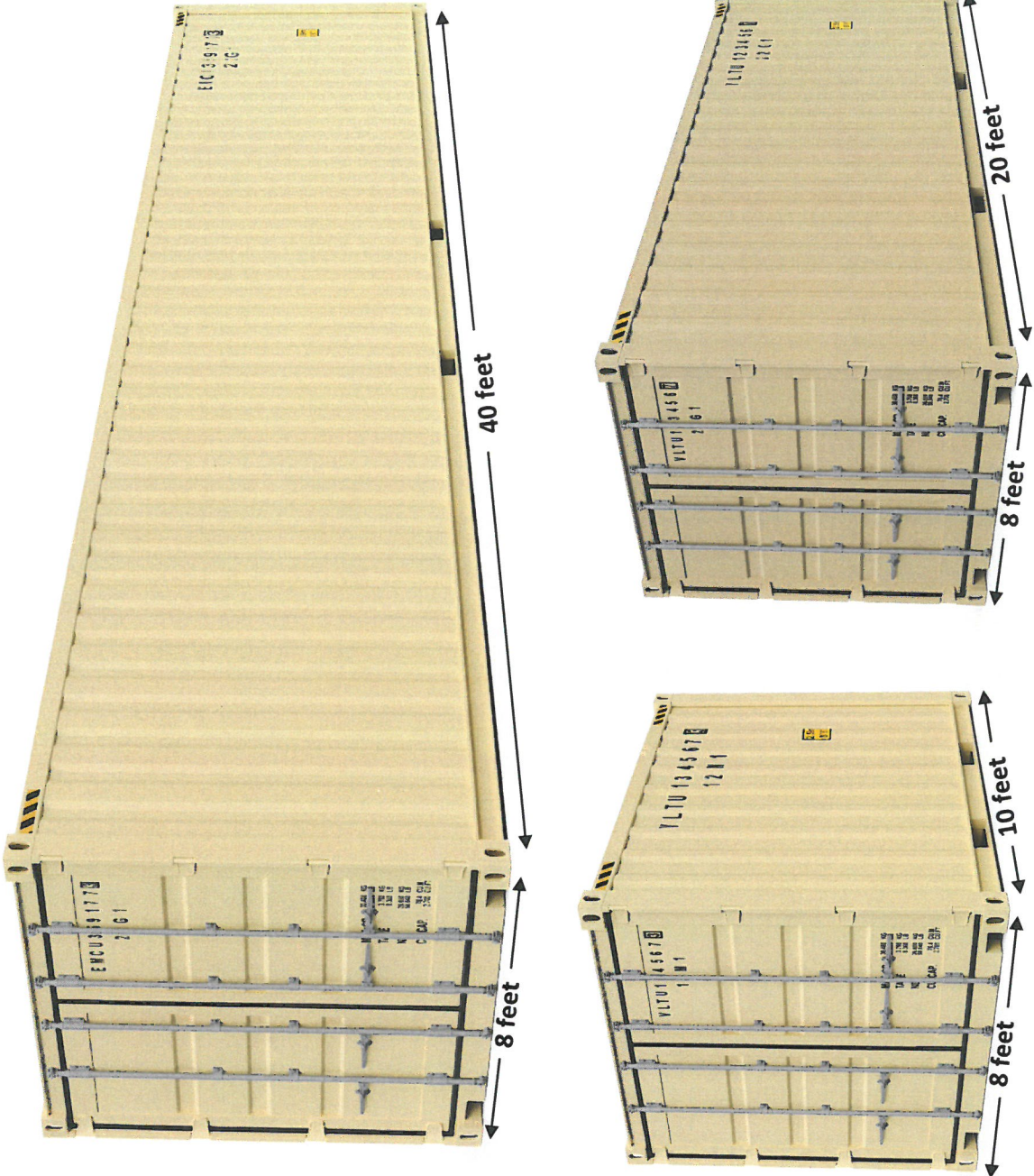
- .1 The use of a “metal storage container” as an “accessory building or structure” is permitted in the Resource Area, Agriculture, Large Holdings and Industrial in accordance with the following:
  - a) metal storage containers shall only be stacked vertically to a maximum of two (2) containers, subject to the prior issuance of a building permit.
- .2 Despite sub-section 1, one (1) metal storage container may be used for temporary storage:
  - a) during construction in any zone, provided that a valid building permit has been issued authorizing construction of a building or structure. The metal storage container must be removed upon completion of the construction, and for this purpose construction is deemed to be complete on the earlier of the date on which an occupancy permit for the construction is issued, or the building or structure is used or occupied; or
  - b) for a period not exceeding 30 days for the purpose of loading or unloading goods related to a relocation of a residential use in any zone.

### **Metal Storage Containers**

- .1 The use of Metal Storage Containers as accessory buildings or structures is permitted in accordance with the following criteria:
- a) in the Resource Area, Agriculture, Large Holdings and Industrial zones metal storage containers may only be stacked vertically to a maximum of two (2) containers and subject to the prior issuance of a building permit.
  - b) in the Low Density Residential and Small Holdings zones only one (1) metal storage container may be used as an accessory building or structure on a parcel, and only if:
    - i) a parcel is greater than 0.5 ha in area;
    - ii) the metal storage container is painted in a colour consistent with the principal building; and
    - iii) the metal storage container is not sited between the front parcel line and a principal building.
  - c) Despite sub-section 7.27.1(a) and (b), one (1) metal storage container may be used for temporary storage:
    - i) during construction in any zone, provided that a valid building permit has been issued authorizing construction of a building or structure. The metal storage container must be removed upon completion of the construction, and for this purpose construction is deemed to be complete on the earlier of the date on which an occupancy permit for the construction is issued, or the building or structure is used or occupied; or
    - ii) for a period not exceeding 30 days for the purpose of loading or unloading goods related to a relocation of a residential or commercial use.

Attachment No. 4 – Illustration of Typical Metal Storage Containers Sizes

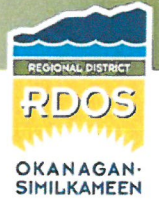
Dimensions (L x W X H)	Area
6' x 6' x 6'6"	3.34 m <sup>2</sup>
8' x 7' x 7'6"	5.02 m <sup>2</sup>
10' x 8' x 8'6"	7.43 m <sup>2</sup>
20' x 8' x 8'6"	14.87 m <sup>2</sup>
40' x 8' x 8'6"	29.73 m <sup>2</sup>



IMAGES: <https://www.containerdiscounts.com>



## ADMINISTRATIVE REPORT



**TO:** Planning and Development Committee

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** October 1, 2020

**RE:** Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”  
Regulation of Metal Storage Containers

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### **Administrative Recommendation:**

**THAT Amendment Bylaw No. 2895 be amended to incorporate the following prior to consideration of first reading:**

- a minimum parcel size requirement of 0.5 ha
  - the replacement of the cladding and roofing requirement with a requirement to paint the container the same colour as the principal dwelling in Low Density Residential and Small Holdings zones;
  - a definition of “metal shipping container”;
  - a regulation that metal shipping containers not be located between the front parcel line of a property and the principal dwelling unit in Low Density Residential and Small Holdings zones; and
  - a regulation permitting one (1) metal storage container to be used for temporary storage of household goods for a period not exceeding one (1) month.
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### **Purpose:**

The purpose of this report is to seek direction from the Board regarding public feedback received in relation to the introduction of regulations governing the use and placement of metal storage containers within the Okanagan Electoral Area zoning bylaws.

### **Background:**

At its meeting of February 20, 2020, the P&D Committee considered a Draft of the 2020 Corporate Action Plan. This Plan included, as an action, a “review the Area I Zoning Bylaw to establish controls for tiny homes, shipping containers and B&B at Apex Mountain Resort” to be completed by Q4 2020.

At its meeting March 5, 2020, the P&D Committee of the Board considered a series of draft zoning regulations governing the placement of metal storage containers, which included:

- limiting containers to the Resource Area, Agriculture, Large Holdings and Industrial zones;
  - limiting the stacking of containers to no more than two (2);
  - requiring that containers meet the siting regulations for accessory structures (i.e. setbacks); and
  - an exemption allowing for the placement of a container during construction authorized by a building permit.
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The Committee subsequently resolved that the Regional District of Okanagan-Similkameen Storage Container Regulations Zoning Amendment Bylaw No. 2895, be initiated and verbally directed Administration to amend the bylaw to include the following:

- an allowance for one (1) container in the Low Density Residential (LR) and Small Holdings (SH) zones; and
- to require containers in the LR & SH zones be clad in a material consistent with the principal building and covered by a roof with a pitch consistent with the principal building.

**Public Consultation:**

As part of the initiation of Amendment Bylaw No. 2895, the following consultation was undertaken:

- referral to individual members of the Electoral Area Advisory Planning Commissions (NOTE: due to the provincial health emergency, in-person and electronic APC meetings were not being held at this time);
- notification of external agencies (April 15, 2020);
- documentation added to Regional District web-page (March 10, 2020);
- notification posted to the Regional District’s Facebook page (April 16, 2020); and
- notification on CivicReady to approximately 450 persons (June 9, 2020).

In response to this notification, the following comments were received:

- 20 individual responses from APC members were received (see summary at Attachment No. 1);

Electoral Area	“A”	“C”	“D”	“E”	“F”	“I”	Total
Support	1	4	2	4	2	2	15
Oppose	3	1	0	0	0	1	5
Total	4	5	2	4	2	3	20

- 51 responses were received from the public (see summary at Attachment No. 2):

Electoral Area	“A”	“C”	“D”	“E”	“F”	“I”	Total
Support	32	0	0	0	2	3	37
Oppose	8	0	0	0	3	2	13
Total	40	0	0	0	5	5	50

- 3 responses were received from external agencies, including the Kaleden Irrigation District (KID), Ministry of Agriculture and the Interior Health Authority (IHA).

**Analysis:**

The following discussion items are based upon a review of the representations received and the comments that were raised most frequently:

Parcel Size

It is noted that none of the Okanagan member municipalities currently permit metal storage containers in their Residential zones (e.g. Summerland specifically prohibits containers), and that

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concerns have been raised by some residents of West Bench (Area “F”) and Anarchist Mountain (Area “A”) regarding allowing such containers on rural-residential parcels (e.g. the Small Holdings (SH) zones).

While Administration maintains its support for only permitting containers in the Rural Zones ( as these have a minimum parcel for subdivision of 4.0 ha), the Board may wish to consider an alternate requirement to its previous direction of allowing containers in the Residential and SH zones. This could be in the form of a minimum land area of 0.5 ha or 1.0 ha.

Conversely, Administration recognises that comments were received that did not take issue with allowing containers in the Residential and SH zones, or felt that any regulation was unnecessary.

#### Exemptions – Building Permits

A number of concerns were raised with the potentially open-ended nature of building permit applications and that a specific time-frame should be imposed on the exemption allowing the placement of a container while construction is occurring on a property.

While a building permit is valid for a two (2) year period, with construction to commence within 6 months of issuance, the option to apply for a 12-month extension followed by additional extensions through “completion permits” is available to property owners and *could* extend a construction period over many years.

Administration is concerned that a specific time limit on exemptions for construction could become problematic as it may require the removal of a storage container prior to the completion of construction. In addition, extending such an exemption would require the approval of a Development Variance Permit (DVP) by the Board.

Conversely, the imposition of a time limit, such as 24-months, could create an incentive to complete a construction project within the initial timeframe of a building permit.

#### Exemptions – Moving

A comment was made in relation to making an allowance for the temporary placement of a container related to the storage of household goods ahead of a move/relocation.

In response, the Board may wish to consider the following:

*one (1) metal storage container may be used for temporary storage of household goods for a period not exceeding one (1) month.*

#### Cladding & Roofing

A number of representations raised concerns that the requirement for roofing and cladding to match the principal dwelling in the Residential and SH zones was too onerous.

This included the cost, unnecessary use of materials, potential hazard created by improperly constructed roof structures, impediment to resale of the container, challenges if principal dwelling is a log cabin or metal clad itself, and that location on the property is more important than the aesthetics of the container.

An alternate solution put forward in a number of representations was requiring that the container only be painted in the same colour as the principle dwelling and that cladding and roofing not be required.

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Conversely, a number of representations supported the requirement that the container be clad and roofed in a similar manner to the principal dwelling.

#### “Grandfathering”

A number of representations requested that “grandfathering” of existing containers not be allowed, and that they be required to comply with any new regulations adopted by the Board.

Under the *Local Government Act*, a use lawfully established prior to a bylaw change that renders that use in contravention of the bylaw, “may be continued as a non-conforming use.”

Accordingly, the Regional District does not have the authority to over-ride or extinguish non-conforming use rights.

#### Setbacks

A suggestion was made to require that containers not be placed between the principal dwelling and the front parcel line.

Generally, the prescribed setback for an accessory structure is equal to or greater than that for a principle building – meaning an accessory structure cannot be placed in front of a dwelling when the principal dwelling unit is constructed to the setback line.

This would not, however, preclude the placement of an accessory structure in front of a principal dwelling unit when the principal dwelling unit has been constructed well beyond the setback line.

For instance, a dwelling could be constructed 15.0 metres from the front parcel line and if the zoning allows for an accessory structure no closer than 7.5 metres from the front parcel line it is possible the accessory structure could be placed between the dwelling and the road.

The Board may wish to consider requiring a revised setback requirement for containers in the Residential and SH zones:

*metal storage containers not to be located between the front parcel line and a principal building.*

#### Definition

One representation noted the absence of a definition of “metal shipping container” in the Amendment Bylaw and suggested, for clarity, that one be added.

Based upon a review of the Okanagan member municipality zoning bylaws, most of which include a definition for storage containers, it is suggested the following be added:

*“metal storage container” means a purpose-designed metal cargo container for holding of goods, which is intended to be placed on a ship, truck or railcar.*

#### Summary

Administration supports a number of amendments to Bylaw 2895 based upon the representations received, including:

- a minimum parcel size requirement of 0.5 ha (i.e. not permitting containers in Low Density Residential zones and certain Small Holdings zones);
  - if supported, Administration supports replacing the cladding and roof requirement with a requirement for painting containers the same colour as the principal dwelling.

- 
- a definition of “metal shipping container”;
  - a regulation that metal shipping containers not be located between the front parcel line of a property and the principal dwelling unit; and
  - allowing one (1) metal storage container to be used for temporary storage of household goods for a period not exceeding one (1) month.

**Alternatives:**

- .1 THAT Amendment Bylaw No. 2895 be brought forward for first reading; or
- .2 THAT prior to first reading of Amendment Bylaw No. 2895, it be amended to incorporate the following:
  - i) *TBD*.
- .3 THAT Amendment Bylaw No. 2895 be abandoned.

**Respectfully submitted:**



C. Garrish, Planning Manager

- Attachments: No. 1 – Summary of Advisory Planning Commission (APC) Responses  
No. 2 – Summary of Community Responses  
No. 3 – Public and Agency Representations  
No. 4 – Draft Amendment Bylaw No. 2895 (referral version of 2020-04-15)

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Attachment No. 1 – Summary of Advisory Planning Commission (APC) Responses

In Support:

*Permitted Zones / Parcel Sizes*

- storage containers should only be permitted in Industrial (I) zones and if for Small Holdings (SH) zones should be the same as Large Holdings (LH) zones;
- storage containers should be prohibited in Low Density Residential (LR) zones;
- I am okay with them in Low Density Residential (LR) zones;
- Small Holdings (SH) zoned parcels that are larger than 1.0 ha in area should be treated the same as Large Holdings (LH) parcels;
- not suitable for Town/Village Centre zones;
- be allowed in Low Density Residential (LR) zones with a limitation of one (1) per parcel;
- if the proposed regulations are not adopted, I would totally oppose allowing metal storage containers in Low Density Residential (LR) and Small Holdings (SH) zones, other than for construction and other short-term purposes;
- should be prohibited on parcels less than 0.4 ha in area;
- smaller parcels in the AG zones should be treated the same as the RS1, RS2 zones, etc.;
- regulations should address the visual impact of unsightly containers on Agriculture (AG) and Large Holdings (LH) zoned parcels (require painting);
- any regulation should have a relationship to the size of the parcel and the placement of the container;

*Exemptions*

- exemption for storage containers required during construction (with valid building permit) should not be open-ended and should have a set timeline;
- contractors use storage containers when building and this needs to be allowed;
- a time limit should be imposed for containers allowed in relation to a building permit (i.e. 12 months);
- short-term use of containers for waste removal should be allowed (i.e. 1-6 months);
- storage containers should be allowed for a short-term period in relation to moving (i.e. 1 month);
- built-up areas like Okanagan Falls, Naramata and the Westbench should have a time limit placed on the use similar to what is found in the municipalities;

*Cladding / Roofing*

- will result in buildings that architecturally match the principle residence and this may be an improvement in the appearance of accessory structures in residential zones and should be applied to all such structures – storage containers or not;
- no cladding or roofing should be required, but a coat of paint to allow a container to blend in should be required;

- 
- the requirement that a storage container be clad and roofed is not required (doing so makes resale of the container difficult);
  - I would rather look at a storage container than junk;
  - I do not agree with the cladding and roofing requirement;

#### *Restrictions on Use*

- ventilation should be added to containers if flammable materials or explosives are stored;
- if large quantities of materials are stored, container should be marked to indicate this;
- example of 2011 house fire in Enderby causing adjacent storage container to explode and blowing doors off resulting in death of a fire fighter;
- refer to “Office of Fire Commissioner – Shipping Container Fire Safety”;
- storage containers should not be used as a spray shed;

#### *Setbacks*

- must comply with required setbacks;
- should comply with setbacks for principal structure if allowed to be stacked, setbacks for accessory structure if no stacking allowed;
- storage containers should not be allowed to be placed between the road and the principal building;

#### *Stacking*

- no stacking should occur on parcels less than 20.0 ha;
- a Building Permit should be required if stacking of storage containers is proposed;

#### *Miscellaneous*

- make regulation of storage containers user friendly please;
- quantity should be limited by length and not numbers (2 small containers could take up the same footprint as a single standard container);
- allowance should be made for storage containers converted into above ground pools;

#### In Opposition:

- metal storage containers are more secure than most outbuildings;
- on Small Holdings (SH) parcels, the location of the storage container is more important than whether or not it is made to look good;
- small parcels may not be able to accommodate a storage container;
- other parcels may be able to shield a storage container with an existing structure or vegetation;
- the requirement to finish a storage container to look like the house in all cases is un-necessary;
- I don't support the requirement to clad container and put a matching roof over it for Low Density Residential (LR) and Small Holdings (SH) parcels;

- 
- I don't think there is any need for zoning regulations for metal storage containers;
  - storage containers are much safer and better than small sheds and temporary storage;
  - the requirement to clad and roof a storage container is particularly onerous on the property owner, resulting in considerable cost;
  - complaints about storage containers should be dealt with through enforcement and not the enactment of new regulations affecting all Electoral Areas;
  - existing building bylaws should be sufficient;
  - unsightly premises bylaw should be used to address the placement of excessive of obnoxious containers;
  - too many unnecessary and costly hoops; and
  - a storage container will last longer than a wooden structure and is more secure.



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Attachment No. 2 – Summary of Community Responses

In Support:

*Cladding / Roofing*

- we moved to this area because of the visual appeal and do not want it to become unsightly;
- existing containers should be required to be clad and roofed similar to proposal for new containers;
- we would like to see regulations on the amount of junk that can be placed on residential parcels;
- containers are so ugly to look at and devalue neighbouring properties, they are also so ugly in their natural metal state;
- the exterior cladding must be consistent with the material used on the principal building and must match the colour of the principal building;
- what if the principal dwelling is a log cabin, is the expectation that a log cabin will be built around a storage container;
- this is not feasible in some cases, it would be challenging to build a roof to match the home and homemade efforts could look more unsightly than simply painting the container;
- I do not agree with the requirement that the container must have a pitched roof and be clad in same material as house;
- The bylaw should require that the container is painted or finished to complement the primary residence;

*“Grandfathering”*

- grandfathering of existing containers should not be permitted;
- no grandfathering;
- no grandfathering of existing containers please;
- existing containers in the Low Density Residential (LR) and Small Holdings (SH) zones should be made to come into compliance with the new bylaw in a reasonable timeframe;
- grandfathering in existing containers;
- no grandfathering;
- what will be done about any existing metal storage containers to meet appearance specifications – please do not “grandfather” them in as is;
- no grandfathering please;

*Exemptions*

- I am strongly opposed to any metal storage containers unless they are being temporarily used during construction or renovations;
- there are a lot of properties that have building permits active for multiple years, is allowing a storage container for this duration appropriate;

- 
- placement during construction should not trigger the need for an environmental assessment;
  - extra storage is often required for property maintenance equipment;
  - removal once home is occupied is ideal but not practical for everyone;

#### *Size and Number*

- the number of containers should be limited to one (1);
- multiple storage containers on a single parcel diminishes the aesthetics of the area and property values;
- storage container should be a maximum length of 20 feet;
- any storage container should not exceed 20 feet in length;

#### *Safety / Theft*

- containers can attract theft and increases in container number risks an increase in break-ins and theft;
- storage containers with good padlocks are much more theft resistant than a wood structure, important in a high risk zone for wild fires;
- all storage containers meet the same high standard and pose no risk to humans, unlike stick-built structures;

#### *Permitted Zones / Parcel Sizes*

- storage containers on parcels zoned Small Holdings (SH) greater than 1.0 ha should be regulated in the same way as parcels zones Large Holdings (LH);
- on large land parcels (Low Density Residential and Small Holdings) the aesthetic aspect is a much smaller concern and the amendment feels overly regulatory;

#### *Setbacks*

- containers should not be located between the principal residence and the front of the property;
- placement of a container near a side parcel line should not adversely affect their neighbouring property;

#### *Restrictions on Use*

- concerned about materials stored in a container and if these are hazardous;
- currently no regulations governing the storage of hazardous materials in storage containers;

#### *Stacking*

- not to be stacked;

#### *Environmental Impacts*

- concerned about transportation of containers and disturbance of soil during placement on a property;

#### *Miscellaneous*

- 
- why does the RDOS issue building permits for mobile homes, small square box houses and cabins at Anarchist Mountain, these homes are awful looking;
  - what is being done about people living in RVs [at Anarchist Mountain] with no intention of building or completing a home (some don't have a septic);
  - metal storage container should be defined in the zoning bylaw, referring to it as a type of accessory structure is confusing;
  - great idea much overdue;

In Opposition:

*Opposed to proposed regulations*

- proposed regulations are incorrectly and unfairly focusing on container ownership;
- containers should be regulated through an untidy and unsightly bylaw and not zoning;
- proposed regulations are punishing storage container owners who have done nothing wrong;
- our container is not visible from the road, is on a pad, conforms to FireSmart, is in a secure place to keep our garbage away from bears and other critters, adding a roof would make it an eye sore, this amendment makes no sense for the Anarchist Mountain community;
- we purchased our land to have to space to adapt our property to our needs yet maintain the rural aspect, if regulations change this it will be unfair and unreasonable – these changes are a travesty;
- I am a Small Holdings (SH) owner of 3.5 acres and I use the storage containers for storage of car parts and equipment on my property. The loss of the existing storage would adversely effect my use of the property;
- requiring cladding is overkill and impossible for most storage containers due to door hinges. Placing a roof on the container and painting it to match the principal building will make it look better than most accessory structures;
- a building permit should not be required for the placement of a single container on a property;
- storage containers are structurally sound, need only be founded on a gravel pad, are constructed of metal which conforms to the provincial FireSmart program and are very secure;
- there is no logical rationale to cladding them with other materials or adding an unnecessary roof and doing so is a “lipstick” application that would diminish value;
- if I have a storage container on my property and then have to clad it I may as well put up a building because that is what I am effectively being required to do;
- requiring cladding is wasteful as it will have to be removed and likely sent to the landfill if the container is sold;

*Opposed to allowing containers*

- we are not in favour of metal storage containers as they will create an environment of clutter, unkept properties and more of a commercial feel;

- 
- storage containers would do nothing to enhance a property's look;
  - we are against storage containers in our neighbourhood, lot sizes are too small and containers will be an eyesore to neighbours and will reduce property values;
  - we do not believe that those that get containers will abide by the law to clad them and change the roof design to match the home as the RDOS does not enforce most of its bylaws.



## This Guide is to provide assistance regarding the use and placement of Shipping Containers.

To inform property owners, suppliers, designers and contractors of the City's requirements for the placement and use of shipping containers used for storage purposes and of the requirements to convert a shipping container to a dwelling unit.

If a shipping container is not being used for the transporting of goods and it is used to support an occupancy (ie: storage of goods/materials) then it is considered to be a building and a building permit is required. The requirements of the City of Maple Ridge Zoning Bylaw and BC Building Code must be followed. The shipping container may need alterations involving an architect and other registered professionals to meet BC Building Code requirements.

The City of Maple Ridge Zoning Bylaw regulates the use of shipping containers on private property. The following is the wording under Part 4, Section 402 (14) of the Zoning Bylaw;

7184-2015 **SHIPPING CONTAINER** means an enclosed unit used or intended to be used for storing and transporting goods via ship, rail or truck, whether or not it is actually being used for such a purpose.

7184-2015 **(14)** A shipping container may be used:

- a) as a temporary use for office or equipment storage in all zones, during a phase of construction in progress, subject to issuance of a current and valid building permit. Security must be posted to cover the cost of removal of the structure within 30 days of the closing or expiry of the building permit.
- b) as accessory to an institutional use where enclosed behind a continuous landscape screen.
- c) as accessory to an industrial use where enclosed behind a continuous landscape screen.
- d) as accessory to an agricultural use. Demonstration of need would be required, along with farm status from BC Assessment Authority.

Where permitted, a shipping container shall only be used, placed, stored, repaired, cleaned, upgraded, or modified to comply with the requirements of the zone as if it were a building or structure. Maximum height shall not exceed 4.5 meters.

The following shall not be stored in a shipping container:

- a) Gasoline, propane, or any flammable, combustible liquid or compressed gas; or
- b) Explosive as defined in the Maple Ridge Fire Prevention By-law No. 4111-1988.

Shipping containers are only permitted on;

- Institutional zoned properties (P-1 thru P-6),
- Industrial zoned properties (M-1 thru M-5), and
- Agricultural zoned properties (A-1 thru A-5). For these zones only where they have farm status and the use if for the farming portion of the property. Other zones that may permit agricultural use (i.e. RS-3) are not permitted to have shipping containers.

**PLEASE TURN PAGE OVER** 

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."



No other zoned properties are permitted to have shipping containers installed for either permanent or temporary use except in compliance with (14)(a) above. The only other location where you may have a shipping container on site is for the loading or offloading of goods and materials only. In these cases a 48 hour time period is provided for this to be achieved and then to be removed from the property.

Based on the zoning bylaw wording these containers are permitted only as accessory to the underlying use. If there is no primary industrial or agricultural use on the property then the container cannot be installed.

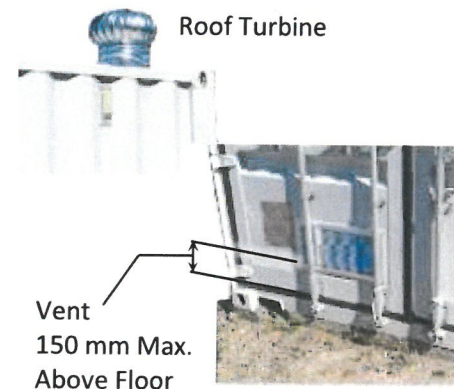
### Building Permit Requirements:

- [Commercial, Industrial, Institutional and Multifamily Permit Application](#)
- Site plan showing location of container, setbacks from property lines & required “landscape screening”,
- Layout of the containers interior (if changes are proposed to the container),
- Should the container be planned as office use then a man door will be required to be installed serving the container,
- List of materials to be stored in the container plus vents installed per MR Fire Department Bulletin,
- Separate electrical permits required, and
- Where electrical is being used even if only supplied through extension cords (if permitted under the electrical safety act) the container will need to be grounded which will required an electrical permit.

**Note:** As a part of the permitting process, the fire department will review the proposal.

### Ventilation Requirements

- One vent within 150 mm of the floor in the container door.
- One vent within 150 mm of the top of the container on the opposite end from the door for cross ventilation.
- Minimum size of vents to be 300 mm x 300 mm for containers 6 m or less in length. Vents to be minimum 500 mm x 500 mm for containers greater than 6 m in length.
- Higher opening to have a wind vent device (i.e. turbine) to generate a venturi effect during low wind speeds and can't be directed towards a structure.
- See the City of Maple Ridge Fire Department Bulletin “Intermodal Container Storage” for more information.  
[Intermodal Container Storage MRFD](#)





## Shipping Container used as a Dwelling Unit

To convert a shipping container to a dwelling unit Registered Professionals (Architect & Engineer) are required to verify the construction complies with the requirements of the BC Building Code. The application would be submitted as an alternative solution in compliance with Division C of the BC Building Code with sealed drawings and applicable Schedule B's from the required disciplines. Alternatively, the conversion to a dwelling would need to occur in a factory certified to the CSA A277 Standard with the building being certified to the same standard.

Documents required with [Building Permit Application](#):

- [Letter of Authorization](#) AND [Owners Acknowledgement of Responsibility Letter](#)
- [Single Family Dwelling Building Permit Guide](#)
- [Single Family Dwelling/DGS Checklist](#)
- a site plan showing all buildings on site,
- a floor plan showing the size and use of all spaces,
- schematic drawings of plumbing, electrical and HVAC systems,
- details of wall, floor and roof assemblies,
- elevations showing the size and locations of all doors and windows (for spatial calculations)
- letters of assurance from an architect, mechanical, electrical, fire suppression and geotechnical engineers may be required depending on the size, use and complexity of the project,
- Structural drawings for the building including the foundation / anchorage, structural supports and design criteria signed and sealed by a structural engineer with letters of assurance.



AGENDA

Reference: 264489

June 17, 2021

VIA EMAIL: [lg Grimm@cityofenderby.com](mailto:lg Grimm@cityofenderby.com)

Tate Bengtson, Chief Administrative Officer  
Corporation of the City of Enderby  
PO Box 400  
Enderby, British Columbia  
V0E 1V0

Dear Tate Bengtson:

Thank you for your letter of May 6, 2021, to Premier John Horgan, Minister Katrine Conroy, Minister Lana Popham and Minister George Heyman, regarding invasive plant management and the City of Enderby's support for funding concerns expressed by the Peace River Regional District. I have been asked to respond.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development manages invasive plant populations through Invasive Plant Program staff and contracted services with annual program budget allocations. This year we have had increasing budget demands to address incursions of new invasive plant species, to monitor treatment results and delivery mechanisms, and to complete the development of the provincial system for field collection and maintenance of invasive species inventory and management data.

Funding these priorities has meant we cannot address additional invasive plant treatment efforts beyond critical early detection and rapid response species in areas where we do not have operational delivery partners, such as northeastern BC.

Invasive species are a significant problem increasing both here in BC and beyond our borders due to climate change, disturbance, population growth, and increased trade and travel. We have been investing in invasive plant prevention and management, improving cross-ministry collaboration, and providing funding and support to collaborative efforts with various local governments, including the Peace River Regional District, and stakeholder groups for over 30 years. Ensuring there are adequate resources to address invasive plant issues on provincial public lands is a challenge when balancing against other government priorities.

I assure you this ministry remains committed to invasive plant management across all lands, and to delivering effective invasive plant prevention and control actions as resources allow.

Page 1 of 2

Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

South Area

Mailing Address:  
1902 Theatre Road  
Cranbrook, BC V1C 7G1

Tel: 250 420-2179  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)



Tate Bengtson, Chief Administrative Officer

If you would like further information on this year's invasive plant management plans for provincial public lands, please contact Val Miller, Provincial Invasive Plant Officer, at 250-505-4129 or [Val.Miller@gov.bc.ca](mailto:Val.Miller@gov.bc.ca).

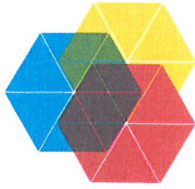
Again, thank you for writing to share your concerns.

Sincerely,



Paul Rasmussen  
Assistant Deputy Minister

pc: Honourable John Horgan, Premier of British Columbia  
Honourable Katrine Conroy, Minister of Forests, Lands, Natural Resource Operations  
and Rural Development  
Honourable Lana Popham, Minister of Agriculture, Food and Fisheries  
Honourable George Heyman, Minister of Environment and Climate Change Strategy  
Val Miller, Provincial Invasive Plant Officer, Ministry of Forests, Lands, Natural  
Resource Operations and Rural Development



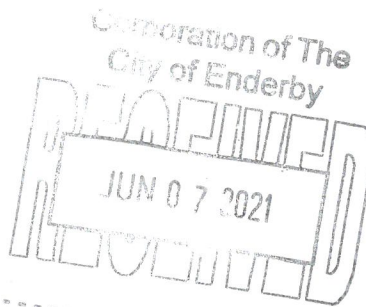
# Civil Resolution Tribunal

**AGENDA**

May 28, 2021

Mayor & Council, City of Enderby  
PO Box 400  
Enderby, BC V0E 1V0

Dear Mayor & Council,



## **Information for Motor Vehicle Accident Disputes.**

Thank you for helping us let your constituents know about the Civil Resolution Tribunal (CRT). We are writing to let you know we can now resolve claims with ICBC about entitlement to **enhanced accident benefits**. This coincides with the launch of BC's new "care-based" model of compensation for injuries from motor vehicle accidents.

These changes will make the CRT the dispute resolution body for most motor vehicle injury claims where the accident happens on or after May 1, 2021. For more information visit our website at [civilresolutionbc.ca](http://civilresolutionbc.ca).

We have enclosed some of our new rack cards, FAQs, and posters with public information about the tribunal's jurisdiction over accident benefit disputes. I would be grateful if you could help us build awareness by posting this information for your constituents.

The CRT is an independent tribunal. In addition to motor vehicle injury disputes, the CRT's jurisdiction also includes small claims \$5,000 and under, strata property disputes, and societies and co-operative association disputes. The dispute resolution process is user-friendly, convenient, and affordable. A case manager will help the parties reach an agreement, if possible. If they can't reach an agreement, a tribunal member will make a binding decision. CRT decisions are made by legal experts, independently from ICBC and government.

If you need further information or more materials, please contact our Communications Specialist Wendy Wall ([communications@crtbc.ca](mailto:communications@crtbc.ca)). The rack cards and FAQs are available in 9 languages in print and digital formats: English, Punjabi, Chinese Simplified, Chinese Traditional, Tagalog, Farsi, French, Spanish, and Vietnamese.

Sincerely,

Shannon Salter  
Chair

# FAQ – Motor Vehicle Injury Disputes and the Civil Resolution Tribunal

*Since April 1, 2019 the Civil Resolution Tribunal (CRT) has been resolving many motor vehicle accident injury (MVI) disputes in British Columbia.*

*This includes disputes about accident benefits, disputes about fault and damages up to \$50,000, and determining whether an injury is a “minor injury”.*

*For accidents that happen on or after May 1, 2021, British Columbia will have an enhanced accident benefits regime and most motor vehicle injury disputes will come to the CRT.*



## About the CRT

### ***Is the CRT the same as a court?***

The CRT is an administrative tribunal, not a court. But like a court, the CRT is part of the public justice system, its CRT members are independent and neutral, and it is required to apply the law and make enforceable decisions.

The CRT has jurisdiction over most motor vehicle accident injury (MVI) disputes, as well as strata property disputes, small claims under \$5,000, and certain disputes involving societies and cooperative associations.

### ***I thought the Court decided the CRT can't decide MVI disputes?***

On March 2, 2021 the BC Supreme Court decided that certain parts of the CRT's jurisdiction were unconstitutional and no longer in effect. However, the Court of Appeal then modified this decision. This means the CRT can continue to decide MVI disputes at least until the Court of Appeal releases its final decision on the appeal. Visit [www.civilresolutionbc.ca](http://www.civilresolutionbc.ca) for more information.



If you need advice about your chances of success, you may want to get professional advice from a lawyer or legal services provider before applying for CRT dispute resolution.

### ***How long does the dispute resolution process take?***

The Civil Resolution Tribunal (CRT) aims to resolve disputes as fairly, quickly, and affordably as possible. But every dispute is different. The time to resolve a dispute depends on whether the parties can reach an agreement early in the process, and the amount of issues and evidence in the dispute.



## **Negotiation and facilitation**

### ***What if I don't want to negotiate?***

The negotiation process is voluntary, and you don't have to participate in it. But if you reach an agreement during online negotiation, we will refund your application fee and your agreement can be turned into an enforceable CRT order.

### ***Do I have to participate in facilitation?***

Yes. Parties are required to participate in facilitation, where a case manager will help you try to reach an agreement. If you can't reach an agreement, an independent CRT member will make an enforceable decision on your dispute.

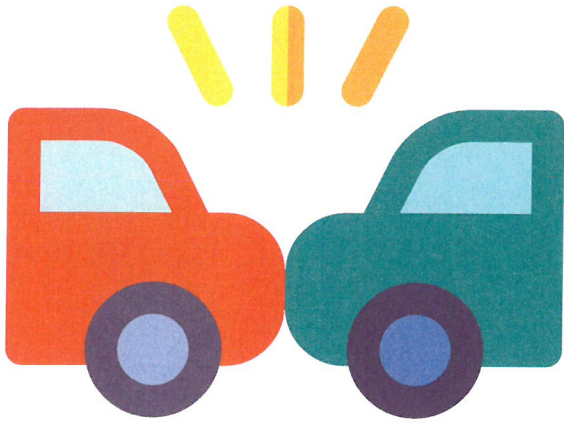


## **Getting a decision**

### ***Who will decide my dispute?***

If you can't reach an agreement, an independent CRT member will decide your dispute. All CRT members are expert decision-makers and are appointed after an extensive, merit-based competition process. CRT members deciding motor vehicle accident injury (MVI) disputes are lawyers with expertise in personal injury law.





## Have a dispute with ICBC about accident benefits?

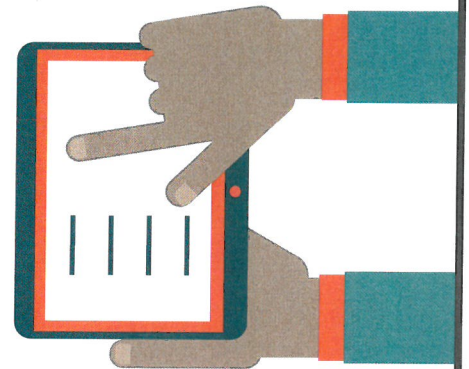
The CRT is an independent tribunal. It can resolve your dispute.

Visit our website to learn more.

## Vous avez un différend avec l'ICBC au sujet de vos indemnités d'accident?

Le CRT est un tribunal indépendant. Il peut résoudre votre différend.

Visitez notre site Web pour en savoir plus.



Civil Resolution Tribunal

[www.civilresolutionbc.ca](http://www.civilresolutionbc.ca)



## ¿Tiene una disputa con ICBC acerca de subsidios por accidente?

El CRT es un panel independiente que puede resolver su disputa.

Visite nuestro sitio web para mayor información.