

REGULAR MEETING OF COUNCIL AGENDA

DATE: June 20, 2022
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

The public may attend this meeting by means of electronic facilities.

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

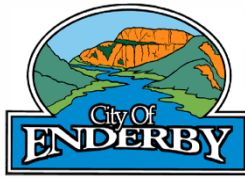
The City of Enderby uses Zoom for its electronic facilities and encourages those attending the meeting who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

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/

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THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 6, 2022 at 4:30 p.m. in Council Chambers.

Present: Councillor Tundra Baird
Councillor Brad Case
Councillor Roxanne Davyduke (Acting Mayor)
Councillor Brian Schreiner
Councillor Shawn Shishido

Staff: Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner – Kurt Inglis
Clerk-Secretary – Andraya Holmes

Other: Press and Public

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Case
“THAT the June 6, 2022 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of May 16, 2022

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT the May 16, 2022 Council Meeting minutes be adopted as circulated.”

CARRIED

DELEGATIONS

Sgt. Terry Myroniuk, Conservation Officer Service

Sgt. Myroniuk gave a presentation on wildlife conflict prevention. Explained that in communities where bylaws are adopted to reduce attractants, wildlife conflicts can be reduced quickly and drastically.

Councillor Schreiner asked if there has been an increase in wildlife conflicts in Enderby and why that might be.

Sgt. Myroniuk responded that there has been a 100% increase in reported wildlife conflicts this year in Enderby, compared to the prior year. There has been an influx of people in the last few

years moving to the Okanagan. They may be moving from places where bears are less of an issue and require education on how to deal with attractants properly.

Councillor Baird asked if there are particular places in town where bears have been more of an issue.

Sgt. Myroniuk responded that they have been reported mostly in the area surrounding M.V. Beattie Elementary School. He explained that this is a natural travel corridor for bears and that they stay in the area because there are attractants available.

Councillor Case asked which attractants are best to focus on with regulations.

Sgt. Myroniuk responded that garbage is the most common attractant, followed by fruit trees and bird feeders. It is also important to prohibit the purposeful feeding of wildlife.

Councillor Schreiner asked if the smell of garbage is an attractant even if the bear cannot access the garbage inside of a container.

Sgt. Myroniuk responded that while the smell may attract a bear, they are relatively quick to learn that they can not access the garbage inside and will move on. Noted that locking bins are a great solution for people who may not have a secure place to store their garbage.

Councillor Case asked if there is a community that has a good wildlife attractant bylaw that Council could reference.

Sgt. Myroniuk responded that the bylaw in place in Armstrong is effective. He also noted that these regulations will help with other wildlife such as raccoons and rats. The Chief Administrative Officer stated that the Armstrong bylaw were among several that were researched for the City of Enderby's proposed bylaws, which Council would consider later in the meeting.

Councillor Schreiner asked if there have been conflicts with deer.

Sgt. Myroniuk reported that there have been issues with deer seeing domestic dogs as a threat and attacking, causing injury to owners trying to protect their dogs. Sgt. Myroniuk also noted that having deer also attracts cougars, their predators, to the area.

Councillor Baird asked what happens when a bear becomes habituated.

Sgt. Myroniuk responded that a bear will find a food source at a house and will begin going house to house in a community looking for similar food sources. This often happens at night at the start, but slowly the bear will become more comfortable and start looking for food during the day. Explained that bears may become protective of their food sources and see humans as a threat when taking out their garbage. In some cases, bears may start to see humans as a potential food source as well. Once a bear is habituated, it can not be relocated as it will either find its way back to the community or find a new community to continue this pattern of behaviour. These bears must be euthanized, which is regrettable and avoidable.

Leigha Horsfield and Danielle Guetter, Community Futures North Okanagan

Ms. Horsfield gave an overview of the Business Walk event and explained that it was a very productive and positive Business Walk. Explained that the push to shop local during the COVID-19 Pandemic seems to have been great for local businesses. Most business owners report that their businesses are doing well and are seeing new clients and customers from the community.

Explained that the most common challenges reported by local business owners are labour shortages, expansion issues, and marketing. Many businesses are interested in support from Community Futures and the City.

Ms. Guetter introduced herself and explained that she will be at City Hall on Tuesdays as a resource for business owners in the community. She invited Council to visit her to discuss her role.

Ms. Guetter explained that she would like to connect one-on-one with members of the community and build relationships with business owners. She will be visiting businesses that indicated on the Business Walk that they would like additional follow-up. She is also looking forward to working with the Events Coordinator.

Councillor Davyduke thanked Ms. Horsfield and Ms. Guetter for their presentation and the work they are doing in our community.

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council receives the 2022 Business Walk Results memorandum for information.”

CARRIED

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit Application #0045-22-DVP-END

The Planner gave an overview of the application and explained that the applicant has expressed that he would like to create a new lot to build retirement housing on.

Councillor Baird asked about parking for the potential new development.

The Planner responded that the applicant will have to show that there is adequate parking on site at the subdivision or building permit stage.

Moved by Councillor Shishido, seconded by Councillor Baird

“THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit variances to the following Sections of City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 604.6.e by reducing the minimum lot area for adult retirement housing from 1,900 m² (20,452 square feet) to 1,461 m² (15,727 square feet), as shown on the attached Schedule ‘A’;*

- *Section 604.10.d by reducing the minimum rear yard setback area for a single family dwelling from 6 m (19.68 feet) to 2.97 m (9.75 feet), as shown on the attached Schedule 'A';*
- *Section 1101.c.i by reducing the minimum lot frontage for a panhandle lot that cannot be further subdivided from 10 m (32.81 feet) to 9 m (29.53 feet), as shown on the attached Schedule 'A';*

AND THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit variances to the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- *Section 2.0 of Schedule "A" by not requiring Brickyard Road adjacent to the proposed lots to be dedicated a minimum of 9.0 m from the existing mean centreline of the road in accordance with the Local Road Standards;*
- *Section 5.0 of Schedule "A" and Schedule "B" by deferring the requirement to design and construct a storm drainage system to a future subdivision or Building Permit stage;*
- *Section 6.0 of Schedule "A" by not requiring the provision of ornamental street lighting; and*
- *Section 7.0 of Schedule "A" by not requiring the provision of underground wiring for power, telephone and cablevision,*

AND THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit a variance to Section 4.0 of Schedule "A" and Schedule "B" of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 by not requiring a direct connection to the community sanitary sewer system for the proposed new lot with the existing single-family dwelling, subject to the owner demonstrating and constructing an alternate sanitary sewer servicing solution, acceptable to the City of Enderby and its Approving Officer, which is properly and lawfully secured on title such that it runs with the land, in order to allow for an indirect connection to the community sanitary sewer service to be constructed, maintained, and renewed;

AND THAT Council affirms that the issuance of the Development Variance Permit to not require a direct connection to the community sanitary sewer system in no way implies or permits a holding tank or sewerage system under the Sewerage System Regulation of the Public Health Act as an acceptable alternate servicing solution for sanitary waste;

AND THAT Council NOT authorize the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit a variance to Section 2.0 of Schedule "A" of City of Enderby Subdivision

Servicing and Development Bylaw No. 1278, 2000 by not requiring Brickyard Road adjacent to the proposed lots to be constructed to the centreline of the road in accordance with the Local Road Standards;

AND FURTHER THAT Council authorizes an exemption to Section 604.8 and 1101.1.b.i of the City of Enderby Zoning Bylaw No. 1550, 2014 by, i) reducing the minimum lot frontage for a single family dwelling from 12 m (39.37 feet) to 9 m (29.53 feet) for the proposed new lot, ii) reducing the minimum lot frontage for adult retirement housing from 35 m (114.8 feet) to 17.93 m (58.83 feet) for the proposed Remainder Lot, and iii) permitting a frontage to be less than one-tenth the perimeter of the parcel for the proposed new lot and Remainder Lot, as part of the proposed subdivision shown on the attached Schedule 'A'."

CARRIED

Development Variance Permit Application #0046-22-DVP-END

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 2 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP88729 and located at 155 Vetter Place, Enderby B.C. to permit a variance to Section 309.1.i of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum height of a retaining wall from 1.2 m (3.94 feet) to 1.52 m (5 feet) and 2.44 m (8 feet), as shown on the attached Schedule 'A'."

CARRIED

BYLAWS

Wildlife Attractant Regulations

Councillor Baird asked if we expect feedback from the community about mobility issues with the changing regulations for garbage containers.

Chief Administrative Officer responded that although the requirements are changing, they still leave room for many different shapes and sizes of bins. There are many options for people to find a container that best suits their needs. This is because the City's garbage collection contractor does not require specific bins that are often required for mechanical collection vehicles; as a result, residents can supply their own bin and select one that fits with their personal needs.

Councillor Shishido asked for clarity on the changes in requirements for garbage containers.

Chief Administrative Officer responded that the new bylaw will require garbage to be placed in a rigid plastic container with a lid, and no longer allows for garbage to be placed out in bags.

Moved by Councillor Baird, Seconded by Councillor Schreiner
"THAT Council gives three readings to the City of Enderby Wildlife Attractant Bylaw No. 1754, 2022 and the City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 Amendment Bylaw No. 1755, 2022"

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Reported that she has been busy with graduation and planning for community events. This year's graduation class from A.L. Fortune has 39 grads which is a small group.

The Chief Executive Officer for the Okanagan Regional Library is retiring and hiring is ongoing.

Councillor Schreiner

Reported that work has begun on the new Search and Rescue building.

Councillor Schreiner is working with Splitsin to organize a community-to-community meeting.

Reported that a contractor has been retained to mow the rail-trail corridor.

Councillor Case

Reported that there are 38 teams registered for Funtastic in Enderby this year and that the running of the gazebo concession by the new operator seems to be going very well.

Councillor Shishido asked if the concession has regular running hours.

Chief Administrative Officer answered that the contract requires the concession be open during tournaments and that the operator may open at other times if she so chooses, but that there aren't regular hours set in the contract beyond the minimum requirements.

Councillor Shishido

Reported that the construction on Mill Avenue is ongoing and that Mounce Construction has been very accommodating, especially to pedestrian traffic.

Councillor Case asked if there is a projected completion date for the project.

Chief Administrative Officer answered that the projected completion date is August 12. So far, the contractor is making good time on the project and issues that have come up have not slowed progress substantially.

Councillor Davyduke

Reported that inter-agency meetings will continue to be on Zoom. The next meeting will take place in June and then meetings will pause for the summer.

Attended the Anti-Stigma event at Splitsin on May 30. The event was attended by members of Council, Interior Health and members of Tkwapla7 of Splitsin. Naloxone training was offered and good discussion took place.

Councillor Davyduke will also be attending the A. L. Fortune graduation ceremony on Friday to wish the grads well on behalf of Council.

Councillor Shishido asked about the legalization of possession of small amounts of illicit drugs in BC and asked why that would be helpful.

Councillor Davyduke clarified that possession has not been legalized, but decriminalized.

Chief Administrative Officer noted that the idea is to free up resources to focus more on dealers and the supply of drugs and give people with addiction the chance to find a clean supply. Explained that BC is lacking many other necessary supports to help people with addiction on the road to recovery.

Councillor Case asked if representatives from Turning Points attend the inter-agency meetings.

Councillor Davyduke responded that they do attend the meetings.

Chief Administrative Officer

Reported that there is advance planning occurring for potential flooding. Sand and sandbags are available to members of the community including Area F and Splantsin and are located outside of the Public Works Yard at 2308 McGowan Street.

Chief Administrative Officer and the Chief Financial Officer will be attending emergency management training that focuses on psychosocial resiliency – which addresses how EOC staff and the public are affected by stress during an emergency.

Spoke with the Ministry of Transportation and Infrastructure who stated that the crosswalk refuge on George Street will be repaired in the next few weeks.

There is some succession planning occurring in Public Works and there will be some internal postings soon. There will also be postings for casual workers for people with arena experience and certifications.

Construction on Mill Avenue is on schedule.

There will be updates to the website soon about the upcoming local election.

Public works has stained benches downtown, and will begin work on pergolas soon.

The gardener is working on ideas for landscaping changes to the City Hall parking lot.

There was a break-in at the gazebo concession last week and staff is working with the RCMP to manage the source of the problem.

Reported that things are going very well at the campground so far this year and that there has been strong uptake of the online booking system.

NEW BUSINESS

Enderby Arts Festival 2022 – Temporary Road Closure

Moved by Councillor Case, seconded by Councillor Baird
“*THAT Council receives the Enderby & District Arts Council’s Temporary Road Closure (Enderby Arts Festival 2022) application for information.*”

CARRIED

Canada Day Parade 2022 – Temporary Road Closure

Moved by Councillor Baird, seconded by Councillor Schreiner
“*THAT Council receives the City of Enderby Event Coordinator’s Temporary Road Closure Application (Canada Day Parade 2022) for information.*”

CARRIED

2308 McGowan Street (Public Works Yard) and Telus Tower Statutory Right of Way – Telus Public Consultation Package and Notice of Disposal

Moved by Councillor Case, seconded by Councillor Schreiner
“*THAT Council receives and files Cypress Land Services’ Request for Concurrence for a TELUS Telecommunications Tower at 2308 McGowan Street, Enderby, BC dated May 12, 2022;*

AND THAT Council directs staff to provide public notice of its intent to dispose of an interest in land at 2308 McGowan Street, Enderby, BC pursuant to Section 27 of the Community Charter and invites written submissions to be received by 3pm on June 20, 2022, for consideration at the regular Council meeting scheduled for the same day.”

CARRIED

OPPOSED Councillor Shishido

Shuswap Trails Roundtable

Chief Financial Officer explained that this was a part of the budget in 2020 but that it was removed at the beginning of the COVID-19 Pandemic.

Moved by Councillor Schreiner, seconded by Councillor Case
“*THAT Council support the Shuswap Trails Roundtable in the amount of \$500 for 2022.*”

CARRIED

Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment, and Planning

Moved by Councillor Baird, seconded by Councillor Shishido
“*THAT Council directs Staff to submit an application under the Extreme Heat Risk Mapping, Assessment, and Planning funding stream of the Community Emergency Preparedness Fund in order to undertake the following activities:*

1. *Undertake extreme heat risk mapping;*
2. *Undertake an extreme heat risk assessment; and*
3. *Develop an Extreme Heat Response Plan.*

AND THAT Council confirms that the City of Enderby is willing to provide overall grant management for the aforementioned activities.”

CARRIED

UBCM 2022 Provincial Meeting Requests and Attendance

Council discussed which Provincial ministries, agencies, commissions, or corporations they wish to request meetings with at the 2022 UBCM Convention.

Meetings suggested were

- Ministry of Indigenous Relations & Reconciliation
- Ministry of Health - Lack of Laboratory Staff
- Ride Sharing
- Ministry of Forests – Community Forest
- Ministry of Transportation – Highway 97A, along with other affected communities

Council decided to continue the discussion at the next regular Council Meeting.

PUBLIC QUESTION PERIOD

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Case
“THAT the regular meeting of June 6, 2022 adjourn at 5:55 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: May 25, 2022
Subject: UBCM 2022 Provincial Meeting Requests and Attendance

RECOMMENDATION

THAT Council identifies the Provincial ministries, agencies, commissions, or corporations for which it wishes to request meetings at the 2022 Union of British Columbia Municipalities (UBCM) convention;

AND THAT Council indicates to staff the topic(s) for the requested meetings and the members of Council who are planning to attend each meeting;

AND THAT Council indicates any meeting topics for which it wishes staff to prepare an information brief prior to UBCM.

BACKGROUND

The Union of British Columbia Municipalities (UBCM) conference will be hosted in Whistler, BC from September 12-16, 2022. The theme is *Value of One, Power of Many*.

At UBCM, local government elected officials may request meetings with Provincial ministries, agencies, commissions, and corporations.

The deadlines for submitting meeting requests are:

- Premier and Cabinet Ministers: June 24, 2022
- Provincial staff: August 23, 2022

Meetings with Provincial staff may also be booked on-site at the convention's Provincial Appointment Desk from September 12-15.

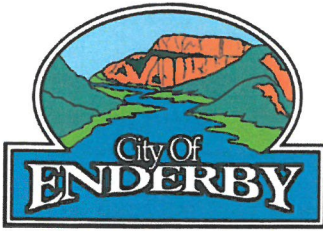
If Council wishes to request a meeting on a particular topic but is unsure of the responsible Provincial unit, Staff will research further or contact UBCM to confirm the most appropriate person. Staff will research and prepare information briefs for any topic upon request. As part of the meeting request form, UBCM requests that representatives who are planning to attend the meeting are indicated.

Attached to this memorandum is the excerpt from the Provincial appointment book that identifies areas of responsibility for ministries, agencies, commissions, and corporations.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



REQUEST TO APPEAR AS A DELEGATION

On 20 06 2022
Day Month Year

Date of Request June 2nd 2022

Name of Person Making Request Di Macdonald

Name and Title of Presenter(s) Chris Ashton and Betty Lucianovitch

Contact Information 250-838-0103

Details of Presentation _____

Request for City of Enderby to proclaim the Year of the Garden

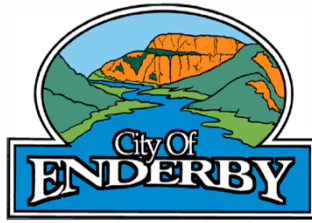
Desired Action from Council (check all that apply)

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

Please describe desired action in detail _____

Request 5-10 mins for presentation and questions

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



Proclamation

“Year of the Garden”

- WHEREAS,** the Year of the Garden celebrates the Centennial of Canada’s horticulture sector;
- WHEREAS,** gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together;
- WHEREAS,** gardens and gardening have helped us face the challenges of the COVID-19 pandemic;
- WHEREAS,** the Year of the Garden will highlight and celebrate the important contributions of our local gardening organizations and horticulture professionals and businesses;
- WHEREAS,** Communities in Bloom in collaboration with the Canadian Garden Council, invites all municipalities to celebrate the Year of the Garden;
- WHEREAS,** in celebration of the contribution of gardens and gardening to the development of our country, our municipality, and the lives of our citizens in terms of health,
- NOW, THEREFORE,** Council for the City of Enderby, HEREBY DECLARES, the year of 2022 as the:

“Year of the Garden”

In the City of Enderby.

<seal>

Greg McCune
Mayor

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1754, 2022

A bylaw to regulate, prohibit, and impose requirements respecting the feeding and attracting of dangerous wildlife and members of the family Cervidae

WHEREAS Section 8(3)(k) of the *Community Charter* authorizes the Council of the City of Enderby to, by bylaw, regulate, prohibit and impose requirements in relation to animals;

AND WHEREAS Section 9(1)(c) of the *Community Charter* recognizes wildlife as a sphere of concurrent authority for which Council may not adopt a bylaw unless in accordance with a regulation, an agreement, or an approval of the Province;

AND WHEREAS Section 2(1)(c) of the *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation* enables Council to regulate, prohibit, and impose requirements respecting the feeding or attracting of dangerous wildlife or members of the family Cervidae;

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

1. CITATION

1. This Bylaw shall be cited as “City of Enderby Wildlife Attractant Bylaw No. 1754, 2022”.

2. DEFINITIONS AND INTERPRETATION

In this Bylaw:

“**City**” means the Corporation of the City of Enderby.

“**Dangerous Wildlife**” includes bear, cougar, coyote, wolf, and any species of wildlife that is prescribed as dangerous under the *Wildlife Act*.

“**Wildlife**” includes Dangerous Wildlife and members of the family Cervidae [deer].

“**Wildlife Attractant**” includes any substance which could reasonably be expected to, or does, attract Wildlife, including but not limited to food products, food containers, pet and bird food, seeds, restaurant grease, game meat, carcasses, animal waste products, uncollected fruit, garbage, organic waste, barbecues, grills, and related equipment, diapers, grease barrels, petroleum products, antifreeze, other chemical products and any other substance or thing prescribed by the *Wildlife Act*.

3. GENERAL

1. Bylaw Enforcement Officers appointed by the City are authorized to enforce and carry out the provisions of this Bylaw.
2. Bylaw Enforcement Officers appointed by the City are hereby authorised to enter, at all reasonable times, upon any property within the municipal boundaries of the City of Enderby

subject to this Bylaw and Section 16 of the *Community Charter*, in order to ascertain whether the regulations of this Bylaw are being obeyed.

3. A person, operation, or facility is exempt from this Bylaw if their activities are consistent with section 2(3) of the *Spheres of Concurrent Jurisdiction – Environment and Wildlife Regulation*.

4. REGULATIONS, PROHIBITIONS AND REQUIREMENTS

1. Except as permitted in this Bylaw, a person must not:
 - (a) Leave or place Wildlife Attractants in, on, or about any land or premises where there are or are likely to be people, in a manner in which the Wildlife Attractant could attract Wildlife to the premises and be accessible to Wildlife.
 - (b) Feed, or attempt to feed, Wildlife.
2. Every owner or occupier of real property must ensure that:
 - (a) Fruit that has fallen from a tree or bush is removed, stored, or disposed in such a manner so as not to attract or be accessible to Wildlife.
 - (b) Birdfeeders containing bird feed, suet or nectar are suspended on a cable or other device in such a manner that it is inaccessible to Wildlife, and the area below any birdfeeder is kept free of accumulations of Wildlife Attractants.
 - (c) Barbecue equipment and tools that remain outdoors after use must be clean and free of residual food or grease so as not to attract or be accessible to Wildlife.
 - (d) Refrigerators, freezers, storage containers or similar units containing Wildlife Attractants of any type, if outdoors, are located and equipped in a manner that is inaccessible to Wildlife.
 - (e) Grease, antifreeze, paint and petroleum products are stored in such a manner that is inaccessible to Wildlife.
 - (f) Compost is kept and maintained in an enclosed and secure rigid container that is inaccessible to Wildlife.
 - (g) Other animals, including backyard hens and bees, as well as domestic animals, are kept in a manner that is reasonably inaccessible to Wildlife, including their food.
 - (h) Garbage is stored indoors or otherwise in durable, rigid receptacles fitted with covers that are inaccessible to Wildlife, and not placed at curbside until 4:00 a.m. on the day of collection.
 - (i) All garbage is kept and disposed in accordance with this Bylaw, the City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 and any other relevant enactment.

5. OFFENSES

- 1. Every person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty not to exceed \$10,000, and a jail term of not more than 6 months.
- 2. Each day the offence continues is considered a separate offence.
- 3. This bylaw is enforceable through the City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 and the City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015.

6. SEVERABILITY

- 1. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, it shall be severed and such decision shall not affect the validity of the remaining portions of this Bylaw.

7. EFFECTIVE DATE

- 1. This bylaw shall come into force and effect as and from the date of adoption.

READ a FIRST time this 6th day of June, 2022.

READ a SECOND time this 6th day of June, 2022.

READ a THIRD time this 6th day of June, 2022.

ADOPTED this ___ day of _____, 2022.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1755

A BYLAW TO AMEND GARBAGE COLLECTION REGULATION BYLAW NO. 1566, 2015

WHEREAS Council of the City of Enderby has adopted "City of Enderby Garbage Collection Regulation No. 1566, 2015";

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

CITATION

1. This bylaw may be cited as the "City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 Amendment Bylaw No. 1755, 2022".

AMENDMENTS

City of Enderby Garbage Collection Regulation Bylaw No. 1566, 2015 is hereby amended as follows:

2. By replacing the definition of "garbage container" with:

"garbage container" means a non-corrosive, durable, rigid receptacle, fitted with secure handles and a watertight cover, used for the collection of garbage from residential premises.

3. By replacing section 4.1 with:

All garbage containers shall be kept, maintained and readily accessible for emptying or collection by 7:00 a.m. on the day of collection and shall be placed at curbside no earlier than 4:00 a.m. on the day of collection.

READ a FIRST time this 6th day of June, 2022.

READ a SECOND time this 6th day of June, 2022.

READ a THIRD time this 6th day of June, 2022.

ADOPTED this ___ day of _____, 2022.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 13, 2022
Subject: 2022 Annual Report

RECOMMENDATION

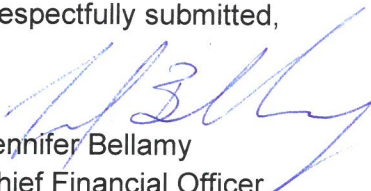
THAT Council considers any public input received;
AND THAT Council Approves the 2021 Annual Report.

BACKGROUND

Attached is the 2021 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 2, 2022.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer



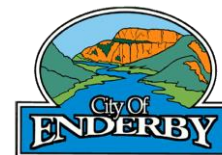
CITY OF ENDERBY

2021 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

2021 Annual Report

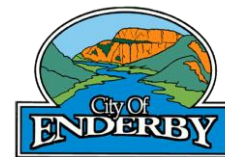
AUDITED FINANCIAL STATEMENTS

- The 2021 Audited Financial Statements were presented and approved by Council on April 19, 2022 and are included at the end of this Annual Report.

PERMISSIVE PROPERTY TAX EXEMPTIONS

- The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2021. The dollar value to the right indicates the amount of property taxes that would have been imposed on the property in that year, had it not been granted a permissive property tax exemption.

Name	Civic Address	Amount (\$)
Pioneer Place Society	1104 Belvedere Street	12,969
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	2,130
Enderby & District Senior Citizen's Complex	1011 George Street	3,739
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	16,834
Enderby Fraternal Hall Society	507 Mill Avenue	1,174
Royal Canadian Legion Branch # 98	909 Belvedere Street	1,391
St. Andrew's United Church	606 Regent Avenue	965
St. Andrew's United Church	1110 Belvedere Street	661
Enderby Evangelical Chapel	706 Mill Avenue	820
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	1,026
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	499
Enderby Congregation of Jehovah's Witnesses	115 George Street	3,609
Roman Catholic Bishop of Kamloops	1406 George Street	1,170
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	2,792
City of Enderby (Enderby Drill Hall Committee)	208 George Street	5,537
City of Enderby (Enderby Drill Hall Committee)	206 George Street	1,108
City of Enderby (Enderby Drill Hall Committee)	204 George Street	1,799
City of Enderby (Enderby & District Museum Society)	903 George Street	5,616
Seventh-Day Adventist Church	703 Old Vernon Street	2,521
Total Tax Exemptions for 2021		\$66,360



REPORT ON SERVICES AND OPERATIONS IN 2021

Economic

- Supported the Rural Economic Business Advisor to help businesses pivot to a post-pandemic model, in cooperation with other regional economic development partners.
- Continued to offer case managed planning services for development.
- Continued to offer perpetual business licenses to cut red tape for businesses.
- Completed a strategic plan for the Riverside RV Park.

Emergency Management

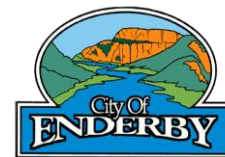
- Continued to operate an Emergency Operations Centre for pandemic response and recovery.
- Continued to implement safe operations plans for City facilities, parks, and public amenities during the pandemic and later transitioned to a communicable disease prevention plan.
- Opened an Emergency Operations Centre for wildfire season and took steps to prepare for a community evacuation.
- Continued to implement the local FireSmart Action Plan by applying for a grant to hire a FireSmart Coordinator, undertake FireSmart Assessments, and complete mitigation activities.
- Completed a Flood Risk Assessment, Mapping and Risk Mitigation plan using grant funding.
- Obtained critical Emergency Operations Centre equipment through grant funding.
- Purchased a replacement fire engine for the Fire Department.

Environment

- Reduced emissions by, i) 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 ii) participating in a biomass district heating system for the Enderby Pool.
- Facilitated a self-guided community clean-up event.
- Planted additional trees at the Riverside RV Park using grant funding.

Infrastructure and Asset Management

- Completed the reconstruction of Hubert Avenue and Knight Avenue with partial grant funding.
- Completed the watermain crossing of the Shuswap River with partial grant funding.
- Repaved the rear splashpad at the Fire Hall.
- Began a condition and lifecycle assessment of the Enderby Arena with partial grant funding.
- Continued to invest 1% new taxation in asset management.
- Encouraged improved coordination of the Highway 97A and Rail-Trail planning processes.



- Continued to support planning for the construction of the Rail-Trail “test section” through the community.
- Continued design work for the expansion of the water treatment plant and water distribution system.
- Completed the renewal of a major storm main crossing of Vernon Street south of King Avenue.
- Completed an update of the City’s asset inventory and Geographic Information System data through grant funding.

Recreation and Public Spaces

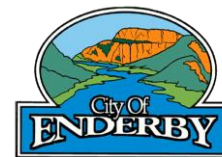
- Continued to expend Community Better Challenge funds for different recreation initiatives, including the purchase of Kids Don’t Float Kiosks and a new swing set at Tuey Park.
- Installed the last phase of play features at the Spray Park.
- Expanded the parking area at Tuey Park to help ease congestion along Waterwheel Street.
- Provided rock barriers along the unpaved portion of Waterwheel Street to improve pedestrian safety.
- Continued to fund and implement new facility amenities and parks programs to promote fitness and health.
- Retreated the wood structure of the Muzebo at Barnes Park.
- Replaced the roof of the Enderby Drill Hall using grant funds.
- Replaced the Zamboni at the Enderby Arena.
- Renewed one ball diamond infield at Riverside Park.
- Replaced brine pumps for the Enderby Arena and Curling Rink.
- Refurbished the City entrance signs.
- Purchased and installed new holiday lights for City Hall and for the feature tree on Cliff Avenue.
- Added interactive murals to several public spaces in the community.
- Provided support to the Shuswap River Ambassadors.

Social Health, Food Security, and Housing

- Increased recognition of community volunteers through Council appreciation awards.
- Continued to provide space for the Harvest Hut in the Maud Street parking lot.
- Initiated the development of a local Housing Strategy based on the City of Enderby Housing Needs Assessment and the North Okanagan Regional Housing Strategy.
- Provided space on Cliff Avenue to support the Enderby Farmers Market.

DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

- None.



DEVELOPMENT COST CHARGES

	<i>Balance Dec 31/20</i>	<i>Received in 2021</i>	<i>Interest Earned in 2021</i>	<i>Expended in 2021</i>	<i>Balance Dec 31/21</i>
Sewer	130,409	29,898	1,700	0	162,007
Water	381,110	27,075	4,924	0	413,109
Storm Sewer	0	0	0	0	0
Roads/Curbs	153,804	5,860	2,003	0	161,667
Total	665,323	62,833	8,627	0	736,783

OFF-STREET PARKING RESERVE FUND

- There are currently no funds in this reserve.

OBJECTIVES AND PROGRESS MEASURES FOR 2022

Administration and Governance

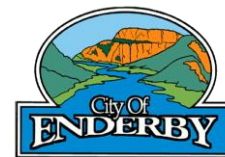
- Administer 2022 local government elections.
- Continue to build dialogue and foster joint opportunities for cooperation and collaboration with neighbouring and regional partners, including Splitsin.

Economic

- Continue to offer case managed planning services for development.
- Continue to offer perpetual business licenses to cut red tape for businesses.
- Introduce an online booking system for Riverside RV Park.
- Resume offering office space in City Hall for Community Futures North Okanagan.
- Advance a ride-sharing resolution to the Union of British Columbia Municipalities to improve transportation options in small, rural, and remote communities.

Emergency Management and Community Safety

- Complete the implementation of the local FireSmart Action Plan, including property assessments and mitigation activities.
- Modernize telephone system across all City facilities.
- Roll out remote work capabilities to improve resiliency and business continuity.
- Continue to enhance relationships with neighbouring jurisdictions involved in emergency management, including Splitsin, Armstrong, Spallumcheen, and the Regional District of North Okanagan.
- Implement enhanced shipping container regulations.



- Continue to participate in inter-agency meetings of community support and social service groups.
- Continue to work with the RCMP to sustain and enhance a safe community.

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 new trees at Tuey Park.
- Host the annual Our Enderby Cleanup Challenge.

Infrastructure and Asset Management

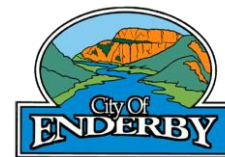
- Complete reconstruction of Mill Avenue.
- Complete design for Peacher Crescent reconstruction.
- Complete the condition and lifecycle assessment for the Enderby Arena.
- Enhance backup power capabilities at the Wastewater Treatment Plant in order to address longer-duration outages more efficiently.
- Complete a long-term capital spending plan and begin to implement recommendations from the condition and lifecycle assessment for the Enderby Arena.
- Continue to invest 1% new taxation in asset management.
- Complete concept design work for expansion of the water treatment plant and water distribution system.
- Continue to support planning for 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.

Recreation and Public Spaces

- Complete the design and tendering of the new pool.
- Distribute Community Better Challenge funds across different recreation opportunities in the community.
- Install new picnic tables at Tuey Park.
- Renew a ball diamond infield at Riverside Park.
- Hire an Events Coordinator to restart community events and build capacity.
- Provide support to the Shuswap River Ambassadors.
- Develop a new cremation section for the cemetery and begin planning for next columbarium purchase.

Social Health, Food Security, and Housing

- Continue to recognize community volunteers.



- Continue to provide space to the Harvest Hut in the Maud Street parking lot.
- Continue to provide space on Cliff Avenue to support the Enderby Farmers Market.
- Implement backyard hens and bees regulations to promote food security.
- Adopt a local Housing Strategy based on the Housing Needs Assessment and the Regional Housing Strategy.

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2021

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2021

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Management's Responsibility for Financial Reporting

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

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

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



Chief Financial Officer
April 19, 2022



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

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

Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2021, 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, 2021, 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, 2022

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Financial Position

As at December 31, 2021

	2021	2020
Financial assets		
Cash	\$ 1,404,303	\$ 945,058
Portfolio investments (Note 3)	7,003,319	7,420,681
Accounts receivable (Note 4)	795,824	1,041,939
Deposit - Municipal Finance Authority (Note 5)	35,826	42,964
	<u>9,239,272</u>	<u>9,450,642</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	478,774	671,676
Deferred revenue (Note 7)	1,234,538	1,165,730
Reserve - Municipal Finance Authority (Note 5)	35,826	42,964
Long-term debt (Note 8)	2,271,254	2,768,790
	<u>4,020,392</u>	<u>4,649,160</u>
Net financial assets	<u>5,218,880</u>	<u>4,801,482</u>
Non-financial assets		
Prepaid expenses	62,167	55,326
Tangible capital assets (Note 9)	30,221,003	29,667,536
Accumulated surplus (Note 10)	<u>\$ 35,502,050</u>	<u>\$ 34,524,344</u>

Contingent Liabilities (Note 13)

Chief Financial Officer



THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2021

	2021 Budget	2021 Actual	2020 Actual
	(Note 19)		
Revenue			
Taxation - net (Note 14)	\$ 2,236,538	\$ 2,210,680	\$ 2,137,816
Grants and subsidies (Note 15)	2,795,982	1,910,274	2,887,524
Sale of services (Note 16)	1,814,273	1,923,027	1,661,696
Other revenue from own sources	49,402	91,358	66,821
Interest and penalties	130,500	144,224	145,686
	<u>7,026,695</u>	<u>6,279,563</u>	<u>6,899,543</u>
Expenses (Note 17)			
General government services	1,135,101	870,494	803,459
Protective services	584,770	326,308	361,989
Transportation services	586,115	1,071,262	1,072,723
Solid waste services	110,100	101,762	99,077
Community development services	22,500	46,870	14,088
Recreational and cultural services	233,760	167,675	101,212
Riverside RV Park & tourism services	223,750	155,680	112,149
Enderby / Area F services	959,345	834,681	861,776
Water supply	755,135	954,470	799,440
Sewer services	786,131	765,693	678,486
	<u>5,396,707</u>	<u>5,294,895</u>	<u>4,904,399</u>
Excess revenue over expenses	1,629,988	984,668	1,995,144
Loss on disposal of tangible capital assets		(6,962)	(97,582)
Annual surplus	<u>\$ 1,629,988</u>	<u>\$ 977,706</u>	<u>\$ 1,897,562</u>
Accumulated surplus, beginning of year	<u>34,524,344</u>	<u>34,524,344</u>	<u>32,626,782</u>
Accumulated surplus, end of year	<u>\$ 36,154,332</u>	<u>\$ 35,502,050</u>	<u>\$ 34,524,344</u>

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2021

	2021	2020
Annual surplus	\$ 977,706	\$ 1,897,562
Amortization of tangible capital assets	1,366,788	1,320,757
Change in prepaid expenses	(6,842)	(6,163)
Loss on disposal of tangible capital assets	6,962	97,581
Acquisition of tangible capital assets	(1,927,216)	(1,145,047)
Increase (decrease) in net financial assets	417,398	2,164,690
Net financial assets, beginning of year	4,801,482	2,636,792
Net financial assets, end of year	\$ 5,218,880	\$ 4,801,482

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2021

	2021	2020
Cash flows from operating activities		
Cash received from:		
Taxation	\$ 2,266,472	\$ 2,137,477
Grants and subsidies	2,020,584	2,587,595
Sale of services and other revenues	2,163,206	1,905,851
Interest received	144,224	145,686
Cash paid for:		
Cash payments to suppliers and employees	(4,019,910)	(3,313,869)
Interest paid	(107,940)	(112,386)
	<u>2,466,636</u>	<u>3,350,354</u>
Financing activities		
Debt repayment	<u>(497,537)</u>	<u>(134,356)</u>
Capital activities		
Purchase of tangible capital assets	<u>(1,927,216)</u>	<u>(1,145,047)</u>
	<u>(1,927,216)</u>	<u>(1,145,047)</u>
Investing activities		
Increase in portfolio investments	<u>417,362</u>	<u>(2,268,721)</u>
Increase (decrease) in cash	459,245	(197,770)
Cash, beginning of year	<u>945,058</u>	<u>1,142,828</u>
Cash, end of year	<u>\$ 1,404,303</u>	<u>\$ 945,058</u>

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2021

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 for 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 Canaccord Genuity, 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 have an effective average interest rate of 1.3% (2020 - 1.4%).

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 are 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, 2021

Planters	15 to 25 years
Roads	15 to 75 years
Storm system	25 to 80 years
Water mains	50 to 80 years
Water system	15 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, 2021

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. 1720, 2021 adopted May 3, 2021. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

n. Use of estimates

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

3. Portfolio Investments

	2021	2020
Municipal Finance Authority - Money market fund	\$ 674,045	\$ 657,254
Credit Union - Term deposits	4,032,187	5,225,607
Canaccord Genuity - Term deposits	2,297,087	1,537,820
	\$ 7,003,319	\$ 7,420,681

The term deposits mature between February 25, 2022 and February 3, 2023 with interest rates varying from 0.7% to 1.3%.

4. Accounts receivable

	2021	2020
Federal Government	\$ 22,141	\$ 48,567
Trade receivables	633,385	821,776
Taxes receivable - current	98,146	122,884
arrears	42,152	43,172
delinquent		5,540
	\$ 795,824	\$ 1,041,939

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	2021	2020
General fund	\$ 57,010	\$ 35,826	\$ 92,836	\$ 92,237
Sewer fund	-	-	-	21,562
	\$ 57,010	\$ 35,826	\$ 92,836	\$ 113,799

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

6. Accounts payable and accrued liabilities

	<u>2021</u>	<u>2020</u>
Trade payables	\$ 293,509	\$ 510,291
Wages payable	185,265	161,385
	<u>\$ 478,774</u>	<u>\$ 671,676</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, 2020	Inflows	Outflows	Interest	December 31, 2021
Development cost charges	\$ 665,323	\$ 62,833	\$ -	\$ 8,627	\$ 736,783
Refundable deposits	147,704	43,692	(18,903)	856	173,349
Conditional grants	146,650		(60,266)		86,384
Prepaid revenues	206,053	234,746	(203,404)	627	238,022
	<u>\$ 1,165,730</u>	<u>\$ 341,271</u>	<u>\$ (282,573)</u>	<u>\$ 10,110</u>	<u>\$ 1,234,538</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

8. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2021	2020
General fund					
1590	Road upgrades	16	2.100	\$ 374,729	\$ 394,290
1544	Road upgrades	15	2.200	345,771	364,670
1525	Road upgrades	14	3.300	229,246	242,503
1494	Storm system upgrade	23	3.150	710,353	730,297
1502	Road upgrades	13	3.150	469,588	499,638
1503	Road upgrades	13	3.150	141,567	150,626
				2,271,254	2,382,024
Sewer fund					
1474	System upgrade	-	3.250	-	257,844
1475	System upgrade	-	3.250	-	128,922
				-	386,766
Total long-term debt - all funds				\$ 2,271,254	\$ 2,768,790

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

	General fund
2022	\$ 114,911
2023	119,208
2024	123,668
2025	128,296
2026	133,099
2027 and subsequent periods	1,652,072
	\$ 2,271,254

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

9. Tangible capital assets

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2021									
General fund									
Land	\$ 1,648,517	\$ -	\$ -	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,659,271	106,846	-	2,766,117	1,725,639	92,492	-	1,818,131	947,986
Engineering structures	868,054	76,917	-	944,971	297,005	29,284	-	326,289	618,682
Furniture and equipment	216,547	119,150	9,930	325,767	134,372	33,803	9,103	159,072	166,695
Hydrants	186,643	-	-	186,643	152,623	2,639	-	155,262	31,381
Machinery and equipment	2,352,179	133,354	6,614	2,478,919	1,497,433	114,880	6,614	1,605,699	873,220
Planters	118,329	-	-	118,329	97,444	4,531	-	101,975	16,354
Roads	16,960,736	638,044	171,795	17,426,985	7,260,847	401,048	165,821	7,496,074	9,930,911
Storm system	9,046,382	319,144	61,126	9,304,400	4,273,822	110,482	61,126	4,323,178	4,981,222
Assets under construction	64,852	-	29,366	35,486	-	-	-	-	35,486
	34,121,510	1,393,455	278,831	35,236,134	15,439,185	789,159	242,664	15,985,680	19,250,454
Water fund									
Buildings	966,257	-	-	966,257	673,027	22,264	-	695,291	270,966
Water mains	10,163,503	1,163,089	51,017	11,275,575	6,456,918	198,873	51,017	6,604,774	4,670,801
Water system	4,132,248	-	-	4,132,248	2,884,896	127,140	-	3,012,036	1,120,212
Assets under construction	815,699	-	815,699	-	-	-	-	-	-
	16,077,707	1,163,089	866,716	16,374,080	10,014,841	348,277	293,681	10,312,101	6,061,979
Sewer fund									
Buildings	133,966	-	-	133,966	56,936	3,350	-	60,286	73,680
Sanitary sewer system	4,900,991	-	-	4,900,991	2,717,430	145,404	-	2,862,834	2,038,157
Sewer mains and lift stations	5,405,186	215,737	9,684	5,611,239	2,758,806	80,598	9,524	2,829,880	2,781,359
Assets under construction	15,374	-	-	15,374	-	-	-	-	15,374
	10,455,517	215,737	9,684	10,661,570	5,533,172	229,352	9,524	5,753,000	4,908,570
	\$ 60,654,734	\$ 2,772,281	\$ 1,155,231	\$ 62,271,784	\$ 30,987,198	\$ 1,366,788	\$ 252,188	\$ 32,050,781	\$ 30,221,003

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

9. Tangible capital assets - cont'd

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2020									
General fund									
Land	\$ 1,659,517	\$ -	\$ 11,000	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,677,013	-	17,742	2,659,271	1,635,731	93,388	3,480	1,725,639	933,632
Engineering structures	916,869	42,127	90,942	868,054	294,060	25,647	22,702	297,005	571,049
Furniture and equipment	211,197	5,350	-	216,547	103,044	31,328	-	134,372	82,175
Hydrants	186,643	-	-	186,643	149,929	2,694	-	152,623	34,020
Machinery and equipment	2,373,925	29,223	50,969	2,352,179	1,443,160	105,242	50,969	1,497,433	854,746
Planters	118,329	-	-	118,329	92,913	4,531	-	97,444	20,885
Roads	16,773,242	207,101	19,607	16,960,736	6,889,457	389,171	17,781	7,260,847	9,699,889
Storm system	8,959,532	86,850	-	9,046,382	4,165,581	108,241	-	4,273,822	4,772,560
Assets under construction	24,731	61,101	20,980	64,852	-	-	-	-	64,852
	33,900,998	431,752	211,240	34,121,510	14,773,875	760,242	94,932	15,439,185	18,682,325
Water fund									
Buildings	966,257	-	-	966,257	650,763	22,264	-	673,027	293,230
Water mains	10,070,144	113,510	20,151	10,163,503	6,286,390	189,887	19,359	6,456,918	3,706,585
Water system	3,986,848	145,400	-	4,132,248	2,761,604	123,292	-	2,884,896	1,247,352
Assets under construction	428,192	504,427	116,920	815,699	-	-	-	-	815,699
	15,451,441	763,337	137,071	16,077,707	9,698,757	335,443	19,359	10,014,841	6,062,866
Sewer fund									
Buildings	133,966	-	-	133,966	53,586	3,350	-	56,936	77,030
Sanitary sewer system	4,900,991	-	-	4,900,991	2,575,300	142,130	-	2,717,430	2,183,561
Sewer mains and lift stations	5,327,970	80,868	3,652	5,405,186	2,681,404	79,593	2,191	2,758,806	2,646,380
Assets under construction	8,385	6,989	-	15,374	-	-	-	-	15,374
	10,371,312	87,857	3,652	10,455,517	5,310,290	225,073	2,191	5,533,172	4,922,345
	\$ 59,723,751	\$ 1,282,946	\$ 351,963	\$ 60,654,734	\$ 29,782,922	\$ 1,320,758	\$ 116,482	\$ 30,987,198	\$ 29,667,536

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

10. Accumulated Surplus

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

Surplus	2021	2020
Invested in tangible capital assets	\$ 27,949,752	\$ 26,898,747
General surplus	2,980,771	3,025,853
Enderby / Area F Joint Services surplus	528,159	434,469
Sewer surplus	1,147,405	1,094,931
Water surplus	486,370	496,375
	33,092,457	31,950,375
Reserve Funds		
Animal Control	27,244	26,897
Asset Management	197,545	172,118
Cemetery	30,972	16,756
Computer equipment	42,358	37,871
Community Works Fund (Gas Tax)	381,380	380,629
Equipment	481,802	409,722
Fire department	472,550	427,570
Fortune Parks	261,495	262,050
Parks	54,775	41,246
Riverside RV Park	36,230	18,000
Roads	77	75
Sewer system	89,337	391,724
Water system	333,828	389,311
	2,409,593	2,573,969
	\$ 35,502,050	\$ 34,524,344

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

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:

	2021	2020
Balance, beginning of year	\$ 948,956	\$ -
Funds received	-	1,062,000
Eligible costs incurred:		
Computer and technology costs	(45,344)	(388)
Revenue shortfalls	(96,182)	(105,646)
Facility reopening and operating costs	(84,292)	(7,010)
Protective services	(38,242)	-
Total eligible costs incurred	(264,060)	(113,044)
Balance, end of year	\$ 684,896	\$ 948,956

12. Commitments and subsequent events

- (a) 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.
- (b) During the year, the City entered into a contract with Hub Fire Engines and Equipment Ltd. to purchase a pumper/rescue truck for a value of \$760,500. The truck is expected to be completed and delivered by the end of 2022 at which time the transaction will be reflected in the financial statements.
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THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

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, 2020, the Plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 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 \$88,606 (2020 - \$89,921) for employer contributions to the plan in fiscal 2021.

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

14. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2021	2020
Taxation			
General municipal purposes	\$ 1,633,606	\$ 1,602,885	\$ 1,542,441
1% utility taxes	70,510	70,518	70,731
Water parcel	281,545	285,216	277,961
Sewer parcel	250,877	252,046	246,675
Collections for other governments			
School District	1,075,604	1,086,174	893,987
Policing	168,638	170,500	166,678
Regional District	425,206	429,901	417,858
Regional Hospital District	186,934	188,999	180,521
Municipal Finance Authority	114	114	107
B.C. Assessment Authority	24,731	25,001	23,817
Okanagan Regional Library	108,510	109,691	110,454
	4,226,275	4,221,045	3,931,230
Transfers			
School District	1,075,604	1,086,174	893,987
Policing	168,638	170,500	166,678
Regional District	425,206	429,897	417,850
Regional Hospital District	186,934	188,989	180,509
Municipal Finance Authority	114	114	107
B.C. Assessment Authority	24,731	25,001	23,817
Okanagan Regional Library	108,510	109,690	110,466
	1,989,737	2,010,365	1,793,414
	\$ 2,236,538	\$ 2,210,680	\$ 2,137,816

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

15. Government grants and transfers

	Budget	2021	2020
Federal			
Community works fund - Gas tax	\$ 179,945	\$ 368,276	\$ 179,945
Provincial			
Conditional	309,910	173,528	1,170,095
Fortune Parks - conditional	1,077,550	97,565	3,900
Sewer - conditional	-	-	5,446
Small communities protection	483,000	493,000	483,160
Street lighting	1,100	1,090	1,078
Water - conditional	-	1,616	302,897
	1,871,560	766,799	1,966,576
Other			
Animal control	5,692	18,175	17,282
Cemetery	30,490	48,730	43,895
Fortune Parks	708,295	708,294	679,826
	744,477	775,199	741,003
	\$ 2,795,982	\$ 1,910,274	\$ 2,887,524

16. Sales of Service

	Budget	2021	2020
Animal control	\$ 10,000	\$ 11,969	\$ 8,592
Building permits	51,550	143,063	46,239
Business licenses	16,500	16,225	21,260
Cemetery	15,500	24,285	24,220
Fire protection	139,073	137,595	107,056
Fortune Parks	213,200	187,750	160,627
Garbage collection and disposal	107,589	108,325	104,232
Riverside RV Park & tourism	234,000	198,206	168,022
Sewer user fees	533,630	534,082	528,969
Water user fees	493,231	561,527	492,479
	\$ 1,814,273	\$ 1,923,027	\$ 1,661,696

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

17. Expenses by object

	Budget	2021	2020
Advertising and publications	\$ 13,850	\$ 8,172	\$ 7,939
Amortization	-	1,366,788	1,320,757
Contracted services	915,070	625,420	484,267
Council grants	66,690	60,093	106,979
Insurance	86,800	90,443	76,617
Interest and bank charges	113,624	107,940	112,386
Maintenance	1,182,210	1,071,051	1,100,950
Materials and supplies	1,422,040	432,980	241,652
Professional fees	24,700	32,639	22,431
Salaries and benefits	1,512,396	1,468,339	1,401,524
Training, travel and conferences	61,425	33,435	34,754
Transfers	(2,098)	(2,405)	(5,857)
	\$ 5,396,707	\$ 5,294,895	\$ 4,904,399

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:

	2021	2020
Balance, beginning of year	\$ 235,300	\$ 227,141
Care fund contributions	3,870	3,196
Interest earned	3,101	4,963
Balance, end of year	\$ 242,271	\$ 235,300

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

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>2021</u>	<u>2020</u>
Budget surplus per Statement of Operations	1,629,988	1,692,109
Less:		
Capital expenditures	(3,163,885)	(2,549,250)
Debt principal payments	(466,882)	(108,794)
Transfers to reserve funds	(1,388,059)	(1,388,728)
Add back:		
Transfers from accumulated surplus and reserve funds	3,388,838	2,354,663
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

20. Financial instruments

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

21. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

22. Segmented information

The City of Enderby is a municipality that is responsible for the good government of the community. This includes providing services, laws and other matters for community benefit, as well as providing stewardship of public assets and fostering economic well-being. The City fulfills these responsibilities through a range of services. For management reporting purposes, the City's services are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain defined objectives in accordance with special regulations, restrictions or limitations.

General Government

General Government is comprised of Executive and Administrative functions. The Executive function includes Mayor and Council, who are responsible for considering the well-being and interests of the municipality and the community, including contributing to the development and evaluation of the policies, programs, and bylaws of the municipality respecting its services, in accordance with governing legislation. The Administrative function is responsible for the overall management of the operations of the municipality and is responsible for ensuring that the policies, programs, and bylaws of Council are implemented. The Administrative function is also responsible for ensuring sound and effective financial management of the municipality, which includes functions such as financial planning, collecting taxes, and the investment of municipal funds.

Protective Services

Protective Services includes fire suppression, prevention and inspection services, community safety services, and emergency management including mitigation and prevention, preparedness, response, and recovery services.

Transportation Services

Transportation Services includes the design, operation, and maintenance of roads and drainage, including street sweeping, line painting, and snow and ice clearing.

Solid Waste Services

Solid Waste Services provides for the collection and disposal of solid waste, including curbside collection of garbage and the annual curbside collection of yard and garden waste.

Enderby / Area F Services

Enderby / Area F Services includes Fortune Parks, which is responsible for the administration, stewardship, and operation of park services that are shared with Area F of the Regional District of North Okanagan, including the pool, spray park, ball diamonds, and arena. Other services provided include Animal (Dog) Control within the City and part of Area F, and Cemetery Services for the City and Area F.

Riverside RV Park & Tourism

The Riverside RV Park is a campground operated by the City, which supports tourism and community events, including the operation of the Visitor Centre.

Community Development Services

Community Development Services provides for the City's current and long-range planning functions. Services include land use regulation, subdivision, and planning for future growth in accordance with the needs and goals of the community.

Recreational and Cultural Services

Recreational and Cultural Services provides for the planning, operation, and maintenance of City parks, such as Tuey Park, Belvedere Park, the Riverwalk, Veterans Park, and Johnston Park.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2021

Segmented information (cont'd)

Water Services

Water Services provides for the treatment and distribution of safe, clean drinking water to the citizens of Enderby as well as nearby communities in accordance with the Drinking Water Protection Act and the *Guidelines for Canadian Drinking Water Quality*.

Sewer Services

Sewer Services provides for the collection and treatment of liquid waste, or sanitary wastewater, in accordance with the Environmental Management Act and the City's permit requirements.

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

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 31, 2021

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 Services	Sewer Services	2021
Revenues										
Taxation	\$ 1,673,418	\$	\$	\$	\$	\$	\$	\$ 285,216	\$ 252,046	\$ 2,210,680
Grants and subsidies	603,581	66,527	494,090		872,764	4,750		1,616		1,910,274
Sales of services	159,288	137,595		108,325	224,004	198,206		561,527		1,923,027
Other revenue from own sources	91,358									91,358
Interest and penalties	130,767				4,928				8,529	144,224
	2,658,412	71,068	494,090	108,325	1,101,696	202,956	-	848,359	794,657	6,279,563
Expenses										
Advertising and publications	3,493				3,166	1,513				8,172
Amortization	98,594	70,828	553,123		66,614			348,277	229,352	1,366,788
Contracted services	97,651	67,887		101,561	98,889	59,464	189,961	9,789	218	625,420
Council grants	5,404				54,689					60,093
Insurance	73,566				15,895	982				90,443
Interest and bank charges	87,127				1,754	3,833			15,226	107,940
Maintenance	40,946	101,198	364,416		120,844	31,774		238,244	173,629	1,071,051
Material and supplies	64,622	585	11,695	105	112,405	52,533		54,222	136,813	432,980
Professional fees	32,639				306,114	2,531	24,584	187,439	130,121	32,639
Salaries and benefits	514,737	71,965	230,752	96	2,104			2,666	829	1,468,339
Training, travel and conferences	13,847	13,845	144		52,207	3,050		113,833	79,505	33,435
Transfers	(162,132)		(88,868)							(2,405)
	870,494	326,308	1,071,262	101,762	834,681	155,680	214,545	954,470	765,693	5,294,895
Excess (deficiency) of revenue over expenses	1,787,918	(255,240)	(577,172)	6,563	267,015	47,276	(214,545)	(106,111)	28,964	984,668
Loss on disposal of tangible capital assets	(6,962)									(6,962)
Annual surplus (deficit)	\$ 1,780,956	\$ (255,240)	\$ (577,172)	\$ 6,563	\$ 267,015	\$ 47,276	\$ (214,545)	\$ (106,111)	\$ 28,964	\$ 977,706

*Includes Community Development and Recreational and Cultural Services.

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 30, 2020 Schedule I (cont'd)

	General revenue fund							Sewer Services	2020
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby/ Area F Services	Riverside Park & Tourism	Other General Services*		
Revenues									
Taxation	\$ 1,613,180	\$	\$ 484,238	\$	\$ 744,903	\$ 3,600	\$	\$ 277,961	\$ 2,137,816
Grants and subsidies	1,346,440				193,439	168,022		302,897	2,887,524
Sales of services	67,499	107,056		104,232				492,479	1,661,696
Other revenue from own sources	66,821								66,821
Interest and penalties	129,993				8,267				145,686
	3,223,933	107,056	484,238	104,232	946,609	171,622		1,073,337	6,899,543
Expenses									
Advertising and publications	4,056				2,899	984			7,939
Amortization	95,476	70,600	537,768		56,397			335,443	1,320,757
Contracted services	71,479	99,800		99,073	67,950	46,543		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			112,386
Maintenance	43,383	102,082	384,784		166,055	19,270		186,935	1,100,950
Material and supplies	42,070	984	7,542	4	105,848	39,565		11,662	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	1,401,524
Training, travel and conferences	12,815	17,486			2,144			293	34,754
Transfers	(152,945)		(87,664)		52,419			104,917	(5,857)
	803,459	361,989	1,072,723	99,077	861,776	112,149	115,300	799,440	4,904,399
Excess (deficiency) of revenue over expenses	2,420,474	(254,933)	(588,485)	5,155	84,833	59,473	(115,300)	273,897	1,995,144
Loss on disposal of tangible capital assets	(97,582)								(97,582)
Annual surplus (deficit)	\$ 2,322,892	\$ (254,933)	\$ (588,485)	\$ 5,155	\$ 84,833	\$ 59,473	\$ (115,300)	\$ 273,897	\$ 1,897,562

*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, 2021

Schedule II

	Fortune Parks	Animal control	Cemetery	2021	2020
Revenue					
Grants and subsidies	\$ 805,859	\$ 18,175	\$ 48,730	\$ 872,764	\$ 744,903
Sale of services	187,750	11,969	24,285	224,004	193,439
Interest and penalties	2,523	525	1,880	4,928	8,267
	996,132	30,669	74,895	1,101,696	946,609
Expenses					
Advertising	3,166			3,166	2,899
Amortization	66,614			66,614	56,397
Contracted services	86,208	12,681		98,889	67,950
Grants	46,189		8,500	54,689	101,924
Insurance	15,895			15,895	14,678
Interest and bank charges	1,754			1,754	1,034
Maintenance	97,575	6,897	16,372	120,844	166,055
Materials and supplies	112,405			112,405	105,848
Salaries and benefits	294,522	1,235	10,357	306,114	290,428
Training, travel and conferences	2,104			2,104	2,144
	726,432	20,813	35,229	782,474	809,357
Annual surplus (deficit)	\$ 269,700	\$ 9,856	\$ 39,666	\$ 319,222	\$ 137,252
Transfer to/from general fund					
Computer support	\$ 8,030	\$	\$	\$ 8,030	\$ 7,967
Finance overhead charges	21,740	2,800	5,835	30,375	29,975
Insurance allocation	3,825		960	4,785	4,085
Public works equipment allocation			4,777	4,777	6,186
Lease		4,240		4,240	4,206
	33,595	7,040	11,572	52,207	52,419
Net change in financial assets	236,105	2,816	28,094	267,015	84,833
Opening surplus	223,237	46,469	164,763	434,469	379,628
Capital expenditures	(254,943)			(254,943)	(84,530)
Transfer from (to) reserves	3,932		(14,000)	(10,068)	(1,859)
Amortization	66,614			66,614	56,397
Transfer from general surplus	25,072			25,072	
Enderby / Area F accumulated surplus	\$ 300,017	\$ 49,285	\$ 178,857	\$ 528,159	\$ 434,469

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2022 Month: 05

Folder Type	2022 / 05		2021 / 05		2022 to 05		2021 to 05		Building Value	
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created		
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0	
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	
DEMOLITION	1	0	0	0	0	0	0	0	0	
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0	
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	
END - DEMOLITION	0	0	0	0	0	0	0	0	0	
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	
END - MODULAR HOME	0	0	0	0	0	0	0	0	0	
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	
END - PLUMBING	1	0	0	0	0	0	0	0	0	
END - SIGN	0	0	0	0	0	0	0	0	0	
END - SINGLE FAMILY DWELLING	2	3	0	0	0	0	0	0	0	
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	
MODULAR HOME	0	0	0	0	0	0	0	0	0	
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0	
PLUMBING	0	0	0	0	0	0	0	0	0	
POOL	0	0	0	0	0	0	0	0	0	
RETAINING WALL	0	0	0	0	0	0	0	0	0	
SIGN	0	0	0	0	0	0	0	0	0	
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0	
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	
Report Totals	4	3	3	3	730,000	11	6	14	10	5,859,520

AGENDA

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 13, 2022
Subject: Memo to Council 2308 McGowan (Public Works Yard) and Telus Tower Lease - Public Notification of Intent to Dispose of an Interest in Land

RECOMMENDATION

THAT Council considers any public submissions received respecting the notice of its intent to dispose of an interest in land at 2308 McGowan Street, Enderby, BC;

AND THAT Council disposes of an interest in land at 2308 McGowan Street, Enderby, BC pursuant to section 27 of the *Community Charter* and authorizes the Mayor and Chief Administrative Officer to execute the necessary documents to that effect;

AND THAT Council deems Telus' consultation with the City of Enderby and the public satisfactory, such that no further consultation is required;

AND FURTHER THAT Council concurs with Telus' proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to it and described as 2308 McGowan Street, Enderby, BC.

ALTERNATE RECOMMENDATION

THAT Council considers any public submissions respecting the notice of its intent to dispose of an interest in land at 2308 McGowan Street, Enderby, BC;

AND THAT Council does not dispose of an interest in land at 2308 McGowan Street, Enderby, BC;

AND FURTHER THAT Council does not concur with Telus' proposal to construct a wireless telecommunications facility described as 2308 McGowan Street, Enderby, BC.

BACKGROUND

At its in-camera meeting of March 21, 2022, Council considered a proposed agreement with Telus Communications Inc. ("Telus") for the installation of a telecommunication tower at the City of Enderby Public Works Yard, located at 2308 McGowan Street ("the Land").

The agreement involves the granting of a statutory right-of-way (“the SRW”) pursuant to section 218 of the *Land Title Act* and a fee agreement (“the Fee Agreement”). At this meeting, Council resolved as follows:

THAT Council supports in principle the terms and conditions of the Statutory Right of Way instrument and fee agreement with Telus Communications Inc., both dated for reference March 14, 2022, with respect to the property owned by the City of Enderby at 2308 McGowan Street, Enderby, BC and having a legal description of LOT 1 DISTRICT LOT 226 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP57152 (“the Land”), as a reasonable basis for the City and Telus to proceed with their respective public notification and consultation requirements;

AND THAT Council determines that the consideration received for the interest in land to be disposed meets or exceeds market value based upon a proportionate share of the assessed value of the Land;

AND THAT Council authorizes Staff to communicate to Telus Communications Inc. that it may commence its public consultation requirements, and requests that Telus Communications Inc. provide documentation of all public consultation to the City;

AND THAT Council authorizes Staff to communicate the Telus Communications Inc. that it will decide upon the disposal of the interest in land following consideration of Telus’ public communications documents as well as consideration of the outcomes of the City’s public notification requirements pursuant to Division 3, Part 3 of the *Community Charter*;

AND FURTHER THAT Council releases this resolution and the Statutory Right of Way instrument and fee agreement with Telus from in camera.

Telus then completed its public consultation requirements, which involved sending notices to neighbours who are a distance of three times the tower height, and advertising in a local newspaper. Telus’ consultation package was presented to Council in public meeting. No inquiries were received in response to the public consultation.

Council then decided to proceed with its own legislative obligations in order to consider disposing of an interest in the Land, pursuant to the proposed agreement with Telus. This involved providing public notice in two consecutive editions of a local newspaper. The public notice included the following:

- (a) a description of the land or improvements;
- (b) the person or public authority who is to acquire the property under the proposed disposition;
- (c) the nature and, if applicable, the term of the proposed disposition; and
- (d) the consideration to be received by the municipality for the disposition.

The public notice invited written representations from the public, which will be read during the public Council meeting of June 20, 2022.

Following consideration of written submissions, Council may make its decision about the disposal of the interest in the Land. Supporting that decision, Council would provide a resolution of concurrence with the proposed location in accordance with Innovation, Science and Economic Development Canada's public consultation process for locating telecommunications towers.

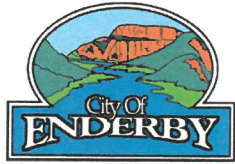
Subject to Council deciding to proceed with the disposal, Staff would execute the agreement and register the easement on the title of the Land.

The consideration received would be an annual fee of \$15,000 plus inflationary increases, over four five-year terms renewable at Telus' option.

Respectfully submitted,



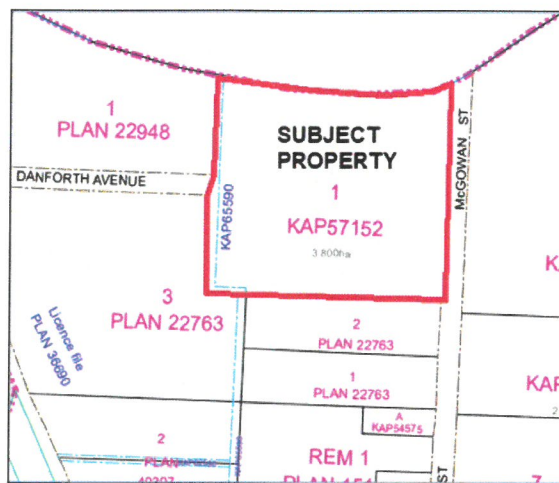
Tate Bengtson
Chief Administrative Officer



THE CORPORATION OF THE CITY OF ENDERBY

NOTICE OF PROPOSED PROPERTY DISPOSITION

Pursuant to Section 26 of the *Community Charter*, the City of Enderby gives notice of the proposed disposition of land. The proposed land disposition involves a statutory right-of-way in favour of Telus Communications Inc. ["Telus"] over a 1,485m² strip of land running along the southern portion of the property legally described as LOT 1 PLAN KAP57152 DISTRICT LOT 226 LAND DISTRICT 25 and located at 2308 McGowan Street, Enderby BC (Enderby Public Works Yard), to create a utility access corridor and 225m² pad to support a 40m wireless antenna monopole structure and equipment shelter.



The proposed statutory right-of-way has a term of 5 years and four additional 5-year extensions at the option of Telus. In consideration of the statutory right-of-way, the City of Enderby will receive \$15,000 per year, with increases at the start of each extension term set to the greater of 10% or the aggregate change in the Consumer Price Index.

All those who wish to make a representation may provide a written submission to the City of Enderby, to be received no later than 3:00 pm on June 20, 2022, through one of the following methods:

- 1 . Emailing the written submission to info@cityofenderby.com;
- 2 . Dropping off the written submission at Enderby City Hall located at 619 Cliff Avenue, Enderby BC; or
- 3 . Mailing the written submission to:
Enderby City Hall
PO Box 400
619 Cliff Avenue
Enderby BC, V0E 1V0

Written submissions will be read out before Council at its Regular Meeting of June 20, 2022.

For further information, please contact info@cityofenderby.com.



Dear Owner/Occupant,

April 4, 2022

Please accept this notification regarding proposed TELUS Communications Inc. ("TELUS") wireless service improvements in your community.

Subject: TELUS Telecommunications Facility Proposal
PID: 023-467-126
Address: 2308 MCGOWAN STREET, ENDERBY, BC
Coordinates: N 50.561862°, W 119.140287°
TELUS Site: BC104780 – Enderby

What is TELUS Proposing?

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless communications services to meet their business, personal and emergency needs. As such, TELUS is proposing to install a new wireless antenna system to improve services in the north end of Enderby and surrounding areas. This notification package is intended to formalize the consultation process.

The subject site is an Industrial property comprised of the City of Enderby's public works yard located at 2308 McGowan Street, Enderby, BC. The tower is proposed to be located in the southwest corner of the property. Access to the site exists through the property. The proposed installation consists of a 40-metre monopole structure with nine (9) panel antennas mounted 1.0 metre above the top of the tower. An equipment shelter will be located near the base of the tower enclosed by a chain-link fence, occupying an area of 15.0 by 15.0 metres. The proposed tower may have sufficient space/capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location. The proposed facility will improve services to the immediate area.

Regulatory Authority

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada (ISED), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the City of Enderby and ISED as part of our application for concurrence.

Local Municipality

The City of Enderby does not have a telecommunications consultation process to guide the consultation process. As such, ISED's Client Procedures Circular CPC-2-0-03 (CPC) consultation process will be followed. This process requires all properties within three times the structure height to be notified (in this instance those within approx. 123.0 metres) and an advertisement in the Okanagan Advertiser. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The closing period for comments to be received by TELUS is May 9, 2022.

Location

The new facility is proposed to be located at the coordinates 50.561862°, 119.140287°. To confirm, there are no existing structures in the vicinity of the proposed tower to collocate antennas on.



Safety Code 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

Site Access

Access will be obtained via an existing access off McGowan Road and through the property. Construction is expected to take approximately one to two months.

Environment

TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*. Any municipal environmental regulations will be followed.

Transport Canada

The tower will be constructed to include aeronautical markings or lighting required by Transport Canada. Comments are pending. No marking or lighting is anticipated.

Structural Considerations

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction.

General Information

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/towers>.

Contacts:

TELUS

c/o Tawny Verigin of Cypress Land Services, Agents for TELUS
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Phone: 1-855-301-1520, Fax: 604-620-0876
Email: publicconsultation@cyprsslandservices.com

ISED – Okanagan-Kootenay District Office

1726 Dolphin Avenue, Room 603, Kelowna BC V1Y 9R9
Phone: 1-800-667-3780 or 250-470-5026 | Fax: 250-470-5045
Email: ic.spectrumkelowna-kelownaspectre.ic@canada.ca
(By appointment only)

City of Enderby

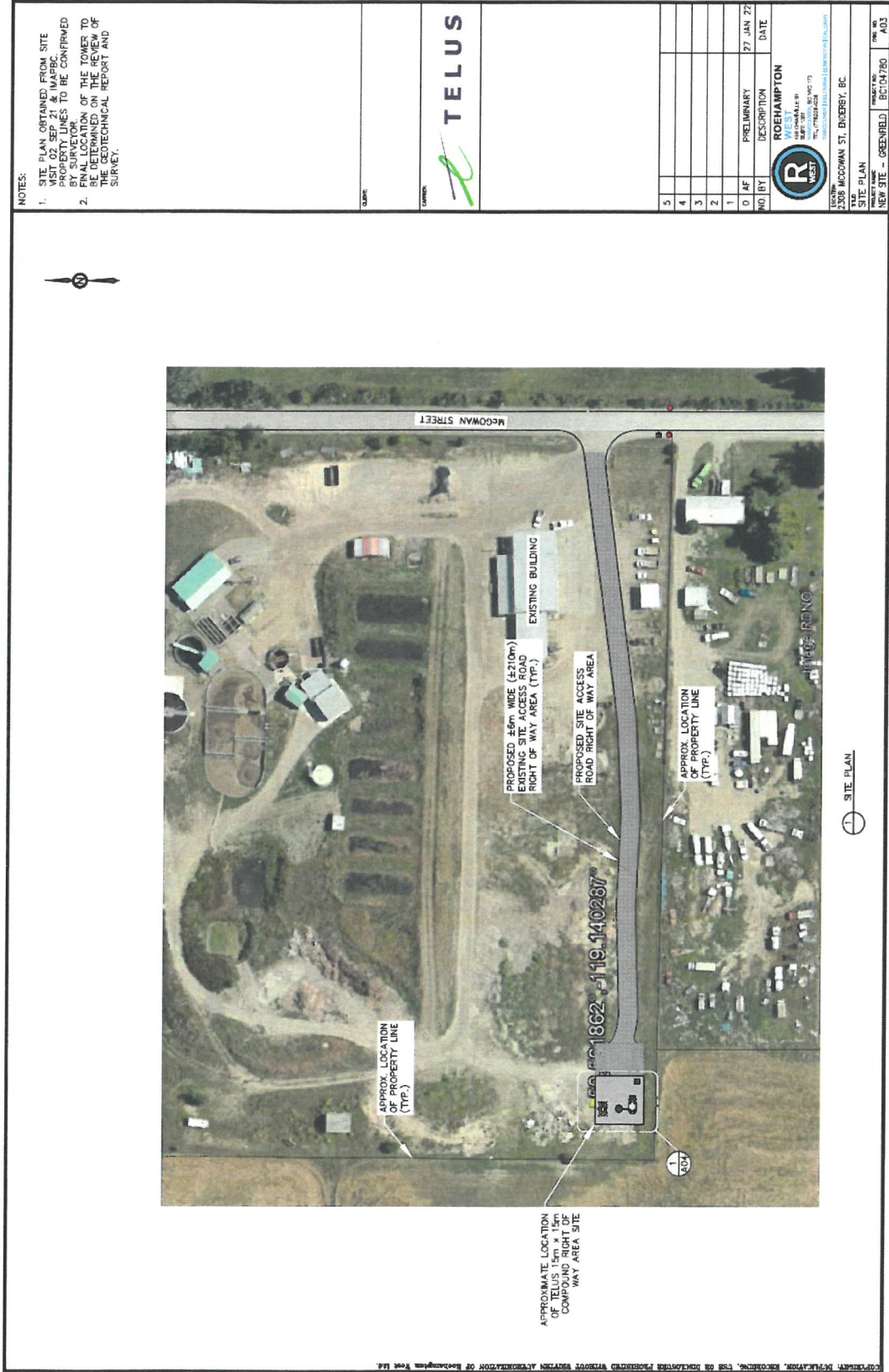
Kurt Inglis, MCIP, RPP
Planner
City of Enderby
P.O. Box 400, 619 Cliff Avenue, Enderby BC, V0E 1V0
Phone: 250-838-7230 | Fax 250-838-6007
Email: kinglis@cityofenderby.com
Website: <https://www.cityofenderby.com>

If you have any specific questions regarding the proposal, please feel welcome to contact the above.

AERIAL MAP OF TELUS SITE LOCATION



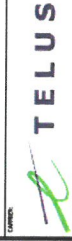
PRELIMINARY DESIGN PLANS – SITE PLAN



NOTES:

1. SITE PLAN OBTAINED FROM SITE VISIT 02 SEP 21 & 16/ARBC. PROPERTY LINES TO BE CONFIRMED BY SURVEY.
2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.

CLARK



5			
4			
3			
2			
1	0 AF	PRELIMINARY	27 JAN 22
	NO	BY	DATE



ROEHAMPTON WEST
 2308 MCCOWAN ST, ENNERBY, BC
 TEL: (779) 224-2024
 www.roehamptonwest.com

⊕ SITE PLAN

PROJECT NO: BCT04780
 SHEET NO: A03

PROPERTY DEVELOPERS, ENGINEERS, ARCHITECTS, AND OTHER PROFESSIONALS ARE ADVISED THAT THIS PRELIMINARY DESIGN REPORT SHOULD BE REVIEWED AND APPROVED BY THE CLIENT BEFORE ANY CONSTRUCTION BEGINS.

PHOTO SIMULATION

BEFORE



AFTER



Artist's rendering of proposed facility, looking east.

Photo Simulation is a close representation and is for conceptual purposes only – not to scale.

Proposed design is subject to change based on final engineer plans.

The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 15, 2022
Subject: Mill Avenue – Sicamous Street Intersection Changes

RECOMMENDATION

THAT Council directs staff, as part of the Mill Avenue road renewal project, to proceed with a design of the Mill Avenue and Sicamous Street intersection that incorporates a four-way stop and curb extensions.

ALTERNATE RESOLUTION (A)

THAT Council directs staff, as part of the Mill Avenue road renewal project, to proceed with a design of the Mill Avenue and Sicamous Street intersection that maintains the existing two-way stop and incorporates a tapered curb return design.

ALTERNATE RESOLUTION (B)

THAT Council directs staff to evaluate alternate design options and report back.

BACKGROUND

During Council's meeting of February 22, 2022, it discussed the future design for the Mill Avenue and Sicamous Street intersection, as part of its design consideration for the Mill Avenue road renewal project. Council requested the staff bring back some alternative designs to address safety concerns at the intersection, which could include tapered curb returns rather than bulbed curb extensions.

Staff have reviewed a range of options in conjunction with the engineers involved in the project. Two concept designs are being presented to Council along with an analysis of each. The designs are attached to this memorandum.

Each design was evaluated in terms of positive impacts and potential drawbacks. The concept designs are:

1. Convert the intersection to a four-way stop and install curb extensions; and
2. Maintain the existing two-way stop and incorporate a tapered curb return design.

The following analysis is based on the Mill Avenue engineer's evaluation, with reference to the Transportation Association of Canada's *Geometric Design Guide for Canadian Roads*, which is the industry standard for safe, effective road design applied principles. This guide is also used by ICBC for evaluating the design safety of roadways, including intersections.

1. Four-Way Stop and Curb Extensions

a. Pros:

- i. Reduced vehicle speeds
- ii. Reduced pedestrian crossing distance
- iii. Better mutual visibility between pedestrians and motorists
- iv. Prevents parking near intersection, guaranteeing better visibility for pedestrians and drivers
- v. Improves safety by reducing risks associated with existing reduced sightlines
- vi. Safer turning movements for buses (Mill to Sicamous)
- vii. Improved accessibility for pedestrians
- viii. Street lighting is appropriate
- ix. A four-way stop condition works well on cross streets with similar traffic volumes

b. Cons:

- i. Multiple stops on Sicamous Street which slows through traffic
- ii. Adaptation period required for motorists who frequently travel this route (note: temporary warning signs indicating a change in traffic patterns would be posted)

2. Two-Way Stop and Tapered Curb Returns

a. Pros:

- i. Wider road, providing more room for turning movements
- ii. Maintain status quo of right-of-way thru movement on Sicamous Street (no adaptation period required for motorists)

b. Cons:

- i. Wider road encourages increased turning speeds
- ii. Poor sightlines for westbound traffic on Mill Avenue with respect to northbound traffic on Sicamous Street
- iii. Increased pedestrian crossing distance

As a general rule, four-way stops are not an effective speed control device and may increase the risks of conflict and damage/injury; however, in this particular context, a four-way stop in conjunction with curb extensions will help remedy a broader set of problems related to where and how Mill and Sicamous intersect.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: June 15, 2022
Subject: Notice on Title – 709 Vernon Street

RECOMMENDATION

THAT Council, after providing an opportunity for the Building Inspector and property owner (or agent) to be heard, confirms the recommendations of the Building Inspector with respect to Notice on Title File No. 22-0544-END-NT;

AND THAT Council directs the Corporate Officer to file a notice in the Land Title Office stating that a resolution has been made under Section 57 of the *Community Charter* and that further information about the matter may be inspected at Enderby City Hall, pertaining to the property legally described as Lot 1, Blk 11, DL 150, K (Formerly O) DYD, Plan EPP98498 and located at 709 Vernon Street.

ALTERNATE RESOLUTION

THAT Council, after providing an opportunity for the Building Inspector and property owner (or agent) to be heard, declines to confirm the recommendations of the Building Inspector with respect to Notice on Title File No. 22-0544-END-NT.

BACKGROUND

Attached to this memorandum is a report from the City of Enderby's Building Inspection contractor, the Regional District of North Okanagan. The Chief Building Inspector is recommending that Council authorize the registration of a Notice on Title for 707 Vernon Street for construction that is not compliant with the BC Building Code.

A Notice on Title is authorized under Section 57 of the *Community Charter* as a way to advise prospective purchasers, lenders, and others with a current or prospective interest in the property that there may be a condition with respect to land or building that is a contravention of a municipal bylaw or other enactment that relates to the safety of a building, which makes it unsafe or unlikely to be usable for its expected purpose during its normal lifetime. A Notice on Title adds a notation to the title of the property indicating that an interested party may obtain further information from the municipality pertaining to the contravention, which will assist that party to make an informed decision. A Notice on Title may be cancelled in a variety of ways, but

most typically after a Building Inspector submits a report to the local government confirming that the condition causing the notice has been remedied and the cancellation fee of \$850 is paid.

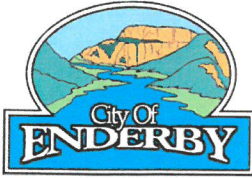
Prior to considering the recommendation of the Building Inspector, Council must provide an opportunity for the Building Inspector and property owner(s) to be heard. In this case, as the property is in probate, an agent representing the estate, such as an executor or legal counsel, may make representations to Council.

The City has an obligation to administer the BC Building Code through the City's Building Bylaw; unlike most local government undertakings for which a public law duty of care has been established (in other words, bonafide public policy decisions determine service levels and generally serve as a complete defense against claims), the Supreme Court of Canada determined in a landmark 1984 decision (*Kamloops v. Nielsen*) that building inspection services have a private law duty of care in which, for matters that are known or reasonably ought to be known, a failure to act, or at least properly consider whether to act, may attract liability to the authority having jurisdiction as the "causative" failure - even when building defects are the "primary" source of damage to public safety and/or economic value.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



BUILDING DEPARTMENT INFORMATION REPORT

NOTICE ON TITLE

DATE: June 15, 2022

FILE NO.: 22-0544-END-NT

OWNER(s): The Estate of Mark McMahon c/o Brooke Downs Vennard LLP

LEGAL DESCRIPTION: Lot 1, Blk 11, DL 150, K (Formerly O) DYD, Plan EPP98498

P.I.D.# 030-977-622

CIVIC ADDRESS: 709 Old Vernon Street

PROPERTY SIZE: 0.8 Ha

ZONING: Service Commercial Zone (C.2)

CONTRAVENTION: Continuing construction without inspections and construction contrary to the approved plans issued with the Building Permit.

BUILDING DEPARTMENT RECOMMENDATION:

That registration of a "Notice on Title" be authorized pursuant to Section 57 of the *Community Charter* for contravention of the City of Enderby Building Bylaw No. 1582, 2015 on the property legally described as Lot 1, DL 150, Blk 11, K (Formerly O) DYD, Plan EPP98498 and located at 709 Old Vernon Street, Enderby, BC.

BACKGROUND:

June 29, 2020 – A building permit was issued to construct a 4800 square foot, two storey commercial building.

July and August 2021 – The Building Inspector completed Footings & Forms, Foundation Forms, Plumbing Below Grade and Slab Sealing Inspections on the subject property.

December 7, 2021 - An inspection was completed to confirm conformance to the plans submitted for the building permit. The construction of the building was contrary to the approved building permit drawings, which required non-combustible construction for the south building wall. The owner had the plumbing, electrical and insulation completed but failed to request the required inspections. The building inspector noticed storage of items not belonging to the building construction, contributing to a fire hazard. The construction was not conforming to the requirements of the building permit issued since the owner failed to call for inspections.

December 8, 2021 - A Stop Work Order was posted on the commercial building with a letter requesting the following to bring the construction into compliance:

- Owner/agent to schedule framing inspection and provide sufficient photos of any areas already covered or have Professional Engineer review framing.
- Owner/agent to provide a signed statement from plumber stating:
 - Plumber's name / company name.
 - Plumber's TQ number.
 - Date and address of location of work completed.
 - Detailed description of all plumbing works.
 - Confirmation that all plumbing works completed in conformance with the 2018 BC Plumbing Code.
- Discontinue use of building as a storage facility until full or partial occupancy has been granted.

December 14, 2021 – The Building Department received notification that the property owner had passed away.

June 2022 – The property is currently going through probate. The building remains non-compliant to the BC Building Code as it is close to the south property line, which requires non-combustible construction and for the soffit to be protected. The building is being used to store combustibles and is a fire hazard to the City in the present state. The building will likely be sold and the Notice on Title will inform potential purchasers of the non-compliant status of the construction.

LEGAL/STATUTORY AUTHORITY:

Notices are placed on the title of subject properties in accordance with Section 57 of the *Community Charter*, when the owner/permit holder has contravened a municipal bylaw, a Provincial building, or any other enactment that relates to the construction or safety of buildings or other structures that, as a result of the condition, makes it unsafe or unlikely to be used for its expected purpose during its normal lifetime.

Section 57 of the *Community Charter* states that (1) a building inspector may recommend to Council that it consider a resolution if, during the course of carrying out duties, the building inspector:

- (a) observes a condition, with respect to land or a building or other structure, that the inspector considers:
 - (i) results from the contravention of, or is in contravention of,
 - (A) a municipal bylaw,
 - (B) a Provincial building regulation, or
 - (C) any other enactment
 - (ii) that relates to the construction or safety of buildings or other structures, and
- (b) discovers that:
 - (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
 - (ii) the permit was not obtained or the inspection not satisfactorily completed.

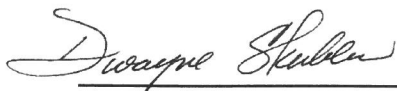
In accordance with Section 57(2) of the *Community Charter*, notice was given to the registered property owner that this matter will be dealt with by the City of Enderby. We now present this matter for Council's consideration. Section 57(3) of the *Community Charter* states that "after providing the building inspector and the owner an opportunity to be heard, Council may confirm the recommendations of the building inspector and pass a resolution directing the Corporate Officer to file a notice in the land title office."

The notice itself is not punitive, it acts as a notification tool to inform persons acquiring interests in land that it may be in breach of a local government regulations.

SUMMARY:

Staff recommend that a notice be registered on the title of the subject property in accordance with Section 57 of the *Community Charter* for construction of a building non-compliant to building permit requirements. Further, staff recommend Council authorize staff to take further enforcement action to bring this property into compliance with City of Enderby bylaws.

Submitted by:



Dwayne Skublen, Chief Building Inspector





REGIONAL DISTRICT OF NORTH OKANAGAN
BUILDING INSPECTION DEPARTMENT

STOP WORK ORDER

All permits shall stop work immediately on the building or structure to which this Order is affixed. Requests for this order may be obtained at the Building Inspection Department of the Regional District of North Okanagan, 709 Old Vernon St., Vernon, BC, Canada V1S 0P2. Telephone: 250-553-0700.

Every person who fails to comply with this Order, in violation of the Building Bylaws, shall be liable to a penalty not exceeding \$10,000.00 and costs as determined by the Court.

Building Site: **709 OLD VERNON ST**
 Date: **DEC 8 2021** Permit No: **BPO25361**

Issue shall not resume without written approval from a Building Official of the Building Inspection Department of the Regional District.

Authorized by: **F. MURPHY**
 Building Official

Regional District of North Okanagan
 709 Old Vernon St.
 Vernon, BC
 V1S 0P2

REGIONAL DISTRICT NORTH OKANAGAN

Permit No: **250-553-0700**

Address: **709 Old Vernon St, Vernon, BC V1S 0P2**

Issue Date: **April 28, 2021**

City of Vernon Building Bylaw No. 250-553-0700

Permit Type: **RENOVATION**

Permit Description: **RENOVATION OF EXISTING CONCRETE FOUNDATION**

Permit Holder: **MR. MURPHY**

Permit Address: **709 Old Vernon St, Vernon, BC V1S 0P2**

Permit Expiry: **12/31/2022**

Permit Status: **ACTIVE**

Permit Fee: **\$1,000.00**

Permit Conditions:

- 1. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 2. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 3. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 4. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 5. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 6. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 7. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 8. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 9. Construction shall not proceed until a certificate is issued by the City of Vernon.
- 10. Construction shall not proceed until a certificate is issued by the City of Vernon.

Permit Holder Signature: **F. MURPHY**

City of Vernon Building Official Signature: **F. MURPHY**



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
CITY OF ENDERBY
DISTRICT OF COLDSTREAM
VILLAGE OF LUMBY
CITY OF VERNON
TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE
"C" – BX DISTRICT
"D" – LUMBY (RURAL)
"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

OFFICE OF : BUILDING DEPARTMENT

OUR FILE No.: 21-1124-END-NBP
19-0953-END-BP
PID No.: 030-977-622

April 26, 2022

**VIA: REGISTERED MAIL
VIA: POSTED TO PROPERTY**

The Estate of Mark McMahon
707 Old Vernon Street
Enderby, BC V0E 1V0

Brooke Downs Vennard LLP
Attn: Melissa Fallis
P.O. Box 67
Salmon Arm, BC V1E 4N2

Dear Executor:

Re: Construction of commercial building on the property legally described Lot 1, DL 150, Blk 11, KDYD, Plan EPP98498 and located at 709 Old Vernon Street, Enderby, BC.

A Stop Work Order was posted on the above described property on December 8, 2021 for construction contrary to the approved plans of issued building permit BP025361.

The City of Enderby Building Bylaw No. 1582, 2015 states: "No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure, or other work related to construction, unless a Building Official has issued a permit for the work as outlined in this Bylaw."

As the building has been constructed contrary to the approved plans with respect to the required non-combustible construction requirements on the south wall, the following steps need to be addressed:

- Owner/agent to schedule framing inspection and provide sufficient photos of any areas already covered or have Professional Engineer review framing.
- Owner/agent to provide a signed statement from plumber stating:
 - Plumber's name / company name.
 - Plumber's TQ number.
 - Date and address of location of work completed.
 - Detailed description of all plumbing works.
 - Confirmation that all plumbing works completed in conformance with the 2018 BC Plumbing Code.

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

Toll Free: 1.855.650.3700
Phone: 250.550.3700
Fax: 250.550.3701
Web: www.rdno.ca
E-Mail: info@rdno.ca

- Confirmation that all plumbing works tested in conformance with the 2018 BC Plumbing Code.
- Discontinue use of building as a storage facility until full or partial occupancy has been granted.

Please contact the undersigned by **May 9, 2022** at 250-550-3727 or by email at lance.riemer@rdno.ca to discuss remedying these matters.

If we do not hear from you by this date, a recommendation will be brought to Enderby City Council to place a notice on title on the property to warn prospective purchasers of the Building Bylaw contraventions. Further enforcement action may be undertaken, in addition to the notice on title.

We would strongly advise that this letter be shared with any realtor and disclosed to any prospective purchaser in the meantime, so that they have a fair opportunity to complete their due diligence.

Sincerely,


Lance Riemer
Building Inspector
/lf

cc: City of Enderby
Chief Building Inspector