

REGULAR MEETING OF COUNCIL AGENDA

DATE: February 6, 2023
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

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

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

The access codes for this meeting are:

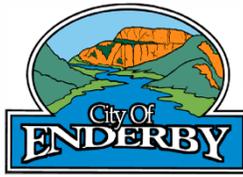
*Meeting ID: 849 7106 6197
Passcode: 968072*

If you would like to attend this meeting by means of electronic facilities and 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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Vernon North Okanagan Detachment, RCMP
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Sandra Farynuk, President and Jackie Pearase, Museum Administrator
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- 5. BYLAWS**

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8.	PUBLIC QUESTION PERIOD	
9.	CLOSED MEETING RESOLUTION <i>Closed to the public, pursuant to Section 90 (1) (a) and (b) of the Community Charter.</i>	
10.	ADJOURNMENT	



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, January 16, 2023 at 4:30 p.m. in Council Chambers.

Present: Mayor Huck Galbraith
Councillor Tundra Baird
Councillor Roxanne Davyduke
Councillor David Ramey
Councillor Brian Schreiner
Councillor Shawn Shishido
Councillor Sarah Yerhoff

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 Schreiner, seconded by Councillor Baird
“THAT the January 16, 2023 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of December 19, 2022

Moved by Councillor Shishido, seconded by Councillor Yerhoff
“THAT the December 19, 2023 Council Meeting minutes be adopted as circulated.”

CARRIED

PUBLIC HEARINGS

City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022

The regular meeting gave way to the public hearing at 4:33 p.m.

The regular meeting re-convened at 4:54 p.m.

DEVELOPMENT MATTERS AND RELATED BYLAWS

City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council receives and files the attached Staff Report dated December 14, 2022;

AND THAT having considered the input received at the Public Hearing, Council gives third reading and adopts City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 which proposes to:

1. *Rezone the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1, and located at 99 Bass Avenue, Enderby BC, from the Residential Single Family (R.1) zone to the Residential Single Family with Detached Suite (R.1-B) zone; and*
2. *Amend the text of the City of Enderby Zoning Bylaw No. 1550, 2014 to permit a detached secondary suite to be located on the second storey level of an accessory residential building, with the citing of the building to be in accordance with Section 308.4 of the Bylaw, for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE LAND DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC,*

AND FURTHER THAT the adoption of City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1758, 2022 shall come into force and effect once the Ministry of Transportation and Infrastructure has endorsed the Bylaw.”

CARRIED

Development Variance Permit #0054-22-DVP-END

Councillor Baird declared a conflict of interest and left the meeting at 4:57 p.m.

The Planner gave an overview of the application.

Councillor Ramey asked if the staff recommendation would allow for the development to be built without any new illumination on the street.

The Planner responded that if no new hydro poles are required, per the staff recommendation, there would be no requirement for the developer to add poles only for the purposes of providing additional street lights. Explained that, because there is overhead wiring on the side of Cliffview that is adjacent to the subject property, installing stand-alone ornamental street lights would create a conflict.

Councillor Yerhoff inquired about the density of the new lots.

Planner explained that the developer has proposed to build single-family dwellings on each of the lots, but that they will remain zoned R.3. The proposed subdivision plan indicates that two of the lots would be large enough to build two-family dwellings.

There was one written submission

Tom Tatebe, 179 Cliffview Drive, Enderby BC

- Asked how the properties will be zoned once subdivided.
- Asked if there has been any expert report to speak to the request to not construct a storm drainage system for the development.
- Asked if the City would be liable for issues arising from a storm drainage system not being constructed if this variance is granted.

The Planner responded that the lots would still be zoned R.3. Two of the lots in the proposed subdivision plan would be large enough to accommodate duplexes. As there has not yet been a report to determine the required storm drainage system, if any, Staff are recommending that the variance request not be granted. Also noted that if the variance were granted and issues were to arise related to this variance, the City may bear some risk.

Mayor Galbraith asked if any member of the public would like to make representation.

Eric Borhaven, Applicant

Mr. Borhaven explained that the storm drain system in the area was recently upgraded and that he does not believe his development will have a large impact on the storm drainage system. He has retained Lawson Engineering to complete an analysis. Mr. Borhaven explained that Salmon Arm Road and Cliffview Drive were both renewed in recent years.

Councillor Ramey asked when the renewals of the roads were completed.

Chief Administrative Officer replied that Salmon Arm Drive was renewed in 2017 and that Cliffview Drive was renewed in 2008.

Moved by Councillor Schreiner, seconded by Councillor Shishido

“THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1702 and located at 186 Salmon Arm Drive, Enderby, B.C. to permit variances to the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:

- *Section 6.0 of Schedule “A” by not requiring the provision of ornamental street lighting; and*
- *Section 7.0 by not requiring the provision of underground wiring for power, telephone and cablevision,*

with the variance to Section 6.0 being subject to the owner installing lease light davits on any new hydro poles that are required as part of the proposed subdivision (22-0705-END-SUB), to the extent necessary to meet the minimum levels of illumination required under Section 6.0 of Schedule “A” of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000;

*AND THAT Council **NOT** authorize the issuance of a Development Variance Permit for the property legally described as LOT A SECTION 27 TOWNSHIP 18 RANGE 19 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 1702 and located at 186 Salmon Arm Drive, Enderby B.C. to vary the following Sections of City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000:*

- *Section 2.0 of Schedule “A” by not requiring Cliffview Drive adjacent to the proposed lots to be constructed to the centreline of the road in accordance with the Collector Road Standards;*
- *Section 2.0 of Schedule “A” by not requiring Salmon Arm Drive adjacent to proposed lots to be constructed to the centreline of the road in accordance with the Collector Roads Standards; and*
- *Section 5.0 of Schedule “A” and Schedule “B” by not requiring the design and construction of a storm drainage system.”*

CARRIED

Councillor Baird returned to the meeting at 5:13 p.m.

BYLAWS

City of Enderby 2022-2026 Financial Plan Bylaw No. 1747, 2022, Amendment Bylaw No. 1759, 2022

Moved by Councillor Shishido, seconded by Councillor Davyduke
“THAT Council adopts the bylaw cited as City of Enderby 2022-2026 Financial Plan Bylaw No. 1747, 2022, Amendment Bylaw No. 1759, 2022”

CARRIED

Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023 and Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT Council gives three readings to City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023;

AND THAT Council gives three readings to City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Schreiner

Presented, along with other members of Council, a Lifetime Civic Merritt Award to Seng Phung.

Noted that he believes Askews will be a good addition to the community.

Will be attending a Rail Trail Meeting at RDNO on Wednesday.

There will be an RCMP Strategic Planning Meeting at Splatsin Centre on February 1st.

Will be attending a meeting with the Hospital Board next week.

Councillor Yerhoff

Reported that the things are running smoothly at the food bank. They are looking for more drivers and board members

Has received great feedback from the public regarding snow clearing at the riverwalk and the ball diamonds.

Councillor Davyduke

Attended an Early Years Committee meeting. The photos with Santa event was very successful. Family Literacy Week is from January 21-29 and there will be Unplug and Play events in the community.

Will be attending upcoming FACT and Interagency meetings.

Deadline to apply for the Enterprize challenge is February 6th. The challenge goes on for a number of months and includes training and mentoring for business owners. There is also a finale showcase for businesses involved.

Councillor Ramey

Helped hand out Christmas cards to local businesses. There was great feedback from the businesses that Councillor Ramey visited. The owner of Enderby & District Financial expressed a desire to be more involved in supporting community events.

Sang and Played guitar at Parkview Place.

There is an Arts Council meeting upcoming this week. There will be an open mic on the third Friday of each month at the senior's centre hosted by the Arts Council.

Councillor Shishido

Attended the first Enderby & District Services Commission meeting of the year last week. Expressed that he is looking forward to working with the new group and that the new pool is a priority.

Attended a Cardio Step class put on by Enderby Recreation and the class was full. Has received great feedback from the public about the recreation programming.

Attended a Museum meeting today. Reported that this will be a busy year for the museum and that they have a very active board. They have purchased a new computer and server for archival. They are also working on renewal of the old fire truck. The museum would also like to be more involved in community events.

There will be a 70s themed 50th Anniversary Dance for the Museum on September 8th, 2023.

Councillor Baird

Shared proofs of the Enderby cards with Council.

Councillor Baird and Councillor Shishido have reviewed submissions for the community marketing video and will be meeting with Sproing Marketing soon.

Attended the inaugural Enderby and District Services Commission meeting of the term last week.

There is a PhD Student from the University of Alberta who is studying rural libraries in BC and has chosen to focus on the Enderby Library. Will be meeting with Councillor Baird as well and library staff.

Mayor Galbraith

Reported that the presentation of the Lifetime Civic Merit award to Sung Phung was excellent.

Received good feedback from business owners when delivering Christmas cards from Council.

Chief Administrative Officer

A casual arena worker has been hired who has extensive arena experience.

North Okanagan Minor Hockey Association will take over the concession in the Arena for the remainder of the season. The opportunity to run the gazebo and arena concession for next year will be posted near the end of January.

Thanked Public Works for their great work with snow removal so far this year.

Councillor Schreiner asked if the Snow Angel program is still in place.

Chief Administrative Officer responded that yes, the program is still in place.

Chief Administrative Officer will be sending out some more options for dates for strategic planning.

The reservoir bypass has been tested and is working as expected, but a few more tweaks are still occurring. Thanked Mountain View Electric for their work in helping get the bypass up and running, as well the Public Works Lead Hand and Systems Operator.

There was a water break on Brash Allen Rd that was repaired in early January.

There will be a road interruption tomorrow on the 1000 block of High Street to tie in a new service connection.

Utility bills were sent out today.

Expecting to see plans for road crossings for the test portion of the Rail Trail sometime this week. These will be referred to our Engineer following staff review.

Councillor Ramey asked if it is premature to plan the Rail Trail through town knowing that there will be a highway re-alignment at some point that may affect the location.

Chief Administrative Officer responded that changes to the highway could still be a long time in the future, and that if the rail trail needs to be re-located at that time, it will be the responsibility of the Ministry of Transportation to cover the costs of such relocation. The Ministry of Transportation and Infrastructure and the Rail-Trail have had numerous conversations and ample time to plan jointly, if the parties wished to do so.

Mayor Galbraith reported that he had a conversation with a member of the community regarding the need for a better skateboard park facility in Enderby. They explained that Riverside Park would be a good location because of its proximity to the high school.

Councillor Davyduke noted that the current facility in Barnes Park is not very functional as a skateboard park.

Councillor Baird indicated that the current skateboard park will likely be removed to construct the new pool.

Council Inquiries

Councillor Schreiner asked about the shoulder of George street across from Sutherlands. This shoulder is in very poor shape from people passing on the right while vehicles are waiting to turn left.

Chief Administrative Officer responded that this is an issue to continue to report to the Ministry of Transportation and infrastructure as well as AIM Roads, as they are responsible for road shoulder maintenance. Explained that paving the shoulder may encourage passing on the right, which is a problem; however, the shoulder in its current state is contributing to the degradation of the actual travelled lanes of the road.

Bylaw Enforcement Statistics for Third Period of 2022 (September – December)

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council receives this memorandum for information.”

CARRIED

RDNO Building Permit Report – December 2022

Moved by Councillor Shishido, seconded by Councillor Davyduke
“THAT the RDNO Building Permit Report – December 2022 be received and filed.”

CARRIED

NEW BUSINESS

Shuswap Regional Trails Roundtable – 2023-26 Grant Funding

Moved by Councillor Schreiner, seconded by Councillor Shishido
“THAT the decision to provide funding for the Shuswap Regional Trails Roundtable 2023-2026 be postponed to the February 6, 2023 Council Meeting.”

CARRIED

Digital Billboard Sponsorship Renewal for 2023

Councillor Ramey asked if the billboard can be used by organizations outside of the City.

Chief Administrative Officer responded that there is an opportunity for Area F to use the billboard, but that sponsorship applications must come through the Area F Director. The in-kind offer is only available to the City of Enderby-based not-for-profit organizations, but there is a discounted rate for Area F-sponsored organizations. Chief Administrative Officer will get in contact with the new Area F Director to let her know about this program.

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council renews the annual digital billboard sponsorships for the year 2023.”

CARRIED

NOTICES OF MOTION

Notice of Motion (Councillor Yerhoff): Inclusion of a Land Acknowledgement at the Commencement of Council Meetings

Moved by Councillor Yerhoff
“THAT Council directs the Corporate Officer to include a land acknowledgement at the commencement of Council Meetings.”

DEFEATED
NO SECOND

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the decision to include a land acknowledgement at the commencement of Council Meetings be postponed until Enderby Mayor and/or Council can have a conversation with Splatsin leadership to discuss the matter further.”

CARRIED

PUBLIC QUESTION PERIOD

Heather Black asked for clarification on resolution of Council regarding the inclusion of a land acknowledgement.

Mayor Galbraith re-stated the resolution.

Raquel Knust asked Councillor Schreiner about the upcoming Hospital Board Meeting, and some clarification on their budget request.

Councillor Schreiner responded that the requested budget for the year is 7 million dollars and includes improvements to the heating system at Parkview Place.

Ms. Knust suggested that Councillor Schreiner should meet with the maintenance person of the building prior to the meeting.

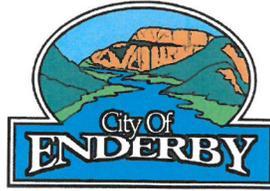
ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the regular meeting of January 16, 2023 adjourn at 6:29 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER



AGENDA

THE CORPORATION OF THE CITY OF ENDERBY

Report of a **Public Hearing** held on January 16, 2023 at p.m. in Council Chambers.

Present: Mayor Huck Galbraith
Councillor Tundra Baird
Councillor Roxanne Davyduke
Councillor David Ramey
Councillor Brian Schreiner
Councillor Shawn Shishido
Councillor Sarah Yerhoff

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

Mayor Galbraith read the rules of procedures for public hearings and introduced the following bylaw:

City of Enderby Zoning Bylaw No 1550, 2014 Amendment Bylaw No. 1758, 2022

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

1. Raquel Knust, 134 Riverdale Drive, Enderby BC
2. Shaun Landry, 99 Bass Avenue, Enderby BC

Raquel Knust, 134 Riverdale Drive, Enderby BC

- Asked if detached secondary suites must be located entirely behind the principal single-family dwelling.
- Asked about the layout of the proposed secondary suite.
- Concerns about privacy of her backyard.
- Thinks this kind of development is a great idea overall.

Planner responded that a detached secondary suite must not be any closer to the side lot line than the single family dwelling, and that the proposed zoning text amendment addresses this requirement.

Shaun Landry, 99 Bass Avenue, Enderby BC

- Explained that the planned layout will have the bathroom and bedroom towards the rear of the lot, with the kitchen and living room facing toward the front of the lot.

Councillor Shishido asked if the applicant has spoken with the neighbouring property to which the proposed suite would be closest.

Mr. Landry responded that he has had a conversation with the owners of 97 Bass Avenue, and that they have no concerns with the proposed suite. Explained that he does not plan to put large windows on the side of the suite facing the neighbouring property.

There were no written submissions.

Councillor Shishido asked if the applicant's preference would be to build a suite on top of the existing garage, or to build a separate detached secondary suite.

Mr. Landry responded that he would prefer to convert the space that is currently the garage into a suite, but that he will base the decision on feedback from Council.

Councillor Baird asked if it will be difficult to bring the existing garage up to BC Building Code requirements to convert it into a dwelling.

Mr. Landry responded that he has consulted with a number of building professionals who are of the opinion that it would be a relatively simple conversion.

Councillor Shishido asked if the proposed bylaw would accommodate this.

Planner responded that the rezoning would allow an accessory building to be converted to a secondary suite, but that because of the distance from the existing accessory building to the side lot line, the owner would need to apply for a variance.

Mayor Galbraith made his closing statement and declared the Public Hearing closed at 4:54p.m.

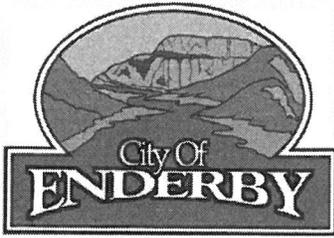
Pursuant to Section 465 (6) of the *Local Government Act*, I, Tate Bengtson, Corporate Officer, hereby certify this to be a fair and accurate report of the Public Hearing held on January 16, 2023.



Signature

Feb 2/23

Date



REQUEST TO APPEAR AS A DELEGATION

On 6 2 2023
Day Month Year

Date of Request February 1, 2023

Name of Person Making Request Enderby & District Museum Society

Name and Title of Presenter(s) Sandra Farynuk, President
Jackie Pearase, Museum Administrator

Contact Information Museum 250-838-7170 Sandra 250-306-4792

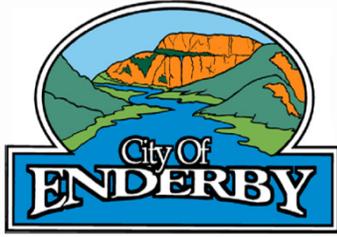
Details of Presentation To give new council members
an overview of what we do at the museum

Desired Action from Council (check all that apply)

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

Please describe desired action in detail _____

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



REQUEST TO APPEAR AS A DELEGATION

On _____
Day Month Year

Date of Request _____

Name of Person Making Request _____

Name and Title of Presenter(s) _____

Contact Information _____

Details of Presentation _____

Desired Action from Council (check all that apply)

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

Please describe desired action in detail _____

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

Delegation presentation materials circulated under separate cover electronically.

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 22, 2022
Subject: Notice of Motion (Councillor Yerhoff): Inclusion of a Land Acknowledgement at the Commencement of Council Meetings

NOTICE OF MOTION (YERHOFF)

THAT Council directs the Corporate Officer to include a land acknowledgement at the commencement of Council Meetings.

BACKGROUND

Councillor Yerhoff has submitted a notice of motion that Council includes a land acknowledgement at the beginning of Council Meetings. This would extend to commissions and committees created by Council, as well.

A land (or territorial) acknowledgement is a formal statement that acknowledges and respects an Indigenous people's territory. It is intended to recognize the relationship between land and people, particularly an Indigenous people's original and continued presence on its lands.

Should Council approve Councillor Yerhoff's motion, staff suggest that Splatsin's preferred land acknowledgement be used as a starting point:

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

The above land acknowledgement is drawn from Splatsin's website (<https://splatsin.ca/your-government/about>).

Should Council approve of Councillor Yerhoff's motion, the matter may be implemented by the Corporate Officer based on the above resolution. The Council Procedure Bylaw would be amended with its next scheduled update to align it with Council's direction on this matter.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1760, 2023

A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW NO. 1581, 2015

WHEREAS Council of the City of Enderby has adopted "Bylaw Notice Enforcement Bylaw No. 1581, 2015";

AND WHEREAS Council wishes to amend Schedule "A" in accordance with the City of Enderby Building Bylaw No. 1582, 2015.

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

1. This bylaw may be cited as the "City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023".
2. Schedule "A" of City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 is hereby amended to include the following:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
BUILDING BYLAW						
1582	301 (1)	Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	\$500	\$350	\$500	YES

1582	301 (9)	Occupy or use building or structure without an Occupancy Permit or Provisional Occupancy Permit	\$500	\$350	\$500	YES
1582	301 (12)	Obstruction of Building Official	\$500	\$500	\$500	NO
1582	303 (2)	Failure to Comply with a 'Stop Work Order' Notice	\$500	\$350	\$500	YES
1582	304 (2)	Failure to Comply with a 'Do Not Occupy' Notice	\$500	\$350	\$500	YES

Read a FIRST TIME this 16th day of January, 2023.

Read a SECOND TIME this 16th day of January, 2023.

Read a THIRD TIME this 16th day of January, 2023.

ADOPTED this day of , 2023.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1761, 2023

A BYLAW TO AMEND THE MUNICIPAL TICKETING INFORMATION (MTI) SYSTEM BYLAW
NO. 1518, 2013

WHEREAS Council of the City of Enderby has adopted “City of Enderby Municipal Ticketing Information System Bylaw No. 1518, 2013”;

AND WHEREAS Council wishes to amend Schedule “10” in accordance with the City of Enderby Building Bylaw No. 1582, 2015;

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

1. This bylaw may be cited as the “City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023”.
3. Schedule “10” attached hereto is hereby established and forms part of City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013.

Read a FIRST TIME this 16th day of January, 2023.

Read a SECOND TIME this 16th day of January, 2023.

Read a THIRD TIME this 16th day of January, 2023.

ADOPTED this day of , 2023.

MAYOR

CORPORATE OFFICER

SCHEDULE "10"

BUILDING BYLAW NO 1582, 2015

	SECTION	FINE \$	Fine if Pd within 30 days \$
Commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure without a permit	301 (1)	500	350
Occupy or use building or structure without an Occupancy Permit or Provisional Occupancy Permit	301 (9)	500	350
Obstruction of Building Official	301 (12)	500	500
Failure to Comply with a 'Stop Work Order' Notice	303 (2)	500	350
Failure to Comply with a 'Do Not Occupy' Notice	304 (2)	500	350



VERNON NORTH OKANAGAN DETACHMENT

4th Quarter (October to December) 2022

QUARTERLY POLICING REPORT

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

Superintendent Shawna BAHER

Officer in Charge

POLICING ACTIVITY REPORT ~ 4th Quarter 2022

The Vernon North Okanagan Detachment continues to focus on the priorities of Enhanced Public Safety, Community Connections and Road Safety. To support our plan, we have implemented various initiatives including prolific and priority offender management, increased police visibility and traffic enforcement. One method used to track our performance is to compare crime statistics with the same quarter from the previous year. Featured at the end of the report is a statistical sampling of the 15 most commonly reported Crime Codes that have the greatest impact on communities for each specific area. The statistics reflect monthly totals for October to December 2022 with comparisons from the same quarter of the previous year. This report is a synopsis of some of the recent investigations conducted by the Vernon North Okanagan Detachment and does not reflect all the tasks our police officers are working on, nor does it include information that could impact the integrity of ongoing police investigations.

COMMUNITY EVENTS

During this quarter, the Vernon North Okanagan participated in many events in our communities, including the Emergency Services Open House in Enderby, Silver Star Rotary Father Daughter Ball in Vernon and provided a police presence at Remembrance Day ceremonies held at local cenotaphs and arenas.



Leading up to the holidays, we were invited to participate in the 1st Annual Santa's Elks Christmas Toy Breakfast at the Elks to support the Salvation Army Christmas toy drive. As well, we



attended Cram the Cruiser events in Armstrong and at Coldstream Elementary with the Coldstream Fire Department. We were happy to continue the annual tradition of serving turkey dinner at the seniors' luncheons in Enderby and Vernon.



VERNON/COLDSTREAM

OPERATIONS

The table below highlights the total number of calls for service with Criminal Code offences and property crime extracted for the 4th quarter as well as the cumulative number for year to date.

Category	Vernon		Coldstream		Vernon Rural	
	Q4	YTD	Q4	YTD	Q4	YTD
Calls for Service	4,594	19,590	321	1,414	413	1,731
% change	-14.1%	-6.5%	-15.7%	-15.3%	-13.7%	-7.5%
Criminal Code	1,314	5,854	50	314	54	248
% change	-16.7%	-0.03%	-30.5%	-8.7%	-30.7%	-22.9%
Property Offences	698	3,398	28	188	27	157
% change	-25.5%	-4.2%	-46.1%	-5.5%	-49.1%	-16.9%

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

Category	Vernon/Coldstream	
	Q4	YTD
Charges Forwarded	495	2,050
Prisoners	269	1,220
PDS Interventions	14	48
SEPTA Files	40	758

Recognizing that calls for service encompass both calls from the public, which frontline officers are dispatched to, as well as the self-generated work completed by the officers in support of enhanced public safety initiatives, Superintendent Baher has extracted the two categories from the total calls for service. The below graph outlines the total dispatch calls and the total self-generated calls for the 4th quarter of 2022 with a comparison for the previous year for the area of Vernon/Coldstream.

Vernon / Coldstream			
4 th Quarter (October to December)			
		Q4	YTD
2021	Dispatched Calls	5,231	21,164
2022	Dispatched Calls	4,764	20,158
2021	Self Generated Calls	1,028	3,371
2022	Self Generated Calls	696	2,922

FRONT LINE POLICING

Vernon

On October 10th, frontline officers conducted a vehicle stop in the 3400 block of 32nd Street and located controlled drugs leading to the arrest for the driver and passenger. Two men, age 26 and 33 years, are charged with possession for the purpose of trafficking and prohibited driving.

On October 11th, the School Resource Officer received a report of a suspicious incident at an elementary school where an unknown man allegedly approached a 10-year old child and grabbed their arm. The child was able to pull away and make their way home. The investigation continues.

On October 14th, police assisted the Vernon Fire Rescue Service with a vehicle fire in the 2700 block of 35th Street. The Investigation determined the fire was deliberately set by an unknown suspect.

On November 19th, police investigated the arson of a business in the 4900 block of 27th Street. The incident remains under investigation.

On November 19th, a woman was in a business in the 3000 block of 30th Avenue attempting to steal store items. When approached, the woman threatened the employee and fled the store. Police were unable to identify the suspect.

On November 23rd, an elderly woman in the parking lot of a business in the 2200 block of 58th Avenue was loading groceries when a man pushed her and attempted to steal her vehicle. The suspect fled when confronted by other people in the parking lot who gave chase. A 51-year old man was charged with robbery.

On December 5th, police responded to an alarm at a business in the 2100 block of 48th Avenue. Upon attendance, the officer confirmed the unknown suspect had gained entry and contained the area until the RCMP Police Dog Service could establish a track. Police were unable to locate the suspect and the incident is under investigation.

On December 9th, police investigated an assault with a weapon where an individual was cut with a knife during an altercation. The victim received non-life threatening injuries and the suspect was arrested. The matter is before the courts.

Coldstream

On October 9th, frontline officers investigated a break and enter to a business in the 7000 block of College Way. The Integrated Forensic Identification Section attended and seized evidence for further examination; however, no suspects were identified.

On October 24th, frontline officers attended to a workplace death at a business in the 10000 block of Warren Road. The RCMP and Worksafe BC conducted a concurrent investigation to determine the cause of the accident and determined there was no criminality.

On November 6th, frontline officers assisted the Coldstream Fire Department with a residential fire in the 8000 block of Cherry Lane. No criminality was suspected.

On November 18th, frontline officers assisted the Coldstream Fire Department with a residential fire in the 15000 block of Kalamalka Road. No criminality was suspected.

On December 6th, police responded to a disturbance in the 15000 block of Kalamalka Road. Frontline officers arrested two men, aged 22-years and 33-years, who are charged with assault with a weapon. The matter is before the courts.

On December 14th, frontline officers responded to a motor vehicle incident on Hwy 6 near Aberdeen Road where a westbound vehicle crossed the center line and collided with an eastbound truck. The driver of the westbound vehicle sustained serious life-threatening injuries. The investigation is on-going.

On December 14th, police responded to a motor vehicle incident on Hwy 6 near Petworth Road when a pick-up truck went off road and down a 20ft embankment. The driver showed signs of impairment and failed the alcohol screening device test. Police issued a 90-day driving prohibition and the vehicle was impounded for 30-days.

GENERAL INVESTIGATION SECTION

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

Serious Crime Unit (SCU)

The Serious Crime Unit investigates serious crimes against persons, including homicide. This unit consists of a Corporal and four Constables. The Serious Crime Unit continues to conduct follow-up investigations on previous files and assisted with other complex investigations during this quarter. Some investigations the Serious Crime Unit conducted in the past quarter are:

- In October of 2022, a Vernon SCU member assisted frontline officers with an investigation into an attempted child abduction at a Vernon elementary school. The officer assisted with neighborhood canvass for witnesses and video.
- In November of 2022, a SCU Digital Field Technician assisted front line officers with regards to an examination of electronic devices that had been seized as part of a production of child pornography investigation. Charges have been approved in relation to this matter which is currently before the courts.
- In November of 2022, a Vernon SCU member assisted the Edmonton Police Service Economic Crime Section with an investigation of a fraud over \$5000 by locating and interviewing a witness who lived in the Vernon area.
- In November of 2022, Vernon SCU assisted frontline officers with an investigation into an arson at a local business. The trained fire investigator examined the fire scene which was determined to be an arson. This investigation remains ongoing.
- In December of 2022, the Vernon SCU trained fire investigator assisted frontline officers with the investigation of a vehicle fire. The fire was deemed suspicious and the matter is still under investigation.
- In December of 2022, Vernon SCU members assisted another RCMP Detachment with the investigation of a suspicious death that occurred in their area. Vernon SCU members attended the autopsy of the deceased, as well as liaised with the Coroner and Pathologist. The autopsy revealed the death was due to an overdose.

Special Victim Unit (SVU)

The Special Victim Unit investigates crimes relating to vulnerable victims. The SVU is comprised of a Corporal and two Constables who are responsible for high-risk investigations relating to domestic violence, sex crimes and missing persons.

Domestic Violence Unit (DVU)

In high-risk intimate partner violence investigations, the Domestic Violence Unit assist frontline investigators, conduct file reviews as well as facilitate Integrated Case Assessment Team (ICAT) meetings to support the victim through the process. Currently, DVU has 10 ICAT files requiring file management, monitoring, and victim support.

- In October, DVU learned of a domestic assault which occurred in another jurisdiction and had not been disclosed to police. DVU obtained a witness statement and provided evidence to the detachment responsible for the investigation.
- In December, DVU assisted frontline members in obtaining a warned statement from a suspect of a serious domestic assault investigation. The matter is before the courts.

Sex Crimes

During this quarter, the Sex Crimes unit received information from the BC Integrated Child Exploitation Unit (BC ICE) of six separate reports of possession of child pornography which is in addition to the 35 currently under investigation. Each investigation requires a significant amount of time to complete production orders, execute search warrants and, where the evidence supports, prepare charge packages for Crown Counsel.

The Sex Crimes investigator is specially trained to conduct interviews with child victims. As such, their specialized skill set is in high demand to assist front line investigators. During this reporting period, the Sex Crimes investigator conducted 18 interviews with children ranging in age from 3 to 14-years of age. The investigations include child abuse, sexual interference and sexual assault.

Missing Persons

The Missing Person coordinator provides support and guidance to front line officers on high risk missing person investigations. The Corporal supervisor is responsible to monitor all missing person investigations daily for quality assurance and provide follow up action as necessary. The MPC provided ongoing guidance and monitoring to several high-risk missing person files over this reporting period. In addition, the MPC met with the Ministry of Children and Family Development and the Southeast District Missing Person Coordinator to determine the best management for chronic missing youth. As a result of on-going meetings and communication with MCFD and local care providers, unnecessary calls for chronic missing youth have been drastically reduced.

TARGETED POLICING

In an effort to continue to work closely with partner agencies and stakeholders, the Targeted Policing Unit met regularly with numerous partner agencies, including Interagency, Community Outreach and Mentally Disordered Offenders. Targeted Policing continued participating in this policing priority of identifying, profiling, selecting and targeting individuals and/or groups that are involved in criminal activity and because their association to gangs/organized crime pose a safety risk to the community. There are currently five individuals/groups identified in the Vernon area.

Drug Section

During this quarter the Drug Section participated in joint enforcement with the Crime Reduction Unit and completed a lengthy investigation into a prolific drug trafficking group resulting in the execution of two search warrants and seizure of one vehicle and cash. In addition, the Drug Section conducted the following investigations:

- Drug Section members investigated a 46-year old man believed to be involved in drug trafficking which resulted in four separate charges of prohibited driving. The matter is before the courts.
- In October, Drug Section located a 29-year old man wanted on an outstanding drug trafficking warrant. After a brief foot pursuit, the man was arrested and was found in possession of a substantial quantity of fentanyl, cocaine, methamphetamine and prescription pills, resulting in additional drug trafficking charges.
- In November, Drug Section members executed a drug search warrant at a residence in the 2800 block of 40th Street, resulting in the arrest of numerous persons and the seizure of large quantities of fentanyl, methamphetamine and over 2400 prescription pills. Charges are being submitted for review by Federal Crown Counsel.

Crime Reduction Unit (CRU)

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

Prolific Offender

A Prolific Offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offenders, identified by current intelligence to be criminally active and assessed by police and partner agencies as medium to high risk to re-offend. These offenders reside within our detachment area and are capable of causing a disproportionate amount of crime in the community. At the conclusion of this reporting period, there were 17 Prolific Offenders identified for monitoring in the Vernon North Okanagan. Of those, 11 are currently in custody and 6 are not in custody. Of the 6 not in custody, 5 reside within the City of Vernon and one relocated outside of our jurisdiction.

Downtown Enforcement

During this reporting period, the Downtown Enforcement Unit (DEU) liaised with the street entrenched population, provided referral information and conducted enforcement action. During the course of their duties, DEU executed 65 warrant of arrests and recommended 11 investigations for charge approval. DEU became involved in the following investigations:

- On October 5th, DEU investigated a fire near the entrance of a building which caused smoke damage to interior. A review of CCTV resulted in the identification, arrest and charge of a 45-year old man.
- On October 12th, DEU located a 33-year old man in breach of court conditions during a routine check of a group congregating near a downtown business. The man was in possession of a lighter

which, due to a previous mischief charge, was illegal and he was arrested and charged for breach of conditions.

- On November 8th, DEU targeted a 32-year old man, previously involved in theft of mail incidents, for breach of his Conditional Sentence Order conditions. Two charges of breach of a court order were approved.
- On November 11th, DEU took conduct of a robbery investigation at a business in the 4800 block of 27th Street which lead to the arrest for robbery of a 42-year old local prolific offender.
- On December 12th, DEU conducted a traffic stop of a vehicle acting suspicious in an identified problem area. The traffic stop resulted in the seizure of fentanyl and cocaine packaged for street level sale, along with over 500 prescription pills. The matter is being submitted for charge approval review.

Enhanced Downtown Enforcement Initiative

During a six-day period in November, the Crime Reduction Unit and Drug Section joined forces to conduct overt enforcement in order to target areas in the downtown area identified as problem locations through the CompStat process. During this initiative, police arrested 13 individuals on outstanding warrants, conducted 10 curfew checks and created 95 files to document interactions including:

- Police initiated a traffic stop with a vehicle departing from a problem premise which resulted in charging a 51-year old man with prohibited driving and the vehicle was impounded.
- Police observed a 38-year old man, suspected of drug trafficking, in the downtown area which resulted in his arrest for drug trafficking and the seizure of over 500 prescription pills and methamphetamine. The matter is under investigation.
- Police observed a 41-year old man engage in suspected drug trafficking activity and initiated a traffic stop which resulted in his arrest for prohibited driving. A subsequent search of arrested male located numerous packages of cocaine and fentanyl. The matter is before Crown Counsel.

Opioid Pilot Project

The Opioid Pilot Project commenced on December 8th, 2018, to improve service for people suffering from addiction issues, which often lead to their involvement in criminal behaviour. Partnered with Interior Health, Mental Health and Substance Service and the BC Centre for Disease Control, the Vernon North Okanagan RCMP offer Naloxone kits to those at risk of overdose. In addition, frontline officers provide referral to and information regarding local harm reduction services. The goal of the project is to save lives and reduce crime associated to addiction.

Month	Card given	Referral made	Video shown	Kit provided
October	6	0	2	37
November	17	1	1	59
December	38	1	1	85
Total	61	2	4	181
Year to Date	482	89	13	679

NORTH OKANAGAN RURAL

OPERATIONS

The below tables are the total number of calls for service with Criminal Code offences and property crime extracted for the 4th quarter of 2022.

Category	Armstrong		Spallumcheen		Enderby	
	Q4	YTD	Q4	YTD	Q4	YTD
Calls for Service	254	1095	330	1450	466	2373
% change	+53%	+0.4%	+40.4%	+0.9%	+21%	-0.4%
Criminal Code	60	332	69	340	124	700
% change	-18.9%	+3.1%	-13.7%	+1.7%	-12.6%	+0.2%
Property Offences	28	137	31	148	40	226
% change	0%	+11.3%	+3.3%	+24.3%	-29.8%	-5.8%

Category	Falkland		Lumby		Westside	
	Q4	YTD	Q4	YTD	Q4	YTD
Calls for Service	119	660	239	1080	219	1137
% change	-44.3%	-17%	-14.6%	-17.6%	-13.4%	-7.4%
Criminal Code	22	129	73	323	69	311
% change	-51.1	-16.7%	+5.7%	-4.1%	-4.1%	-9.8%
Property Offences	8	50	22	121	30	140
% change	-63.6%	-3.8%	-18.5%	-13.5%	+11.1%	+47.3%

Below is a table of the total charges forwarded to Vernon and Salmon Arm Crown Counsel, the total prisoners held in the North Okanagan cellblock and the Police Dog Service intervention.

Category	North Okanagan	
	Q4	YTD
Charges Forwarded	71	272
Prisoners	38	156
PDS Interventions	6	18

FRONT LINE POLICING

Armstrong

On October 7th, frontline officers attempted to conduct a vehicle stop of an erratic driver who failed to stop for police. The vehicle was later discovered abandoned in the 2200 block of Heather Avenue. Police determined the vehicle was stolen from Calgary and it was seized for examination, which identified a suspect. A warrant was issued for the suspect, a 43-year old man from Kelowna.

On November 12th, frontline officers investigated a motor vehicle incident involving a pedestrian in the 3300 block of Smith Drive. The pedestrian sustained non-life-threatening injuries and the investigation continues.

On December 10th, a frontline officer on patrol noted a suspicious vehicle that departed from a business on Smith Drive. The investigator determined the vehicle had been recently stolen from Vernon and located the vehicle abandoned on Reservoir Road. Police Dog Service attended to conduct a track of the area however no suspects were located and the vehicle was seized for Forensic Examination. The investigation to identify the driver continues.

Enderby

On October 30th, a frontline officer conducted a traffic stop in the 5200 block of Highway 97A where the driver provided a false name to police. During the investigation, police determined the driver's true identity and learned that he was prohibited from driving. A 46-year old man from Vernon was arrested and is charged with drive while prohibited. The matter is currently before the courts.

On November 9th, frontline officers responded to a fatal motor vehicle incident in the Ashton Creek area. The investigation determined the vehicle had gone off road right and into a ditch. Despite efforts to resuscitate, the driver was pronounced deceased on scene. The investigation continues.

On December 1st, frontline officers executed a search warrant under the Controlled Drug and Substances Act at a residence on Canyon Road with regards to a drug trafficking investigation. Three persons were arrested and police seized fentanyl, methamphetamine and cocaine, cash and a drug line phone. A 52-year old man is charged with possession for the purpose of trafficking.

On December 2nd, frontline officers conducted a traffic stop on Hwy 97A which resulted in the arrest of the driver who was impaired by drug and provided a false name to police. In addition, the man had warrants from another jurisdiction. Police discovered numerous items of stolen property in the vehicle. A 27-year old man from Alberta is charged with numerous offences. The matter is before the courts.

Falkland

On November 8th, police responded to a fatal motor vehicle incident on Hwy 97 near O'Neil Road. A vehicle heading westbound went off road right and down a steep embankment, resulting in the death of the passenger who was thrown from the vehicle. The investigation continues.

On November 21st, police attended to a reported injury motor vehicle incident where the vehicle was found unattended in the ditch and alcohol was suspected a factor, given the open liquor located on scene. The registered owner was located at his residence and charged under the Motor Vehicle Act for failing to remain at the scene of an accident.

On November 11th, frontline officers responded to a disturbance at a business in the 5700 block of Hwy 97 where a civilian attempted to prevent a possible impaired driver from leaving the parking lot. The driver made threats when approached then fled the area in his vehicle, knocking over a gas pump and colliding with another vehicle. A 26-year old man from Oliver is charged with numerous offences, including assault with a weapon, uttering threats and mischief. The matter is before the courts.

On December 10th, police attended to a head-on collision on Hwy 97 at Cedar Hill Road. Due to winter road conditions, one vehicle crossed over the center line and into the path of a semi tractor trailer. Both drivers sustained non-life-threatening injuries.

Lumby

On October 11th, an officer on patrol observed a vehicle travelling at a high rate of speed on Hwy 6 near Montgomery Road. The vehicle was recorded as travelling at 136 km/hr in an 80 km/hr zone. The driver was charged under the Motor Vehicle Act for excessive speed and the vehicle was impounded.

On October 27th, police conducted a traffic stop of a vehicle on Vernon Street where the driver showed signs of impairment by alcohol. Police demanded an alcohol screening device test and the driver was issued a 90-day immediate roadside prohibition and the vehicle impounded for 30 days.

On November 29th, police responded to a motor vehicle incident where a 5-tonne truck had gone off road and into a ditch. Frontline officers located the driver who showed signs of impairment by alcohol and an alcohol screening device test was conducted. The driver was issued a 90-day roadside driving prohibition and the vehicle was impounded for 30 days. Later that same evening, police received a call regarding the same individual outside of a business. Police attended and the individual was arrested for being intoxicated in a public place and lodged in cells until sober and able to care for himself.

Spallumcheen

On October 4th, frontline officers responded to the scene of a fatal motor vehicle incident in the 5000 block of Schubert Road. A motorcycle had gone off road and police located the operator nearby deceased.

On October 28th, frontline officers were on patrol near Highway 97A and Larkin Cross Road when they observed two suspicious vehicles parked nearby. An officer checked these vehicles and, upon further investigation, determined that one occupant had an outstanding warrant for their arrest. A search incidental to the arrest discovered items consistent with drug trafficking. A 38-year old woman from Cranbrook is charged with numerous offences and the matter is before the courts.

On November 22nd, police responded to an erratic driving complaint and located the vehicle on Reservoir Road. Subsequent checks determined the vehicle was stolen from Sicamous. The 26-year old male driver from Salmon Arm was arrested and charged with possession of stolen property and prohibited driving. The matter is before the courts.

On December 7th, frontline officers attended to an abandoned 911 call from a residence in the 1500 block of Reservoir Road. Once on scene, the officers located a distraught individual who had given their dog cocaine intentionally. With the assistance of the SPCA, the dog was seized and taken for veterinarian care and the SPCA investigation continues.

On December 9th, police responded to a single vehicle motor vehicle incident on Sleepy Hallow Road where the vehicle had rolled down an embankment. The driver showed signs of impairment and police demanded the driver provide a sample of breath into an alcohol screening device test. The driver refused and was issued a 90-day driving prohibition and the vehicle was impounded for 30-days. The driver was taken to hospital with non-life-threatening injuries.

Westside

On October 9th, a frontline officer conducted a traffic stop with an ATV on Westside Road at Westshore Road. Police determined the operator's ability to operate the motor vehicle was impaired by alcohol and conducted a roadside alcohol screening device test. The operator was issued a 90-day driving prohibition and the ATV was impounded for 30-days.

On October 20th, police responded to a possible gunshots report in the 12000 block of Westside Road. On arrival, officers learned a firearm was discharged toward the victim. A suspect was arrested and a search warrant was executed on a nearby property. The investigation continues.

On November 4th, frontline officers investigated the theft of tools and an e-bike at a residential break and enter in the 12000 block of Westside Road. No suspects were identified.

GENERAL INVESTIGATION SECTION

The following is a synopsis of some of the recent investigations conducted by the Rural General Investigation Section and does not reflect all the tasks the officer is currently working on, nor does it include information that could affect ongoing police investigations. The Rural GIS currently has approximately 30 files under investigation, which range from historical missing persons, assault with a weapon to breach of criminal court orders. Depending on the investigation, Rural GIS has liaised with the Forensic Identification Section to examine exhibits, obtain judicial authorizations to search property and obtain production orders for documents.

TRAFFIC ENFORCEMENT

North Okanagan Rural

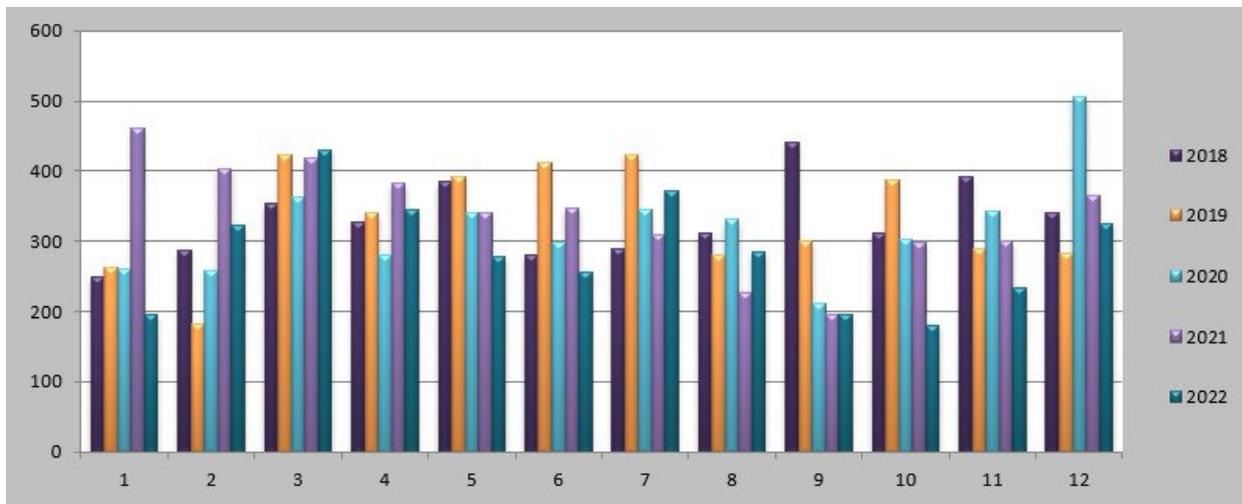
- Road Check Stops: 5
- Impaired Drivers taken off the road by way of suspension or charge: 25
- Distracted Driver Charge: 0

Area	Violation Ticket	YTD	Warning	YTD
Armstrong	70	193	73	168
Enderby	23	84	15	57
Falkland	6	48	5	42
Lumby	15	119	56	293
Spallumcheen	103	441	16	80
Westside	21	56	17	72

Vernon/Coldstream

- Road Check Stops: 0
- Impaired Drivers taken off the road by way of suspension or charge: 23
- Distracted Driver Charge: 0

Area	Violation Ticket	YTD	Warning	YTD
Vernon	253	1249	320	1485
Coldstream	40	181	78	344
Vernon Rural	19	67	9	26



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

FORENSIC IDENTIFICATION SECTION

The Vernon North Okanagan Integrated Forensic Identification Section (IFIS) is operating with three members in a full-time rotation (2 specialists and 1 apprentice). During the fourth quarter, IFIS provided investigative assistance for 45 files, identified 16 fingerprints and supplied 22 preliminary associations. As well, IFIS collected 68 friction ridge impressions, 14 footwear impressions, 28 DNA swabs, 4 tool markings and gathered 3 other type of physical evidence.

Call for Service	Vernon/Coldstream	North Rural
Break and Enter	8	3
Theft from Vehicle	2	0
Theft of Vehicle	5	2
Possession of Stolen Property	1	1
Attempt Murder	0	1
Robbery	1	0
Firearms Offences	1	0
Assault	1	1
Arson	4	1
Drug Offences	2	0
Fraud	1	0
Other offences	8	1
Total	34	10

*Vernon FIS Calls for Service encompass Vernon, Vernon Rural and Coldstream.
The North Rural calls for service include Armstrong, Enderby, Falkland, Lumby & Westside.*

POLICE DOG SERVICE (PDS)



The Vernon Police Dog Service consists of two handlers and their police dogs. Last fall, PDS Hawkes (*photo to left*) retired due to an injury, after a 5-year career with the RCMP where he served in Fort St John and the Vernon North Okanagan. As a result, our handler attended to the RCMP PDS training centre in Innisfail, AB for several months to match with a new dog and, as of November 29th, we are excited to welcome PDS Phantom (*photo to right*) to the team. Since his arrival, Phantom has conducted a successful track to locate an individual in mental health crisis. In addition to our two



PDS dogs, one of our frontline officers is participating in the “puppy program” and is fostering 17-week old Rayla who will be with VNOD for the next 1.5 years while she learns tracking and apprehension with her handler-in-training.

RESERVE CONSTABLE PROGRAM

Currently, the Reserve Constables program at the Vernon North Okanagan detachment has three participants who provide a variety of functions. These experienced police officers provide assistance with traffic enforcement, coverage for personnel shortages in front line policing and FIS and crime scene security, as required.

AREA	PATROLS	YTD	VIOLATION TICKET	YTD	WARNING	YTD
Vernon	8	80	30	399	17	202
Coldstream	8	75	17	147	22	208
Total	16	155	47	546	39	410

SCHOOL RESOURCE OFFICER

The School Resource Officer is an effective part of the School District 22 team, collaborating with teachers, administrators, parents, students and other community partners to enhance safety and security in our schools. During this quarter School Resource Officer, Constable Horne, liaised with School District 22 on suspension hearings, no trespass orders and provided guidance for school level issues. Constable Horne was active in attending schools to conduct lock-down drills, presentations and taking part in holiday activities. As well, he recruited fellow police officers to assist with serving hot lunch



As well, he recruited fellow police officers to assist with serving hot lunch

programs and Salvation Army Starfish backpack deliveries to kids in need. North Rural police officers demonstrated their strong skating abilities at the Armstrong Elementary Schools ice skating party. At A.L Fortune School in Enderby, police enjoyed at holiday turkey feast with staff and students.

COMMUNITY POLICING

Community Safety Office

The Community Safety Office has 9 volunteers who offered 457 hours of their time to assist 580 members of the public, fielded 136 phone calls and returned 186 Police Information Checks. The coordinator provided education to the community regarding digital safety, techniques to de-escalate hostile clients, and personal safety lectures. The coordinator also conducted numerous Crime Preventions through Environment Design (CPTED) audits of two separate residences at the request of Victim Services.

Vernon RCMP Volunteers

During this past quarter, the 33 volunteers participated in 592 hours with the Vernon RCMP Volunteer Program. The volunteers drove 3566 kilometers, worked 48 vehicle patrol shifts and checked 1213 licence plate for the Stolen Auto Recovery Program. Speed Watch volunteers conducted 7 operations and targeted 1974 vehicles to slow down. On December 10th, six volunteers participated in a two hour Lock Out Auto Crime operation at the Village Green Mall where they checked 586 vehicles.

HUMAN RESOURCES

Established Levels

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

Funded Levels

As of December 31st, 2022, the Vernon North Okanagan Detachment billed 54.35 City of Vernon; 27.16 Provincial; 3.11 City of Armstrong; 6.63 District of Coldstream; 3.48 Township of Spallumcheen, 2.04 Indigenous Policing Section.

QUARTERLY STATISTICS

The following pages contain the police statistics for the 4th quarter of 2022, October to December, with a comparison for the same month of the previous year. The activity types selected are a sampling of the 15 most commonly reported Crime Codes which have the greatest impact on communities and provide police with valuable insight into crime activities and trends. Currently, there are over 700 Crime/Survey Codes utilized by Canadian policing agencies in the reporting of crime to the Canadian Centre for Justice in Ottawa.

4 th Quarter Statistics – City of Vernon						
ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	1935	1670	1773	1521	1491	1403
Robbery	6	2	5	3	3	2
Assault (Includes DV)	47	48	47	58	38	53
Domestic Violence	10	18	5	20	10	15
Sex Offence	3	8	9	3	5	10
B&E Residence	10	8	7	8	5	5
B&E Commercial	22	8	13	4	16	8
Theft of Vehicle	22	14	21	13	10	20
Theft From Vehicle	54	30	44	21	29	14
Theft Over \$5000	7	2	-	1	3	3
Theft Under \$5000	107	101	93	75	68	94
Drug Offence	28	21	47	51	22	11
Liquor Offences	11	4	7	9	8	9
Impaired Driving	6	11	8	13	7	11
24 Hour Driving Suspension	4	2	6	5	2	3
Motor Vehicle Accidents	52	39	39	58	56	62

4 th Quarter Statistics – Vernon Rural						
ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	145	132	119	144	163	137
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	3	2	6	1	3
Domestic Violence	-	2	-	3	-	-
Sex Offence	1	-	-	1	-	-
B&E Residence	1	-	-	-	-	-
B&E Commercial	-	-	-	-	1	-
Theft of Vehicle	2	-	-	-	-	1
Theft From Vehicle	9	2	5	-	3	1
Theft Over \$5000	1	-	-	-	5	1
Theft Under \$5000	2	2	1	-	-	-
Drug Offence	1	-	2	1	-	1
Liquor Offences	-	1	-	-	-	-
Impaired Driving	1	1	-	1	1	1
24 Hour Driving Suspension	-	-	-	-	-	1
Motor Vehicle Accidents	4	4	13	11	17	12

4th Quarter Statistics – Silver Star

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	8	7	9	10	12	12
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	1	-	2
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	1	-	-
B&E Residence	-	-	-	-	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	1	-	-	-
Theft From Vehicle	-	-	-	-	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	-	-	-	-	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	1	-	1	1

4th Quarter Statistics – District of Coldstream

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	139	130	125	105	103	86
Robbery	-	-	1	-	-	-
Assault (Includes DV)	1	2	1	1	1	1
Domestic Violence	-	-	-	1	1	-
Sex Offence	2	-	1	-	1	-
B&E Residence	-	1	-	-	3	1
B&E Commercial	1	1	1	-	-	-
Theft of Vehicle	3	-	1	1	1	-
Theft From Vehicle	2	1	5	3	3	-
Theft Over \$5000	1	-	-	-	3	-
Theft Under \$5000	4	3	-	5	1	-
Drug Offence	2	-	-	1	-	-
Liquor Offences	1	1	-	1	2	-
Impaired Driving	-	2	-	2	-	1
24 Hour Driving Suspension	-	-	-	-	-	1
Motor Vehicle Accidents	6	3	4	7	10	9

4th Quarter Statistics – City of Armstrong NR4100 and NR4101

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	95	97	81	67	73	80
Robbery	-	-	-	-	-	-
Assault (includes DV)	-	1	1	2	1	2
Domestic Violence	-	-	1	-	-	1
Sex Offence	-	1	-	-	-	1
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	1	1	-	-	-
Theft of Vehicle	2	3	-	-	-	-
Theft From Vehicle	4	-	3	-	1	-
Theft Over \$5000	-	2	1	-	3	-
Theft Under \$5000	1	4	3	2	2	2
Drug Offence	-	-	1	-	-	-
Liquor Offences	1	1	2	1	-	1
Impaired Driving	4	-	2	-	-	-
24 Hour Driving Suspension	4	-	3	-	2	1
Motor Vehicle Accidents	-	5	-	2	1	2

4th Quarter Statistics – Spallumcheen NR4200

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	131	123	114	85	102	90
Robbery	-	-	-	-	-	-
Assault (Includes DV)	3	2	-	-	1	2
Domestic Violence	2	1	-	-	-	-
Sex Offence	-	-	-	-	-	1
B&E Residence	2	-	1	-	1	-
B&E Commercial	-	3	-	1	-	-
Theft of Vehicle	1	1	1	1	3	2
Theft From Vehicle	2	2	2	1	-	-
Theft Over \$5000	1	-	-	-	-	-
Theft Under \$5000	-	2	3	2	-	-
Drug Offence	-	1	-	-	-	-
Liquor Offences	-	-	-	-	1	-
Impaired Driving	3	-	2	-	1	-
24 Hour Driving Suspension	5	-	3	1	4	1
Motor Vehicle Accidents	-	5	2	9	4	8

4th Quarter Statistics – City of Enderby NR1200 and NR1201

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	73	64	73	64	92	75
Robbery	-	-	-	-	-	2
Assault (Includes DV)	3	1	6	3	3	4
Domestic Violence	1	-	2	-	2	1
Sex Offence	1	-	2	-	-	-
B&E Residence	-	1	-	-	1	-
B&E Commercial	-	-	-	-	1	-
Theft of Vehicle	-	-	2	2	-	1
Theft From Vehicle	1	2	1	-	1	-
Theft Over \$5000	-	-	-	-	1	-
Theft Under \$5000	2	1	2	2	2	2
Drug Offence	1	1	-	-	2	-
Liquor Offences	1	3	1	-	-	1
Impaired Driving	-	-	1	-	-	-
24 Hour Driving Suspension	-	2	2	-	1	-
Motor Vehicle Accidents	1	3	-	1	-	1

4th Quarter Statistics – Enderby Rural NR1202 to NR1204

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	60	53	67	50	67	56
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	3	3	-	-
Domestic Violence	-	-	1	1	-	-
Sex Offence	-	-	-	1	-	1
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	2	-	2	-	2	-
Theft From Vehicle	-	-	2	-	1	-
Theft Over \$5000	1	-	-	-	1	3
Theft Under \$5000	1	-	-	1	-	-
Drug Offence	-	-	1	1	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	1	-	1	-	-	-
24 Hour Driving Suspension	1	-	1	-	1	-
Motor Vehicle Accidents	-	1	1	4	3	7

4th Quarter Statistics – Village of Falkland NR1300 and NR1301

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	18	7	13	7	15	6
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	-	-	-	-	-
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	-	-	-	-	-
B&E Residence	-	-	-	-	2	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	-	-	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	1	-	-	1	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	-	-
Motor Vehicle Accidents	-	-	-	-	-	-

4th Quarter Statistics – Falkland Rural NR1302 and NR1303

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	66	34	50	40	50	25
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	1	-	-	1	-
Domestic Violence	1	-	-	-	1	-
Sex Offence	-	1	-	-	-	-
B&E Residence	-	-	-	-	1	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	1	-	-	-	-	-
Theft From Vehicle	1	1	1	-	-	-
Theft Over \$5000	-	1	2	-	-	-
Theft Under \$5000	-	1	1	1	1	-
Drug Offence	-	-	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	-	1	-	-	-
24 Hour Driving Suspension	2	-	1	-	1	-
Motor Vehicle Accidents	2	-	1	4	1	2

4th Quarter Statistics – Village of Lumby NR1400 and NR1401

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	47	58	44	34	26	33
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	2	2	-	1	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	2	1	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	1	-	-
Theft of Vehicle	-	-	-	-	-	-
Theft From Vehicle	-	-	1	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	1	-	3	-	-
Drug Offence	1	-	-	-	-	-
Liquor Offences	-	-	-	1	-	-
Impaired Driving	1	-	1	-	-	-
24 Hour Driving Suspension	1	2	1	-	-	-
Motor Vehicle Accidents	-	1	-	-	1	-

4th Quarter Statistics – Lumby Rural NR1402 and NR1403

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	61	43	60	34	30	33
Robbery	-	-	-	-	-	-
Assault (Includes DV)	2	-	1	1	-	1
Domestic Violence	-	-	1	-	-	-
Sex Offence	1	-	-	-	-	-
B&E Residence	-	-	1	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	-	-	1	1	-
Theft From Vehicle	2	1	-	-	1	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	1	3	-	-	-	-
Drug Offence	-	-	1	-	-	1
Liquor Offences	-	-	-	-	-	-
Impaired Driving	1	1	1	-	1	-
24 Hour Driving Suspension	1	-	2	-	2	-
Motor Vehicle Accidents	1	1	2	2	-	-

4th Quarter Statistics – OKIB NR8000, NR8001, NR8101, NR8102

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	51	61	48	43	53	30
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	4	-	-	5	1
Domestic Violence	-	-	-	-	1	-
Sex Offence	-	1	-	1	-	-
B&E Residence	-	-	-	1	-	1
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	2	-	-	-	-
Theft From Vehicle	-	1	-	-	-	-
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	2	-	-	2	-
Drug Offence	-	1	-	-	-	-
Liquor Offences	-	-	-	-	-	-
Impaired Driving	-	1	-	-	-	-
24 Hour Driving Suspension	-	-	-	-	1	-
Motor Vehicle Accidents	-	2	-	3	-	2

4th Quarter Statistics – Splatsin NR8100 and NR8200

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	27	39	46	29	35	36
Robbery	-	-	-	-	-	-
Assault (Includes DV)	1	-	3	-	-	1
Domestic Violence	-	-	-	-	-	-
Sex Offence	-	1	-	-	-	-
B&E Residence	-	-	-	-	-	-
B&E Commercial	-	-	-	-	-	-
Theft of Vehicle	-	2	-	-	1	-
Theft From Vehicle	-	-	1	-	-	-
Theft Over \$5000	-	-	3	-	-	-
Theft Under \$5000	-	-	-	1	1	-
Drug Offence	-	3	-	3	-	-
Liquor Offences	-	-	-	-	-	1
Impaired Driving	-	-	1	-	1	-
24 Hour Driving Suspension	1	-	4	-	2	-
Motor Vehicle Accidents	-	4	1	1	-	1

4th Quarter Statistics – Westside Road NR1000

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	35	26	29	35	36	24
Robbery	-	-	-	-	-	-
Assault (Includes DV)	-	5	2	-	1	3
Domestic Violence	-	1	-	-	1	2
Sex Offence	-	-	-	-	1	-
B&E Residence	-	-	-	-	1	-
B&E Commercial	-	-	-	-	1	-
Theft of Vehicle	-	1	-	-	1	-
Theft From Vehicle	-	-	-	-	-	1
Theft Over \$5000	-	-	-	-	-	-
Theft Under \$5000	-	3	-	-	-	1
Drug Offence	-	-	-	-	1	-
Liquor Offences	-	-	-	-	1	-
Impaired Driving	-	-	-	-	-	-
24 Hour Driving Suspension	-	1	1	-	-	-
Motor Vehicle Accidents	2	1	-	4	-	1

4th Quarter Statistics – Spallumcheen Hwy 97/97A

ACTIVITY TYPE	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022
Total Files	33	21	20	13	16	10
Impaired Driving	2	-	-	-	1	-
24 Hour Suspension	3	1	-	1	1	-
Drug Offences	-	1	-	-	-	-
Motor Vehicle Accidents	-	-	1	3	-	1
Collision over \$10000	-	1	1	-	-	1
Collision non-fatal injury	-	-	1	1	-	-
Collision Fatal	-	-	-	-	-	-
Traffic moving offences	3	6	2	5	1	1
Liquor Offences	-	-	-	-	-	-

City of Enderby

Audit planning report to the Mayor and Council
for the year ended December 31, 2022

START



To the Mayor and Council of City of Enderby

We are pleased to provide you with this planning report to highlight and explain key issues which we believe to be relevant to the audit of City of Enderby (the “City”) financial statements for the year ended December 31, 2022.

The enclosed planning report includes our approach to your audit, the significant risks we have identified and the terms of our engagement. At the year-end meeting, we will provide you with a copy of our draft audit opinion and discuss the nature, extent and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities. This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We look forward to completing our draft audit report opinion and discussing our conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
January 9, 2023



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9	Recommended resources
10	Appendices

For the year ended December 31, 2022

Audit at a glance

**LEAD
PARTNER
ON YOUR
AUDIT**

Markus Schrott
CPA, CA

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**START
DATE**

October 2022

END DATE

April 2022





Your dedicated BDO audit team

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For the year ended December 31, 2022

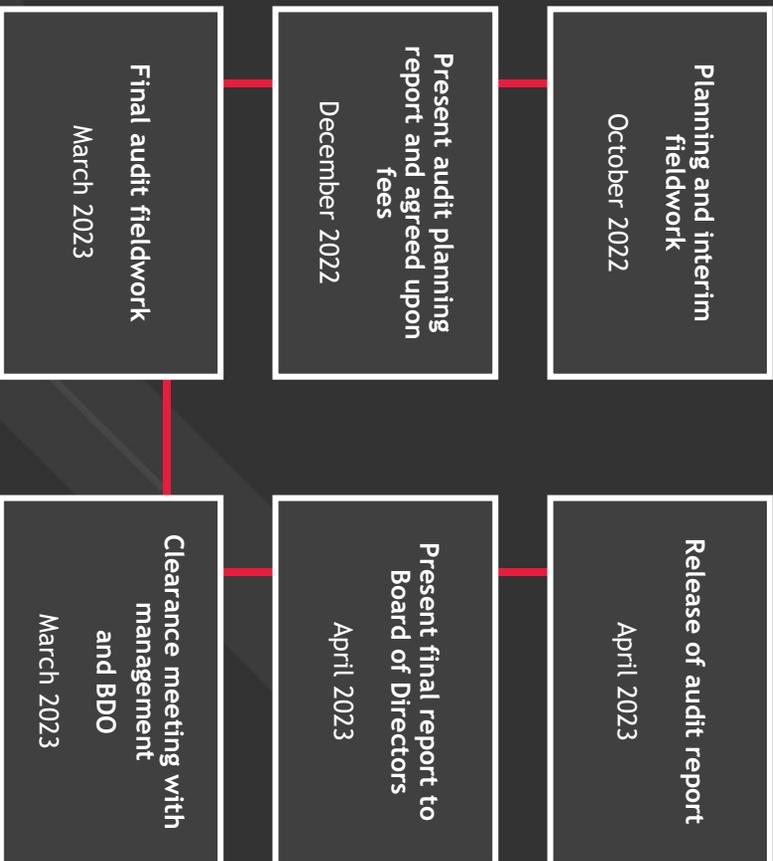
Our independence



We have complied with relevant ethical requirements and are not aware of any relationships between Regional District of North Okanagan and our Firm that may reasonably be thought to bear on our independence.



Audit timeline



BDO'S DIGITAL AUDIT SUITE

APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

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DISCOVER THE
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Auditor's responsibilities: financial statements

We are responsible for forming and expressing an opinion on the financial statements that have been prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter attached as Appendix A to this letter, is set out below:

Year-End Audit Work

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



We are required to obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

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



Auditor's responsibilities: fraud

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

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

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

Behind the audit report



Learn how we audit your financial statements

[SEE OUR PROCESS](#)



Auditor's responsibilities: fraud

Throughout our planning process, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the City's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

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

We are not currently aware of any fraud affecting the City. If you are aware of any instances of actual, suspected, or alleged fraud, please let us know.



Significant risks and planned responses

We have identified the following significant risks that require special audit consideration. These risks were identified based on our knowledge of the City, our past experience, and input from management and the Mayor and Council. Please review these significant risks and let us know your thoughts on these or any other areas of concern.

Financial statement areas	Risks noted	Audit approach
Management Override of Controls	Management is in a unique position to directly or indirectly change accounting records without oversight, and prepare financial statements, by overriding controls that otherwise appear to be operating effectively.	Our approach will be to review transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.

Materiality

We determined preliminary materiality to be \$600,000, based on 2% of non-financial assets. Preliminary specific materiality has been determined to be \$210,000, based on 3% of total revenues.

Misstatements are considered to be material if they could reasonably be expected to influence the decisions of users based on the financial statements.

Our materiality calculation is based on the City's preliminary results. If actual results change significantly, we will communicate those changes to the Mayor and Council as part of our year-end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial."

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



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

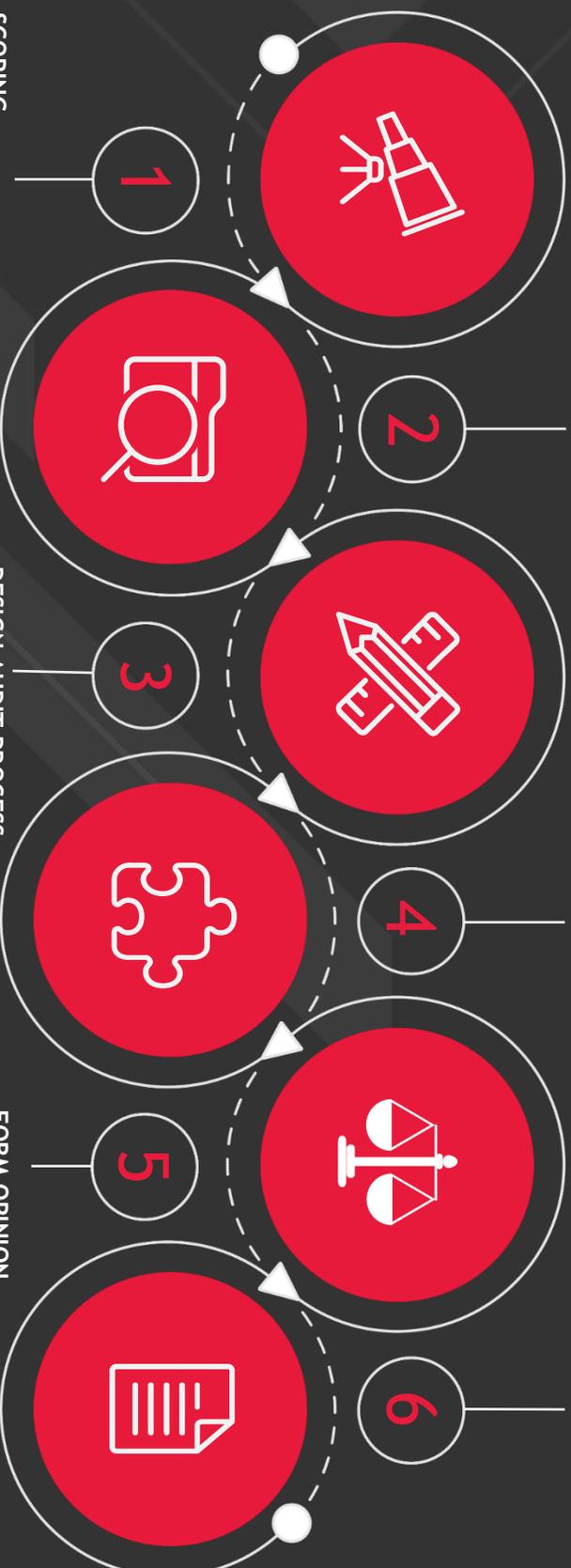
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report



SCOPING

Complete a preliminary review to plan the audit, determine the materiality level, and define the audit scope

DESIGN AUDIT PROCESS

Design an appropriate audit strategy to obtain sufficient assurance and enable us to report on the financial statements

FORM OPINION

Evaluate whether we have enough evidence to conclude that the financial statements are free from material misstatement, and consider the effect of any potential misstatements found

New Standard for Audit Quality



ISQM 1

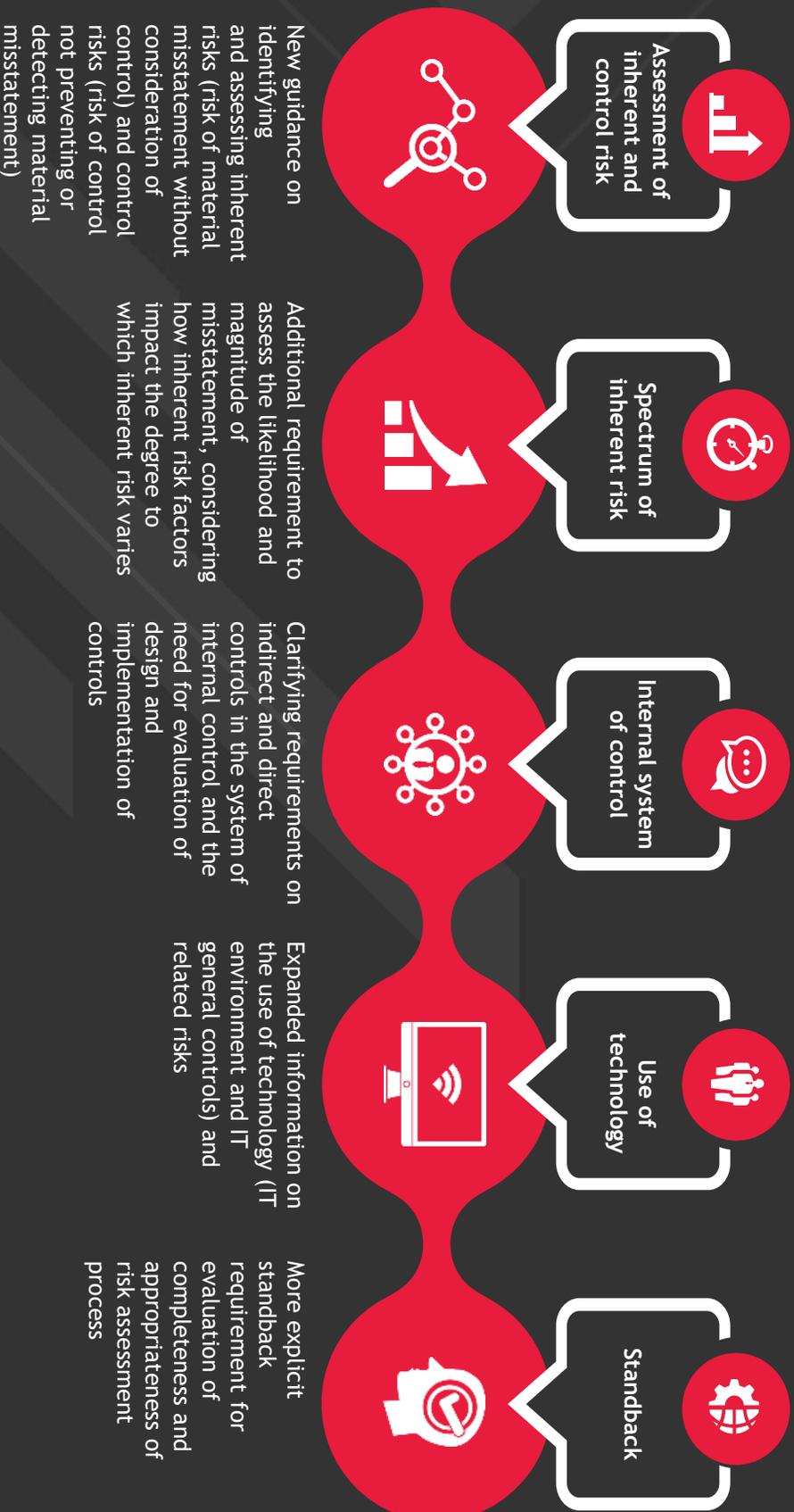
The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

[SEE THE STANDARD](#)



Updates to our audit process

Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard is effective for periods beginning on or after December 15, 2021. Key enhancements include:



What's the impact to you?

More inquiry, observation, and inspection procedures, especially for risks related to the use of technology

No change to communicating significant risks

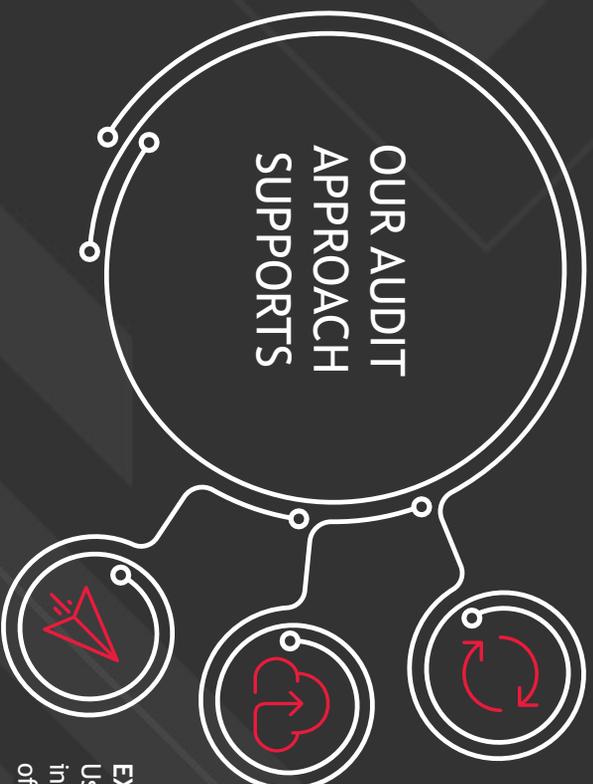
Audit procedures focused on addressing risks identified

More consistent and effective audits with improved responses to identified risks improving audit quality for all stakeholders



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



CONSISTENCY
 Drives consistency and quality in audit execution throughout BDO, enabling us to be responsive to your size and location needs

A DIGITAL APPROACH
 We promote a paperless audit where we perform and document our audit and exchange information with you and your team using technology

EXCEPTIONAL DELIVERY
 Using our highly trained teams, underpinned by an exceptionally intuitive audit methodology, to enable timely and efficient delivery of your audit

Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)



BDO's digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.



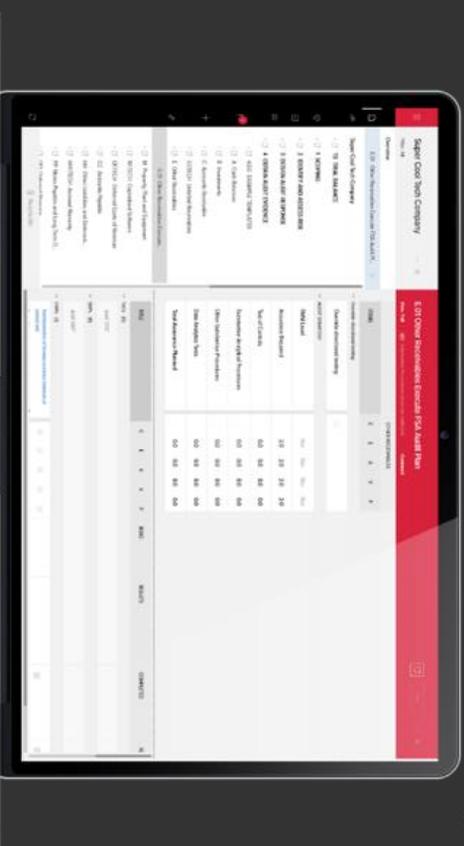
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small, complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

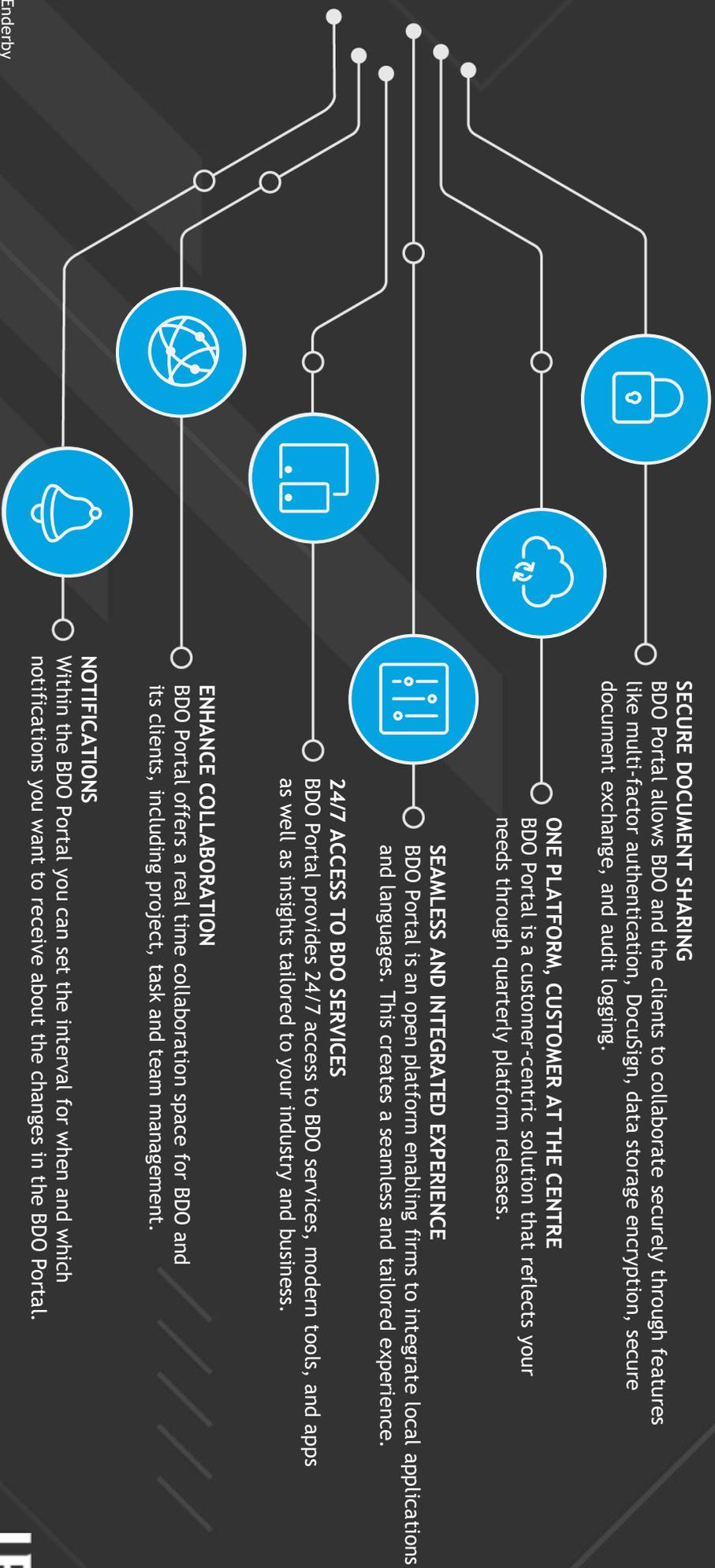
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Portal

BDO Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.





Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR KNOWLEDGE CENTRE](#)

2022 Federal Budget



Understand the key elements of the 2022 Federal Budget and how it will impact you and your business

[STAY ON TOP OF TAXES](#)

7 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

[7 STEPS](#)

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)



Spotlight on sustainability

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



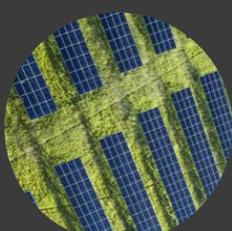
[SEE 5 REASONS](#)

Accounting for going green



[LEARN MORE](#)

How climate change became a business issue worth reporting



[READ ARTICLE](#)

Why CFOs should make sustainability a part of their financial reporting today



[BUILD BACK SUSTAINABLY](#)

10 Questions about sustainability reporting



[EXPLORE QUESTIONS](#)

Rethinking sustainability: the ESG roadmap



[SEE ROADMAP](#)



Appendices

- ▶ Appendix A: Engagement Letter
- ▶ Appendix B:: Independence Letter



Appendix A: Engagement Letter



Tel: (250) 545-2136
Fax: (250) 545-3364
www.bdo.ca

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

November 30, 2022

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

Dear Jennifer Bellamy,

We understand that you wish to engage us as the auditors of City of Enderby for its fiscal year ended December 31, 2022 and subsequent years.

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

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

Our Role as Auditors

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

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

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

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



Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards.

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

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

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

Financial Statement Services

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

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

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:



- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

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

Additional Services

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

Fee Estimation

The estimated fee for this engagement is as follows:

- Audit services: \$19,800

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

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

Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. Our billing rates may be subject to change from time to time at our discretion with or without notice to you.

We will also bill you for our out-of-pocket expenses, our administrative and technology charge, and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax. Our administrative and technology charge is calculated as 7% of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure and support staff time costs.



Our fees will be invoiced and payable as follows:

- \$6,000 interim payment;
- \$10,000 prior to issuance of assurance report; and
- \$3,800 within 10 days after issuance of our final invoice along with any additional required final payments.

Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

Standard Terms and Conditions

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

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

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

Yours truly,

Chartered Professional Accountants

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

Signature Date

Name (please print) Position

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

Appendix 1 - Standard Terms and Conditions

1 Overview and Interpretation

1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services, including without limitation any non-disclosure agreements entered into in advance of this Agreement. This Agreement applies to Services whenever performed (including before the date of this Agreement). To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

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

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

Services - the services provided or to be provided under this Agreement, and any other services which we agree to provide to you subsequent to the date of this Agreement that are not covered by a separate engagement letter

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

You, your - the party or parties contracting with BDO under this Agreement. You and your does not include BDO, its affiliates or BDO Member Firms

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

Confidential Information - all non-public proprietary or confidential information and Personal Information, including Client Documents

Personal Information - personal information that is or could be attributed to identifiable individuals

Client Documents - information (including internal financial information and internal records and reports) provided to us by you or on your behalf in connection with the performance of the Services

2 BDO Network and Sole Recourse

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

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



- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above, as well as all liability protections contained herein, as if they were a party to this Agreement. For greater certainty, you agree that other BDO Member Firms that are subcontractors may enforce any limitations or exclusions of liability available to us under this Agreement.

3 Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.
- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4 Working Papers and Deliverables

- 4.1 **Ownership** - All reports (including assurance reports where applicable), written advice, working papers, and internal materials created or developed by us pursuant to this Agreement are owned by us, and we retain all property rights therein. All Client Documents continue to be your property, provided that we retain copies of such documents as necessary for our internal record keeping (including as required to comply with our professional obligations).
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you, and are intended for the benefit of only you. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction. The receipt by any third parties of any advice, opinions, reports or other work product is not intended to create any duty of care, professional relationship or any present or future liability between such third parties and us. For greater certainty, we expressly disclaim any liability of any nature or kind resulting from the disclosure to or unauthorized reliance by any third party on our advice, opinions, reports or other work product.
- 4.5 **Consent to use the Report** - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
- 4.6 **Consent requests** - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information



is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.

5 Confidentiality

- 5.1 We will use Confidential Information provided by you only in relation to the Services or for internal and administrative purposes. We will not disclose any Confidential Information, except where required by law, regulation or professional obligation. You agree, however, that we may disclose Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services, provided that such parties are bound by reasonable confidentiality obligations no less stringent than in this Agreement.

6 Analytics

- 6.1 Notwithstanding any other provision, BDO uses Confidential Information to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings and for data analytics and other insight generation, including by aggregating de-identified data. Information developed in connection with these purposes may be used or disclosed to current or prospective clients as part of service offerings, however BDO will not use or disclose any Confidential Information in a way that would permit you to be identified.

7 Privacy and Consent for Use of Personal Information

- 7.1 In order to provide our Services, we may be required to access and collect Personal Information of individuals that is in your custody. You agree that we may collect, use, store, transfer, disclose and otherwise process Personal Information as required for the purpose of providing the Services. Personal Information may be processed in various jurisdictions in which we or applicable BDO Member Firms and subcontractors providing Services operate and as such Personal Information may be subject to the laws of such jurisdictions. Personal Information will at all times be collected, used, stored, transferred, disclosed or processed in accordance with applicable laws and professional regulations and we will require any service providers and BDO Members that process Personal Information on our behalf to adhere to such requirements. Any collection, use, storage, transfer or disclosure of Personal Information is subject to BDO's Privacy Statement available at <https://www.bdo.ca/en-ca/legal-privacy/legal/privacy-policy/>.

- 7.2 You represent and warrant that:

- (a) you have the authority to provide the Personal Information to us in connection with the performance of our Services, and
- (b) the Personal Information provided to us has been provided in accordance with applicable law, and you have obtained all required consents of the individuals to whom such Personal Information relates in order to permit BDO to collect, use and disclose the Personal Information in the course of providing the Services.

8 Independence

- 8.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you



that, in our professional judgment, may reasonably be thought to bear on our independence.

9 Offers of Employment

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

10 Professional and Regulatory Oversight and Legal Processes

- 10.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 10.2 Certain law enforcement, regulatory and other governmental bodies may also have the right under law or regulation to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law or regulation, we will advise you of any such document request or production order we receive in connection with any such investigation prior to providing any documents in response to such request or order.
- 10.3 We are sometimes required by law, regulation, subpoena or other legal process, or upon your request, to produce documents or personnel as witnesses in connection with legal or regulatory proceedings. Where BDO is not a party to such proceedings, you shall reimburse us at our current standard billing rates for professional time and expenses, including without limitation, reasonable legal fees, expenses and taxes incurred in responding to such compelled assistance or request by you.

11 Electronic Communications

- 11.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

12 Limitation of Liability

- 12.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO's liability will be several, and not joint and several, and BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.



- 12.2 In no event shall BDO be liable for indirect, consequential, special, incidental, aggravated, punitive or exemplary damages, losses or expenses, or for any loss of revenues or profits, loss of opportunity, loss of data, or other commercial or economic loss or failure to realize expected savings, including without limitation expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 12.3 BDO shall in no event be liable under this Agreement or otherwise in connection with the Services for any actions, damages, claims, fines, penalties, complaints, demands, suits, proceedings, liabilities, costs, expenses, or losses (collectively, "Liabilities") in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid to BDO by you, in a twelve consecutive month period, for the Services provided pursuant to this Agreement giving rise to the claim; and
 - (b) \$25,000.
- 12.4 The limitations of liability in this section apply whether or not the Liabilities asserted by you against BDO are incurred by you directly or as a result of a claim or demand against you by a third party.
- 12.5 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 12.6 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.
- 12.7 For purposes of this Section, the term "BDO" shall include BDO Canada LLP and its subsidiaries, associated and affiliated entities and their respective current and former partners, directors, officers, employees, agents and representatives. The provisions of this Section shall apply to the fullest extent of the law, regardless of the form of the claim, whether in contract, statute, tort (including without limitation, negligence) or otherwise.

13 Indemnity

- 13.1 To the fullest extent permitted by applicable laws, in the event of a claim or demand by a third party against BDO that arises out of or relates to the Services, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, or expenses resulting from such third party claim or demand, except to the extent that the same is finally determined to have resulted from BDO's negligence or intentional misconduct.

14 Alternative Dispute Resolution

- 14.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement, including any question regarding its existence, interpretation, validity, breach or termination, or the Services provided hereunder, through good faith negotiations.

- 14.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation using a mediator chosen by mutual agreement of the parties.
- 14.3 All disputes remaining unsettled for more than 60 days following the parties first mediation session with a mediator, or such longer period as the parties mutually agree upon, shall be referred to and finally resolved by arbitration. The parties agree that one arbitrator shall be appointed within twenty (20) days of receipt of the request for arbitration. If the parties cannot agree on the appointment of an arbitrator in such period then either party may immediately apply for the appointment of an arbitrator to a court of competent jurisdiction in the Province of the governing law as contained herein pursuant to such Province's applicable *Arbitration Act*. The place of arbitration shall be in the capital of the Province of the governing law as contained herein. Unless the arbitrator otherwise determines, the fees of the arbitrator and the costs and expenses of the arbitration will be borne and paid equally by the parties. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision whatsoever. The parties hereby waive any such right of appeal or judicial review which may otherwise be provided for in any provincial arbitration statute. Judgement upon the award, including any interim award, rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be kept confidential and the existence of the arbitration proceeding and any element thereof (including but not limited to any pleadings, briefs or other documents submitted and exchanged and testimony and other oral submissions and any awards made) shall not be disclosed beyond the arbitrator(s), the parties, their counsel and any person to whom disclosure is necessary to the conduct of the proceeding except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

15 Limitation Period

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

16 Québec Personnel

- 16.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. Any limitation of liability clauses in this Agreement shall therefore not apply to limit the personal civil liability of partners and



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

17 Termination

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

18 Governing Laws

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

19 Survival

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

20 Force Majeure

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

21 Assignment

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

22 Severability

- 22.1 The provisions of this Agreement shall only apply to the extent that they are not prohibited by a mandatory provision of applicable law, regulation or professional standards. If any of these provisions shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such remaining provision shall be valid and enforceable to the fullest extent permitted by law.

Version: v4 202205



Appendix B: Independence Letter





Tel: (250) 545-2136
Fax: (250) 545-3364
www.bdo.ca

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

January 9, 2023

Mayor and Council
City of Enderby

Dear Mayor and Council:

We have been engaged to audit the financial statements of City of Enderby (the “City”) for the year ended December 31, 2022.

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

In determining which relationships to report, the standards require us to consider independence rules and interpretations of the CPA profession and relevant legislation.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 9, 2023, the date of our last letter.

We are aware of the following relationships between the City and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from April 19, 2022 to January 9, 2023.

- We have provided assistance in the preparation of the financial statements, including adjusting journal entries and/or bookkeeping services. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian Public Sector Accounting Standards.
- We, therefore, required that the following safeguards be put in place related to the above:
 - Management created the source data for all the accounting entries.
 - Management developed any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
 - Management reviewed advice and comments provided and undertook their own analysis considering the City’s circumstances and generally accepted accounting principles.
 - Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
 - Someone other than the preparer reviewed the proposed journal entries and financial statements.



We hereby confirm that we are independent with respect to the City within the meaning of the Code of Professional Conduct of Chartered Professional Accountants of British Columbia as of January 9, 2023.

This letter is intended solely for the use of the Mayor and Council, management and those charged with governance of the City and should not be used for any other purpose.

Yours truly,

Chartered Professional Accountants

/tsc

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 10, 2023
Subject: Shuswap Regional Trails Roundtable – 2023-26 Grant Funding

RECOMMENDATION

THAT Council provides the Shuswap Regional Trails Roundtable with an annual operating grant of \$500 for 2023 through to 2026.

OR

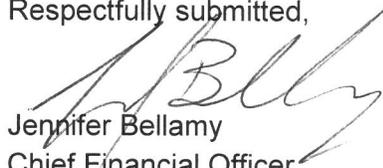
THAT Council does not provide the Shuswap Regional Trails Roundtable with an annual operating grant.

BACKGROUND

Attached is a funding request from the Shuswap Regional Trails Roundtable. The working group is requesting \$500 a year for the next four years.

Jen Bellhouse from the Society will be providing an overview of what the working group does at the January 16, 2023 Council meeting.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Jennifer Bellamy

From: Kurt Inglis <kinglis@cityofenderby.com>
Sent: January 10, 2023 8:27 AM
To: 'Jennifer Bellamy'
Subject: FW: Shuswap Trails Roundtable - funding proposal for 2023-26
Attachments: Shuswap Regional Trails Roundtable Funding Proposal 2023-26.pdf

From: Mike Simpson <mf_simpson@outlook.com>
Sent: December 1, 2022 5:38 PM
Subject: Shuswap Trails Roundtable - funding proposal for 2023-26

Hello Shuswap Trails Roundtable

Following up from the annual Shuswap Trails Roundtable meeting in late October, please see attached a funding proposal for the next 4 years to continue the work of the Shuswap Trails Roundtable.

Please share it with your government/organizations/groups for their consideration. Please cc Jen Bellhouse jen@shuswaptrails.com when you do forward it, or advise Jen if for some reason you are unable to forward it.

Enjoy the winter on the trails, Happy Holidays, and we'll connect with those of you on the Working Group on Fri Jan 20.

Mike Simpson, MA, RPF
M.F. Simpson Ltd.
Kamloops | Secwepemcú'ecw
Cell 250-299-1202
www.mfsimpson.ca

Shuswap Regional Trails Roundtable – ANNUAL FUNDING PROPOSAL Revised for 2023 based on 2018 Original & Working Group Updates

Updated: October 28, 2022

To: Chief and Council – Adams Lake/Little Shuswap/Neskonlith/Splatsin; Board of Directors – Columbia Shuswap Regional District and Municipal Mayors and Councils; Regional District North Okanagan and Municipal Mayors and Councils; Province of BC, Recreation Sites and Trails BC, and BC Parks; and all Regional Trail Partners and Organizations...

From: The Shuswap Regional Trails Roundtable Working Group (Contact: Jen Bellhouse, Shuswap Trail Alliance: 250-804-3530, email: jen@shuswaptrails.com)

Title: *Shuswap Regional Trails Roundtable Annual Funding Proposal 2023*

Background:

- Collaboratively driven by Secwepemc, municipal, regional, community, and provincial leadership
- Shuswap Regional Trails Strategy developed over a 16-year process together
- Shuswap Trail Protocol established to promote Secwepemc interests, reduce/repair ecological damage, and manage land access appropriately when developing and maintaining trails
- Shuswap Trails Roundtable now into seventh year since formally established in 2015 – founded on principles: Y'icwetsutce (Stewardship) ~ Indigenous Values ~ Collaboration ~ Respect
- See Shuswap Regional Trails Strategy Summary, Overview Planning Map, and full Strategy at <https://shuswaptrails.com/resources/trail-strategy-roundtable/>

Success Highlights:

- **Signed Commitment to Collaborate** – by Secwepemc and Municipal/Regional governments (Shuswap Lakes/North Okanagan), trail stewardship organizations (motorized & non-motorized), environment, education, health, economic development, tourism, culture, business, and industry sectors committed to working together, building relationships, and accountable protocols for consultation, accommodation, and consent; and supported by Provincial land management agencies, transport, tourism, and rural development.
- **Adaptive, Cumulative, Environmental Planning & Management** – committed to adaptive planning process, successfully piloted, and implemented projects around the region, including a proposal for implementing the CEA process for trail planning recommending a collaborative approach with Secwepemc leadership and others in the Shuswap watershed; educates/guides community leadership and supports land-management framework and agencies.
- **Priority Planning Areas** – supports collaborative recreational access management planning priorities, including: Joss-Tsuius-Mabel, Owlhead/Kingfisher/Cummings/Blue Lake, Sicamous-to-Armstrong Rail-Trail, Kela7scen (Mt Ida), West Bay Trail, Adams River Pictograph Protection, Scatchard Mountain Rocky Road Trail (See: *Regional Trail Strategy Work Plan and Planning Map*)
- **Community Active Transportation (Walking, Bicycling) Collaborative Planning** – strategy group formed with Healthy Communities coalition to support joint Secwepemc/Municipal/Regional planning with MoTI; draft proposal to facilitate collaborative Active Transportation Planning throughout the region (See Draft Proposal)
- **Shuswap Trail Sign Protocol** – Roundtable ready for Secwepemc leadership and elders to direct naming/education/interpretation protocol for all trails and signage in the Shuswap.

ANNUAL FUNDING Proposal Outline:

Purpose: to ensure ongoing implementation of the Shuswap Regional Trails Roundtable & Strategy

Goal: to establish a shared 4-year resource strategy to maintain working group and roundtable meetings

Outcomes: x 4 annual working group meetings, x1 annual roundtable conference, regular communications & strategy updates; greater recognition, protection, and enhancement of trails; clarity on priority planning areas; improved communication and protocols; increased value and security, and more effective marketing of trail system assets, through consistent trail design and sign standards; optimization of limited shared resources; improved land management; and stronger collaboration.

Budget: (based on 2018/2019 expense tracking {2020 & 2021 online and 2022 hybrid due to Covid-19})*

*Below budget is based on in-person working group meetings.

<i>Action</i>	<i>Budget</i>	<i>4-Year Budget</i>	<i>Notes</i>
Project Coordination (Est 100 hours)	\$6,150	\$24,600	STA funded, planning, admin
Four Working Group Meetings – Jan, Apr, June, Oct (x \$1,500 ea.)	\$ 6,000	\$24,000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Annual Shuswap Trails Roundtable – November/December	\$ 5,000	\$20,000	
Additional Materials & Supply	\$500	\$2000	Documents, meeting supply, honorariums
Totals	\$17,650.00	\$70,600.00	

Note: Proposal Budget does not include Recreational Access Management Planning or Trail Development Project funding. These are developed and resourced separately.

Revenue Proposal:

1. Secwepemc, Provincial, Municipal/Regional Governments – 4-year annual funding commitment
2. Non-Government Sectors & Stewardship Organizations – annual in-kind commitment (includes coordination, reporting, meeting space, lunches/coffee, photocopies, maps, administration)

<i>Proposed Contributing Partners</i>	<i>Annual Budget</i>	<i>4-Year Budget</i>	<i>Notes</i>
Secwepemc Lakes Governments	\$1000	\$4000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Province – Rec Sites & Trails BC	\$2500	\$10,000	
CSRD	\$1500	\$6000	
RDNO	\$1500	\$6000	
Salmon Arm	\$1500	\$6000	
Sicamous, Enderby, Chase	\$1500	\$6000	
Other Partners – funding	\$1000	\$4000	
Clubs and Member Organizations	\$1000	\$4000	Roundtable & Working group support
NGO Sectors & Stewardship Organizations (STA etc.)	\$6,150	\$24,600	STA funded, planning, admin
Total Revenue	\$17,650	\$70,600.00	Coordination support, planning, meeting space, lunches/coffee, photocopies, maps, administration

For more information on this proposal: Jen Bellhouse, 250-804-3530/jen@shuswaptrails.com

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 26, 2023
Subject: Disclosure of Contracts - Council

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

Section 107 of the *Community Charter* requires that any contract entered into by the City, that would provide a member of Council with a direct or indirect financial interest, be reported at a Council meeting that is open to the public. This is also required for anyone who was a previous member of Council for a six month period after their position has ended.

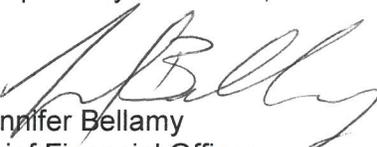
It is the responsibility of each elected official to inform the Corporate Officer of any contracts that must be reported. Section 107(3) of the *Community Charter* states that a person who does not report their contracts will be disqualified from holding office, unless the contravention was done inadvertently, or an error of judgement was made in good faith. Staff will prepare this disclosure report based on the information provided by the elected official; however, if there any contracts missing from this report that should be included, the elected official is to let the Corporate Officer know as soon as possible so this can be reported correctly.

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

October 01, 2022 to December 31, 2022

Council Member	Supplier	Amount
Councillor Baird	Baird Bros. Ltd.	\$ 24,161.09
Mayor Galbraith	Central Hardware	\$ 2,091.63
Former Mayor McCune	GTI Petroleum	\$ 11,928.66

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 30, 2023
Subject: Letter of Support for ParticipACTION

RECOMMENDATION

THAT Council provides a letter of support for ParticipACTION.

BACKGROUND

ParticipACTION a national not-for-profit organization that was originally launched in the 1970s, with a mission of promoting healthy living and physical fitness. In 2019, Enderby was crowned Canada's Most Active Community by ParticipACTION.

ParticipACTION has recently contacted City representatives about providing a letter of support to our member of parliament, to help them secure continued funding. Attached is a model letter of support that Council may issue, should it support the above resolution.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Dear MP Arnold,

I am writing to ask the Government of Canada to continue supporting ParticipACTION as they work to make physical activity a vital part of everyday life.

As the Mayor of Enderby, British Columbia I am committed to improving the health and well-being of our residents, and I believe that promoting physical activity is a key part of this effort. We were delighted when Enderby was crowned Canada's Most Active Community in 2019 as part of ParticipACTION's Community Challenge, a national physical activity initiative that encourages everyone in Canada to get active.

Initiatives like the Community Challenge help keep us active and healthy while promoting an appreciation of the unique benefits physical activity provides, not only for our own physical and mental health, but also in building stronger, healthier and more vibrant communities. The challenge prizes and the grants offered to local organizations directly support infrastructure developments alongside physical activity and sport programming.

It is essential that municipalities continue to have these kinds of opportunities for promoting physical activity at a local level. We need to view getting active as a necessity of life — not only for personal, physical and mental health, but also to engage everyone in our community on an equal footing in a fun and engaging way.

It is critical that ParticipACTION receive continued, sustained investment so they remain a viable, impactful and resourceful organization that can support communities of all sizes in keeping their residents active and healthy.

Thank you for your consideration.

Yours sincerely,

Tate Bengtson

From: Leigha Horsfield <leighah@futuresbc.com>
Sent: January 30, 2023 3:49 PM
To: Leigha Horsfield
Subject: Request - Letter of Support - Rural and Northern Immigration Pilot
Attachments: Template LOS RNIP January 2023.docx

AGENDA

Good Afternoon,

I am writing in request for a letter of support to encourage IRCC to transition the Rural and Northern Immigration Pilot to a full program.

A template is attached but please feel free to edit or add to it as fits with your organization.

The more support we have within our region, the better chance we have to retain this invaluable initiative for our area.

We would be grateful to have this letter by February 15th.

Please also feel free to forward this onto any supportive organizations or employers.

Thank you in advance for your letter, please let me know if you have any questions.

Leigha

Leigha Horsfield (she/her)
Executive Director



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www.futuresbc.com

Growing communities one idea at a time.

CFNO acknowledges that we work within the unceded territory of the Okanagan/Syilx peoples. We extend gratitude, honour and respect to our hosts

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Your Logo HERE

DATE:

RE: Rural and Northern Immigration Pilot

Attention: Immigration, Refugees and Citizenship Canada;

On behalf of (Your Organization), I am pleased to offer a letter to support of the continuation of the Rural and Northern Immigration Pilot into a permanent program in existing and other regions of British Columbia. The Pilot has demonstrated the success that comes from pairing immigration with community-based decision making to help meet local labour market needs. This approach results in reduced labour shortages and a high retention rate of newcomers in these regions.

Our region is challenged with attracting and retaining a stable workforce because of an aging population, our rural location and high competition for skilled labour. We believe that a continuation of a Program like RNIP will assist with not only filling gaps in the labour market, but will enhance the area with new immigrants who contribute to the social and cultural fabric of our community.

(Your community) has created a welcoming environment to support newcomers and have services in place to welcome and assist immigrants to settle in the region. (Your Organization) fully supports the efforts to expand the Rural and Northern Immigration Pilot into a permanent program to help address labour shortages in ours and other rural communities in BC.

Sincerely,

Signature

Name, Organization, Role