

REGULAR MEETING OF COUNCIL AGENDA

DATE: April 17, 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: 838 5941 0787
Passcode: 440213*

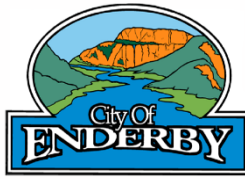
If you would like to attend this meeting by means of electronic facilities and do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

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

- 1. LAND ACKNOWLEDGEMENT**
We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.
- 2. APPROVAL OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1 Meeting Minutes of April 3, 2023 Page 4
- 4. DELEGATIONS**
 - 4.1 Audit Final Report for the Year Ended December 31, 2022
 - 4.1.1 Presentation by Markus Schrott, BDO Page 10
 - 4.1.2 Acceptance of Audited Financial Statements Page 11
Memo prepared by Chief Financial Officer
 - 4.2 Adele Lacoursiere Page 42
Community Garden
- 5. PUBLIC HEARINGS**
 - 5.1 Public Input on 2023 Budget Page 43
- 6. DEVELOPMENT MATTERS AND RELATED BYLAWS**

- 6.1 City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1768, 2023 Page 62
 Legal: LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS)
 DIVISION YALE DISTRICT PLAN 23899
 Address: 1709 Kate Street, Enderby BC
 Applicants: Karen and Wes Uhlenberg
 Owners: Karen Uhlenberg, Wes Uhlenberg, Clinton Uhlenberg
- 7. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**
- 8. BYLAWS**
- 8.1 2023 Budget Bylaws: City of Enderby 2023 – 2027 Financial Plan Bylaw No. 1763, 2023, City of Enderby Annual Tax Rate Bylaw No. 1764, 2023, City of Enderby Sewer Frontage Tax Bylaw No. 1765, 2023, City of Enderby Water Frontage Tax Bylaw No. 1766, 2023 and City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1767, 2023 Page 71
 Memo prepared by Chief Financial Officer dated April 11, 2023
- 8.2 Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1769, 2023 – BC Energy Step Code Page 92
 Memo prepared by Planner dated April 13, 2023
- 9. REPORTS**
- 9.1 Mayor and Council Reports
- 9.2 Area F Director Report
- 9.3 Chief Administrative Officer Report
- 9.3.1 Council Inquiries
- 9.4 City of Enderby Wastewater System Annual Report 2022 Page 94
 Memo prepared by Chief Administrative Officer dated April 11, 2023
- 9.5 City of Enderby Drinking Water Annual Report 2022 Page 123
 Memo prepared by Chief Administrative Officer
- 9.6 RDNO Building Permit Report – March 2023 Page 142
- 10. NEW BUSINESS**
- 10.1 Backyard Composting Program Page 143
 Memo prepared by Planner dated April 12, 2023
- 10.2 AL Fortune 2023 Grad Committee – Grant-in-Lieu to Cover Development Variance Permit Application Fee Page 146
 Memo prepared by Planner dated April 13, 2023
- 10.3 BC Timber Sales Proposed Cut Blocks Near and Within Community Watershed Page 150
 Memo prepared by Planner dated April 4, 2023
- 11. PUBLIC QUESTION PERIOD**

12. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, April 3, 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

Other: Press and Public

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

Moved by Councillor Ramey, seconded by Councillor Yerhoff
“THAT the April 3, 2023 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of March 20, 2023

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT the March 20, 2023 Council Meeting minutes be adopted as circulated.”

CARRIED

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit #0055-23-DVP-END

Moved by Councillor Shishido, seconded by Councillor Baird

“THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as PARCEL A, PLAN KAP12866, DISTRICT LOT 226, KAMLOOPS DIV OF YALE DISTRICT, (KE30747) OF LOT 1 and located at 99 Bass Avenue, Enderby BC, to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 308.4.b by increasing the maximum floor area for a domestic garage or shop from 80.3 m² (864 square feet) to 107.9 m² (1,161 square feet), as shown on the attached Schedule ‘A’; and*
- *Section 308.4.c by increasing the maximum height for an accessory residential building from 5 m (16.40 feet) to 7.39 m (24.26 feet), as shown on the attached Schedule ‘A’.”*

CARRIED

CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

Committee of the Whole Meeting of April 3, 2023 – 2023 Draft Budget

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council makes the following amendments to the draft budget:

- *THAT grant funding for the Enderby and District Arts Council is increased to \$4,000 for 2023.*
- *THAT the street sweeping that occurs before Canada Day be eliminated.*
- *THAT funds for crack sealing be included in the 2023 budget.*
- *THAT funding for convention incidentals not be included in the 2023 budget.*
- *THAT a used dump truck valued at \$27,000 is to be purchased, and the contribution to equipment reserves is to be increased by \$12,000 to provide for the future replacement of a third dump truck in the Public Works fleet.*
- *THAT non-market change revenues continue to be directed to funding staff capacity.*
- *THAT internal debt payments are increased by \$17,900.*
- *THAT Council approve a \$130,000 one-time reduction from capital funding to internal debt repayment.*
- *THAT additional hours for the Events Coordinator are funded to grow/enhance existing community events, in the amount of \$2,400.*
- *THAT \$750 is budgeted for the Events Coordinator to develop a new community event for 2024.*
- *THAT the contribution to sewer asset management reserves is increased by \$5,300.*
- *THAT Safe Restart funds continue to be used to offset the insurance premium for sewer services in the amount of \$5,000.*
- *THAT Safe Restart funds continue to be used to offset the insurance premium for water services in the amount of \$6,000.*
- *THAT contributions to water asset management reserves are increased by \$5,200.*

AND THAT Council approves the draft budget as amended;

AND FURTHER THAT Council directs staff to prepare the requisite bylaws for public input on April 17, 2023, based on the approved budget.”

CARRIED

Communities in Bloom

Moved by Councillor Schreiner, seconded by Councillor Ramey

“THAT Council allocates \$700 from its Community Enhancement Fund to register the City of Enderby in Communities in Bloom;

AND THAT registering the City of Enderby in Communities in Bloom be deferred until volunteer interest in supporting the program has been confirmed;

AND FURTHER THAT Council directs staff to arrange a meeting of potentially interested volunteers to gauge community support.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Schreiner

Attended the WorkBC Job Fair. It was well attended with 57 job seekers and eight employers.

Councillor Ramey

Volunteered at the meat draw with the Legion.

Performed the duties of Acting Mayor in March.

Councillor Baird

Volunteered at the meat draw with the Legion.

Attended the WorkBC Job Fair.

Busy organizing the Easter Celebrations with the Event Coordinator. Volunteers are still needed.

Councillor Yerhoff

Volunteered at the meat draw with the Legion.

Attended the WorkBC Job Fair.

Met with Innomergence to go over the extreme heat planning project initiated as part of the City of Enderby’s emergency management program.

Attended an interagency meeting. More outreach for information on naloxone will be coming. Will also be providing more outreach to youth in the community.

Councillor Davyduke

Attended the Business After 5 event with Community Futures in Vernon.

A Big Cheese Event will be held in Armstrong in April.

Great feedback received from the WorkBC Job Fair.

Attended the interagency meeting. They will be working with the school to come up with ways to reach out to youth in the community.

Great turnout at the Legion for the meat draw.

Baby Talk seminars are still being held on Mondays from 10-11:30am.

Councillor Shishido

Volunteered at the meat draw with the Legion.

Recreation Services will be providing a Mens-only aquafit on the last Monday in May and each Monday in June from 9:00-9:45am.

Mayor Galbraith

Volunteered at the meat draw with the Legion.

A town hall meeting is tentatively booked for May 12th from 6:00 – 9:00 pm. Mayor Galbraith is looking for input on what people would like to see at the meeting. A likely topic would be health care in the community.

Chief Administrative Officer

Confirmed with Council the intent to proceed with eradication of the crosswalk on Maud St. Council agreed to move forward as previously resolved.

Asked for Council input on re-establishing the handicap parking spot in front of the pharmacy on Cliff Avenue. The size of the spot isn't ideal for a handicap parking spot, but it would work for the public who do not require a wheelchair but who still have mobility concerns. Council suggested exploring other ways of signing the spot, to accommodate a range of mobility challenges, such as persons with young children.

Asked for Council input on dates for strategic planning. Confirmed for April 17, 2023. A calendar invitation and background materials will be circulated to Council prior to the strategic planning session.

Construction on Peacher Crescent is going well and is on schedule.

The Parks crew is getting the pool ready for spring maintenance and getting the ballfields prepared. There will be new signs going up at riverside park clarifying that dogs, bikes, and golf are not allowed on the diamonds.

Street sweeping is scheduled for April 7. Public Works is clearing various areas around town of winter debris in preparation.

Dates for the yard waste pick-up and the community clean-up will be publicized this week.

Had a preliminary conversation with Community Futures and the Events Coordinator on a project for the Building Economic Development Capacity grant opportunity.

Council Inquiries

Councillor Baird asked about moving the bike racks on Cliff Avenue to a spot more visible, like in front of the library or BMO. The bike racks are also used to tie up dogs. Will meet with the CAO to go over options.

Discussed the laneway on Belvedere behind the pharmacy. Vehicles are not always stopping before entering the sidewalk area.

NEW BUSINESS

Enderby Farmers Market – Road Closure Application for 2023 Season

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council approves the Road Closure Application from the Enderby Farmers Market for the closure of Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Speers Lane, every Friday from 6:00 am – 2:30 pm between April 14, 2023 and October 20, 2023, with the approval being subject to the following conditions:

1. *The road closure shall be in general accordance with the Road Closure Application attached to this memorandum as Schedule ‘A’;*
2. *The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;*
3. *The Market shall ensure that porta-potties are properly maintained and are removed at the end of each market event;*
4. *The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application; and*
5. *The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer.”*

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT the regular meeting of April 3, 2023 adjourn at 5:10 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

Presentation by Markus Schrott, BDO
Delegation presentation materials circulated under separate cover
electronically.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 12, 2023
Subject: 2022 Financial Statements

Recommendation

THAT Council receives the 2022 Audited Financial Statements as presented;

AND THAT Council approves the 2022 Audited Financial Statements.

Background

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

Below is a summary of the major changes from 2021 to 2022 and to budget:

- Cash - Decrease of \$1,073,697 from 2021. The amount of cash on hand varies depending on upcoming projects and maintaining liquidity. As there were not any significant cashflow needs at the end of the year, more funds were put into investments to take advantage of the higher interest rates.
- Portfolio Investments – Increase of \$1,713,407. As stated above, more funds were put into investments in 2022.
- Accounts Receivable – Increase of \$145,079. This is due to a grant receivable of \$142,827 at the end of the year for the completion of the FireSmart project. The funding for this project was received in 2023.
- Deferred Revenue – Increase of \$140,019. This increase is primarily due to \$57,911 collected in development cost charges along with the conditional grant of \$64,082 for local climate initiatives. Conditional grants are not recorded as grant revenue until the funds are used per the requirements of the grant.
- Long-term Debt – Decrease of \$114,912. The decrease is due to debt repayments per our financing agreements.
- Tangible Capital Assets - Increase of \$447,257 from 2021. The City did a total of \$1.8 million in capital projects in 2022. This amount is offset by \$1.3 million in current year amortization.
- Revenue – Taxation and Sale of Services are consistent with budget. Other revenue items that vary from budget include:

- Grants and Subsidies – Budgeted revenues included \$1.2 million for the new outdoor pool. The project is in its design phase and the grant revenue will come in once the costs have been expended.
- Other Revenue from Own Sources – This revenue item includes development fees, which had an additional \$38,600 in fees collected for a new subdivision. The fees collected are used to pay for engineering and other review costs incurred by the City for the subdivision.
- Interest and Penalties – Interest rates increased during the year resulting in increased interest revenue.
- Expenditures - Excluding amortization (as this is not a budget item) the City's 2022 expenditures were below budget by \$1.1 million. Most of the variance is due to the unused allocation of the Safe Restart Funds, as these funds were included in the budget to provide flexibility to react when eligible costs arose. The unused value totaled \$588,000. In addition to this, the following also contributed to the variance:
 - General Government Services – The Community Enhancement Fund had \$68,310 of unused funds at the end of 2022 that are carried forward to 2023.
 - Transportation Services – Third party snow removal expenditures came in under budget by \$15,785. Actual expenditures for snow removal fluctuate from year to year based on the snowfall. Also included in transportation services are transfers from other funds for equipment usage. Water services had increased equipment usage of \$20,213, which contributes to the variance from budget.
 - Commission Services – Actual expenditures came in under budget, primarily due to unused funds from ParticipACTION. Unused funds of \$65,500 have been included in 2023. Commission services also included \$32,000 in major maintenance and projects for Cliffside Cemetery, which has been deferred to 2023 for a new cremation section.
 - Water Services:
 - \$50,000 was budgeted for engineering for the water treatment plant expansion. Only \$15,000 was used in 2022, with the remaining \$35,000 included in the 2023 budget as the project is ongoing.
 - The service had \$55,000 of unused contingency funds, which will carry forward into surplus for use in 2023.
 - Sewer Services – The service had \$75,000 of unused contingency funds, which will carry forward into surplus for future use.

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

Overall the 2022 Audited Financial Statements provide a fair representation of the City's financial position as of December 31, 2022.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

The Corporation of the City of Enderby

Income Statement

December 31, 2022

	2022 Budget	2022 Actual	2021 Actual
Revenue			
Taxation (net)	\$ 2,409,571	\$ 2,378,149	\$ 2,210,680
Grants and subsidies	2,948,450	1,864,419	1,910,274
Sale of services	2,257,070	2,216,588	1,923,027
Other revenue from own sources	75,483	129,016	91,358
Interest and penalties	128,630	198,346	144,224
	7,819,204	6,786,518	6,279,563
Expenditures			
General government services	1,155,785	740,957	771,900
Protective services	512,800	391,688	255,480
Transportation services	635,110	571,869	518,139
Solid waste services	114,000	113,090	101,762
Community development services	40,600	55,252	46,870
Recreational and cultural services	171,900	125,879	167,675
Riverside RV Park & tourism services	215,300	238,073	155,680
Commission services	1,028,681	866,322	768,067
Water services	739,541	578,524	606,193
Sewer services	683,107	506,978	536,341
	5,296,824	4,188,632	3,928,107
Excess revenue over expenses	2,522,380	2,597,886	2,351,456
Loss on disposal of tangible capital assets	-	(12,393)	(6,962)
Amortization	-	(1,323,610)	(1,366,788)
Accounting Surplus (per Financial Statements)	\$ 2,522,380	\$ 1,261,883	\$ 977,706
Adjustments for other budget items:			
Add:			
Amortization	-	1,323,610	1,366,788
Transfers from reserves	1,715,503	1,264,346	1,697,343
Transfers from surplus	1,065,417	238,243	539,240
Capital disposal	-	12,393	6,962
Deduct:			
Capital expenditures	(3,624,500)	(1,783,260)	(1,927,216)
Transfers to reserves	(1,590,155)	(1,586,179)	(1,532,969)
Debt repayments	(88,645)	(88,645)	(466,882)
Actuarial payments (included in income)	-	(26,266)	(30,655)
Actual Surplus	-	\$ 616,125	\$ 630,317
Surplus Breakdown:			
General		319,008	275,036
Enderby Area F Services Commission		89,681	102,614
RV Park & Tourism		26,899	49,509
Sewer		101,494	147,104
Water		79,044	56,054
Total		\$ 616,125	\$ 630,317

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2022

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2022

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Management's Responsibility for Financial Reporting

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

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

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

Chief Financial Officer
April 17, 2023



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

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

Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2022, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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



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

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

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

Chartered Professional Accountants

Vernon, British Columbia
April 17, 2023

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Financial Position

As at December 31, 2022

	2022	2021
Financial assets		
Cash	\$ 330,606	\$ 1,404,303
Portfolio investments (Note 3)	8,716,726	7,003,319
Accounts receivable (Note 4)	940,903	795,824
Deposit - Municipal Finance Authority (Note 5)	36,627	35,826
	<u>10,024,862</u>	<u>9,239,272</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	435,283	478,774
Deferred revenue (Note 7)	1,374,557	1,234,538
Reserve - Municipal Finance Authority (Note 5)	36,627	35,826
Long-term debt (Note 8)	2,156,342	2,271,254
	<u>4,002,809</u>	<u>4,020,392</u>
Net financial assets	<u>6,022,053</u>	<u>5,218,880</u>
Non-financial assets		
Prepaid expenses	73,620	62,167
Tangible capital assets (Note 9)	30,668,260	30,221,003
	<u>30,741,880</u>	<u>30,283,170</u>
Accumulated surplus (Note 10)	<u>\$ 36,763,933</u>	<u>\$ 35,502,050</u>

Contingent Liabilities (Note 13)

Chief Financial Officer _____

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2022

	2022 Budget	2022 Actual	2021 Actual
	(Note 19)		
Revenue			
Taxation - net (Note 14)	\$ 2,409,571	\$ 2,378,149	\$ 2,210,680
Grants and subsidies (Note 15)	2,948,450	1,864,419	1,910,274
Sale of services (Note 16)	2,257,070	2,216,588	1,923,027
Other revenue from own sources	75,483	129,016	91,358
Interest and penalties	128,630	198,346	144,224
	<u>7,819,204</u>	<u>6,786,518</u>	<u>6,279,563</u>
Expenses (Note 17)			
General government services	1,155,785	849,505	870,494
Protective services	512,800	462,730	326,308
Transportation services	635,110	1,131,991	1,071,262
Solid waste services	114,000	113,090	101,762
Community development services	40,600	55,252	46,870
Recreational and cultural services	171,900	125,879	167,675
Riverside RV Park & tourism services	215,300	238,073	155,680
Enderby / Area F services	1,028,681	937,639	834,681
Water supply	739,541	871,308	954,470
Sewer services	683,107	726,775	765,693
	<u>5,296,824</u>	<u>5,512,242</u>	<u>5,294,895</u>
Excess revenue over expenses	2,522,380	1,274,276	984,668
Loss on disposal of tangible capital assets	-	(12,393)	(6,962)
Annual surplus	<u>\$ 2,522,380</u>	<u>\$ 1,261,883</u>	<u>\$ 977,706</u>
Accumulated surplus, beginning of year	35,502,050	35,502,050	34,524,344
Accumulated surplus, end of year	<u>\$ 38,024,430</u>	<u>\$ 36,763,933</u>	<u>\$ 35,502,050</u>

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2022

	2022	2021
Annual surplus	\$ 1,261,883	\$ 977,706
Amortization of tangible capital assets	1,323,610	1,366,788
Change in prepaid expenses	(11,453)	(6,842)
Loss on disposal of tangible capital assets	12,393	6,962
Acquisition of tangible capital assets	(1,783,260)	(1,927,216)
Increase in net financial assets	803,173	417,398
Net financial assets, beginning of year	5,218,880	4,801,482
Net financial assets, end of year	\$ 6,022,053	\$ 5,218,880

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2022

	2022	2021
Cash flows from operating activities		
Cash received from:		
Taxation	\$ 2,423,340	\$ 2,266,472
Grants and subsidies	1,754,332	2,020,584
Sale of services and other revenues	2,405,441	2,163,206
Interest received	198,346	144,224
Cash paid for:		
Cash payments to suppliers and employees	(4,142,140)	(4,019,910)
Interest paid	(101,438)	(107,940)
	<u>2,537,881</u>	<u>2,466,636</u>
Financing activities		
Debt repayment	(114,911)	(497,537)
Capital activities		
Purchase of tangible capital assets	(1,783,260)	(1,927,216)
Investing activities		
Increase (decrease) in portfolio investments	(1,713,407)	417,362
Increase (decrease) in cash	(1,073,697)	459,245
Cash, beginning of year	1,404,303	945,058
Cash, end of year	<u>\$ 330,606</u>	<u>\$ 1,404,303</u>

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2022

1. Status of the City of Enderby

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

2. Significant Accounting policies

a. Basis of accounting

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

b. School taxes

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

c. Portfolio investments

Portfolio investments consist of term deposits in Canadian Chartered Banks and Canaccord Genuity, and deposits with the Municipal Finance Authority pooled investment money market fund and are recorded at cost plus earnings reinvested in the funds, which approximates their quoted market value. These investments have an effective average interest rate of 2.0% (2021 - 1.3%).

d. Deferred revenue

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

e. Non-financial assets

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

i. Tangible capital assets

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2022

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

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

ii. Contributions of tangible capital assets

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

iii. Leases

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

f. Revenue recognition

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

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

g. Debt charges

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

h. Capitalization of Interest

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

i. Reserves

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

j. Retirement Benefits

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2022

k. Liability for Contaminated Sites

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

l. Government Transfers

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

m. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1747, 2022 adopted May 2, 2022. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments, if any, have been made by Council to reflect changes in the budget as required by law.

n. Use of estimates

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

3. Portfolio Investments

	2022	2021
Municipal Finance Authority - Money market fund	\$ 690,283	\$ 674,045
Credit Union - Term deposits	3,700,069	4,032,187
Canaccord Genuity - Term deposits	4,326,374	2,297,087
	<u>\$ 8,716,726</u>	<u>\$ 7,003,319</u>

The term deposits mature between February 3, 2023 and December 22, 2025 with interest rates varying from 1.3% to 5.5%.

4. Accounts receivable

	2022	2021
Federal Government	\$ 31,501	\$ 22,141
Trade receivables	813,833	633,385
Taxes receivable - current	74,115	98,146
arrears	21,454	42,152
	<u>\$ 940,903</u>	<u>\$ 795,824</u>

5. Reserve - Municipal Finance Authority

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

	Demand note	Cash deposits	2022	2021
General fund	\$ 57,010	\$ 36,627	\$ 93,637	\$ 92,836

6. Accounts payable and accrued liabilities

	2022	2021
Trade payables	\$ 233,436	\$ 293,509
Wages payable	201,847	185,265
	<u>\$ 435,283</u>	<u>\$ 478,774</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

7. Deferred revenue

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

	December 31, 2021	Inflows	Outflows	Interest	December 31, 2022
Development cost charges	\$ 736,783	\$ 57,911	\$ -	\$ 15,403	\$ 810,097
Refundable deposits	173,349	82,939	(47,965)	4,955	213,278
Conditional grants	86,384	64,082	(20,915)	-	129,551
Prepaid revenues	238,022	210,544	(229,166)	2,231	221,631
	<u>\$ 1,234,538</u>	<u>\$ 415,476</u>	<u>\$ (298,046)</u>	<u>\$ 22,589</u>	<u>\$ 1,374,557</u>

8. Long-term debt

Bylaw number	Purpose	Term remaining	% rate	2022	2021
General fund					
1590	Road upgrades	15	2.100	\$ 354,581	\$ 374,729
1544	Road upgrades	14	2.200	326,210	345,771
1525	Road upgrades	13	3.300	215,458	229,246
1494	Storm system upgrade	22	3.150	689,612	710,353
1502	Road upgrades	12	3.150	438,336	469,588
1503	Road upgrades	12	3.150	132,145	141,567
				<u>2,156,342</u>	<u>2,271,254</u>

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

	General fund
2023	\$ 119,208
2024	123,668
2025	128,296
2026	133,099
2027	138,084
2028 and subsequent periods	<u>1,513,987</u>
	<u>\$ 2,156,342</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

9. Tangible capital assets

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2022									
General fund									
Land	\$ 1,648,517	\$ -	\$ -	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,766,117	-	-	2,766,117	1,818,131	90,082	-	1,908,213	857,904
Engineering structures	944,971	63,591	-	1,008,562	326,289	32,324	-	358,613	649,949
Furniture and equipment	325,767	-	-	325,767	159,072	42,668	-	201,740	124,027
Hydrants	186,643	-	-	186,643	155,262	2,459	-	157,721	28,922
Machinery and equipment	2,478,919	-	-	2,478,919	1,605,699	120,436	-	1,726,135	752,784
Planters	118,329	-	-	118,329	101,975	4,531	-	106,506	11,823
Roads	17,426,985	542,266	86,952	17,882,299	7,496,074	416,192	74,559	7,837,707	10,044,592
Storm system	9,304,400	349,862	57,151	9,597,111	4,323,178	102,338	57,152	4,368,364	5,228,747
Assets under construction	35,486	422,234	-	457,720	-	-	-	-	457,720
	35,236,134	1,377,953	144,103	36,469,984	15,985,680	811,030	131,711	16,664,999	19,804,985
Water fund									
Buildings	966,257	-	-	966,257	695,291	22,264	-	717,555	248,702
Water mains	11,275,575	201,764	34,065	11,443,274	6,604,774	157,562	34,065	6,728,271	4,715,003
Water system	4,132,248	-	-	4,132,248	3,012,036	112,958	-	3,124,994	1,007,254
Assets under construction	-	14,721	-	14,721	-	-	-	-	14,721
	16,374,080	216,485	34,065	16,556,500	10,312,101	292,784	165,776	10,570,820	5,985,680
Sewer fund									
Buildings	133,966	-	-	133,966	60,286	3,350	-	63,636	70,330
Sanitary sewer system	4,900,991	-	-	4,900,991	2,862,834	136,240	-	2,999,074	1,901,917
Sewer mains and lift stations	5,611,239	188,822	8,116	5,791,945	2,829,880	80,207	8,116	2,901,971	2,889,974
Assets under construction	15,374	-	-	15,374	-	-	-	-	15,374
	10,661,570	188,822	8,116	10,842,276	5,753,000	219,797	8,116	5,964,681	4,877,595
	\$ 62,271,784	\$ 1,783,260	\$ 186,284	\$ 63,868,760	\$ 32,050,781	\$ 1,323,611	\$ 139,827	\$ 33,200,500	\$ 30,668,260

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

9. Tangible capital assets - cont'd

	Historical Cost				Accumulated Amortization				Net Book Value
	Opening	Additions	Disposals	Closing	Opening	Additions	Disposal	Closing	
2021									
General fund									
Land	\$ 1,648,517	\$ -	\$ -	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,659,271	106,846	-	2,766,117	1,725,639	92,492	-	1,818,131	947,986
Engineering structures	868,054	76,917	-	944,971	297,005	29,284	-	326,289	618,682
Furniture and equipment	216,547	119,150	9,930	325,767	134,372	33,803	9,103	159,072	166,695
Hydrants	186,643	-	-	186,643	152,623	2,639	-	155,262	31,381
Machinery and equipment	2,352,179	133,354	6,614	2,478,919	1,497,433	114,880	6,614	1,605,699	873,220
Planters	118,329	-	-	118,329	97,444	4,531	-	101,975	16,354
Roads	16,960,736	638,044	171,795	17,426,985	7,260,847	401,048	165,821	7,496,074	9,930,911
Storm system	9,046,382	319,144	61,126	9,304,400	4,273,822	110,482	61,126	4,323,178	4,981,222
Assets under construction	64,852	-	29,366	35,486	-	-	-	-	35,486
	34,121,510	1,393,455	278,831	35,236,134	15,439,185	789,159	242,664	15,985,680	19,250,454
Water fund									
Buildings	966,257	-	-	966,257	673,027	22,264	-	695,291	270,966
Water mains	10,163,503	1,163,089	51,017	11,275,575	6,456,918	198,873	51,017	6,604,774	4,670,801
Water system	4,132,248	-	-	4,132,248	2,884,896	127,140	-	3,012,036	1,120,212
Assets under construction	815,699	-	815,699	-	-	-	-	-	-
	16,077,707	1,163,089	866,716	16,374,080	10,014,841	348,277	51,017	10,312,101	6,061,979
Sewer fund									
Buildings	133,966	-	-	133,966	56,936	3,350	-	60,286	73,680
Sanitary sewer system	4,900,991	-	-	4,900,991	2,717,430	145,404	-	2,862,834	2,038,157
Sewer mains and lift stations	5,405,186	215,737	9,684	5,611,239	2,758,806	80,598	9,524	2,829,880	2,781,359
Assets under construction	15,374	-	-	15,374	-	-	-	-	15,374
	10,455,517	215,737	9,684	10,661,570	5,533,172	229,352	9,524	5,753,000	4,908,570
	\$ 60,654,734	\$ 2,772,281	\$ 1,155,231	\$ 62,271,784	\$ 30,987,198	\$ 1,366,788	\$ 303,205	\$ 32,050,781	\$ 30,221,003

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

10. Accumulated Surplus

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

Surplus	2022	2021
Invested in tangible capital assets	\$ 28,511,922	\$ 27,949,752
General surplus	3,138,004	2,980,771
Enderby / Area F Joint Services surplus	629,673	528,159
Sewer surplus	1,221,900	1,147,405
Water surplus	531,000	486,370
	<hr/>	<hr/>
	34,032,499	33,092,457
	<hr/>	<hr/>
Reserve Funds		
Animal Control	28,292	27,244
Asset Management	231,466	197,545
Capacity Building	94,852	-
Cemetery	50,095	30,972
Computer Equipment	42,211	42,358
Community Works Fund (Gas Tax)	188,295	381,380
Equipment	559,695	481,802
Fire Department	377,387	472,550
Fortune Parks	423,457	261,495
Parks	68,880	54,775
Riverside RV Park	54,960	36,230
Roads	-	77
Sewer System	177,325	89,337
Water System	434,519	333,828
	<hr/>	<hr/>
	2,731,434	2,409,593
	<hr/>	<hr/>
	\$ 36,763,933	\$ 35,502,050

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

11. COVID-19 Safe Restart Grant

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

	2022	2021
Balance, beginning of year	\$ 684,896	\$ 948,956
Funds received	-	-
Eligible costs incurred:		
Computer and technology costs	(42,372)	(45,344)
Revenue shortfalls	(2,579)	(96,182)
Facility reopening and operating costs	(82,652)	(84,292)
Protective services	(10,633)	(38,242)
Total eligible costs incurred	(138,236)	(264,060)
Balance, end of year	\$ 546,660	\$ 684,896

12. Commitments and subsequent events

- (a) In 2021, the City entered into a contract with Hub Fire Engines and Equipment Ltd. to purchase a pumper/rescue truck for a value of \$760,500. In 2022, the City paid a 50% deposit on the truck. The truck is expected to be completed and delivered by the end of 2023.
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THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

13. Contingent liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow insured's losses. The City pays an annual premium, which is anticipated to be adequate to cover any losses incurred.
- (c) Pension Liabilities: The Municipality and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing Plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the Plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Corporation for the City of Enderby paid \$85,442 (2021 - \$88,606) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024 with results available in 2025.

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

14. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2022	2021
Taxation			
General municipal purposes	\$ 1,790,626	\$ 1,760,065	\$ 1,602,885
1% utility taxes	68,438	68,446	70,518
Water parcel	292,566	291,917	285,216
Sewer parcel	257,941	257,752	252,046
Collections for other governments			
School District	1,125,934	1,135,140	1,086,174
Policing	168,695	170,206	170,500
Regional District	442,348	446,312	429,901
Regional Hospital District	186,517	188,188	188,999
Municipal Finance Authority	114	147	114
B.C. Assessment Authority	27,125	27,374	25,001
Okanagan Regional Library	111,713	112,721	109,691
	4,472,017	4,458,268	4,221,045
Transfers			
School District	1,125,934	1,135,140	1,086,174
Policing	168,695	170,206	170,500
Regional District	442,348	446,332	429,897
Regional Hospital District	186,517	188,178	188,989
Municipal Finance Authority	114	147	114
B.C. Assessment Authority	27,125	27,374	25,001
Okanagan Regional Library	111,713	112,742	109,690
	2,062,446	2,080,119	2,010,365
	\$ 2,409,571	\$ 2,378,149	\$ 2,210,680

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

15. Government grants and transfers

	Budget	2022	2021
Federal			
Community works fund - Gas tax	\$ 188,331	\$ 188,331	\$ 368,276
Provincial			
Conditional	158,600	151,957	173,528
Fortune Parks - conditional	1,321,400	83,155	97,565
Small communities protection	493,000	623,000	493,000
Street lighting	1,100	1,395	1,090
Water - conditional	-	-	1,616
	1,974,100	859,507	766,799
Other			
Animal control	5,841	18,650	18,175
Cemetery	32,218	49,970	48,730
Fortune Parks	747,960	747,961	708,294
	786,019	816,581	775,199
	\$ 2,948,450	\$ 1,864,419	\$ 1,910,274

16. Sales of Service

	Budget	2022	2021
Animal control	\$ 11,300	\$ 10,918	\$ 11,969
Building permits	46,640	48,089	143,063
Business licenses	16,500	15,825	16,225
Cemetery	19,500	29,237	24,285
Fire protection	502,236	316,723	137,595
Fortune Parks	223,000	260,281	187,750
Garbage collection and disposal	111,489	111,847	108,325
Riverside RV Park & tourism	241,200	289,064	198,206
Sewer user fees	552,607	569,244	534,082
Water user fees	532,598	565,360	561,527
	\$ 2,257,070	\$ 2,216,588	\$ 1,923,027

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

17. Expenses by object

	Budget	2022	2021
Advertising and publications	\$ 15,000	\$ 14,133	\$ 8,172
Amortization	-	1,323,610	1,366,788
Contracted services	801,250	694,847	625,420
Council grants	61,500	57,254	60,093
Insurance	102,050	100,329	90,443
Interest and bank charges	92,856	101,438	107,940
Maintenance	1,285,250	1,161,371	1,071,051
Materials and supplies	1,253,750	407,046	432,980
Professional fees	47,540	40,797	32,639
Salaries and benefits	1,546,500	1,539,700	1,468,339
Training, travel and conferences	96,630	73,888	33,435
Transfers	(5,502)	(2,171)	(2,405)
	<u>\$ 5,296,824</u>	<u>\$ 5,512,242</u>	<u>\$ 5,294,895</u>

18. Funds Held in Trust

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

Cemetery Perpetual Care Fund:

	2022	2021
Balance, beginning of year	\$ 242,271	\$ 235,300
Care fund contributions	2,845	3,870
Interest earned	5,428	3,101
	<u>\$ 250,544</u>	<u>\$ 242,271</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

19. Financial Plan

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

	2022	2021
Budget surplus per Statement of Operations	2,522,380	1,629,988
Less:		
Capital expenditures	(3,624,500)	(3,163,885)
Debt principal payments	(88,645)	(466,882)
Transfers to reserve funds	(1,590,155)	(1,388,059)
Add back:		
Transfers from accumulated surplus and reserve funds	2,780,920	3,388,838
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

20. Financial instruments

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

21. Comparative figures

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

22. Segmented information

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

General Government

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

Protective Services

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

Transportation Services

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

Solid Waste Services

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

Enderby / Area F Services

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

Riverside RV Park & Tourism

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

Community Development Services

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

Recreational and Cultural Services

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

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2022

Segmented information (cont'd)

Water Services

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

Sewer Services

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

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

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 31, 2022

Schedule I

	General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderyby / Area F Services	Riverside Park & Tourism	Other general Services*	Water Services	Sewer Services	2022
Revenues										
Taxation	\$ 1,828,480	\$ 142,827	\$ 624,395	\$	\$ 899,736	\$ 9,130	\$	\$ 291,917	\$ 257,752	\$ 2,378,149
Grants and subsidies	188,331				300,436	289,064				1,864,419
Sales of services	63,914	316,723		111,847				565,360	569,244	2,216,588
Other revenue from own sources	129,016									129,016
Interest and penalties	185,379				12,967					198,346
	2,395,120	459,550	624,395	111,847	1,213,139	298,194	-	857,277	826,996	6,786,518
Expenses										
Advertising and publications	4,728				7,847	1,558				14,133
Amortization	108,548	71,042	560,122		71,317			292,784	219,797	1,323,610
Contracted services	74,518	155,767		109,958	107,238	65,695	159,676	21,995		694,847
Council grants	2,841				54,413					57,254
Insurance	78,246				21,058	1,025				100,329
Interest and bank charges	93,907				2,141	5,390				101,438
Maintenance	55,441	105,173	401,756		168,275	43,172		193,170	194,384	1,161,371
Material and supplies	36,855	21,641	9,617		109,941	110,637		46,084	72,271	407,046
Professional fees	40,797									40,797
Salaries and benefits	521,466	77,177	265,540	1,632	336,107	4,196	21,455	180,416	131,711	1,539,700
Training, travel and conferences	37,896	31,930	372		1,325			1,745	620	73,888
Transfers	(205,738)		(105,416)	1,500	57,977	6,400		135,114	107,992	(2,171)
	849,505	462,730	1,131,991	113,090	937,639	238,073	181,131	871,308	726,775	5,512,242
Excess (deficiency) of revenue over expenses	1,545,615	(3,180)	(507,596)	(1,243)	275,500	60,121	(181,131)	(14,031)	100,221	1,274,276
Loss on disposal of tangible capital assets	(12,393)									(12,393)
Annual surplus (deficit)	\$ 1,533,222	\$ (3,180)	\$ (507,596)	\$ (1,243)	\$ 275,500	\$ 60,121	\$ (181,131)	\$ (14,031)	\$ 100,221	\$ 1,261,883

*Includes Community Development and Recreational and Cultural Services.

THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 30, 2021

Schedule I (cont'd)

General revenue fund

	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby/ Area F Services	Riverside Park & Tourism	Other General Services*	Water Services	Sewer Services	2021
Revenues										
Taxation	\$ 1,673,418	\$ 66,527	\$ 494,090	\$ 872,764	\$ 4,750		\$ 285,216	\$ 252,046	\$ 2,210,680	
Grants and subsidies	470,527	137,595		224,004	198,206		1,616	534,082	1,910,274	
Sales of services	159,288			108,325			561,527		1,923,027	
Other revenue from own sources	91,358								91,358	
Interest and penalties	130,767			4,928					144,224	
	2,525,358	204,122	494,090	1,101,696	202,956		848,359	794,657	6,279,563	
Expenses										
Advertising and publications	3,493	70,828	553,123	3,166	1,513				8,172	
Amortization	98,594	67,887		66,614			348,277	229,352	1,366,788	
Contracted services	97,651			101,561	59,464		189,961	218	625,420	
Council grants	5,404			54,689					60,093	
Insurance	73,566			15,895	982				90,443	
Interest and bank charges	87,127			1,754	3,833				107,940	
Maintenance	40,946	101,198	364,416	120,844	31,774		238,244	173,629	1,071,051	
Material and supplies	64,622	585	11,695	105	52,533		54,222	136,813	432,980	
Professional fees	32,639								32,639	
Salaries and benefits	514,737	71,965	230,752	306,114	2,531		187,439	130,121	1,468,339	
Training, travel and conferences	13,847	13,845	144	2,104			2,666	829	33,435	
Transfers	(162,132)	(88,868)		52,207	3,050		113,833	79,505	(2,405)	
	870,494	326,308	1,071,262	834,681	155,680		954,470	765,693	5,294,895	
Excess (deficiency) of revenue over expenses	1,654,864	(122,186)	(577,172)	6,563	267,015	47,276	(214,545)	(106,111)	28,964	984,668
Loss on disposal of tangible capital assets	(6,962)								(6,962)	
Annual surplus (deficit)	\$ 1,647,902	\$ (122,186)	\$ (577,172)	\$ 6,563	\$ 267,015	\$ 47,276	\$ (214,545)	\$ 106,111	\$ 28,964	\$ 977,706

*Includes Community Development and Recreational and Cultural Services.

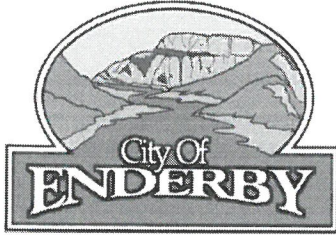
THE CORPORATION OF THE CITY OF ENDERBY

Enderby/Area F Services

For the year ended December 31, 2022

Schedule II

	Fortune Parks	Animal control	Cemetery	2022	2021
Revenue					
Grants and subsidies	\$ 831,116	\$ 18,650	\$ 49,970	\$ 899,736	\$ 872,764
Sale of services	260,281	10,918	29,237	300,436	224,004
Interest and penalties	7,343	1,206	4,418	12,967	4,928
	1,098,740	30,774	83,625	1,213,139	1,101,696
Expenses					
Advertising	7,847			7,847	3,166
Amortization	71,317			71,317	66,614
Contracted services	95,250	11,988		107,238	98,889
Grants	47,413		7,000	54,413	54,689
Insurance	21,058			21,058	15,895
Interest and bank charges	2,141			2,141	1,754
Maintenance	146,517	5,421	16,337	168,275	120,844
Materials and supplies	109,941			109,941	112,405
Salaries and benefits	320,184	1,974	13,949	336,107	306,114
Training, travel and conferences	1,325			1,325	2,104
	822,993	19,383	37,286	879,662	782,474
Annual surplus (deficit)	\$ 275,747	\$ 11,391	\$ 46,339	\$ 333,477	\$ 319,222
Transfer to/from general fund					
Computer support	\$ 8,260	\$	\$	\$ 8,260	\$ 8,030
Finance overhead charges	22,550	3,020	6,600	32,170	30,375
Insurance allocation	4,776		1,000	5,776	4,785
Public works equipment allocation			7,411	7,411	4,777
Lease		4,360		4,360	4,240
	35,586	7,380	15,011	57,977	52,207
Net change in financial assets	240,161	4,011	31,328	275,500	267,015
Opening surplus	300,017	49,285	178,857	528,159	434,469
Capital expenditures	(89,439)			(89,439)	(254,943)
Transfer from (to) reserves	(156,700)	(500)	(18,500)	(175,700)	(10,068)
Amortization	71,317			71,317	66,614
Transfer from general surplus	19,028	464	344	19,836	25,072
Enderby / Area F accumulated surplus	\$ 384,384	\$ 53,260	\$ 192,029	\$ 629,673	\$ 528,159



REQUEST TO APPEAR AS A DELEGATION

On 17 April 2023
Day Month Year

AGENDA

Date of Request 6 April 2023

Name of Person Making Request Adele Lacoursiere

Name and Title of Presenter(s) Ms. Adele Lacoursiere

Contact Information

Details of Presentation The Benefits of establishing a Community Garden in Enderby; provide information regarding other Community Gardens + suggest ideal locations in the City best suited for a successful Community Garden.

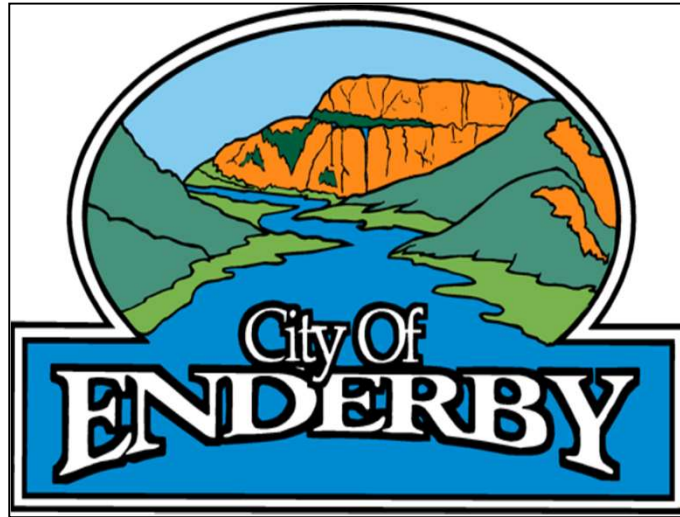
Desired Action from Council (check all that apply)

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

Please describe desired action in detail Council resolve to support the creation of a Community Garden in the city. Council provide a Letter of Support to Service Commission for their consideration + decision to provide a part of parcel #1, KAP58637 for the Project.

Please attach any supporting documentation or presentation materials related to your delegation request. Please provide to staff at least one day in advance a digital copy of any presentation materials that you wish to have projected onto the conference screen.

CITY OF ENDERBY



2023 BUDGET

Public Information Package

The opportunity to provide input on the budget will be at 4:30pm Monday, April 17, 2023 during the regular meeting of Council.

Written input can be submitted to info@cityofenderby.com or submitted through the drop box at City Hall by 3:30pm on April 17, 2023.

City of Enderby
2023 Budget - Public Information Package

	<u>Package Page #</u>
Table of Contents	2
City of Enderby Budget Summary	3
2023 Taxation/User Fee Impact - Single Family Dwelling	4
2023 - 2027 Financial Plan Bylaw	5-8
Individual Service Budgets	9-17
Summary of Capital & Operating Projects	18-19

City of Enderby Financial Plan Summary

Mayor and Council will be receiving public input on the proposed Financial Plan (commonly referred to as the Budget) during the April 17, 2023 Council meeting beginning at 4:30pm.

The proposed Financial Plan requires a combined increase to taxation and user fees of **5.1%**, which amounts to a \$118.50 increase for the average single-family home with an assessed value of \$523,800.

1. Financial Plan

Financial plans are set by first establishing service levels. Once the desired service levels are established, and the user fees and other revenue sources are known, the remaining revenue required to balance the budget is collected from property taxation.

The City strives for a balance between service levels, operating capacity and asset management. The 2023 Financial Plan has been impacted by unprecedented inflationary pressures. Aging infrastructure also continues to have a significant impact. The Financial Plan focuses on providing services in a sustainable manner while addressing these challenges.

2. Project Highlights

Budgeted projects for 2023 include:

- Peacher Crescent renewal
- Upgrades to Reservoir #1
- Water treatment plant and distribution system expansion plan
- Purchase of a new pumper/rescue truck for the Fire Department
- New firefighting equipment through the Community Emergency Preparedness Fund
- Extreme heat risk mapping, assessment and planning through the Community Emergency Preparedness Fund
- Capacity building for economic development (contingent on grant funding)
- Planning for a new community event for 2024
- Detailed design of the new outdoor pool
- Expand the cremation section at the Cliffside Cemetery
- Purchase of a used dump truck to ensure adequate equipment for snow season
- Water main upgrades at Railway Street to improve fire flows
- Ongoing renewal of drinking water and wastewater components
- More aggressive debt repayments to reduce future interest costs
- Enhanced contribution to the renewal of capital infrastructure

3. Public Input

Want to share your thoughts? The public is invited to provide input on the proposed Financial Plan in person during the April 17, 2023 Council meeting beginning at 4:30pm.

Written input can be submitted to info@cityofenderby.com or submitted at City Hall by April 17, 2023, by 3:30pm. All submissions will be read out to Council for their consideration.

To attend the virtual meeting, you can connect to the meeting through Zoom using the following:

Meeting ID: 838 5941 0787
Passcode: 440213

To connect via telephone rather than through a mobile phone or computer app, you will need to dial 1-778-907-2071 and enter the meeting ID and Passcode.

City of Enderby
2023 Taxation/User Fee Impact

Description	2022 Levy/Fees - based on average assessment of \$523,800*	Percentage Increase	Dollar Change	Total 2023
General Taxation*	1,138.50	6.1%	68.89	1,207.39
Garbage Fees	101.35	2.9%	2.90	104.25
Sewer - User Fees	276.15	3.3%	9.12	285.27
Sewer - Frontage	269.00	5.6%	15.00	284.00
Water - User Fees	243.47	1.9%	4.59	248.06
Water - Frontage	285.00	6.3%	18.00	303.00
Total General Taxes & Utilities	2,313.47	5.1%	118.50	2,431.97

* Average value of a 2023 home excluding non-market change (i.e. New construction).

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1763

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2023 – 2027 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2023 – 2027 Financial Plan Bylaw No.1763, 2023”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2023 – 2027 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2023 – 2027 Financial Plan.
4. Bylaw No. 1747, cited as “City of Enderby 2022 – 2026 Financial Plan Bylaw No. 1747, 2022”, is hereby repealed.

READ a FIRST time this _____ day of _____, 2023.

READ a SECOND time this _____ day of _____, 2023.

READ a THIRD time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

CITY OF ENDERBY
2023-2027 Financial Plan

Consolidated Five Year Financial Plan
Schedule 'A' of Bylaw No. 1763

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Municipal Taxation	1,931,813	1,989,767	2,044,120	2,105,444	2,168,609
Utility Taxes / Grants in Lieu	117,598	119,950	122,349	124,796	127,292
Sale of Services	756,100	771,222	786,646	802,379	818,426
Revenue from own Sources	1,685,263	1,625,569	1,550,470	1,581,479	1,613,109
Grants	3,742,431	5,120,168	684,931	684,931	684,931
Sewer Revenue	852,060	857,116	874,462	892,046	909,871
Water Revenue	872,541	869,111	886,595	904,321	922,294
Total Revenues	9,957,806	11,352,903	6,949,573	7,095,396	7,244,532
EXPENSES					
General Government Services	1,452,770	1,076,611	1,098,144	1,120,107	1,142,509
Protective Services	445,500	248,268	253,233	258,298	263,464
Transportation Services	716,983	731,323	745,949	760,868	776,085
Environmental Health Services	117,300	118,014	120,375	122,782	125,238
Animal Control	31,260	31,885	32,523	33,173	33,837
Cemetery	62,640	63,893	65,171	66,475	67,804
Recreation & Cultural Services	175,520	128,030	130,591	133,203	135,867
Fortune Parks Recreational Services	899,310	844,775	861,670	878,904	896,482
Tourism & Community Engagement	264,070	242,760	247,615	252,568	257,619
Sewer Expenditures	680,560	592,172	604,015	616,095	628,417
Water Expenditures	733,940	604,799	616,895	629,233	641,818
Fiscal Services	98,500	98,776	99,058	99,346	99,640
Total Expenses	5,678,353	4,781,306	4,875,239	4,971,052	5,068,780
SURPLUS (DEFICIT) FOR THE YEAR	4,279,453	6,571,597	2,074,334	2,124,344	2,175,752
TOTAL CASH FROM OPERATIONS	4,279,453	6,571,597	2,074,334	2,124,344	2,175,752
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(4,361,500)	(6,350,347)	(1,027,000)	(258,000)	(160,000)
Debt Principle repayment	(88,645)	(88,645)	(88,645)	(88,645)	(88,645)
Debt Proceeds	400,000	-	200,000	-	-
Transfer From Reserves	1,811,985	1,444,610	827,000	258,000	160,000
Transfer to Reserves	(3,373,416)	(1,710,215)	(1,985,689)	(2,035,699)	(2,087,107)
Transfer From Operating Surplus	1,332,123	133,000	-	-	-
TOTAL CASH ADJUSTMENT	(4,279,453)	(6,571,597)	(2,074,334)	(2,124,344)	(2,175,752)
FINANCIAL PLAN BALANCE	-	-	-	-	-

CITY OF ENDERBY
2023-2027 Financial Plan

Statement of Objectives and Policies
Schedule ‘B’ of Bylaw No. 1763

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

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

Proportion of Total Revenue From Funding Sources

Policies

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

Sources of Funding

<i>Funding Source</i>	% of Total Funding	Dollar Value
<i>Property taxation</i>	14.3 %	\$ 1,931,813
<i>User Fees and charges</i>	18.4 %	\$ 2,480,701
<i>Other sources</i>	36.6 %	\$ 4,946,969
<i>Government grants</i>	27.7 %	\$ 3,742,431
<i>Debt proceeds</i>	3.0 %	\$ 400,000
<i>Total</i>	100.0 %	\$ 13,501,914

- a) *Property taxation* provides a stable and reliable source of revenue for services of a general collective benefit such as fire protection, street maintenance, snow removal, and general administration.
- b) *User fees and charges* are collected for services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.
- c) *Other sources* include transfers from reserves and surplus funds, and funding received from other jurisdictions.
- d) *Government grants* are for projects where the City of Enderby has received grant approval or is anticipating approval in 2023.
- e) *Debt proceeds* represent any borrowed funds that will be received.

Distribution of Property Value Taxes

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

Objective

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

Distribution of Property Tax Rates

<i>Property Class</i>	% Of Total Property Taxation	Dollar Value
<i>Residential (1)</i>	77.64 %	\$ 1,499,850
<i>Utilities (2)</i>	1.16 %	\$ 22,386
<i>Light Industrial (5)</i>	3.53 %	\$ 68,173
<i>Business and Other (6)</i>	17.59 %	\$ 339,977
<i>Recreation / Non-Profit (8)</i>	0.04 %	\$ 720
<i>Farmland (9)</i>	0.04 %	\$ 707
<i>Total</i>	100.00 %	\$ 1,931,813

Permissive Tax Exemptions

Objective

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

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

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

General Services

	2022	2022	2023	Change in Budget	
	Budget	Actual	Budget (Draft)	\$	%
Funding Sources					
Property Taxation	1,590,751	1,590,751	1,717,296	126,545	8.0%
Utility Taxes / Grants in Lieu	102,913	102,918	117,598	14,685	14.3%
Sales of Service	85,498	128,535	95,300	9,802	11.5%
Other Revenue	466,158	621,259	533,569	67,411	14.5%
Grants	686,331	796,058	2,278,331	1,592,000	232.0%
Transfer from Reserves	891,253	712,220	647,267	(243,986)	(27.4%)
Transfer from Surplus	464,749	60,520	427,002	(37,747)	(8.1%)
Total Funding	4,287,653	4,012,261	5,816,363	1,528,710	35.7%
Expenditures					
Operating					
Executive	140,100	122,815	149,200	9,100	6.5%
General / Administration	811,920	809,659	884,000	72,080	8.9%
Transportation	695,710	678,582	716,982	21,272	3.1%
City Parks	107,900	111,576	125,520	17,620	16.3%
Projects	473,500	39,454	464,269	(9,231)	(1.9%)
Capital	1,064,000	917,433	723,000	(341,000)	(32.0%)
Debt Servicing	173,301	173,301	177,445	4,144	2.4%
Transfer to Reserves	821,223	894,504	2,575,947	1,754,724	213.7%
Total Expenditures	4,287,653	3,747,324	5,816,363	1,528,710	35.7%
Net Surplus (Deficit)	-	264,937	-	-	

Refuse Services

	2022		2023		Change in Budget	
	Budget	Actual (Draft)	Budget (Draft)	Budget (Draft)	\$	%
Funding Sources						
Sales of Service	111,500	111,847	115,700	4,200	3.8%	
Transfer from Surplus	2,500	3,242	1,600	(900)	(36.0%)	
Total Funding	114,000	115,089	117,300	3,300	2.9%	
Expenditures						
Operating	111,500	109,848	117,300	5,800	5.2%	
Projects	2,500	3,242	-	(2,500)	-	
Total Expenditures	114,000	113,090	117,300	3,300	2.9%	
Net Surplus (Deficit)	-	1,999	-	-	-	

Protective Services

	2022		2023		Change in Budget	
	Budget	Actual (Draft)	Budget (Draft)	Budget (Draft)	\$	%
Funding Sources						
Property Taxation	169,314	169,314	180,470		11,156	6.6%
Other Revenue	502,236	316,723	327,430		(174,806)	(34.8%)
Grants	150,000	142,827	60,000		(90,000)	(60.0%)
Transfer from Reserves	380,250	185,540	195,000		(185,250)	(48.7%)
Transfer from Surplus	152,368	46,501	133,769		(18,599)	(12.2%)
Total Funding	1,354,168	860,905	896,669		(457,499)	(33.8%)
Expenditures						
Operating	228,300	213,320	243,400		15,100	6.6%
Projects	284,500	178,368	202,100		(82,400)	-
Capital	760,500	371,080	390,000		(370,500)	(48.7%)
Transfer to Reserves	80,868	80,868	61,169		(19,699)	(24.4%)
Total Expenditures	1,354,168	843,636	896,669		(457,499)	(33.8%)
Net Surplus (Deficit)	-	17,269	-		-	-

Tourism / Community Engagement

	2022	2022	2023	Change in Budget
	Budget	Actual (Draft)	Budget (Draft)	\$
				%
Funding Sources				
Property Taxation	-	-	2,400	2,400
Sales of Service	241,200	289,064	265,000	23,800
Grants	3,600	3,780	3,600	-
Transfer from Reserves	-	-	10,000	10,000
Transfer from Surplus	3,500	5,128	16,070	12,570
Total Funding	248,300	297,972	297,070	48,770
Expenditures				
Operating				
Riverside RV Park	148,500	178,011	165,100	16,600
Visitor Centre	29,900	19,809	30,300	400
Community Events	33,400	35,977	42,600	9,200
Projects	3,500	4,276	26,070	22,570
Capital	-	-	-	-
Community Enhancement Fund	15,000	-	15,000	-
Transfer to Reserves	18,000	18,000	18,000	-
Total Expenditures	248,300	256,073	297,070	48,770
Net Surplus (Deficit)	-	41,899	-	-

Fortune Parks

	2022		2023		Change in Budget	
	Budget	Actual (Draft)	Budget	Budget	\$	%
Funding Sources						
Sales of Service	223,000	260,281	243,500		20,500	9.2%
Other Revenue	751,561	755,304	780,410		28,849	3.8%
Grants	1,361,557	102,183	1,240,500		(121,057)	(8.9%)
Transfer from Reserves	30,000	30,000	14,500		(15,500)	(51.7%)
Transfer from Surplus	7,000	-	5,600		(1,400)	(20.0%)
Total Funding	2,373,118	1,147,768	2,284,510		(88,608)	(3.7%)
Expenditures						
Operating	745,661	727,447	784,110		38,450	5.2%
Projects	210,757	99,972	115,200		(95,557)	-
Capital	1,230,000	89,439	1,189,500		(40,500)	(3.3%)
Transfer to Reserves	186,700	186,700	195,700		9,000	4.8%
Total Expenditures	2,373,118	1,103,558	2,284,510		(88,607)	(3.7%)
Net Surplus (Deficit)	-	44,210	-		-	-

* Budget has been approved by the Enderby & District Services Commission. No changes to be made.

Animal Control

	2022		2023 Budget	Change in Budget	
	Budget	Actual (Draft)		\$	%
Funding Sources					
Property Taxation	12,809	12,809	13,160	351	2.7%
Sales of Service	11,300	10,707	11,600	300	2.7%
Other Revenue	7,041	7,047	7,200	159	2.3%
Grants	675	675	-	(675)	(100.0%)
Transfer from Reserves	-	-	-	-	-
Transfer from Surplus	-	-	-	-	-
Total Funding	31,825	31,238	31,960	135	0.4%
Expenditures					
Operating	31,325	27,437	31,260	(65)	(0.2%)
Projects	-	-	-	-	-
Capital	-	-	-	-	-
Transfer to Reserves	500	500	700	200	40.0%
Total Expenditures	31,825	27,937	31,960	135	0.4%
Net Surplus (Deficit)	-	3,302	-	-	-

* Budget has been approved by the Enderby & District Services Commission. No changes to be made.

Cemetery Service

	2022		2023 Budget	Change in Budget	
	Budget	Actual (Draft)		\$	%
Funding Sources					
Property Taxation	17,752	17,752	18,487	735	4.1%
Sales of Service	19,500	28,661	25,000	5,500	28.2%
Other Revenue	35,018	36,636	36,653	1,635	4.7%
Grants	920	920	-	(920)	(100.0%)
Transfer from Reserves	15,600	-	-	(15,600)	(100.0%)
Transfer from Surplus	28,000	8,000	64,000	36,000	128.6%
Total Funding	116,790	91,969	144,140	27,350	23.4%
Expenditures					
Operating	62,690	53,217	62,640	(49)	(0.1%)
Projects	20,000	-	-	(20,000)	(100.0%)
Capital	15,600	-	55,000	39,400	252.6%
Transfer to Reserves	18,500	18,500	26,500	8,000	43.2%
Total Expenditures	116,790	71,717	144,140	27,350	23.4%
Net Surplus (Deficit)	-	20,253	-	-	-

* Budget has been approved by the Enderby & District Services Commission. No changes to be made.

Sewer Services

	2022	2022	2023	Change in Budget
	Budget	Actual (Draft)	Budget (Draft)	\$ %
Funding Sources				
User Fees	525,508	530,001	550,309	24,801 4.7%
Frontage Tax	257,941	257,752	273,000	15,059 5.8%
Misc.	27,100	39,243	28,750	1,650 6.1%
Grants	-	-	-	- -
Transfer from Reserves	182,800	150,322	6,500	(176,300) (96.4%)
Transfer from Surplus	234,000	40,918	202,000	(32,000) (13.7%)
Total Funding	1,227,349	1,018,236	1,060,560	(166,790) (13.6%)
Expenditures				
Operating	451,108	434,707	472,559	21,451 4.8%
Projects	232,000	72,271	208,000	(24,000) (10.3%)
Capital	323,300	188,822	147,000	(176,300) (54.5%)
Transfer to Reserves	220,941	220,941	233,000	12,059 5.5%
Total Expenditures	1,227,349	916,742	1,060,560	(166,790) (13.6%)
Net Surplus (Deficit)	-	101,494	-	-

Water Services

	2022	2022	2023	Change in Budget	
	Budget	Actual (Draft)	Budget (Draft)	\$	%
Funding Sources					
User Fees	514,074	539,421	538,844	24,769	4.8%
Frontage Tax	292,566	291,917	312,212	19,646	6.7%
Misc.	18,525	25,940	21,485	2,960	16.0%
Grants	-	-	160,000	160,000	-
Borrowing	-	-	400,000	400,000	-
Transfer from Reserves	215,600	186,264	938,718	723,118	335.4%
Transfer from Surplus	173,300	73,935	482,082	308,782	178.2%
Total Funding	1,214,065	1,117,476	2,853,341	1,639,275	135.0%
Expenditures					
Operating	523,142	516,331	545,040	21,898	4.2%
Projects	216,400	62,192	188,900	(27,500)	(12.7%)
Capital	231,100	216,485	1,857,000	1,625,900	703.5%
Transfer to Reserves	243,423	243,423	262,400	18,977	7.8%
Total Expenditures	1,214,065	1,038,432	2,853,341	1,639,275	135.0%
Net Surplus (Deficit)	-	79,044	-	-	-

SUMMARY OF CAPITAL & PROJECTS - 2023

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE						RESERVES										Other																					
			Grants	Borrow Funds	SRFPD / Other Contributions	Taxation / User Fees	General Surplus	Community Enhancement Fund	Tourism / Community Engagement	Surplus - Safe Restart Grant	Fire Dept	City Parks	Computer	Streets	Specific Projects	Asset Management	RV Park	PW Equipment	Community Works Fund	DCCs - Storm	DCCs - Roads																			
Opening Balance - Jan 1/23																																								
Transfer between Funds																																								
Operating Contingency																																								
Contributions																																								
Balance Available for 2023																																								
GENERAL FUND - USAGE																																								
Protective Services																																								
Fire Dept Surplus transfer																						390,000			195,000		13,169													
Fire Dept - Pumper/Rescue Truck																							8,000		4,000		4,000													
Fire Dept - Backup power wiring																							3,200		1,600															
Fire Dept - Siren tower roof repair																							10,000		1,600						10,000									
Fire Dept - SCBA masks																							1,000		500															
Fire Dept - Portable scene light																							3,500		1,750															
Fire Dept - Radios																							3,200		1,600															
Fire Dept - Fire Ceptor																							6,100		3,050		3,050													
Fire Dept - Gear replacement																							100,000		1,050		1,050													
Safe Restart Items																							5,000		2,500		2,500													
Fire Dept - SOG update																							30,000		30,000															
Extreme Heat Risk Grant																																								
Executive																																								
Community Enhancement Fund																							96,310		30,000		14,000		68,310											
Elected Officials Seminar																							14,000																	
General/Administration																																								
Office computers																							9,000																	
Christmas Committee Grant																							1,000				1,000						9,000							
RDNO Dwelling Design																							3,000				3,000													
City Hall - relamp lights																							2,300				2,300													
ARO Audit																							5,000				5,000													
Safe Restart Items																							186,659				186,659													
Northern Drainage Basin Plan																							15,000				15,000													
Roadway Cross-Sections																							3,000				3,000													
Subdivision Servicing Bylaw review																							9,000				9,000													
Economic Development Grant																							83,000		50,000		33,000													
City Parks																																								
Safe Restart Items																							50,000																	
Refuse																																								
Temp. Fuel Surcharge																							1,600				1,600													
Tourism/Community Engagement																																								
RV Park - window replacement																							3,800				3,800													
RV Park - remediation work																							10,000				10,000													
RV Park - deck replacement																							10,000				10,000										10,000			
Community Events																							2,270				2,270													
Capital																																								
Server Replacement																							20,000																	
Used Dump Truck																							27,000														27,000			
Peacher Cres. Renewal																							475,000																	
Railway Street																							201,000				36,733													
Total Used - General Fund																							1,113,000		722,208		151,202		68,310		12,270		346,659							
Projected Closing Balance - Dec/23																											608,680		-					-			-			
Projected Closing Balance - Dec/23																											243,556		71,962		17,211		187,168				-			
Projected Closing Balance - Dec/23																											616,395		62,961		10,000		27,000				376,626			
Projected Closing Balance - Dec/23																											198,433		744				744				198,433			

SUMMARY OF CAPITAL & PROJECTS - 2023

	CAPITAL PROJECTS	OPERATING PROJECTS	CURRENT YEAR FUNDING SOURCE				SURPLUS			RESERVES			OTHER	
			Grants	Borrow Funds	Frontage Tax / User Fees	Sewer Surplus	Water Surplus	Safe Restart Grant	Water - Capital	Sewer - Capital	DCCs - Sewer	DCCs - Water		
Opening Balance - Jan 1/23						1,221,900	531,000	-	434,519	177,325	187,643	423,248		
Transfer between Funds						(136,112)	(146,788)	200,000	32,504	588,285				
Operating Contingency Contributions									255,700	233,000				
Balance Available for 2023						1,085,788	384,212	200,000	722,723	998,610	187,643	423,248		

SEWER FUND												
Safe Restart Items		100,000						100,000				
Other upgrades		113,000		113,000								
Peacher Cres. Renewal	45,000			38,500						6,500		
Princess Street	102,000					102,000						
Total Used - Sewer Fund	147,000	213,000		151,500		102,000		100,000		6,500		-

WATER FUND												
Safe Restart Items		100,000						100,000				
WTP upgrade - engineering		35,000					35,000					
Intake pump #1		3,000					3,000					
Intake pump #2		3,000					3,000					
Hydrant meter		2,400		2,400								
Water modeling		10,000		10,000								
Unknowns		40,000		40,000								
Peacher Cres. Renewal	66,000								48,800			
Railway Street	246,000								32,500			
Reservoir 1	1,545,000								636,222			221,196
Total Used - Water Fund	1,857,000	193,400		69,600		-	382,082	100,000	717,522	-	-	221,196

Projected Closing Balance - Dec/23 **983,788** **2,130** **-** **5,201** **992,110** **187,643** **202,052**

**CITY OF ENDERBY
REZONING APPLICATION**

File No.: 0004-22-RZ-END

April 12, 2023

APPLICANT: Karen and Wes Uhlenberg

OWNER: Karen Uhlenberg, Wes Uhlenberg, Clinton Uhlenberg

LEGAL DESCRIPTION: LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 23899

P.I.D: 006-192-939

CIVIC ADDRESS: 1709 Kate Street, Enderby BC

PROPERTY SIZE: 930.8 m² (0.23 acres)

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

PROPOSED ZONING: Residential Two Family (R.2)

O.C.P DESIGNATION: Residential Low Density

PROPOSAL: Develop a two-family dwelling

RECOMMENDATION:

THAT City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1768, 2023 which proposes to rezone the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 23899, and located at 1709 Kate Street, Enderby BC, from the Residential Single Family (R.1-A) zone to the Residential Two Family (R.2) zone be given First and Second Reading and forwarded to a Public Hearing.

BACKGROUND:

This report relates to an application to rezone the property located at 1709 Kate Street, Enderby BC from the Residential Single Family (R.1-A) zone to the Residential Two Family (R.2) zone. The applicant is proposing to develop a two-family dwelling on the property.

Site Context

The 930.8 m² (0.23 acres) property is relatively flat and is located on the northeast corner of the intersection of Kate Street and Kildonan Avenue; Kate Street is identified in Schedule 'C' of the City's Official Community Plan (OCP) as a 'Municipal Minor Collector Road' while Kildonan Avenue is identified

as a 'local road'. Access to the property is gained via a driveway off of Kildonan Avenue, with a single family dwelling built in 1976 located in the southwest portion of the lot. The property is entirely located in the 1:200 year floodplain.

The subject property and properties to the north, east, west, and southwest are zoned Residential Single Family (R.1-A) and are designated in the OCP as Residential Low Density. The properties to the northwest (high school) and southeast (Arena/Riverside Park) are zoned Assembly, Civic and Public Service Use (S.1) and are designated in the OCP as School Site and Existing Park, respectively.

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



Figure 1: Zoning Map

Yellow - Residential Single Family (R.1-A)
Teal – Assembly, Civic and Public Service Use (S.1)
Orange – Residential Two Family (R.2)

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



Figure 2: Orthophoto

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

The Proposal

The applicant is proposing to develop a two family dwelling on the property, which could involve either converting the existing single family dwelling into a two family dwelling or constructing a new building altogether; given that two family dwellings are not a permitted use within the Residential Single Family (R.1-A) zone, the applicant is proposing to rezone the property to the Residential Two Family (R.2) zone.

ZONING BYLAW:

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

- Accessory residential
- Restricted agricultural use
- Single family dwellings
- Attached secondary suites
- Bed and breakfasts
- Civic and public service use
- Keeping of backyard hens and bees

Uses permitted within the proposed Residential Two Family (R.2) zone include:

- Accessory residential
- Boarding, lodging, or rooming houses
- Convalescent, nursing and personal care homes
- Restricted agricultural use
- Single family dwellings
- Two family dwellings
- Attached secondary suites
- Bed and breakfasts
- Civic and public service use
- Keeping of backyard hens and bees

It should be noted that the applicant has not yet developed a proposal for the proposed two family dwelling (i.e. construction plans, site plan). Should the rezoning be supported, the applicant would need to develop construction plans and a site plan as part of the Building Permit application process in order to demonstrate that their proposed development satisfies all of the R.2 zoning requirements (parking, setbacks, lot coverage, etc.); if the applicant is not able to meet certain R.2 zoning requirements, they would be required to apply for variances through the submission of a Development Variance Permit application to Council.

OFFICIAL COMMUNITY PLAN:

The following policies from the City of Enderby Official Community Plan relate to this development:

Policy 3.3.c - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

Policy 3.3.h - Council will utilize the development approval process, including Phased Development Agreements, to secure an adequate supply of quality affordable, attainable and

special needs housing which meets the needs of all residents of the community, regardless of age, mobility, background or socio-economic status.

Policy 4.4.c - Council will encourage and support a spectrum of housing choices throughout the community, including secondary suites, in order to meet the diverse housing needs of residents.

Policy 5.3.f - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.

Policy 8.3.h - Council will support infill and redevelopment within the community.

Policy 8.3.i - Council will employ Smart Growth principles in future development.

Policy 9.3.f - Council will develop a robust strategy to support infill, redevelopment, and brownfield reclamation that utilizes existing infrastructure, revitalizes the community, and enhances the use of underutilized lands.

Policy 20.3.f - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

REFERRAL COMMENTS:

The subject application was referred for comment to the City of Enderby Public Works Manager, Building Inspector, Fire Chief, and the Ministry of Transportation and Infrastructure.

The Ministry of Transportation and Infrastructure provided preliminary approval to the associated City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1768, 2023.

No comments of concern were received in response to the referral.

PLANNING ANALYSIS:

The City of Enderby Planner raises no objections to the applicant's request to rezone the property located at 1709 Kate Street from the Residential Single Family (R.1-A) zone to Residential Two Family (R.2) zone, and upon consideration of input received at a Public Hearing, recommends that Council approve the application for the following reasons:

- The proposal would facilitate infill development, which is a key element of Smart Growth development and is supported in the OCP, and provides the following community benefits:
 - More efficient use of land by increasing the ratio of improvement-to-land values;
 - Reducing pressures related to greenfield development and boundary expansion which in turn facilitates urban containment and rural protection;
 - Focusing future growth within developed areas of the community in order to maximize the value of existing infrastructure; and

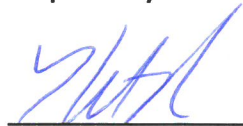
- Adding residential capacity without encroaching upon rural or environmentally sensitive areas.
- The proposed development of the property to a more intensive residential land use would result in the addition of housing within the community, while potentially broadening the spectrum of housing choices (i.e. duplex units, rental housing), both of which are key elements of Smart Growth and work towards achieving the objectives of the City of Enderby Housing Needs Assessment Report;
- The property meets the minimum lot size and frontage requirements for two family dwellings under the Residential Two Family (R.2) zone;
- The subject property is located in a high intensity area with a high school, arena, and active park all located in close proximity to the site; given this, it is not anticipated that redevelopment of the property to a higher intensity use under the R.2 zone (in addition to two family dwellings, the R.2 zone also allows for 'boarding, lodging, or rooming houses' and 'convalescent, nursing and personal care homes') would negatively impact the character of the neighbourhood; and
- The property is located in close proximity to a two-family dwelling (~45 m away) and multi-family developments to the east (apartment building ~60 m away, multi-family strata development ~100 m away); given this, the proposed development of the subject property to a higher intensity form of residential land use is consistent with current land uses within the immediate vicinity.

SUMMARY

This is an application to rezone the property located at 1709 Kate Street, Enderby BC from the Residential Single Family (R.1-A) zone to the Residential Two Family (R.2) zone. The applicant is proposing to develop a two-family dwelling on the property.

The City of Enderby Planner recommends that Council give First and Second Reading to the associated Zoning Amendment Bylaw and forwards it to a Public Hearing.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner

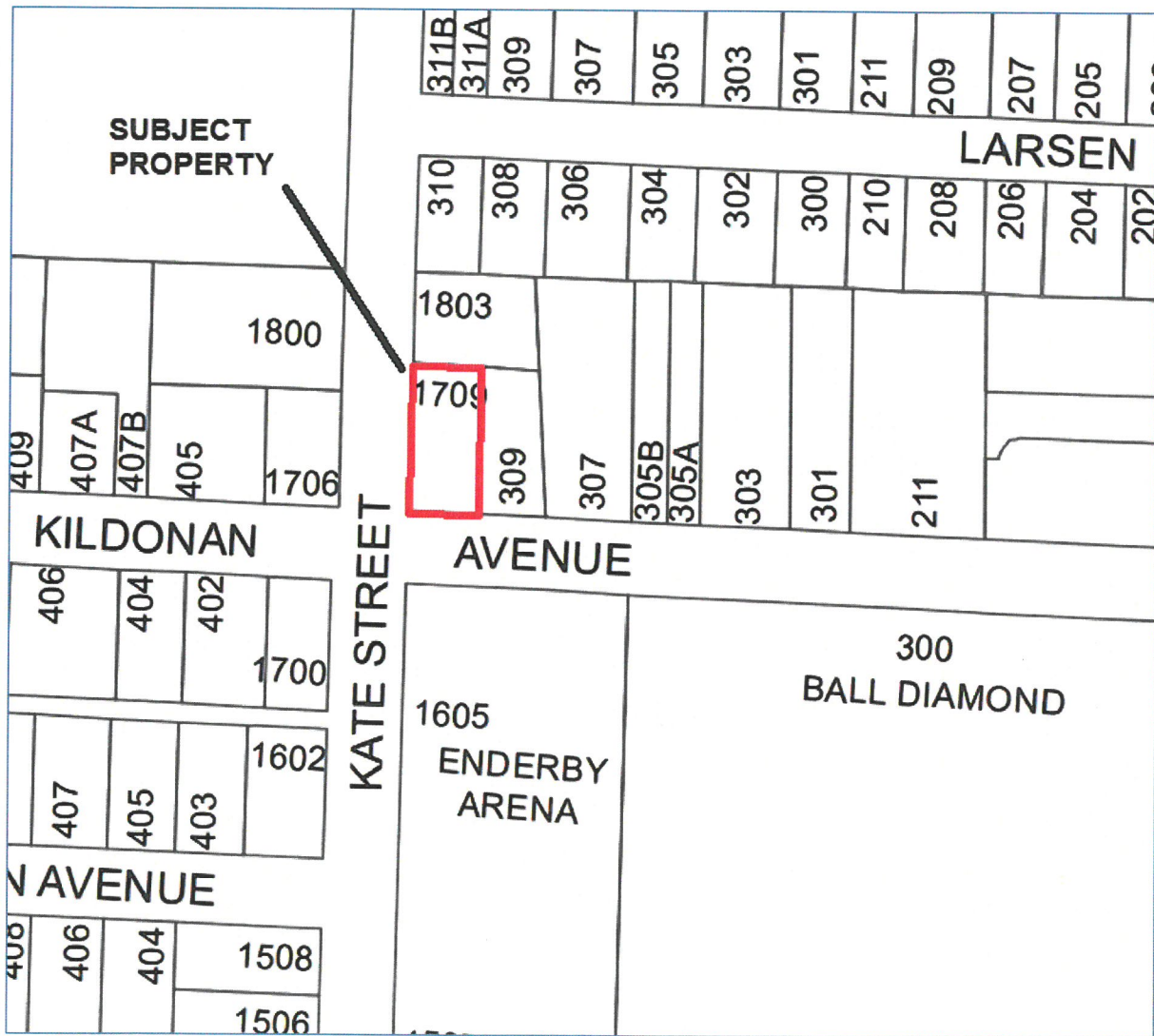
Reviewed By:



Tate Bengtson
Chief Administrative Officer

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

File: 0004-23-RZ-END (Uhlenberg)
Applicant: Karen and Wes Uhlenberg
Owners: Karen Uhlenberg, Wes Uhlenberg, Clinton Uhlenberg
Location: 1709 Kate Street, Enderby BC



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1768

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

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

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

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

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

1. This bylaw may be cited as the "City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1768, 2023".
2. The zoning designation of the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 23899 and located at 1709 Kate Street, Enderby BC, is hereby changed from the Residential Single Family (R.1-A) zone to the Residential Two Family (R.2) zone.

READ a FIRST time this day of , 2023.

READ a SECOND time this day of , 2023.

Advertised on the and day of , 2023, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2023.

READ a THIRD time this day of , 2023.

APPROVED pursuant to Section 52(3)(a) of the Transportation Act this day of , 2023.

Development Officer
Ministry of Transportation and Infrastructure

ADOPTED this day of , 2023.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 11, 2023
Subject: 2023 Budget Bylaws

Recommendation

THAT Council gives first reading to the bylaws cited as “City of Enderby 2023 - 2027 Financial Plan Bylaw No. 1763, 2023”, “City of Enderby Annual Tax Rate Bylaw No. 1764, 2023”, “City of Enderby Sewer Frontage Tax Bylaw No. 1765, 2023”, “City of Enderby Water Frontage Tax Bylaw No. 1766, 2023” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1767, 2023”;

AND THAT Council considers the public input received, respecting the 2023-2027 Financial Plan;

AND THAT Council amends the 2023-2027 Financial Plan by _____;

AND FURTHER THAT Council gives second and third readings to the bylaws cited as “City of Enderby 2023 - 2027 Financial Plan Bylaw No. 1763, 2023”, “City of Enderby Annual Tax Rate Bylaw No. 1764, 2023”, “City of Enderby Sewer Frontage Tax Bylaw No. 1765, 2023”, “City of Enderby Water Frontage Tax Bylaw No. 1766, 2023” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1767, 2023”.

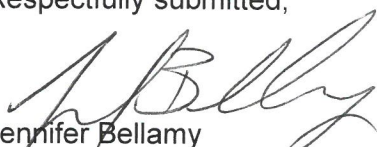
Background/Discussion:

The attached budget bylaws are consistent with the draft budget approved by Council at the April 3, 2023 regular meeting.

The accompanying Financial Plan Bylaw and background information was available for public input on April 5, 2023 on the City’s website and advertised in the April 6th and April 13th editions of the local newspaper.

Per Section 197 of the Community Charter, these bylaws must be adopted before May 15, 2023.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1763

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2023 – 2027 FINANCIAL PLAN

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

1. This bylaw may be cited as “City of Enderby 2023 – 2027 Financial Plan Bylaw No.1763, 2023”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2023 – 2027 Financial Plan of the City of Enderby.
3. Schedule “B” attached hereto and made part of this Bylaw is the Statement of Objectives and Policies for the City of Enderby that support the 2023 – 2027 Financial Plan.
4. Bylaw No. 1747, cited as “City of Enderby 2022 – 2026 Financial Plan Bylaw No. 1747, 2022”, is hereby repealed.

READ a FIRST time this _____ day of _____, 2023.

READ a SECOND time this _____ day of _____, 2023.

READ a THIRD time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

**CITY OF ENDERBY
2023-2027 Financial Plan**

**Consolidated Five Year Financial Plan
Schedule 'A' of Bylaw No. 1763**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Municipal Taxation	1,931,813	1,989,767	2,044,120	2,105,444	2,168,609
Utility Taxes / Grants in Lieu	117,598	119,950	122,349	124,796	127,292
Sale of Services	756,100	771,222	786,646	802,379	818,426
Revenue from own Sources	1,685,263	1,625,569	1,550,470	1,581,479	1,613,109
Grants	3,742,431	5,120,168	684,931	684,931	684,931
Sewer Revenue	852,060	857,116	874,462	892,046	909,871
Water Revenue	872,541	869,111	886,595	904,321	922,294
Total Revenues	9,957,806	11,352,903	6,949,573	7,095,396	7,244,532
EXPENSES					
General Government Services	1,452,770	1,076,611	1,098,144	1,120,107	1,142,509
Protective Services	445,500	248,268	253,233	258,298	263,464
Transportation Services	716,983	731,323	745,949	760,868	776,085
Environmental Health Services	117,300	118,014	120,375	122,782	125,238
Animal Control	31,260	31,885	32,523	33,173	33,837
Cemetery	62,640	63,893	65,171	66,475	67,804
Recreation & Cultural Services	175,520	128,030	130,591	133,203	135,867
Fortune Parks Recreational Services	899,310	844,775	861,670	878,904	896,482
Tourism & Community Engagement	264,070	242,760	247,615	252,568	257,619
Sewer Expenditures	680,560	592,172	604,015	616,095	628,417
Water Expenditures	733,940	604,799	616,895	629,233	641,818
Fiscal Services	98,500	98,776	99,058	99,346	99,640
Total Expenses	5,678,353	4,781,306	4,875,239	4,971,052	5,068,780
SURPLUS (DEFICIT) FOR THE YEAR	4,279,453	6,571,597	2,074,334	2,124,344	2,175,752
TOTAL CASH FROM OPERATIONS	4,279,453	6,571,597	2,074,334	2,124,344	2,175,752
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(4,361,500)	(6,350,347)	(1,027,000)	(258,000)	(160,000)
Debt Principle repayment	(88,645)	(88,645)	(88,645)	(88,645)	(88,645)
Debt Proceeds	400,000	-	200,000	-	-
Transfer From Reserves	1,811,985	1,444,610	827,000	258,000	160,000
Transfer to Reserves	(3,373,416)	(1,710,215)	(1,985,689)	(2,035,699)	(2,087,107)
Transfer From Operating Surplus	1,332,123	133,000	-	-	-
TOTAL CASH ADJUSTMENT	(4,279,453)	(6,571,597)	(2,074,334)	(2,124,344)	(2,175,752)
FINANCIAL PLAN BALANCE	-	-	-	-	-

**CITY OF ENDERBY
2023-2027 Financial Plan**

**Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1763**

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

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

Proportion of Total Revenue From Funding Sources

Policies

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

Sources of Funding

<i>Funding Source</i>	% of Total Funding	Dollar Value
<i>Property taxation</i>	14.3 %	\$ 1,931,813
<i>User Fees and charges</i>	18.4 %	\$ 2,480,701
<i>Other sources</i>	36.6 %	\$ 4,946,969
<i>Government grants</i>	27.7 %	\$ 3,742,431
<i>Debt proceeds</i>	3.0 %	\$ 400,000
<i>Total</i>	100.0 %	\$ 13,501,914

- a) *Property taxation* provides a stable and reliable source of revenue for services of a general collective benefit such as fire protection, street maintenance, snow removal, and general administration.
- b) *User fees and charges* are collected for services that can be measured and charged on a user-pay basis such as water and sewer usage, building permits, business licenses, and sale of services. User fees attempt to apportion the value of a service to those who use the service.
- c) *Other sources* include transfers from reserves and surplus funds, and funding received from other jurisdictions.
- d) *Government grants* are for projects where the City of Enderby has received grant approval or is anticipating approval in 2023.
- e) *Debt proceeds* represent any borrowed funds that will be received.

Distribution of Property Value Taxes

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

Objective

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

Distribution of Property Tax Rates

<i>Property Class</i>	% Of Total Property Taxation	Dollar Value
<i>Residential (1)</i>	77.64 %	\$ 1,499,850
<i>Utilities (2)</i>	1.16 %	\$ 22,386
<i>Light Industrial (5)</i>	3.53 %	\$ 68,173
<i>Business and Other (6)</i>	17.59 %	\$ 339,977
<i>Recreation / Non-Profit (8)</i>	0.04 %	\$ 720
<i>Farmland (9)</i>	0.04 %	\$ 707
<i>Total</i>	100.00 %	\$ 1,931,813

Permissive Tax Exemptions

Objective

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

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

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

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1764

A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL LIBRARY, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2023

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

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

1. This bylaw may be cited as "City of Enderby Annual Tax Rate Bylaw No. 1764, 2023".
2. The following rates are hereby imposed and levied for the year 2023:
 - (a) For all lawful and general purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Schedule "A" attached hereto and forming part of the bylaw.
 - (b) For hospital purposes on the value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
 - (c) For library purposes on the value of land and improvements taxable for Regional Library purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
 - (d) For regional district purposes on the value of land and improvements taxable for Regional District purposes, rates appearing in Schedule "A" attached hereto and forming part of this bylaw.
3. The minimum amount of taxation upon a parcel or real property shall be One Dollar (\$1.00).
4. Bylaw No. 1721, cited as "City of Enderby Annual Tax Rate Bylaw No. 1748, 2022", is hereby repealed.

READ a FIRST time this _____ day of _____, 2023.

READ a SECOND time this _____ day of _____, 2023.

READ a THIRD time this _____ day of _____, 2023.

ADOPTED this _____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	2.3049	0.2372	0.1378	0.5577
2 Utility	37.6996	0.8300	2.2541	1.9520
5 Light Industry	8.0445	0.8063	0.4810	1.8962
6 Business	6.1698	0.5810	0.3689	1.3664
8 Recreation	3.6154	0.2372	0.2162	0.5577
9 Farm	3.4705	0.2372	0.2075	0.5577

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1765

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

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

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

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

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

1. This bylaw may be cited as “City of Enderby Sewer Frontage Tax Bylaw No. 1765, 2023”.
2. In this bylaw, unless the context otherwise requires, “actual foot frontage” means the number of feet of a parcel of land which actually abuts on the work or highway;

“Assessor” means the Chief Financial Officer of the City of Enderby;

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

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

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with sewer by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the “frontage tax”.
4.
 - a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.
 - b) The annual rate shall be \$2.84 per taxable foot frontage.

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

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2023 and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1749, cited as "City of Enderby Sewer Frontage Tax Bylaw No. 1749, 2022", is hereby repealed.

READ a FIRST time this ____ day of _____, 2023.

READ a SECOND time this ____ day of _____, 2023.

READ a THIRD time this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1766

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

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

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

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

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

1. This bylaw may be cited as “City of Enderby Water Frontage Tax Bylaw No. 1766, 2023”.

2. In this bylaw, unless the context otherwise required, “actual foot frontage” means the number of feet of a parcel of land which actually abuts on the work or highway;

“Assessor” means the Chief Financial Officer of the City of Enderby;

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

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

3. A tax shall be and is hereby imposed upon the owners of land or real property that is capable of being serviced with water by the Corporation whether or not such land or real property is connected to the said service or services; the aforesaid tax to be hereinafter referred to as the “frontage tax”.

4. a) The Frontage Tax shall be levied in each year on each parcel of land aforementioned and the amount thereof, except as otherwise provided in the bylaw, will be the product of the taxable foot frontage and the annual rate.

- b) The annual rate shall be \$3.03 per taxable foot frontage.
- 5. The frontage tax shall be in force and be effective until the complete discharge and satisfaction by the City of all obligations presently incurred, and to be incurred, in respect of the aforesaid service.
- 6. For the purpose of this bylaw, a regularly shaped parcel of land is rectangular.
- 7. a) To place the frontage tax on a fair and equitable basis, the taxable foot frontage of the following parcels of land shall be the number of feet fixed by the Assessor:
 - i. a triangular or irregularly shaped parcel of land; or
 - ii. a parcel of land wholly or in part unfit for building purposes; or
 - iii. a parcel of land which does not abut on the work, but is nevertheless deemed to abut the work, as the case may be.
- b) The Assessor, in fixing the taxable foot frontage under subsection (2), shall have due regard to:
 - i. the condition, situation, value and superficial area of the parcel as compared with other parcels of land; or
 - ii. the benefit derived from the water.
- 8. For the purpose of this bylaw:
 - a) Where the number of feet of a parcel of land has less than 50 feet frontage, the taxable foot frontage shall be deemed to be a minimum of 50 feet, and where such parcel has more than 100 feet of frontage, the taxable foot frontage shall be deemed to be 100 feet.
 - b) Where the parcel of land is situated at the junction or intersection of highways, the taxable foot frontage shall be 70 percent of the actual foot frontage or alternately shall be not more than the stated maximum number of feet.
 - c) Where the front and rear boundaries of a parcel of land each abut on a highway, other than a lane, which for the purpose of this bylaw is defined as a highway having a width of 20 feet or less, the taxable foot frontage shall be not more than the stated maximum number of feet.

9. The provisions of Section 8 of the bylaw shall be subject to the provisions of Section 7 thereof.
10. The aforesaid taxes shall be considered to have been imposed on and from the 1st day of January 2023, and shall be due and payable at the office of the Collector of Taxes of the City of Enderby at the City Hall, Enderby, B.C., at the same time and in the same manner as the applicable property taxes.
11. Bylaw No. 1750, cited as "City of Enderby Water Frontage Tax Bylaw No. 1750, 2022", is hereby repealed.

READ a FIRST time this ____ day of _____, 2023.

READ a SECOND time this ____ day of _____, 2023.

READ a THIRD time this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1767

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

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

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1767, 2023".
2. Schedules "3", "4" and "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" are deleted and Schedules "3", "4" and "9" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ____ day of _____, 2023.

READ a SECOND time this ____ day of _____, 2023.

READ a THIRD time this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

MAYOR

CORPORATE OFFICER

SCHEDULE 3

SEWER USER FEES

Administered through the Sanitary Sewer Regulation Bylaw

<u>DESCRIPTION</u>	<u>PER</u>	<u>MINIMUM CHARGE</u>
APARTMENT	Unit	274.23
BAKERY	Unit	456.03
BARBER	Chair	156.27
BEAUTY	Chair	156.27
BODY SHOP	Unit	547.41
BED & BREAKFAST	Unit	172.23
BUTCHER SHOP	Unit	402.15
CAMPGROUND - TENT SPACE	Unit	44.79
CAMPGROUND - RV HOOKUP	Unit	90.75
CAMPGROUND - SANI DUMP	Unit	376.29
CARWASH (RECYCLABLE)	Stall	489.48
CARWASH (NON-RECYCLABLE)	Stall	838.53
CHURCH	Unit	274.23
CURLING RINK	Unit	1,334.88
DAYCARE	Unit	399.87
DENTAL OFFICE	Unit	350.28
DUPLEX/TRI-PLEX	Unit	310.26
GARAGE	Unit	474.63
HEALTH/FITNESS	Unit	255.99
HOSPITAL	Bed	183.12
HOTEL/MOTEL	Unit	172.50
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	136.68
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	274.23
INDUSTRY (1-5 PEOPLE)	Unit	296.01
INDUSTRY (EACH ADDITIONAL PERSON)	Person	28.89
LAUNDROMAT	Washer	172.50
LODGING/BOARDING HOUSE	Unit	212.37
MEDICAL CLINIC	Unit	376.29
MILL	Unit	431.25
OFFICE (0-2000 SQUARE FEET)	Unit	121.86
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	15.24
POOL	Unit	2,298.84
PUBLIC HALLS	Unit	241.26
RECREATION HALL	Unit	200.34
RESTAURANT (1-10 SEATS)	Unit	248.79
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	15.24
SCHOOL	Class	201.57
SINGLE FAMILY DWELLING	Unit	285.27
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	399.48
SKATING RINK	Unit	2,298.84
SPRAY PARK	Unit	3,801.81

STORE (0-1000 SQUARE FEET)	Unit	156.27
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	48.48
STRATA/CONDO	Unit	274.23
TRANSPORTATION - LARGE FACILITY	Unit	7,295.46

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

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

SERVICE CONNECTIONS

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

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

SCHEDULE 4
WATER USER FEES

Administered through the Water and Sprinkling Regulation Bylaw

USER FEES

Metered Rates

	<u>Flat Rate / Period</u>	<u>Consumption Rate / Period</u>
A. Single Family Residential		
Jan-Apr / Sep-Dec	\$ 77.95	\$ 0.61 / m ³ over 40 m ³ to 55 m ³ \$ 1.55 / m ³ over 55 m ³ to 425* m ³
May - Aug	\$ 77.95	\$ 0.61 / m ³ over 85 m ³ to 105 m ³ \$ 1.55 / m ³ over 105 m ³ to 850* m ³
B. Single Family Residential with Legalized Suite		
Jan-Apr / Sep-Dec	\$ 111.04	\$ 0.61 / m ³ over 65 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 512* m ³
May - Aug	\$ 111.04	\$ 0.61 / m ³ over 105 m ³ to 125 m ³ \$ 1.55 / m ³ over 125 m ³ to 1,025* m ³
C. Strata Residential		
Jan-Apr / Sep-Dec	\$ 61.43	\$ 0.61 / m ³ over 30 m ³ to 40 m ³ \$ 1.55 / m ³ over 40 m ³ to 380* m ³
May - Aug	\$ 61.43	\$ 0.61 / m ³ over 70 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 760* m ³
Irrigation:		
Metered		\$ 1.55 / m ³
Non-metered		\$ 1.55 / m ³ based on estimated volume
D. Multi Family Residential		
Jan-Apr / Sep-Dec	\$ 61.43	\$ 0.61 / m ³ over 30 m ³ to 40 m ³ \$ 1.55 / m ³ over 40 m ³ to 380* m ³
May - Aug	\$ 61.43	\$ 0.61 / m ³ over 70 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 760* m ³
E. Business / Industrial	\$ 36.28	\$ 1.52 / m ³ over 24 m ³ to 60 m ³ \$ 0.68 / m ³ over 60 m ³
F. Business / Industrial with Residential	\$ 54.23	\$ 1.52 / m ³ over 35 m ³ to 60 m ³ \$ 0.68 / m ³ over 60 m ³
G. Institutional / Civic	\$ 36.28	\$ 1.52 / m ³ over 24 m ³ to 60 m ³ \$ 0.68 / m ³ over 60 m ³
Irrigation on separate meter		\$ 0.68 / m ³

H. Agricultural**

Properties with single family residential

Jan-Apr / Sep-Dec \$ 85.04 \$ 0.61 / m³ over 45 m³

May - Aug \$ 85.04 \$ 0.61 / m³ over 90 m³

Land only

Jan-Apr / Sep-Dec \$ 0.61 / m³

May - Aug \$ 0.61 / m³ Irrigation

I. Home Hemodialysis***

\$ 0.61 / m³

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

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

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

Non-Metered Rates

- Where metering is not possible, consumption is based on the average usage for the same property class.
- Where metering is possible, but refused, the user fee per period will be based on the maximum chargeable consumption for the corresponding period in addition to the flat rate.
- For properties located outside of City limits, an annual flat rate fee will be charged in addition to the User Fee. This flat rate fee will be equivalent to the annual frontage tax rate charged consistent with the City of Enderby Water Frontage Tax Bylaw and will be based on 100 feet of taxable frontage.

Late Penalty

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

MISC. CHARGES

Connection Charge

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

Failure or Refusal to Have a Water Meter Installed

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

Meter Reading Request

Per request \$25.00.

Hydrant Use

Water Usage

Application fee.....	\$50.00
Equipment Rental Fee per day or part thereof	\$30.00
Consumption Charge	\$ 3.00/m ³

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

Turn-On Turn-Off

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

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

SCHEDULE 9

GARBAGE COLLECTION

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

Garbage Collection:

- a) Garbage Collection: \$ 104.25 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$ 1.50 per sticker

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

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

THE CORPORATION OF THE CITY OF ENDERBY **AGENDA**

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: April 13, 2023
Subject: Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1769, 2023 – BC Energy Step Code

RECOMMENDATION

THAT Council gives three readings to City of Enderby Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1769, 2023.

BACKGROUND

The Province introduced the BC Energy Step Code to provide a phased, consistent approach to improving energy efficiency in buildings. The Step Code provides a performance-based (rather than prescriptive) approach to meeting energy efficiency targets. The BC Energy Step Code is divided into 5 steps, with the first 3 steps grouped as "Lower Steps" and the last 2 steps grouped as "Upper Steps", and each step increases the energy efficiency requirements of new construction.

In 2021, the City of Enderby adopted Step 1 by amending its Building Bylaw to require that as of January 3, 2022, Part 9 and Part 3 buildings must be designed and constructed to meet the minimum performance requirements specified in Step 1 of the BC Energy Step Code; this was intended to provide an opportunity for the local construction industry to familiarize itself with how energy efficiency will be measured and how to fine-tune building performance, in advance of the performance-based deadlines that would later come into effect.

As of May 1, 2023, the BC Energy Step Code brings a mandatory requirement to construct buildings that are 20% more energy efficient than 2018 Building Code, which is the equivalent to Step 3 for Part 9 construction (homes and small buildings) and Step 2 for Part 3 construction (complex buildings). Given these upcoming changes on May 1, 2023, the reference to Step 1 of the BC Energy Step Code in the City's Building Bylaw is obsolete as the requirements default to those contained in the BC Building Code. Given this, Staff are advancing an amendment to the Building Bylaw in order to remove the reference to Step 1 of the BC Energy Step Code and instead link the Bylaw to the requirements contained in the BC Building Code. Furthermore, Staff are proposing to amend the Building Bylaw in order to replace all references to 'Architects Act' with 'Architects Regulation', which was recently adopted by the Province and is now the proper enactment to reference.

Respectfully Submitted,



Kurt Inglis
Planner

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1769

A BYLAW TO AMEND BUILDING BYLAW No. 1582, 2015

WHEREAS Council of the City of Enderby has adopted “City of Enderby Building Bylaw No. 1582, 2015”;

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

CITATION

1. This bylaw may be cited as the “City of Enderby Building Bylaw No. 1582, 2015 Amendment Bylaw No. 1769, 2023”.

AMENDMENTS

City of Enderby Building Bylaw No. 1582, 2015 is hereby amended as follows:

2. By replacing the words “*in Step One of the BC Energy Step Code for any permit application received on or after January 3, 2022*” with “*in the Building Code*” in Section 613.2.
3. By replacing all references to “*Architects Act*” with “*Architects Regulation*”.

READ a FIRST time this day of , 2023.

READ a SECOND time this day of , 2023.

READ a THIRD time this day of , 2023.

ADOPTED this day of , 2023.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 11, 2023
Subject: City of Enderby Wastewater System Annual Report 2022

RECOMMENDATION

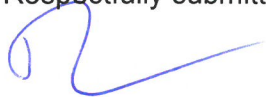
THAT Council receives and files the City of Enderby Wastewater System Annual Report 2022.

BACKGROUND

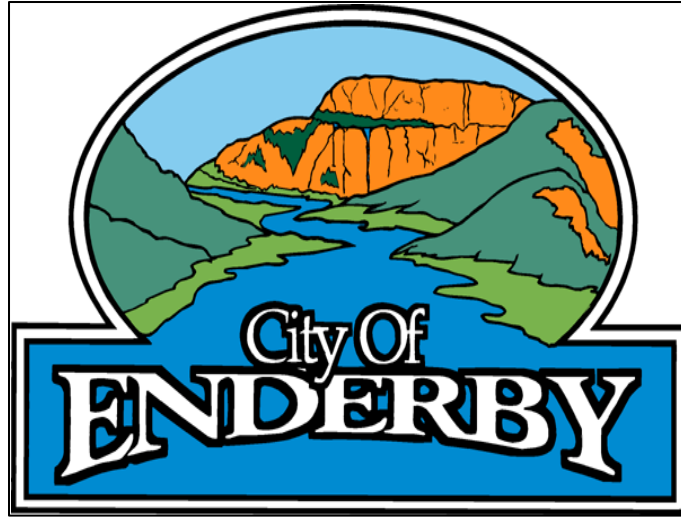
The City of Enderby operates a wastewater treatment and collection system. As a condition of its discharge permit, issued under the *Environmental Management Act*, the City must submit an annual report to the Ministry of Environment detailing its performance relative to permit conditions.

In addition to the submission to the Director, the Wastewater System Annual Report 2022 is being submitted to Council for its information.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



CITY OF ENDERBY WASTEWATER SYSTEM

ANNUAL REPORT 2022

April 11, 2023

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EXECUTIVE SUMMARY

The Wastewater Annual Report is produced pursuant to Section 5.3 of Waste Discharge Permit 203, issued by the Ministry of Environment to the City of Enderby. The City of Enderby possesses a Class II Wastewater Collections System and a Class III Wastewater Reclamation Facility (WWRP). It provides primary and secondary treatment, as well as disinfection, prior to discharge to the receiving environment.

The average daily flow for 2022 was 2,081 m³ per day, which is an increase of 361 m³ per day over the 2021 value. This increase was primarily due to elevated river levels and overland flooding combined with excessive groundwater pumping from high water tables. The maximum daily flow was 4,025 m³ and occurred on June 23, 2022.

There were 17 days in 2022 when the WWRP was over its permitted discharge of 3,400 m³ per day. This initiated non-compliance protocols consisting of effluent chlorination and daily E.coli testing. There were no spills or overflow event from either the WWRP or the collection system in 2022.

The City of Enderby has a Chief Operator certified at Level III Wastewater Treatment, which meets the legislative requirements for oversight of the treatment facility.

OVERVIEW

The City of Enderby is in the North Okanagan region of British Columbia. It is 4.26 km² in size and has a population of 3,028 persons (2021 Census).

The City of Enderby possesses a Class II Wastewater Collection System and a Class III Wastewater Reclamation Facility (WWRP).

The WWRP was built in 1967 and services the population of the City of Enderby as well as several Splatsin residential and commercial parcels. The WWRP provides primary and secondary treatment, as well as disinfection, prior to discharge into the receiving environment. The receiving environment is the Shuswap River. The discharge is located at 50°33'47.7"N 119°08'18.0"W.

The City of Enderby Public Works staff operates the WWRP. In 2003, the facility was upgraded with the addition of UV disinfection, which enabled the City of Enderby to shift towards only using chlorine disinfection when it was necessary to supplement UV. In 2009, the WWRP commissioned a new clarifier. In 2011, the WWRP had a centrifuge installed to improve sludge handling.

The collection system consists of 23,750 meters of pipe and 8 lift stations located at: Peacher Crescent; Red Rock Crescent; Meadow Crescent; Brickyard Road; Kate Street; Kildonan Avenue; Riverdale Drive; and McGowan Street.

Despite localized deficiencies, the collection system is operating reasonably well considering its age. The City has an asset management program in place and is steadily replacing its aging collection system. The system is negatively affected by inflow and infiltration, for which the City has an inflow and infiltration plan to help address this problem.

The City of Enderby is compliant with the federal Effluent Regulatory Reporting requirements, which includes the submission of quarterly Monitoring Reports.

PERMIT

Waste Discharge Permit 203 was issued on October 4, 1967. It was most recently amended on May 13, 2015. In accordance with Permit 203, the City of Enderby is authorized to discharge effluent to the Shuswap River from a municipal sewage plant subject to the following conditions:

1. The maximum authorized rate of discharge is 3,400 m³ per day.
2. The characteristics of the effluent shall be equivalent or better than:
 - a. 5-day Biochemical Oxygen Demand of 45 mg/L;
 - b. Total Suspended Solids of 45 mg/L;
 - c. When chlorine is used, a total chlorine residual of between 0.5 mg/L and 1.0 mg/L and not less than one hour's contact time at average flow rates must be achieved; and
 - d. When chlorine is used, it must be dechlorinated prior to discharge to reduce the total chlorine residual below detectable limits.
3. A monthly sample that is analysed for:
 - a. Total Suspended Solids;
 - b. Biochemical Oxygen Demand;
 - c. Ammonia;
 - d. Total Nitrogen;
 - e. Total Phosphorus and Orthophosphate;
 - f. pH;
 - g. Temperature.
4. A bi-monthly sample for E. coli;
5. A quarterly sample of the receiving environment upstream and downstream of the outfall for ammonia, total nitrogen, total phosphorous, orthophosphate, and E. coli;
6. A bi-annual sample of the compostable sludge.

Under the permit, the WWRP only needs to use chlorine when its UV system cannot disinfect adequately; this is typically the result of high flows or high turbidity.

The permit also specifies spill reporting requirements and response procedures in the event of compromised operations.

OPERATORS

During 2022, the City of Enderby had the following Public Works employees with EOCP certifications:

Operator	Position	Certification
Clayton Castle	Lead Hand	WWC I, WWT II
Damon Kipp	Systems Operator II	WWT III
Ray Brown	Utility Operator III	WWC I, WWT I
WWT - Wastewater Treatment, WWC - Wastewater Collection		

MAJOR EVENTS

EVENTS

There were no major events affecting the WWRP.

EXCESS DISCHARGES

There were 17 days in 2022 when the WWRP was over its permitted discharge of 3,400 m³ per day.

OVERFLOWS

There were no overflow or spill events at the WWRP or from the collection system.

INFLOW AND INFILTRATION

Inflow & Infiltration (I/I) refers to water entering the collection system through defects associated with design, degradation of the system, and unlawful connections or discharges. Measures are being undertaken to reduce I/I where possible, primarily through the replacement of aging collection system infrastructure, the separation of combined sewers where they exist, and taking additional measures to slow the rate of infiltration when overland flooding is occurring.

A base infiltration rate of 20-25% of average daily flows is common in most municipalities. Given Enderby's 23.75 kilometers of sanitary sewer line, the textbook calculation would expect a base infiltration rate of 285 m³ per day (based on 12 m³ per day per kilometer of sanitary sewer line). Assuming an average daily flow of 1,200 m³ per day, Enderby's base infiltration should be 240-300 m³ per day; however, base infiltration is approximately 500 m³ per day, which is higher than the expected value.

In 2018, the City completed a renewal project on Salmon Arm Drive, a major collector road, which replaced approximately 680 meters of the sanitary sewer collection system and reduced infiltration. In 2019, the City rebuilt Reservoir Road and Revel Crescent. During the work, it extended storm sewer down Revel Crescent and separated a catch basin that was connected to the wastewater collection system. In 2020-21, the City rebuilt 3rd Avenue, Hubert Avenue from George Street to Sicamous Street, and Knight Avenue from Belvedere Street to George Street, and replaced the sanitary sewer mains on each, which reduced infiltration. In 2022, the City rebuilt Mill Avenue from George Street to Sicamous Street and replaced the sanitary main.

The City is working to complete a design and cost estimate in order to separate combined storm/sanitary sewer on the hillside. For works of this magnitude, the City will need grant funding from senior government in order to proceed.

INFRASTRUCTURE VALUE, DEFICIT AND RENEWAL

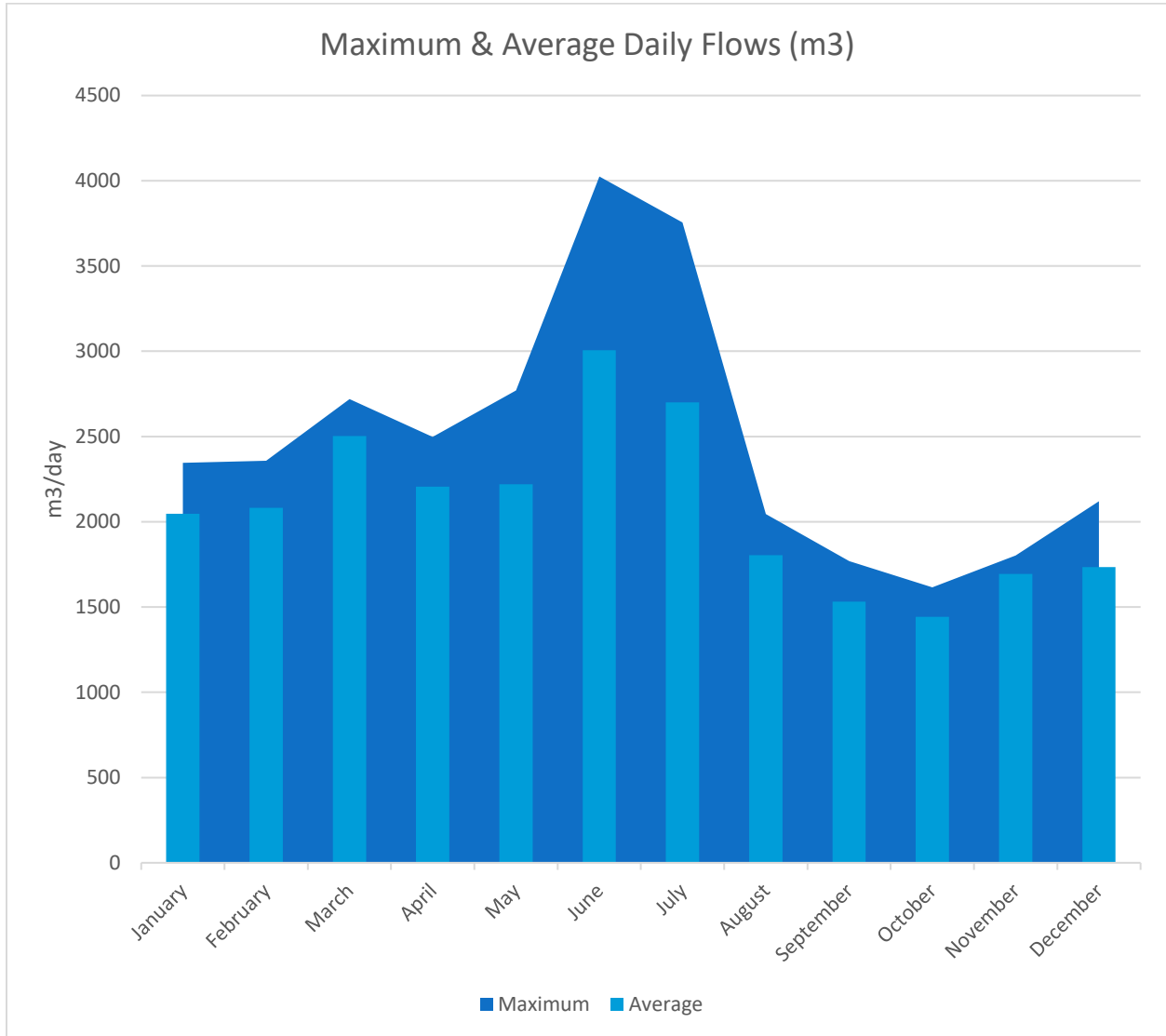
The City of Enderby's wastewater system, inclusive of treatment and collection, has a replacement value of \$28,883,801. The total loss in value to the system, representing the City's infrastructure deficit, is \$16,013,407. In 2022, the City contributed \$220,941 to its sewer reserve fund and withdrew \$150,322. After adding interest earned, the balance as of December 31, 2022 was \$765,610.

The anticipated 2022 contribution to sewer reserves is \$227,700.

In order to deal with its infrastructure deficit, the City has committed to increasing its sewer asset management revenues by 1% per year. While this amount represents a relatively small proportion of the shortfall, the commitment to infrastructure renewal and asset management positions the City to partner with senior government on future grants.

FLOW DATA MONTHLY AND HISTORICAL TRENDS

The below chart shows monthly flow data for 2022, as measured at the WWRP discharge:



The historical average and maximum daily flows are as follows:

Year	Average Daily Flow (m3)	Maximum Daily Flow (m3)
2022	2081	4025
2021	1720	2689
2020	2236	4371
2019	1722	2928
2018	2147	5321
2017	1992	5216

Year	Average Daily Flow (m3)	Maximum Daily Flow (m3)
2016	1661	2477
2015	1855	5368
2014	2033	3683
2013	2010	4551
2012	2165	5681
2011	1954	3305

COMPOSTABLE SLUDGE VOLUME AND LABORATORY ANALYTICS

The total mass of compostable sludge in 2022 was approximately 269 tonnes. This was a considerable increase from the previous year due to the amount of solids that had to be wasted to the drying beds in 2021. The drying beds were utilized due to mechanical issues with the Rotary Drum Thickener (RDT).

All compostable sludge must not exceed Class B Biosolids criteria under the Organic Matter Recycling Regulation (OMRR). Compostable sludge is tested twice per year to verify its quality.

Parameter (mg/kg)	January 31	July 6	OMRR
Arsenic	1.67	1.78	75
Cadmium	1.16	1.08	20
Chromium	12.4	20.4	1060
Cobalt	2.2	2.51	150
Copper	272	330	2200
Lead	8.66	8.99	500
Mercury	0.24	0.476	15
Molybdenum	5.06	7.27	20
Nickel	13.4	19.8	180
Selenium	3.42	6.67	14
Zinc	327	375	1850

INFLUENT LABORATORY ANALYTICS

Date	Test	WWRP Influent
January 5, 2022	Ammonia, Un-Ionized (as N)	0.577
January 5, 2022	Temperature, at pH	21.5
January 5, 2022	Alkalinity, Total (as CaCO3)	321
January 5, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
January 5, 2022	Alkalinity, Bicarbonate (as CaCO3)	321
January 5, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
January 5, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
January 5, 2022	Ammonia, Total (as N)	37.9
January 5, 2022	BOD, 5-day	333
January 5, 2022	Chemical Oxygen Demand	392
January 5, 2022	Nitrogen, Total Kjeldahl	47.6
January 5, 2022	Phosphorus, Total (as P)	7.42
January 5, 2022	Solids, Total Suspended	190
January 5, 2022	Solids, Volatile Suspended	172
January 5, 2022	pH	7.54
February 2, 2022	Ammonia, Un-Ionized (as N)	0.145
February 2, 2022	Temperature, at pH	21.4
February 2, 2022	Alkalinity, Total (as CaCO3)	301
February 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
February 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	301
February 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
February 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
February 2, 2022	Ammonia, Total (as N)	19.1
February 2, 2022	BOD, 5-day	76.4
February 2, 2022	Chemical Oxygen Demand	197
February 2, 2022	Nitrogen, Total Kjeldahl	30.2
February 2, 2022	Phosphorus, Total (as P)	3.48
February 2, 2022	Solids, Total Suspended	152
February 2, 2022	Solids, Volatile Suspended	80
February 2, 2022	pH	7.24
March 2, 2022	Ammonia, Un-Ionized (as N)	1.23
March 2, 2022	Temperature, at pH	22.7
March 2, 2022	Alkalinity, Total (as CaCO3)	344
March 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
March 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	344
March 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
March 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
March 2, 2022	Ammonia, Total (as N)	27
March 2, 2022	BOD, 5-day	174
March 2, 2022	Chemical Oxygen Demand	398
March 2, 2022	Nitrogen, Total Kjeldahl	47
March 3, 2022	Phosphorus, Total (as P)	5.86
March 2, 2022	Solids, Total Suspended	195

Date	Test	WWRP Influent
March 2, 2022	Solids, Volatile Suspended	166
March 2, 2022	pH	8
April 6, 2022	Phosphate (as P)	3.75
April 6, 2022	Ammonia, Un-Ionized (as N)	0.456
April 6, 2022	Temperature, at pH	21
April 6, 2022	Alkalinity, Total (as CaCO3)	385
April 6, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
April 6, 2022	Alkalinity, Bicarbonate (as CaCO3)	385
April 6, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
April 6, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
April 6, 2022	Ammonia, Total (as N)	28.6
April 6, 2022	BOD, 5-day	99.7
April 6, 2022	Chemical Oxygen Demand	356
April 6, 2022	Nitrogen, Total Kjeldahl	55.5
April 6, 2022	Phosphorus, Total (as P)	7.4
April 6, 2022	Solids, Total Suspended	112
April 6, 2022	Solids, Volatile Suspended	96.7
April 6, 2022	pH	7.58
May 4, 2022	Nitrate (as N)	<0.010
May 4, 2022	Nitrite (as N)	<0.010
May 4, 2022	Phosphate (as P)	3.9
May 4, 2022	Ammonia, Un-Ionized (as N)	0.853
May 4, 2022	Nitrate+Nitrite (as N)	<0.0100
May 4, 2022	Nitrogen, Total	57.1
May 4, 2022	Temperature, at pH	22.5
May 4, 2022	Alkalinity, Total (as CaCO3)	441
May 4, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
May 4, 2022	Alkalinity, Bicarbonate (as CaCO3)	441
May 4, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
May 4, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
May 4, 2022	Ammonia, Total (as N)	40.6
May 4, 2022	BOD, 5-day	279
May 4, 2022	Chemical Oxygen Demand	884
May 4, 2022	Nitrogen, Total Kjeldahl	57.1
May 4, 2022	Phosphorus, Total (as P)	7.57
May 4, 2022	Phosphorus, Total Dissolved	4.53
May 4, 2022	Solids, Total Suspended	298
May 4, 2022	Solids, Volatile Suspended	204
May 4, 2022	pH	7.66
June 1, 2022	Nitrate (as N)	<0.010
June 1, 2022	Nitrite (as N)	<0.010
June 1, 2022	Phosphate (as P)	4
June 1, 2022	Ammonia, Un-Ionized (as N)	1.17
June 1, 2022	Nitrate+Nitrite (as N)	<0.0100
June 1, 2022	Nitrogen, Total	62.1

Date	Test	WWRP Influent
June 1, 2022	Temperature, at pH	23.3
June 1, 2022	Alkalinity, Total (as CaCO3)	313
June 1, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
June 1, 2022	Alkalinity, Bicarbonate (as CaCO3)	313
June 1, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
June 1, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
June 1, 2022	Ammonia, Total (as N)	38.9
June 1, 2022	BOD, 5-day	198
June 1, 2022	Chemical Oxygen Demand	222
June 1, 2022	Nitrogen, Total Kjeldahl	62.1
June 1, 2022	Phosphorus, Total (as P)	7.29
June 1, 2022	Phosphorus, Total Dissolved	4.6
June 1, 2022	Solids, Total Suspended	224
June 1, 2022	Solids, Volatile Suspended	196
June 1, 2022	pH	7.79
July 6, 2022	Nitrate (as N)	<0.010
July 6, 2022	Nitrite (as N)	<0.010
July 6, 2022	Phosphate (as P)	2.96
July 6, 2022	Ammonia, Un-Ionized (as N)	0.605
July 6, 2022	Nitrate+Nitrite (as N)	<0.0100
July 6, 2022	Nitrogen, Total	45.5
July 6, 2022	Temperature, at pH	22
July 6, 2022	Alkalinity, Total (as CaCO3)	346
July 6, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
July 6, 2022	Alkalinity, Bicarbonate (as CaCO3)	346
July 6, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
July 6, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
July 6, 2022	Ammonia, Total (as N)	25
July 6, 2022	BOD, 5-day	208
July 6, 2022	Chemical Oxygen Demand	359
July 6, 2022	Nitrogen, Total Kjeldahl	45.5
July 6, 2022	Phosphorus, Total (as P)	5.94
July 6, 2022	Phosphorus, Total Dissolved	2.69
July 6, 2022	Solids, Total Suspended	292
July 6, 2022	Solids, Volatile Suspended	200
July 6, 2022	pH	7.73
August 3, 2022	Nitrate (as N)	<0.010
August 3, 2022	Nitrite (as N)	<0.010
August 3, 2022	Phosphate (as P)	3.73
August 3, 2022	Ammonia, Un-Ionized (as N)	1.06
August 3, 2022	Nitrate+Nitrite (as N)	<0.0100
August 3, 2022	Nitrogen, Total	67.7
August 3, 2022	Temperature, at pH	23.3
August 3, 2022	Alkalinity, Total (as CaCO3)	339
August 3, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0

Date	Test	WWRP Influent
August 3, 2022	Alkalinity, Bicarbonate (as CaCO ₃)	339
August 3, 2022	Alkalinity, Carbonate (as CaCO ₃)	<1.0
August 3, 2022	Alkalinity, Hydroxide (as CaCO ₃)	<1.0
August 3, 2022	Ammonia, Total (as N)	40.3
August 3, 2022	BOD, 5-day	278
August 3, 2022	Chemical Oxygen Demand	447
August 3, 2022	Nitrogen, Total Kjeldahl	67.7
August 3, 2022	Phosphorus, Total (as P)	7.61
August 3, 2022	Phosphorus, Total Dissolved	5.07
August 3, 2022	Solids, Total Suspended	252
August 3, 2022	Solids, Volatile Suspended	224
August 3, 2022	pH	7.73
September 7, 2022	Nitrate (as N)	<0.010
September 7, 2022	Nitrite (as N)	<0.010
September 7, 2022	Phosphate (as P)	2.82
September 7, 2022	Ammonia, Un-Ionized (as N)	0.68
September 7, 2022	Nitrate+Nitrite (as N)	<0.0100
September 7, 2022	Nitrogen, Total	60.6
September 7, 2022	Temperature, at pH	22.9
September 7, 2022	Alkalinity, Total (as CaCO ₃)	284
September 7, 2022	Alkalinity, Phenolphthalein (as CaCO ₃)	<1.0
September 7, 2022	Alkalinity, Bicarbonate (as CaCO ₃)	284
September 7, 2022	Alkalinity, Carbonate (as CaCO ₃)	<1.0
September 7, 2022	Alkalinity, Hydroxide (as CaCO ₃)	<1.0
September 7, 2022	Ammonia, Total (as N)	42.2
September 7, 2022	BOD, 5-day	183
September 7, 2022	Chemical Oxygen Demand	593
September 7, 2022	Nitrogen, Total Kjeldahl	60.6
September 7, 2022	Phosphorus, Total (as P)	7.73
September 7, 2022	Phosphorus, Total Dissolved	4.98
September 7, 2022	Solids, Total Suspended	222
September 7, 2022	Solids, Volatile Suspended	208
September 7, 2022	pH	7.53
October 5, 2022	Phosphate (as P)	3.82
October 5, 2022	Ammonia, Un-Ionized (as N)	0.528
October 5, 2022	Temperature, at pH	22.8
October 5, 2022	Alkalinity, Total (as CaCO ₃)	262
October 5, 2022	Alkalinity, Phenolphthalein (as CaCO ₃)	<1.0
October 5, 2022	Alkalinity, Bicarbonate (as CaCO ₃)	262
October 5, 2022	Alkalinity, Carbonate (as CaCO ₃)	<1.0
October 5, 2022	Alkalinity, Hydroxide (as CaCO ₃)	<1.0
October 5, 2022	Ammonia, Total (as N)	42.4
October 5, 2022	BOD, 5-day	230
October 5, 2022	Chemical Oxygen Demand	496
October 5, 2022	Nitrogen, Total Kjeldahl	56.7

Date	Test	WWRP Influent
October 5, 2022	Phosphorus, Total (as P)	7.02
October 5, 2022	Phosphorus, Total Dissolved	4.87
October 5, 2022	Solids, Total Suspended	368
October 5, 2022	Solids, Volatile Suspended	332
October 5, 2022	pH	7.42
November 2, 2022	Nitrate (as N)	<0.010
November 2, 2022	Nitrite (as N)	0.013
November 2, 2022	Phosphate (as P)	4.26
November 2, 2022	Ammonia, Un-Ionized (as N)	0.547
November 2, 2022	Nitrate+Nitrite (as N)	0.0127
November 2, 2022	Nitrogen, Total	59.2
November 2, 2022	Temperature, at pH	20.1
November 2, 2022	Alkalinity, Total (as CaCO3)	250
November 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
November 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	250
November 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
November 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
November 2, 2022	Ammonia, Total (as N)	46.4
November 2, 2022	BOD, 5-day	220
November 2, 2022	Chemical Oxygen Demand	146
November 2, 2022	Nitrogen, Total Kjeldahl	59.2
November 2, 2022	Phosphorus, Total (as P)	7.69
November 2, 2022	Phosphorus, Total Dissolved	5.15
November 2, 2022	Solids, Total Suspended	268
November 2, 2022	Solids, Volatile Suspended	260
November 2, 2022	pH	7.48
December 7, 2022	Nitrate (as N)	<0.010
December 7, 2022	Nitrite (as N)	<0.010
December 7, 2022	Phosphate (as P)	4.96
December 7, 2022	Ammonia, Un-Ionized (as N)	1.54
December 7, 2022	Nitrate+Nitrite (as N)	<0.0100
December 7, 2022	Nitrogen, Total	88.9
December 7, 2022	Temperature, at pH	21.2
December 7, 2022	Alkalinity, Total (as CaCO3)	352
December 7, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
December 7, 2022	Alkalinity, Bicarbonate (as CaCO3)	352
December 7, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
December 7, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
December 7, 2022	Ammonia, Total (as N)	58.8
December 7, 2022	BOD, 5-day	343
December 7, 2022	Chemical Oxygen Demand	532
December 7, 2022	Nitrogen, Total Kjeldahl	88.9
December 7, 2022	Phosphorus, Total (as P)	9.87
December 7, 2022	Phosphorus, Total Dissolved	6.53
December 7, 2022	Solids, Total Suspended	264

Date	Test	WWRP Influent
December 7, 2022	Solids, Volatile Suspended	238
December 7, 2022	pH	7.79

EFFLUENT LABORATORY ANALYTICS

Date	Test	WWRP Effluent
January 5, 2022	Nitrate (as N)	<0.010
January 5, 2022	Nitrite (as N)	0.014
January 5, 2022	Phosphate (as P)	2.52
January 5, 2022	Ammonia, Un-Ionized (as N)	0.048
January 5, 2022	Nitrate+Nitrite (as N)	0.0144
January 5, 2022	Nitrogen, Total	10.3
January 5, 2022	Temperature, at pH	21.2
January 5, 2022	Ammonia, Total (as N)	8.1
January 5, 2022	BOD, 5-day Carbonaceous	12.5
January 5, 2022	Chemical Oxygen Demand	36
January 5, 2022	Nitrogen, Total Kjeldahl	10.3
January 5, 2022	Phosphorus, Total (as P)	3.32
January 5, 2022	Phosphorus, Total Dissolved	3.08
January 5, 2022	Solids, Total Suspended	5.2
January 5, 2022	Solids, Volatile Suspended	5.2
January 5, 2022	Turbidity	2.86
January 5, 2022	pH	7.14
January 5, 2022	Conductivity (EC)	511
January 5, 2022	Coliforms, Total	291
January 5, 2022	Coliforms, Fecal	29
January 5, 2022	E. coli	29
January 19, 2022	Coliforms, Total	642
January 19, 2022	Coliforms, Fecal	60
January 19, 2022	E. coli	60
January 25, 2022	Coliforms, Total	548
January 25, 2022	Coliforms, Fecal	56
January 25, 2022	E. coli	50
January 26, 2022	Coliforms, Total	649
January 26, 2022	Coliforms, Fecal	72
January 26, 2022	E. coli	50
February 2, 2022	Nitrate (as N)	<0.010
February 2, 2022	Nitrite (as N)	<0.010
February 2, 2022	Phosphate (as P)	3.42
February 2, 2022	Ammonia, Un-Ionized (as N)	0.006
February 2, 2022	Nitrate+Nitrite (as N)	<0.0100
February 2, 2022	Nitrogen, Total	2.36
February 2, 2022	Temperature, at pH	21.8
February 2, 2022	Alkalinity, Total (as CaCO3)	146
February 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
February 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	146
February 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
February 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0

Date	Test	WWRP Effluent
February 2, 2022	Ammonia, Total (as N)	0.881
February 2, 2022	BOD, 5-day Carbonaceous	5.7
February 2, 2022	Chemical Oxygen Demand	<20
February 2, 2022	Nitrogen, Total Kjeldahl	2.36
February 2, 2022	Phosphorus, Total (as P)	3.12
February 2, 2022	Phosphorus, Total Dissolved	2.98
February 2, 2022	Solids, Total Suspended	<2.0
February 2, 2022	Solids, Volatile Suspended	<2.0
February 2, 2022	Turbidity	1.34
February 2, 2022	pH	7.15
February 2, 2022	Conductivity (EC)	507
February 2, 2022	Coliforms, Total	99
February 2, 2022	Coliforms, Fecal	14
February 2, 2022	E. coli	14
February 15, 2022	Coliforms, Total	23
February 15, 2022	E. coli	1
March 2, 2022	Nitrate (as N)	<0.010
March 2, 2022	Nitrite (as N)	0.016
March 2, 2022	Phosphate (as P)	3.6
March 2, 2022	Ammonia, Un-Ionized (as N)	0.069
March 2, 2022	Nitrate+Nitrite (as N)	0.0162
March 2, 2022	Nitrogen, Total	2.76
March 2, 2022	Temperature, at pH	22.8
March 2, 2022	Alkalinity, Total (as CaCO3)	187
March 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
March 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	187
March 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
March 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
March 2, 2022	Ammonia, Total (as N)	1.67
March 2, 2022	BOD, 5-day	6.2
March 2, 2022	BOD, 5-day Carbonaceous	<5.8
March 2, 2022	Chemical Oxygen Demand	32
March 2, 2022	Nitrogen, Total Kjeldahl	2.74
March 3, 2022	Phosphorus, Total (as P)	4.49
March 2, 2022	Phosphorus, Total Dissolved	4.25
March 2, 2022	Solids, Total Suspended	2.4
March 2, 2022	Solids, Total Volatile	87
March 2, 2022	Turbidity	1.8
March 2, 2022	pH	7.95
March 2, 2022	Conductivity (EC)	563
March 3, 2022	Coliforms, Total	46
March 4, 2022	Coliforms, Fecal	6
March 5, 2022	E. coli	6
March 16, 2022	Coliforms, Total	33
March 16, 2022	E. coli	2

Date	Test	WWRP Effluent
April 6, 2022	Nitrate (as N)	0.014
April 6, 2022	Nitrite (as N)	0.019
April 6, 2022	Phosphate (as P)	2.79
April 6, 2022	Ammonia, Un-Ionized (as N)	0.033
April 6, 2022	Nitrate+Nitrite (as N)	0.0328
April 6, 2022	Nitrogen, Total	5.24
April 6, 2022	Temperature, at pH	21
April 6, 2022	Alkalinity, Total (as CaCO3)	235
April 6, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
April 6, 2022	Alkalinity, Bicarbonate (as CaCO3)	235
April 6, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
April 6, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
April 6, 2022	Ammonia, Total (as N)	4.14
April 6, 2022	BOD, 5-day	<4.8
April 6, 2022	BOD, 5-day Carbonaceous	<5.1
April 6, 2022	Chemical Oxygen Demand	27
April 6, 2022	Nitrogen, Total Kjeldahl	5.21
April 6, 2022	Phosphorus, Total (as P)	3.42
April 6, 2022	Phosphorus, Total Dissolved	3.34
April 6, 2022	Solids, Total Suspended	3.6
April 6, 2022	Solids, Volatile Suspended	3.4
April 6, 2022	Turbidity	2.46
April 6, 2022	pH	7.28
April 6, 2022	Coliforms, Total	20
April 6, 2022	Coliforms, Fecal	2
April 6, 2022	E. coli	2
April 20, 2022	Coliforms, Total	12
April 20, 2022	E. coli	1
May 4, 2022	Nitrate (as N)	<0.010
May 4, 2022	Nitrite (as N)	0.018
May 4, 2022	Phosphate (as P)	3.92
May 4, 2022	Ammonia, Un-Ionized (as N)	0.026
May 4, 2022	Nitrate+Nitrite (as N)	0.0175
May 4, 2022	Nitrogen, Total	2.54
May 4, 2022	Temperature, at pH	23.4
May 4, 2022	Alkalinity, Total (as CaCO3)	191
May 4, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
May 4, 2022	Alkalinity, Bicarbonate (as CaCO3)	191
May 4, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
May 4, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
May 4, 2022	Ammonia, Total (as N)	1.29
May 4, 2022	BOD, 5-day	<5.5
May 4, 2022	BOD, 5-day Carbonaceous	<3.2
May 4, 2022	Chemical Oxygen Demand	25
May 4, 2022	Nitrogen, Total Kjeldahl	2.52

Date	Test	WWRP Effluent
May 4, 2022	Phosphorus, Total (as P)	4.28
May 4, 2022	Phosphorus, Total Dissolved	4.16
May 4, 2022	Solids, Total Suspended	<3.3
May 4, 2022	Solids, Volatile Suspended	<3.3
May 4, 2022	Turbidity	1.85
May 4, 2022	pH	7.61
May 4, 2022	Conductivity (EC)	599
May 4, 2022	Coliforms, Total	1
May 4, 2022	Coliforms, Fecal	1
May 4, 2022	E. coli	<1
May 18, 2022	Coliforms, Total	11
May 18, 2022	E. coli	<1
June 1, 2022	Nitrate (as N)	<0.010
June 1, 2022	Nitrite (as N)	<0.010
June 1, 2022	Phosphate (as P)	2.58
June 1, 2022	Ammonia, Un-Ionized (as N)	0.029
June 1, 2022	Nitrate+Nitrite (as N)	<0.0100
June 1, 2022	Nitrogen, Total	1.99
June 1, 2022	Temperature, at pH	23.5
June 1, 2022	Alkalinity, Total (as CaCO3)	159
June 1, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
June 1, 2022	Alkalinity, Bicarbonate (as CaCO3)	159
June 1, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
June 1, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
June 1, 2022	Ammonia, Total (as N)	0.653
June 1, 2022	BOD, 5-day	<7.0
June 1, 2022	BOD, 5-day Carbonaceous	<7.0
June 1, 2022	Chemical Oxygen Demand	36
June 1, 2022	Nitrogen, Total Kjeldahl	1.99
June 1, 2022	Phosphorus, Total (as P)	2.82
June 1, 2022	Phosphorus, Total Dissolved	2.73
June 1, 2022	Solids, Total Suspended	4.3
June 1, 2022	Solids, Volatile Suspended	4.3
June 1, 2022	Turbidity	2.41
June 1, 2022	pH	7.96
June 1, 2022	Conductivity (EC)	553
June 1, 2022	Coliforms, Total	16
June 1, 2022	Coliforms, Fecal	<1
June 1, 2022	E. coli	<1
June 15, 2022	Coliforms, Total	24
June 15, 2022	E. coli	<1
June 20, 2022	Coliforms, Total	29
June 20, 2022	E. coli	<1
June 21, 2022	Coliforms, Total	21
June 21, 2022	E. coli	<1

Date	Test	WWRP Effluent
June 22, 2022	Coliforms, Total	179
June 22, 2022	E. coli	<1
June 23, 2022	Coliforms, Total	435
June 23, 2022	E. coli	<1
June 24, 2022	Coliforms, Total	1730
June 24, 2022	E. coli	70
June 27, 2022	Coliforms, Total	> 2420
June 27, 2022	E. coli	46
June 28, 2022	Coliforms, Total	> 2420
June 28, 2022	E. coli	7
June 29, 2022	Coliforms, Total	411
June 29, 2022	E. coli	2
June 30, 2022	Coliforms, Total	770
June 30, 2022	E. coli	2
July 5, 2022	Coliforms, Total	1390
July 5, 2022	E. coli	4
July 6, 2022	Nitrate (as N)	0.03
July 6, 2022	Nitrite (as N)	<0.010
July 6, 2022	Phosphate (as P)	1.84
July 6, 2022	Ammonia, Un-Ionized (as N)	0.047
July 6, 2022	Nitrate+Nitrite (as N)	0.0303
July 6, 2022	Nitrogen, Total	2.34
July 6, 2022	Temperature, at pH	22.7
July 6, 2022	Alkalinity, Total (as CaCO3)	212
July 6, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
July 6, 2022	Alkalinity, Bicarbonate (as CaCO3)	212
July 6, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
July 6, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
July 6, 2022	Ammonia, Total (as N)	1.39
July 6, 2022	BOD, 5-day	<6.6
July 6, 2022	BOD, 5-day Carbonaceous	<4.8
July 6, 2022	Chemical Oxygen Demand	<20
July 6, 2022	Nitrogen, Total Kjeldahl	2.31
July 6, 2022	Phosphorus, Total (as P)	2.4
July 6, 2022	Phosphorus, Total Dissolved	2.1
July 6, 2022	Solids, Total Suspended	3.1
July 6, 2022	Solids, Volatile Suspended	<2.9
July 6, 2022	Turbidity	1.21
July 6, 2022	pH	7.86
July 6, 2022	Conductivity (EC)	595
July 6, 2022	Coliforms, Total	11
July 6, 2022	Coliforms, Fecal	<1
July 6, 2022	E. coli	<1
July 20, 2022	Coliforms, Total	102
July 20, 2022	E. coli	<1

Date	Test	WWRP Effluent
August 3, 2022	Nitrate (as N)	<0.010
August 3, 2022	Nitrite (as N)	<0.010
August 3, 2022	Phosphate (as P)	<0.0050
August 3, 2022	Ammonia, Un-Ionized (as N)	0.019
August 3, 2022	Nitrate+Nitrite (as N)	<0.0100
August 3, 2022	Nitrogen, Total	1.8
August 3, 2022	Temperature, at pH	23.2
August 3, 2022	Alkalinity, Total (as CaCO3)	121
August 3, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
August 3, 2022	Alkalinity, Bicarbonate (as CaCO3)	121
August 3, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
August 3, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
August 3, 2022	Ammonia, Total (as N)	0.639
August 3, 2022	BOD, 5-day	<6.8
August 3, 2022	BOD, 5-day Carbonaceous	<7.1
August 3, 2022	Chemical Oxygen Demand	21
August 3, 2022	Nitrogen, Total Kjeldahl	1.8
August 3, 2022	Phosphorus, Total (as P)	5.59
August 3, 2022	Phosphorus, Total Dissolved	5.5
August 3, 2022	Solids, Total Suspended	2.6
August 3, 2022	Solids, Volatile Suspended	2.4
August 3, 2022	Turbidity	1.14
August 3, 2022	pH	7.78
August 3, 2022	Conductivity (EC)	465
August 3, 2022	Coliforms, Total	187
August 3, 2022	Coliforms, Fecal	5
August 3, 2022	E. coli	2
August 16, 2022	Coliforms, Total	410
August 16, 2022	E. coli	2
September 7, 2022	Nitrate (as N)	9.15
September 7, 2022	Nitrite (as N)	0.126
September 7, 2022	Phosphate (as P)	3.39
September 7, 2022	Ammonia, Un-Ionized (as N)	0.017
September 7, 2022	Nitrate+Nitrite (as N)	9.28
September 7, 2022	Nitrogen, Total	11.8
September 7, 2022	UV Transmittance @ 254nm	69.8
September 7, 2022	Temperature, at pH	22.5
September 7, 2022	Alkalinity, Total (as CaCO3)	82.4
September 7, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
September 7, 2022	Alkalinity, Bicarbonate (as CaCO3)	82.4
September 7, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
September 7, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
September 7, 2022	Ammonia, Total (as N)	0.732
September 7, 2022	BOD, 5-day	<7.0
September 7, 2022	BOD, 5-day Carbonaceous	<7.0

Date	Test	WWRP Effluent
September 7, 2022	Chemical Oxygen Demand	<20
September 7, 2022	Nitrogen, Total Kjeldahl	2.56
September 7, 2022	Phosphorus, Total Dissolved	5.12
September 7, 2022	Solids, Total Suspended	<2.2
September 7, 2022	Solids, Volatile Suspended	<2.2
September 7, 2022	Turbidity	0.81
September 7, 2022	pH	7.71
September 7, 2022	Conductivity (EC)	424
September 7, 2022	Coliforms, Total	1200
September 7, 2022	Coliforms, Fecal	<1
September 7, 2022	E. coli	<1
September 21, 2022	Coliforms, Total	864
September 21, 2022	E. coli	1
October 5, 2022	Nitrate (as N)	1.09
October 5, 2022	Nitrite (as N)	0.067
October 5, 2022	Phosphate (as P)	4.51
October 5, 2022	Ammonia, Un-Ionized (as N)	0.008
October 5, 2022	Nitrate+Nitrite (as N)	1.16
October 5, 2022	Nitrogen, Total	2.57
October 5, 2022	UV Transmittance @ 254nm	71.6
October 5, 2022	Temperature, at pH	22
October 5, 2022	Alkalinity, Total (as CaCO3)	109
October 5, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
October 5, 2022	Alkalinity, Bicarbonate (as CaCO3)	109
October 5, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
October 5, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
October 5, 2022	Ammonia, Total (as N)	0.398
October 5, 2022	BOD, 5-day	<7.1
October 5, 2022	BOD, 5-day Carbonaceous	<5.6
October 5, 2022	Chemical Oxygen Demand	25
October 5, 2022	Nitrogen, Total Kjeldahl	1.41
October 5, 2022	Phosphorus, Total Dissolved	4.69
October 5, 2022	Solids, Total Suspended	<2.0
October 5, 2022	Solids, Volatile Suspended	<2.0
October 5, 2022	Turbidity	0.54
October 5, 2022	pH	7.66
October 5, 2022	Coliforms, Fecal	1
October 5, 2022	E. coli	1
October 19, 2022	Coliforms, Total	210
October 19, 2022	E. coli	1
November 2, 2022	Nitrate (as N)	0.083
November 2, 2022	Nitrite (as N)	0.029
November 2, 2022	Phosphate (as P)	2.55
November 2, 2022	Ammonia, Un-Ionized (as N)	0.003
November 2, 2022	Nitrate+Nitrite (as N)	0.112

Date	Test	WWRP Effluent
November 2, 2022	Nitrogen, Total	1.27
November 2, 2022	UV Transmittance @ 254nm	66.1
November 2, 2022	Temperature, at pH	20.4
November 2, 2022	Alkalinity, Total (as CaCO3)	100
November 2, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
November 2, 2022	Alkalinity, Bicarbonate (as CaCO3)	100
November 2, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
November 2, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
November 2, 2022	Ammonia, Total (as N)	0.205
November 2, 2022	BOD, 5-day	<6.5
November 2, 2022	BOD, 5-day Carbonaceous	4
November 2, 2022	Chemical Oxygen Demand	<20
November 2, 2022	Nitrogen, Total Kjeldahl	1.16
November 2, 2022	Phosphorus, Total (as P)	2.67
November 2, 2022	Phosphorus, Total Dissolved	2.61
November 2, 2022	Solids, Total Suspended	<2.0
November 2, 2022	Solids, Volatile Suspended	2
November 2, 2022	Turbidity	1.26
November 2, 2022	pH	7.52
November 2, 2022	Conductivity (EC)	378
November 2, 2022	Coliforms, Total	93
November 2, 2022	Coliforms, Fecal	1
November 2, 2022	E. coli	<1
November 16, 2022	Coliforms, Total	34
November 16, 2022	E. coli	2
December 7, 2022	Nitrate (as N)	0.022
December 7, 2022	Nitrite (as N)	0.024
December 7, 2022	Phosphate (as P)	1.84
December 7, 2022	Ammonia, Un-Ionized (as N)	0.085
December 7, 2022	Nitrate+Nitrite (as N)	0.0462
December 7, 2022	Nitrogen, Total	5.72
December 7, 2022	UV Transmittance @ 254nm	82.8
December 7, 2022	Temperature, at pH	21.7
December 7, 2022	Alkalinity, Total (as CaCO3)	120
December 7, 2022	Alkalinity, Phenolphthalein (as CaCO3)	<1.0
December 7, 2022	Alkalinity, Bicarbonate (as CaCO3)	120
December 7, 2022	Alkalinity, Carbonate (as CaCO3)	<1.0
December 7, 2022	Alkalinity, Hydroxide (as CaCO3)	<1.0
December 7, 2022	Ammonia, Total (as N)	4.67
December 7, 2022	BOD, 5-day	16
December 7, 2022	BOD, 5-day Carbonaceous	<7.6
December 7, 2022	Chemical Oxygen Demand	24
December 7, 2022	Nitrogen, Total Kjeldahl	5.67
December 7, 2022	Phosphorus, Total (as P)	2.1
December 7, 2022	Phosphorus, Total Dissolved	1.7

Date	Test	WWRP Effluent
December 7, 2022	Solids, Total Suspended	2.6
December 7, 2022	Solids, Volatile Suspended	2.6
December 7, 2022	Turbidity	1.63
December 7, 2022	pH	7.61
December 7, 2022	Conductivity (EC)	408
December 7, 2022	Coliforms, Total	1990
December 7, 2022	Coliforms, Fecal	144
December 7, 2022	E. coli	144
December 15, 2022	Coliforms, Total	43
December 15, 2022	Coliforms, Fecal	<1
December 15, 2022	E. coli	<1
December 19, 2022	Coliforms, Total	24
December 19, 2022	Coliforms, Fecal	<1
December 19, 2022	E. coli	<1
December 20, 2022	Coliforms, Total	18
December 20, 2022	Coliforms, Fecal	1
December 20, 2022	E. coli	<1
December 21, 2022	Coliforms, Total	10
December 21, 2022	E. coli	1

RECEIVING ENVIRONMENT LABORATORY ANALYTICS

Date	Test	Upstream	Downstream
February 9, 2022	Nitrate (as N)	0.067	0.058
February 9, 2022	Nitrite (as N)	<0.010	<0.010
February 9, 2022	Phosphate (as P)	<0.0050	<0.0050
February 9, 2022	Nitrate+Nitrite (as N)	0.0669	0.0582
February 9, 2022	Nitrogen, Total	0.348	0.311
February 9, 2022	Ammonia, Total (as N)	<0.050	0.064
February 9, 2022	Nitrogen, Total Kjeldahl	0.281	0.253
February 9, 2022	Phosphorus, Total (as P)	0.0253	0.0109
February 9, 2022	Coliforms, Total	119	345
February 9, 2022	E. coli	<1	7
April 20, 2022	Nitrate (as N)	0.048	0.044
April 20, 2022	Nitrite (as N)	<0.010	<0.010
April 20, 2022	Phosphate (as P)	<0.0050	<0.0050
April 20, 2022	Nitrate+Nitrite (as N)	0.0482	0.0439
April 20, 2022	Nitrogen, Total	0.192	0.21
April 20, 2022	Ammonia, Total (as N)	<0.050	<0.050
April 20, 2022	Nitrogen, Total Kjeldahl	0.144	0.166
April 20, 2022	Phosphorus, Total (as P)	0.0121	0.0096
April 20, 2022	Coliforms, Total (Q-Tray)	51	69
April 20, 2022	E. coli (Q-Tray)	7	2
July 20, 2022	Nitrate (as N)	<0.010	<0.010
July 20, 2022	Nitrite (as N)	<0.010	<0.010
July 20, 2022	Phosphate (as P)	<0.0050	<0.0050
July 20, 2022	Nitrate+Nitrite (as N)	<0.0100	<0.0100
July 20, 2022	Nitrogen, Total	0.194	0.552
July 20, 2022	Ammonia, Total (as N)	<0.050	<0.050
July 20, 2022	Nitrogen, Total Kjeldahl	0.194	0.552
July 20, 2022	Phosphorus, Total (as P)	0.0233	0.0223
July 20, 2022	Coliforms, Total	1990	> 2420
July 20, 2022	E. coli	10	15
October 12, 2022	Nitrate (as N)	0.082	0.029
October 12, 2022	Nitrite (as N)	<0.010	<0.010
October 12, 2022	Phosphate (as P)	<0.0050	<0.0050
October 12, 2022	Nitrate+Nitrite (as N)	0.0823	0.0291
October 12, 2022	Nitrogen, Total	0.186	0.118
October 12, 2022	Ammonia, Total (as N)	<0.050	<0.050
October 12, 2022	Nitrogen, Total Kjeldahl	0.104	0.089
October 12, 2022	Phosphorus, Total (as P)	0.0108	0.0146
October 12, 2022	Coliforms, Total	2010	1120
October 12, 2022	E. coli	6	4

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: April 11, 2023
Subject: Drinking Water Annual Report 2022

RECOMMENDATION

THAT Council receives and files the City of Enderby Drinking Water Annual Report 2022.

BACKGROUND

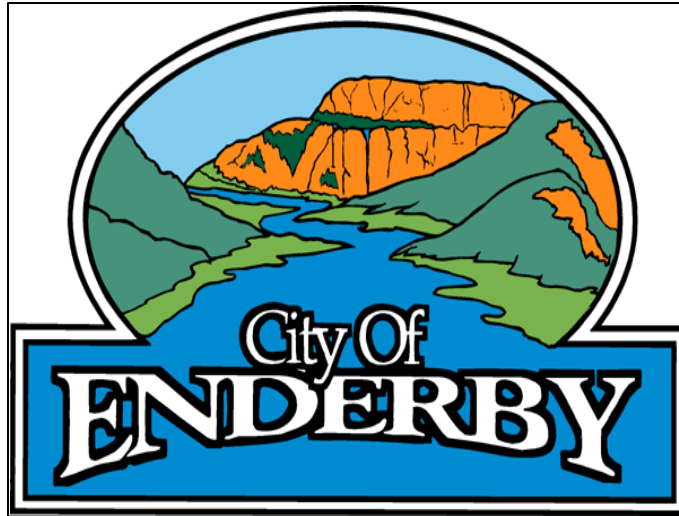
Pursuant to the British Columbia Drinking Water Protection Act and Regulation, the City of Enderby is required to publish an annual drinking water report.

This report has also been submitted to the Interior Health Drinking Water Officer responsible for the City of Enderby water system.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



CITY OF ENDERBY DRINKING WATER SYSTEM

ANNUAL REPORT 2022

April 11, 2023

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EXECUTIVE SUMMARY

The City of Enderby operates and maintains a community drinking water system in accordance with the Drinking Water Protection Act and the *Guidelines for Canadian Drinking Water Quality*.

In 2022, the total water distributed from the Water Treatment Plant was 529,280 m³. The maximum one-day demand was on 2,785 m³ on August 9, 2022. By contrast, in 2021, the total water distributed from the Water Treatment Plant was 541,333 m³ and the maximum one-day demand was on July 1, 2021 at 2,960 m³.

In 2022, the City of Enderby spent \$795,009 to operate and maintain the community drinking water system. Of that value, capital investment represents 27% of the total expended by the City of Enderby in 2022.

The City continues its water quality monitoring program. Nothing of concern was discovered in the drinking water system in 2022.

The City's Public Works staff is certified to meet the legislative requirements of operating the Water Treatment Plant and distribution system.

Major projects completed or planned include:

1. Mill Avenue from George Street to Sicamous Street water main and service renewal (completed).
2. Planning for Water Treatment Plant expansion (in progress).
3. Reservoir #1 renewal (forthcoming).
4. Reservoir #1 bypass programming (in progress).
5. Peacher Crescent service renewal (forthcoming).

The City has completed its Source Protection Plan for both sources and has taken action to implement its short-term recommendations. The City also completed its annual update to its Drinking Water Emergency Response Plan.

INTRODUCTION

The City of Enderby operates and maintains a community drinking water system in accordance with the Drinking Water Protection Act and Regulations, as well as the *Guidelines for Canadian Drinking Water Quality*. Pursuant to Section 15(b) of the British Columbia Drinking Water Protection Act and Section 11 of the British Columbia Drinking Water Protection Regulation, the City of Enderby provides the following Annual Drinking Water Report for 2022.

The goal of the City of Enderby is to provide clean, safe, and reliable drinking water. This means that the drinking water quality meets the standards specified in the *Guidelines for Canadian Drinking Water Quality* and the operation of the drinking water system is consistent with the BC Drinking Water Protection Act and Drinking Water Protection Regulation.

High quality drinking water must meet requirements with respect to the following:

- Maximum acceptable concentrations of microbiological contaminants such as bacteria, protozoa, and viruses such as *Giardia*, *Cryptosporidium*, and *Escherichia coli*;
- Maximum acceptable levels of turbidity;
- Maximum acceptable chemical and physical parameters; and
- Aesthetic objectives related to taste, colour, and odour.

The City accomplishes these requirements through a multi-barrier approach to treatment. A multi-barrier approach is required as “the limitations or failure of one or more barriers may be compensated for by the effective operation of the remaining barriers. This compensation minimizes the likelihood of contaminants passing through the entire system and being present in sufficient amounts to cause illness to consumers.”¹

There are a variety of potential hazards to drinking water, most of which involve chemical and microbiological contaminants that may be introduced at the source or intake, during treatment, or during distribution. The City has implemented a water quality monitoring regime and uses multi-barrier treatment to manage the risks to public health. The City has a Drinking Water Emergency Response Plan and a Source Protection Plan for both of its sources.

¹ Federal-Provincial-Territorial Committee on Drinking Water and the CCME Water Quality Task Group, “From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water” (Ottawa, Ontario: 2004), 17.

WATER SYSTEM OVERVIEW

The Enderby water system consists of two sources:

1. Shuswap Well (ground water; suspected of being under the direct influence of surface water); and
2. Shuswap River (surface water).

The total amount of pipe in the distribution system is 30,962 meters. There are booster stations by the Bawtree Bridge, at the bottom of Gunter-Ellison Road, and between the upper and lower reservoirs.

All water is chlorinated prior to distribution. The Shuswap River surface water is filtered through a two-stage rapid filtration system which reduces turbidity and minimizes the threat of giardia and cryptosporidium. The Shuswap Well is normally piped to the Water Treatment Plant clearwell, where it receives ultraviolet treatment in addition to the chlorination received on-site.

Under normal operation, water from the Shuswap River is filtered and chlorinated, then pumped from the clearwell through the UV disinfection system and into the distribution system to a water reservoir. Water from the Shuswap Well is chlorinated on-site and pumped to the clearwell, then through the UV disinfection system and to the reservoirs. There is a total of 3,782 m³ of reservoir capacity. Each system can be isolated and run to the reservoirs alone.

It should be noted that, when the Shuswap Well is supplying water, a number of customers east of the Bawtree Bridge may receive water that is only disinfected with chlorine, meaning that it does not receive the two forms of treatment required for surface water (the Shuswap Well is suspected of being under the influence of surface water). However, when the supply of water is from the Water Treatment Plant, all customers receive fully treated water.

Under current operating parameters, the combined source capacity of the Shuswap River and the Shuswap Well is 4,753 m³ per day. The maximum production capacity of the Water Treatment Plant is 3,150 m³ per day under normal operating conditions at peak demand, although the rate of production is affected by source water turbidity, which increases backwashing frequency and reduces available production time. The ultimate planned source capacity, with expanded infrastructure, operational changes, and assuming the capability to run the Shuswap Well for twenty-four hours per day, is 6,135 m³.

ANNUAL CONSUMPTION DATA

Note: the below figures only describe the Water Treatment Plant flow meter; this does not reflect the full quantity of water sent from the Shuswap Well, some of which is distributed to residents east of the Bawtree Bridge without being captured by the flow meter.

In 2022, the total water distributed from the Water Treatment Plant was 529,280 m³. The maximum one-day demand was on 2,785 m³ on August 9, 2022. By contrast, in 2021, the total water distributed from the Water Treatment Plant was 541,333 m³ and the maximum one-day demand was on July 1, 2021 at 2,960 m³.

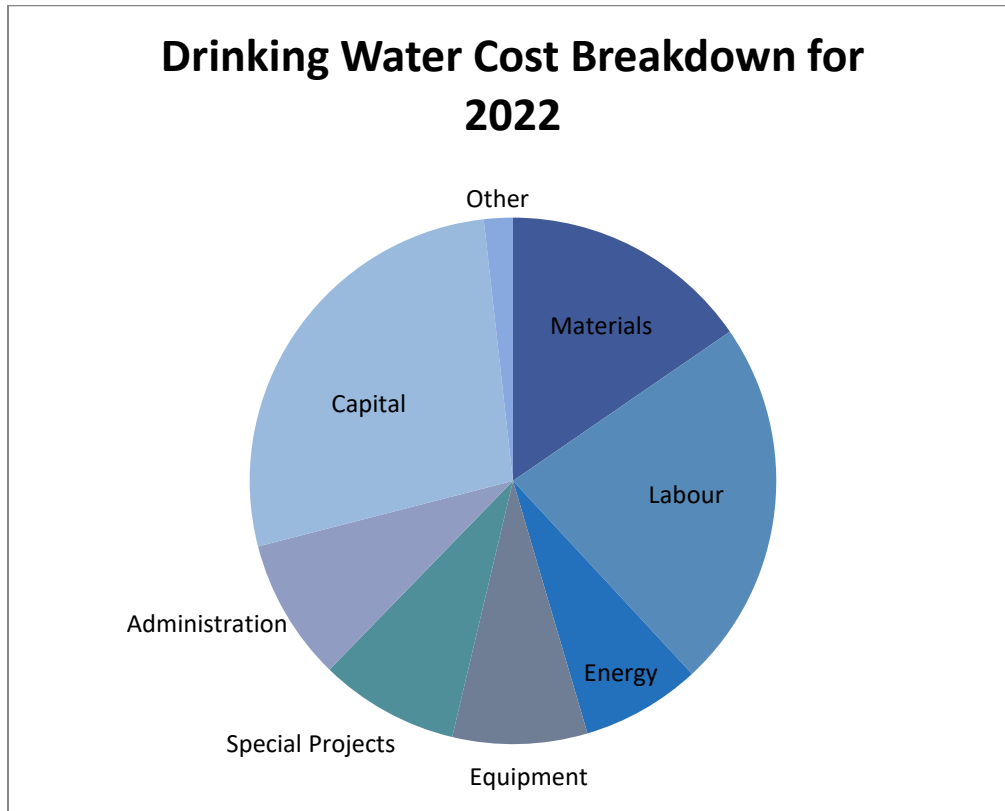
The following chart shows maximum and average daily demands from the Water Treatment Plant by month for 2021 and 2022.

Month	2022 Max. Daily Demand (m ³)	2022 Avg. Daily Demand (m ³)	2021 Max. Daily Demand (m ³)	2021 Avg. Daily Demand (m ³)
January	1535	1300	1227	1023
February	1368	1204	1304	1077
March	1248	1109	1218	1064
April	1296	1106	1634	1253
May	1608	1236	2247	1586
June	1901	1429	2901	2019
July	2776	2085	2960	2523
August	2785	2446	2588	2242
September	2628	1806	2117	1569
October	1483	1203	1473	1239
November	1365	1177	1266	1122
December	1669	1267	1265	1112

Year-to-year variations in demand tend to be influenced by the impact of weather upon consumption habits, particularly irrigation, while longer-range trends are influenced by the population growth rate offset by demand management initiatives such as water rates.

DRINKING WATER COST BREAKDOWN

In 2022, the City of Enderby spent \$795,009 to operate and maintain the community drinking water system. Of that value, capital investment represents 27% of the total expended by the City of Enderby in 2022.



The following chart describes the dollar value associated with each expense category and compares the values to 2022:

Category	2022 Value	2021 Value
Materials	122,493	162,084
Labour	180,416	187,439
Energy	58,296	65,846
Equipment	65,813	57,583
Special Projects	68,079	64,011
Interest	-	-
Administration	69,301	56,250
Capital	216,485	347,390
Other	14,125	12,979
Total	795,005	953,582

WATER SYSTEM ASSESSMENT AND INFRASTRUCTURE DEFICIT

The total replacement value for the water distribution system (such as pipes and pumps) is \$27,282,868. As of December 31, 2022, the total depreciation is \$12,463,101.

The total replacement value for the City of Enderby water treatment system (such as buildings, clarifier, chlorinators, and ultraviolet bank) is \$7,833,763. As of December 31, 2022, the total depreciation is \$4,060,406.

The replacement values for both the water distribution system and the water treatment system were substantially revised to reflect a 2019 appraisal.

In 2022, \$243,423 was contributed to the City of Enderby water reserve fund and \$186,264 was withdrawn, for a balance at the end of the year of \$467,023.

In order to address its infrastructure deficit, the City has committed to an incremental tax increase of 1% per year to the water utility. This amount is dedicated to asset management. The anticipated 2022 contribution to water reserves is \$250,500.

COMPLETED AND FORTHCOMING MAJOR PROJECTS

There were a number of major water projects completed or forthcoming as of December 31, 2022:

1. Mill Avenue from George Street to Sicamous Street water main and service renewal (completed).
2. Planning for Water Treatment Plant expansion (in progress).
3. Reservoir #1 renewal (forthcoming).
4. Reservoir #1 bypass programming (in progress).
5. Peacher Crescent service renewal (forthcoming).

MAJOR EVENTS

There were 3 periods of elevated turbidity levels exceeding 10 NTU in the Shuswap River: late March, early May, and mid June. The first 2 events are attributable to rainfall, while the mid June event is due to freshet. During these events, the Water Treatment Plant was used as a secondary source and the Shuswap Well was the primary source.

Freshet runoff peaked between June 14 and 26. During this time, the Shuswap River was elevated to a point where the Shuswap Well was inaccessible by vehicle due to the access road being inundated. The well was monitored via SCADA and samples were taken from a sample port at 487 Mable Lake Road to verify water potability.

On June 28 a leak was repaired on the main line entering the water treatment plant from the Shuswap Well. The public was notified via a water quality advisory and encouraged to reduce water consumption.

In August, it was determined that there were significant failures in the roof of Reservoir #1. Due to the age and condition of the facility, the City designed an emergency response plan and commenced work on design and financing a renewal of Reservoir #1. A bypass program has been designed to enable water to flow directly from Booster #2 to Reservoir #2 in a way that can supply the whole community, which will be used during the construction phase of the project, and may also be used in the event that Reservoir #1 fails prior to the planned renewal commencing.

There were seven water breaks or leaks identified during the year. They were addressed and handled promptly and no major service disruptions were experienced.

WATER QUALITY MONITORING

Daily samples are collected at the Shuswap Well and Shuswap River and tested for pH, temperature, and turbidity. Daily samples are also collected at the Water Treatment Plant and tested for pH, temperature, turbidity, and colour. The clearwell is tested on a daily basis for pH, temperature, turbidity, colour, and free and total chlorine.

Weekly system checks and distribution samples are tested for chlorine residuals to ensure a minimum of 0.20 mg/L of free chlorine is found throughout the distribution system. Chlorine residuals were above the minimum threshold for all sample locations and dates.

At least once per month, samples are collected at 10 monitoring stations within the distribution system for microbiological testing. No E. coli was detected at any of the sample points within the distribution system in 2022.

The filter backwash is sampled on a bi-monthly schedule for pH, conductivity, turbidity, total suspended solids, aluminum, and microbiology.

On a quarterly basis, trihalomethane (THM) samples are collected from the Brash PRV, Booster #1, and Valcairn stations. THMs are by-products caused by the chemical reaction between chlorine and organic matter naturally present in water. High levels of THMs can have adverse health effects and, as a result, the *Guidelines for Canadian Drinking Water Quality* set a maximum acceptable concentration of 0.1 mg/L. All THM tests from the above sample stations reported below the maximum acceptable concentration, with concentrations never exceeding 0.0616 mg/L.

The Shuswap Well is tested monthly for nitrogen levels (including nitrates and nitrites) and microbiology. The Shuswap River is sampled monthly for microbiology. Both sources are sampled quarterly for total organic carbon.

The Shuswap River is sampled annually for comprehensive testing. The Shuswap Well is sampled every second year for comprehensive testing. Only the Shuswap River was tested in 2022. The results are as follows.

Parameter	River
Chloride	0.36
Fluoride	<0.10
Nitrate (as N)	0.01
Nitrite (as N)	<0.010
Sulfate	5.5
EPHw10-19	<250
EPHw19-32	<250
LEPHw	<250
HEPHw	<250
Langelier Index	-0.9
Hardness, Total (as CaCO ₃)	42
Solids, Total Dissolved (calc)	53.5
Temperature, at pH	24
Colour, True	<5.0
Alkalinity, Total (as CaCO ₃)	49.2
Alkalinity, Phenolphthalein (as CaCO ₃)	<1.0

Alkalinity, Bicarbonate (as CaCO3)	49.2
Alkalinity, Carbonate (as CaCO3)	<1.0
Alkalinity, Hydroxide (as CaCO3)	<1.0
Cyanide, Total	<0.0020
Turbidity	0.61
pH	7.81
Conductivity (EC)	92
Coliforms, Total	1300
E. coli	12
Acenaphthene	<0.050
Acenaphthylene	<0.200
Acridine	<0.050
Anthracene	<0.010
Benz(a)anthracene	<0.010
Benzo(a)pyrene	<0.010
Benzo(b+j)fluoranthene	<0.050
Benzo(g,h,i)perylene	<0.050
Benzo(k)fluoranthene	<0.050
2-Chloronaphthalene	<0.100
Chrysene	<0.050
Dibenz(a,h)anthracene	<0.010
Fluoranthene	<0.030
Fluorene	<0.050
Indeno(1,2,3-cd)pyrene	<0.050
1-Methylnaphthalene	<0.100
2-Methylnaphthalene	<0.100
Naphthalene	<0.200
Phenanthrene	<0.100
Pyrene	<0.020
Quinoline	<0.050
Aluminum, total	0.0672
Antimony, total	<0.00020
Arsenic, total	<0.00050
Barium, total	0.0097
Boron, total	<0.0500
Cadmium, total	<0.000010
Calcium, total	14
Chromium, total	<0.00050
Cobalt, total	<0.00010
Copper, total	0.00325
Iron, total	0.081
Lead, total	0.00033
Magnesium, total	1.68
Manganese, total	0.00454
Mercury, total	<0.000010
Molybdenum, total	0.00065
Nickel, total	0.00041
Potassium, total	0.82
Selenium, total	<0.00050
Sodium, total	1.06
Strontium, total	0.0631
Uranium, total	0.0003
Zinc, total	0.0051

Benzene	<0.5
Bromodichloromethane	<1.0
Bromoform	<1.0
Carbon tetrachloride	<0.5
Chlorobenzene	<1.0
Chloroethane	<2.0
Chloroform	<1.0
Dibromochloromethane	<1.0
1,2-Dibromoethane	<0.3
Dibromomethane	<1.0
1,2-Dichlorobenzene	<0.5
1,3-Dichlorobenzene	<1.0
1,4-Dichlorobenzene	<1.0
1,1-Dichloroethane	<1.0
1,2-Dichloroethane	<1.0
1,1-Dichloroethylene	<1.0
cis-1,2-Dichloroethylene	<1.0
trans-1,2-Dichloroethylene	<1.0
Dichloromethane	<3.0
1,2-Dichloropropane	<1.0
1,3-Dichloropropene (cis + trans)	<1.0
Ethylbenzene	<1.0
Methyl tert-butyl ether	<1.0
Styrene	<1.0
1,1,2,2-Tetrachloroethane	<0.5
Tetrachloroethylene	<1.0
Toluene	<1.0
1,1,1-Trichloroethane	<1.0
1,1,2-Trichloroethane	<1.0
Trichloroethylene	<1.0
Trichlorofluoromethane	<1.0
Vinyl chloride	<1.0
Xylenes (total)	<2.0

ENVIRONMENTAL OPERATORS CERTIFICATION

The *Drinking Water Protection Regulation* requires that the City have a Chief Operator certified at a level that matches the facility classification for Water Treatment and Water Distribution.

In November 2020, the Water Treatment Plant was reclassified from Class III to Class II. In December 2020, the Water Distribution system was reclassified from Class II to Class I.

During 2022, City of Enderby employed the following certified operators:

Name	Title	Water Treatment	Water Distribution
Clayton Castle	Lead Hand	Level II	Level I
Damon Kipp	Systems Operator II	Level II	Level I
Ray Brown	Utility Worker III	Level I	Level I

WATER CONSERVATION PLAN

The City of Enderby's Water Conservation Plan establishes strategies to reduce water demand throughout the community. Reducing water demand helps to protect our water resources, mitigate requirements for infrastructure expansion, and reduce operating and maintenance costs.

As of December 31, 2022, the City of Enderby has achieved a number of strategies within its Water Conservation Plan, including:

1. Education
 - a. Implementing a Water Conservation Education program.
 - b. Continuing compliance patrols and enforcement of sprinkling regulations.
2. Metering and Rates
 - a. Adopted a rate structure which balances conservation and equity.
 - b. Amended the Building Inspection Bylaw to include requirements for water meters.
 - c. Amended policies and agreements for out-of-town service connections to require water meters.
 - d. Completed water meter installations on all residential, commercial, industrial and civic properties.

Loss Control

- e. Completed a Loss Control Program in 2012, which estimated the total Unaccounted For Water at 6.5% or 12.05 m³ per hour.
- f. Completed a Leak Detection Audit to identify and repair water leaks within municipal infrastructure.

Planning for the Future

- g. Developing infrastructure upgrade plans for both treatment and distribution, in order to pursue grant funding.

CROSS CONNECTION CONTROL PROGRAM

In 2003, Interior Health required all large water purveyors (City of Enderby included) to implement a cross connection control program as a condition of operating permit. The purpose of the program is to protect public health by ensuring that the drinking water provided by the City of Enderby is not contaminated due to a backflow incident.

The City adopted a Cross Connection Control Program in 2004 and began the program implementation with assessments of a number of commercial, industrial, institutional and agricultural customers in June, 2004. Under Enderby's program, owners were expected to implement the recommendations in a timely manner and were responsible for all costs associated with their backflow prevention systems.

For a number of reasons, including cost and internal capacity limitations, the Cross Connection Control Program has not been fully implemented. The City of Enderby intends to increase compliance with its Cross Connection Control program in 2023 and will follow a risk-based approach focusing on premises isolation.

SOURCE PROTECTION PLAN

In February 2017, the City completed its Source Protection Plan for both the surface water intake and the Shuswap Well. The Source Protection Plan characterized the sources, provided an inventory of potential contaminants and threats, characterized risks, and recommended various actions to mitigate risk.

As a result of this plan, the City has:

- completed analyses of both sources for herbicides, pesticides, and petroleum in order to characterize the source water better;
- reached out to relevant third parties to inform them of the locations of the City's drinking water sources and request that they notify the City in the event of an accident, spill, fire, or natural disaster; and
- requested that the Regional District of North Okanagan refer development applications within the designated groundwater protection area.

EMERGENCY RESPONSE PLAN

The City of Enderby Drinking Water Emergency Response Plan was completed in 2013. The Emergency Response Plan includes provisions for public notification and response procedures for emergency situations, such as backflow incidents, broken water mains, chlorinator failure, source and/or reservoir contamination, and spills or vehicle accidents affecting the distribution system. It also provides an emergency contact directory.

The Emergency Response Plan was updated on February 17, 2023.

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2023** Month: **03**

Folder Type	2023 / 03		2022 / 03		2023 to 03		2022 to 03		Building Value
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	0	0	1	0	0	0	8,259
END - COMMERCIAL BUILDING	1	0	0	0	1	0	0	0	100,000
END - DEMOLITION	0	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	1	0	754,432
END - PLUMBING	0	0	0	0	0	0	0	0	0
END - RETAINING WALL	0	0	0	0	0	0	0	0	0
END - SFD W/SUITE	0	0	0	0	1	2	0	0	300,000
END - SIGN	0	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	2	0	0	0	0	0	3	1	2,633,400
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	41,510
INSTITUTIONAL	0	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0
Report Totals	4	0	1	0	12	8	4	3	3,041,659
									1,468,583

AGENDA

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: April 11, 2023
Subject: Backyard Composting Program

RECOMMENDATION

THAT Council directs Staff to implement a Backyard Composting Program which would involve:

- Developing a 'Backyard Composting' page on the City's website which would include backyard composting tips/resources and information on how Enderby residents can participate in the Regional District of North Okanagan Composter Rebate Program; and
- Sharing backyard composting tips/resources and information on the RDNO Composter Rebate Program through the City's communications channels including the Our Enderby Facebook page, digital billboard and Press Releases.

BACKGROUND

At the budget input workshop, Council expressed a desire to implement a small-scale program that encourages residential organics diversion. Staff have researched best practices and programs offered in other communities and it appears that 'backyard composting programs' are a common approach to diverting organics in small, rural communities, with some of the typical activities including:

1. Developing a 'backyard composting' landing page on the local government website which includes tips and resources on how residents can compost in their back yards; these web pages can also provide information related to any composter rebate/purchase programs that are offered by the local government;
2. Offering a rebate program for the purchase of compost bins, compost tumblers, food waste digesters, etc.; rebates are generally in the \$25-60 range with most local governments requiring applicants to fill out a rebate application form and provide proof of purchase, prior to the issuance of the rebate; and
3. Bulk purchasing composters, tumblers, digesters, etc., and making them available to residents for purchase at a subsidized rate; generally, the local government provides a location where the items can be purchased, such as a landfill or Public Works yard, with a limited quantity of units that are available on a 'first come, first served' basis.

It should be noted that the Regional District of North Okanagan (RDNO) currently offers a Composter Rebate Program whereby a rebate amount of 50% of the total price of a composter (backyard compost bins, compost tumblers, food waste digesters, Bokashi and vermicomposting systems), to a maximum of \$60, is offered to all residents in the North Okanagan, including Enderby residents; a copy of the 2023 Composter Rebate Form is attached to this memorandum as Schedule 'A'.

Given that the RDNO already offers a Composter Rebate Program which is available to Enderby residents, it is recommended that Council directs Staff to implement a Backyard Composting Program for the City of Enderby which would involve:

- Developing a 'Backyard Composting' page on the City's website which would include backyard composting tips/resources and information on how Enderby residents can participate in the RDNO's Composter Rebate Program; and
- Sharing backyard composting tips/resources and information on the RDNO Composter Rebate Program through the City's communications channels including the Our Enderby Facebook page, digital billboard and Press Releases.

Staff feel that the above described program would provide a solid foundation for encouraging residents to divert organics through backyard composting, and in a manner that leverages existing programs and avoids the duplication of resources.

Backyard composting is permitted under both the City of Enderby Good Neighbour Bylaw No. 1517, 2013 and the City of Enderby Wildlife Attractant Bylaw No. 1754, 2022 and the City of Enderby Good Neighbour Bylaw No. 1517, 2013, with the latter requiring compost to be kept and maintained in an enclosed and secure rigid container that is inaccessible to wildlife.

It should be noted that in the future, the City of Enderby may choose, or be compelled by upper levels of government, to implement a curbside organics collection program; Staff feel that if that were to occur, a backyard composting program would be complementary to such a curbside organics collection program and the two programs could be run in tandem.

Respectfully Submitted,



Kurt Inglis
Planner

REGIONAL DISTRICT of NORTH OKANAGAN



Composter Rebate Form 2023

Mail or drop off this completed form and a valid sales receipt to:
Regional District of North Okanagan, 9848 Aberdeen Road, Coldstream, BC V1B 2K9.
Or email to reception@rdno.ca with Composter Rebate Application in the subject line.

APPLICANT INFORMATION

Name: _____
Mailing Address: _____
City/Prov: _____ Postal Code: _____
Phone: _____ Email Address: _____

Terms & Conditions:

1. The rebate applies to home composting systems purchased by residents of the Regional District of North Okanagan and includes backyard compost bins, compost tumblers, food waste digesters, Bokashi and vermicomposting systems.
2. Purchase must be made during **2023**. All submissions must be received within 60 days of the date indicated on the receipt. Final submission date is January 31, 2024.
3. A legible sales receipt from the retailer must accompany the completed rebate form. The receipt must indicate: name, address, and phone number of the retailer, date of purchase, model number and description of the unit purchased. Incomplete applications will be rejected.
4. The rebate amount is 50% of the total composter price after taxes with a maximum rebate of \$60. Maximum one rebate per North Okanagan household and the compost system is to be used within the Regional District of North Okanagan. There is a limited number of rebates available per year.
5. The applicant shall indemnify and hold harmless the Regional District of North Okanagan, its directors, officers, and employees, from and against all liabilities and damages, in any way based upon or attributable to the applicant's participation in the Composter Rebate Program.
6. The Regional District of North Okanagan reserves the right to alter, cancel, or discontinue this program at any time, and to reverse the rebate if the information provided by the applicant is inaccurate or false, or if the terms and conditions of this program have not been met.
7. Reimbursement should arrive approximately 8 to 12 weeks of mailing/dropping off the form and meeting all eligibility requirements.

CERTIFICATION

By submitting this rebate application, I certify that the information provided on this application form and attachment(s) is true and accurate to the best of my knowledge. I have read, understood, and agree to the Terms and Conditions of the Composter Rebate Program.

Print Name: _____ Date: _____

Signature or Email Address (if rebate is emailed): _____

OFFICE USE ONLY

Control Number: _____ Date Paid: _____
Verified by: _____
GL Code: **01-2-351-569** Batch #: _____

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: April 13, 2023
Subject: AL Fortune 2023 Grad Committee – Grant-in-Lieu to Cover Development Variance Permit Application Fee

RECOMMENDATION

THAT Council provides a grant-in-lieu to the AL Fortune 2023 Grad Committee in the amount of \$800 to cover the costs of a Development Variance Permit Application fee.

BACKGROUND

Every year the AL Fortune Grad Committee updates a sign at the south end of the highway corridor to include the names of the graduating class for that year. The AL Fortune 2023 Grad Committee is proposing to install a new wall sign on the western face of the AL Fortune school building in order to replace that existing sign.

Staff have engaged with members of the AL Fortune 2023 Grad Committee to discuss their proposed wall sign, and it was determined that the proposal would require a variance given that the proposed design exceeds the maximum sign 'copy area' specified in the City's Zoning Bylaw.

Sponsors associated with the AL Fortune 2023 Grad Committee, Tracey Castle and Brandi Strelhoff, have advanced a request to Council (attached) to waive the fee associated with the Development Variance Permit (DVP) Application. Staff are recommending that Council support the request for the following reasons:

- The AL Fortune 2023 Grad Committee is composed of volunteers and the Committee is already undergoing considerable expense to construct the new sign;
- The variance request is relatively straightforward in nature and therefore it is not anticipated that the DVP process would require excessive Staff time or resources; and
- Give that the Staff time associated with processing the DVP application and developing an accompanying Staff Report would be 'in-kind', the only hard costs that the City would be absorbing through the DVP process would be the postage for sending notices to adjacent land owners, which is minimal.

It should be noted that the City does not have the authority to waive development fees. Given this, should Council support the AL Fortune 2023 Grad Committee's request, it is recommended that Council provides a grant-in-lieu in the amount of \$800 to cover the DVP application fee; under this approach, there would be no cash exchange but instead the grant-in-lieu would be used as an administrative 'wash' for the Committee's DVP application fee.

Respectfully Submitted,



Kurt Inglis
Planner

Kurt Inglis

From: Tracey Castle
Sent: April 5, 2023 11:39 AM
To: Kurt Inglis
Subject: Letter to Council

Dear City of Enderby Council,

We are emailing a request for the application fee to be waived for the variance application on our new Grad Sign. We are making this request as the co-sponsors of the ALF Grad 2023 class.

We would like to move the Grad Sign from the highway on to school property. We are doing this because it would be a much safer annual install and we feel that having it attached to the school is more meaningful for the graduates and families. We are hoping that the City will consider waiving the variance application fee as we are paying for the set up costs of the new sign.

Thank you for considering our request,
Brandi Strelhoff
Tracey Castle

Tracey Castle
Reception/Student Records
A.L. Fortune Secondary School
500 Bass Ave
Enderby BC VoE 1Vo

Kurt Inglis

From: Mark Marino <
Sent: April 4, 2023 3:24 PM
To: Kurt Inglis
Cc: Brandi Streloff; Tracey Castle
Subject: Grad Sign Variance

Good afternoon Kurt,

I just wanted to share that I support the email coming from Brandi and Tracey regarding a request to have the variance application fee waived on our new Grad Sign. Our Grad Class ranges from 50-70 kids and in order to make the names visible we are unable to meet the 45% whitespace requirement. The sign is being professionally created and installed and will NOT be an eye sore (I promise!!).

Feel free to reach out to me if you have any questions.

Regards,
Mark

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: April 4, 2023
Subject: BC Timber Sales Proposed Cut Blocks Near and Within Community Watershed

RECOMMENDATION

THAT Council receives and files this memorandum.

BACKGROUND

Attached to this memorandum is a referral from BC Timber Sales (BCTS) on two proposed new cut blocks, totalling 32.9 hectares, within the Hunter Blurton Operating Area. A portion of the Hunter Blurton Operating Area falls within the boundaries of the Brash Community Watershed, a 3,093 hectare area covering Brash Creek, for which the City of Enderby is a stakeholder. Given its stakeholder role, the City has an opportunity to provide comment on things like new and amended cut blocks within an Operating Area that falls within the boundaries of the community watershed.

Council may pose questions to BCTS or raise questions and concerns about the proposed development as it relates to the City's watershed interests. This may include matters related to terrain stability, hydrology, and community watershed assessments, which BCTS has considered as part of its Forest Stewardship Plan. Also attached to this memorandum is an excerpt from BCTS' Forest Stewardship Plan which addresses community watersheds.

Staff note that as per the attached Consultation Map from BCTS, the proposed new cut blocks (pink polygons) within the Hunter Blurton Operating Area (red bold line) are not in close proximity to the boundaries of the Brash Community Watershed (dotted blue line).

Respectfully Submitted,



Kurt Inglis
Planner



File: 18046-30/BCTS FSP 771

March 30, 2023

City of Enderby
619 Cliff Avenue, PO BOX 400
Enderby BC
V0E 1V0

Dear: City of Enderby

Re: Referral on Proposed BCTS cut blocks and roads within the Okanagan-Columbia Business Area and the following interests:

LRMP Community Crown Interface: KAM_72_1509

As an identified stakeholder organization that has a potential interest in BC Timber Sales operating areas, you are invited to provide comments on the following development that may overlap your areas of interest.

BCTS plans to prepare and develop **2** new cut blocks totalling **32.9 hectares** and associated roads that may affect your interests. Please see the attached table and web link below to review the location of the proposed development. If you require any other information, please let me know and I will provide it for you.

All proposed blocks will be verified against Old Growth Priority Deferral criteria. Some minor overlaps of mapped Old Growth Deferral areas may occur within the proposed block shapes and will require field verification to ensure consistency with the deferral requirements. If any Old Growth overlap is field verified to conflict with the deferral requirements, the corresponding portion of the block will either be removed from the harvest area or placed within a Wildlife Tree Retention Area (WTRA).

If you have any technical or operational comments or have questions or concerns on how this proposed development may impact your interests on the areas to be harvested, please respond in writing to the undersigned before **May 31, 2023** to ensure consideration before activities commence.

Please follow the link below to view or download PDF maps and KML (Google Earth) files:
(alternatively, you can type “BCTS FSP 771” into a Google or Bing search and select the top search result to bring you to the same site)

<https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/fsp/okanagan-columbia-fsp>

Related harvest development maps and spatial data are located within the ‘*2023 Annual Referral: Proposed Cut Block and Road Development*’ dropdown and then subdivided by Field Team as indicated in the attached tables below. You can also find the Field Team and Operating Areas that corresponds to your area of interest on the ‘*Operating Area Map*’ link on the same dropdown.

Yours truly,

A handwritten signature in black ink that reads "Felicya Lau". The signature is written in a cursive, flowing style.

Felicya Lau
Planning Forester, BC Timber Sales
Okanagan Columbia Timber Sales Office
Felicya.Lau@gov.bc.ca
(778) 475-9257

Attachment: Development Summary Tables

Blocks:

Number of Blocks: 2 Total Area: 32.9 ha

Field Team	Operating Area	Licence ID	Block ID	Gross Area	Associated Roads
Okanagan North Zone	Hunter Blurton	!Planning North	K9QQ	12.1	
Okanagan North Zone	Hunter Blurton	!Planning North	K9QT	20.8	

BCTS
BC Timber Sales

Consultation Map 2023

Operating Area
Hunter-Blurton

Business Area
Okanagan Columbia

Administrative Boundaries

- BCTS Operating Area
- Landscaping Unit
- TFL (Tree Farm License)
- Com & Con (Woodshed)
- Perks & Protected Area

Access Management

- BCTS Proposed Road
- Tenured Road
- Non-Status Road
- Conceptual Road

Block Management

- Proposed Blocks
- Previously Reforested
- Conceptual
- WTF / WTRA
- Other License Block

Other

- Cattleguard
- Gate
- Corral
- Crossing
- Exclosure
- Salt
- Water Development
- Cabin

Topographic Features

- Contour
- Stream
- Welland
- Lake/River

Other

- Other Type
- Fence
- Stock Trail
- Water Development
- Mod-Sheep Slope
- Recreation Trail
- CCMA
- MGSA

Administrative Boundaries (continued)

- Clear Cuts
- Private Land
- First Nation Reserve
- Range Tenure

Other (continued)

- Harvested Areas
- Logging Started
- Logging Completed
- SR
- FG & IMM

0 0.5 1 1.5 2 km

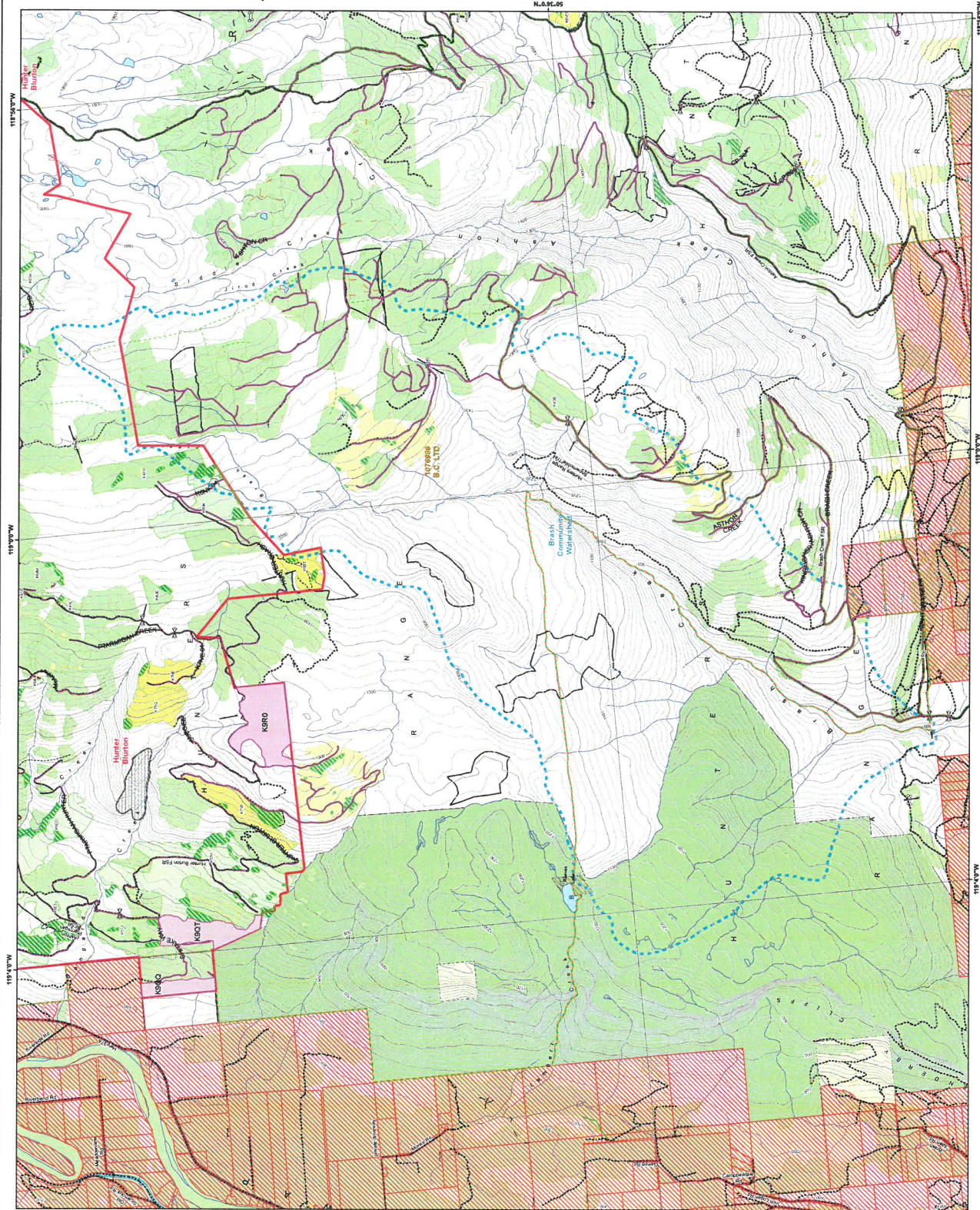
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Date: 2023-04-03 User: FELAU

Template Name: TOC Consultation Map ESRI Script

Coordinate System: NAD 1983 BC Environment Alberta

Document Path: P:\bc\software\user_manual\maps\TOC Consultation Map ESRI Script



Results and Strategies

The Agreement Holder will:

1. Not cause there to be less than a total of 1861 hectares of enhanced riparian reserve zones inside of TOC Forest Development Units which are designated BCTS operating areas located within the Okanagan Timber Supply Area, and 114 hectares of enhanced riparian reserve zones inside TOC Forest Development Units located within TFL 49.
2. Be in communication with other major license holders within the Okanagan TSA to maintain their set ERR targets when operating outside of BCTS operating areas but within the Okanagan FDU.
3. Maintain levels of the RMZ basal area retention as specified in Table 2 in Section 4.3 of this FSP

4.5 Water in Community Watersheds

<p>Legal Reference: FPPR section 8.2, 59, 60, 61</p>
<p>Objective: <i>The objective set by government for water being diverted for human consumption through a licensed waterworks in a community watershed is to prevent to the extent that it does not unduly reduce the supply of timber from British Columbia's forests the cumulative hydrological effects of primary forest activities within the community watershed from resulting in;</i></p> <ol style="list-style-type: none"> a. <i>A material adverse impact on the quantity of water or the timing of the flow of the water from the waterworks, or</i> b. <i>The water from the waterworks having a material adverse impact on human health that cannot be addressed by water treatment required under</i> <ol style="list-style-type: none"> i. <i>An enactment, or</i> ii. <i>The licence pertaining to the waterworks.</i>
<p>Applicable FDU's: Bolean, Branchflower, Coldstream, Drimmie Creek, Glen Lake, Harris, Hunter Blurton, Jackpine, Kal Slopes, Long Ridge, Mara-Sicamous, Mellin Windy, Mission, Mt. Ida, Mt. Rev Prov. Park, Mugford, Naramata, Priest Creek, Ross, Skaha, Stuart Terrace, TFL 49, TFL 59 BCTS, Wetask Lake, Whitelake, Whitehead, Okanagan, Revelstoke.</p>

Definitions

For the purpose of this strategy:

“community watershed” has the meaning given to it in FPPR section 8.2(1)

“hydrologic assessment” means a QP assesses the existing and potential landscape level disturbances related effects on water and water related resources conducted at the site or watershed level which will include:

- a) An overview assessment including creek morphology
- b) Cumulative effects of past and proposed activities
- c) Hydrologic risks of proposed development
- d) Specific recommendations for hazard mitigation
- e) Specific recommendations to conserve the natural hydrologic conditions, natural stream bed dynamics and integrity of stream channels in the watershed.

- f) Specific recommendations to conserve the quality, quantity and timing of water flows.
- g) Specific recommendations to prevent the cumulative hydrological effects of primary forest activities in the watershed resulting in a material adverse impact.

Results and Strategies

The agreement holder will comply with sections 59, 60, 61 of the FPPR and will implement the following:

1. For the portion of an FDU that overlaps a *Community Watershed*, where the holder of the plan intends to conduct primary forest activities, a *QP* will assess the risk for those activities potentially causing:
 - a) Material that is harmful to human health to be deposited in or transported from water diverted for human consumption by licensed waterworks; and/or,
 - b) An increase in sediment delivery to the intake or causing sediment that is harmful to human health to enter a stream, lake or wetland for which the water is being diverted for human consumption.

A *QP* under this section is considered to be a forest professional in charge of timber development with knowledge of the area being considered or access to that knowledge (peers, supervisor).

2. If the *QP*'s assessed risk in a community watershed is low based on a review of the scope of the proposed primary forest activity, relevant and available site specific hydrologic information including terrain stability, number of creeks flowing into the stream with the "point of diversion", and the proximity to the RMA, the commitments in (3) below are not required.
3. If the risk is moderate or high, based on the same criteria used in (2) above the agreement holder will;
 - a) Ensure that a current *hydrologic assessment* has been or is carried out by a *QP*.
 - b) Ensure the primary forest activities are planned and conducted with due consideration to the recommendations of the *hydrologic assessment*.

Generally, a hydrologic assessment will be deemed current if it has been completed within 5 years of the primary forest activities being planned or implemented. An assessment older than 5 years will also be considered current if the primary forest activities being planned or implemented or equivalent were assessed in that hydrologic assessment and no known additional landscape level disturbances that could adversely impact the water resource have occurred in the watershed.

4. At the planning and design stage for timber harvesting and road construction, the agreement holder will provide a referral letter to the water licensee, which includes a description of the planned activities and provides a reasonable opportunity for review and comment.
5. At least 48 hours before the commencement of any road construction or deactivation in a community watershed, written notification will be provided to the water licensee.