

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: May 6, 2024
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: 896 9000 9183
Passcode: 617611*

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

THAT the May 6, 2024 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of April 15, 2024

THAT the April 15, 2024 Council Meeting minutes be adopted as circulated.

Page 5

4. DELEGATIONS

4.1 Brent Gennings, School District #83 Trustee for Electoral Area 2 (City of Enderby / CSRD Area E / District of Sicamous / RDNO Area F)

5. PUBLIC HEARINGS

5.1 Temporary Use Permit Application #00-24-DVP-END

Legal: LOT 1 BLOCK 12 KAMLOOPS (FORMERLY OSOYOOS)
DIVISION YALE DISTRICT PLAN 211A
Address: 707 George Street, Enderby
Applicants: Two Sparrows Catering
Owners: Case Holdings Ltd.

6. DEVELOPMENT MATTERS AND RELATED BYLAWS

6.1 Temporary Use Permit Application #00-24-DVP-END

Legal: LOT 1 BLOCK 12 KAMLOOPS (FORMERLY OSOYOOS)
DIVISION YALE DISTRICT PLAN 211A

Address: 707 George Street, Enderby

Applicants: Two Sparrows Catering

Owners: Case Holdings Ltd.

THAT Council authorizes the issuance of a Temporary Use Permit for the property legally described LOT 1 BLOCK 12 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 707 George Street to allow a food truck to operate on the property on Wednesdays from 4:00 – 9:00 pm, between May and September, as shown on the attached Schedule ‘A’, for a three-year period from the date the Permit is issued, subject to the following conditions:

- 1. The siting of the food truck shall be in general accordance with the attached Schedule ‘A’;*
- 2. The applicant shall ensure that there are no impacts by way of sound or fumes associated with power generation for the food truck and its operations;*
- 3. The applicant shall ensure that the staging of patrons is properly managed on-site in order to avoid patrons spilling over on to adjacent streets, sidewalks or properties;*
- 4. The applicant shall take steps to engage with their patrons in order to ensure that vehicles are not overflowing into nearby private parking lots;*
- 5. The food truck must be removed from the property at the end of its daily operations;*
- 6. The City of Enderby shall be added as a named insured to the insurance policy of the owner of the subject property, and indemnified and saved harmless, including legal expenses, associated with its decision to issue a Temporary Use Permit.*

7. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

8. BYLAWS

8.1 2024 Budget Bylaws

THAT Council adopts the bylaws cited as “City of Enderby 2024 – 2028 Financial Plan Bylaw No. 1788, 2024”, “City of Enderby Annual Tax Rate Bylaw No. 1789, 2024”, “City of Enderby Sewer Frontage Tax Bylaw No. 1790, 2024”, “City of Enderby Water Frontage Tax Bylaw No. 1791, 2024” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1792, 2024”.

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 2023 Statement of Financial Information Page 46
Memo prepared by Chief Financial Officer dated April 18, 2024
THAT Council approves the 2023 Statement of Financial Information

9.5 RDNO Building Permit Report – April 2024 Page 85
THAT the RDNO Building Permit Report – April 2024 be received and filed.

10. NEW BUSINESS

10.1 The Royal Canadian Legion #98 – Grant Page 86
Memo prepared by Chief Financial Officer dated April 30, 2024
THAT Council authorizes staff to draft a partnering agreement between The Royal Canadian Legion #98 and the City of Enderby pursuant to section 21 of the Community Charter, for the provision of support to veterans, with notice of Council’s intent to provide assistance under a partnering agreement published in accordance with section 24 of the Community Charter;

AND THAT, subject to considering public representation at the Council meeting following the end of the notice period, Council authorizes Staff to execute the partnering agreement and provide assistance valued at \$25,000 to The Royal Canadian Legion #98 through the Community Enhancement Fund.

10.2 Water Conservation and Drought Management Framework Page 89
Memo prepared by Chief Administrative Officer dated May 2, 2024
THAT Council adopts the Water Conservation and Drought Management Framework;

AND THAT Council delegates to the Director of Public Works the authority to designate a Stage within the Water Conservation and Drought Management Framework and issue exemption permits;

AND FURTHER THAT Council directs staff to publish notice of the Water Conservation and Drought Management Framework.

10.3 Policy Direction on Implementation of Small-Scale Multi-Unit Housing Legislation Page 104
Memo prepared by Planner dated May 2, 2024
THAT with respect to Provincial small-scale multi-unit housing legislation, Council provides Staff with policy direction in relation to the following questions:

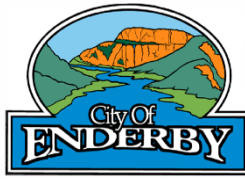
- *Does Council support adding detached secondary suites as a permitted use to the City’s single-family zoning designations? If yes, does Council support permitting both an attached secondary suite and a detached secondary suite to occur concurrently on a single property?*
- *Does Council support reducing the minimum lot area in the City’s single-family and two-family zones in order to enable higher densities through small-lot subdivisions?*
- *Does Council wish to prioritize providing flexibility for property owners in realizing the density potential for their properties, or to prioritize maintaining consistency in the character of existing residential neighbourhoods, to the extent permitted by law?*

11. PUBLIC QUESTION PERIOD

12. CLOSED MEETING RESOLUTION

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

13. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, April 15, 2024 at 4:30 p.m. in Council Chambers.

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

Absent: Councillor Brian Schreiner

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

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 Baird, seconded by Councillor Ramey
“THAT the April 15, 2024 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of April 2, 2024

Moved by Councillor Baird, seconded by Councillor Yerhoff
“THAT the April 2, 2024 Council Meeting minutes be adopted as circulated.”

CARRIED

DELEGATIONS

Audit Final Report for the Year Ended December 31, 2023

Presentation by Markus Schrott, BDO

Mr. Schrott gave an overview of the audit process and explained that there were no areas of concern to report.

Mr. Schrott reported that the audit for the year ended December 31, 2023 is complete pending the approval by Council of the audited financial statements.

Acceptance of Audited Financial Statements

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council receives the 2023 Audited Financial Statements as presented;

AND THAT Council approves the 2023 Audited Financial Statements.”

CARRIED

Geeteshwar Anand and John Reed, Shuswap Economic Development Society

Mr. Reed and Mr. Anand gave an overview of the Shuswap Community Broadband Network project. The Shuswap Economic Development Society would like to create their own Open-Access Fibre infrastructure that is community-owned and operated to service communities that do not have access to adequate internet and are likely to remain underserved. They have applied for a Connecting Communities BC Grant that could fund up to 90% of the project.

The initial phase of the project will service 16 communities in the CSRD, but future phases could service communities in neighbouring regional districts, including rural areas surrounding Enderby.

The Shuswap Economic Development Society is waiting on a decision on grant funding from Connecting Communities BC and is requesting a letter of support from Council for the project.

Councillor Shishido asked about the difference between broadband and 5G.

Mr. Anand responded that the broadband network would bring a physical hard-line internet connection to communities that don't currently have access to it. This project would not rely on cellular towers.

Moved by Councillor Baird, seconded by Councillor Ramey
“THAT Council provide a letter of support to the Shuswap Economic Development Society for the Shuswap Broadband Project.”

CARRIED

PUBLIC HEARINGS

Public Input on 2024 Budget

The Chief Financial Officer read out the one written submission that was received.

Lesley McGuire

-Opposed an increase in taxes for attendance of two members of Council at a golf fundraising event.

Council noted that this item had already been removed from the draft budget at the previous meeting.

BYLAWS

2024 Budget Bylaws

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT Council gives first reading to the bylaws cited as “City of Enderby 2024 – 2028 Financial Plan Bylaw No. 1788, 2024”, “City of Enderby Annual Tax Rate Bylaw No. 1789, 2024”, “City of Enderby Sewer Frontage Tax Bylaw No. 1790, 2024”, “City of Enderby Water Frontage Tax Bylaw No. 1791, 2024” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1792, 2024”.

AND THAT Council considers the public input received, respecting the 2024-2028 Financial Plan;

AND FURTHER THAT Council gives second and third readings to the bylaws cited as “City of Enderby 2024 – 2028 Financial Plan Bylaw No. 1788, 2024”, “City of Enderby Annual Tax Rate Bylaw No. 1789, 2024”, “City of Enderby Sewer Frontage Tax Bylaw No. 1790, 2024”, “City of Enderby Water Frontage Tax Bylaw No. 1791, 2024” and “City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1792, 2024”.

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Attended the Enderby & District Museum Society Annual General Meeting and presentation on the history of flooding in Enderby.

Has been working with the Events Coordinator on planning for the Enderbeer & Wine event that is scheduled for September 21st.

Councillor Ramey

Nothing to report.

Councillor Yerhoff

Looking forward to the community clean-up event.

There is a new community service available called “Sleep in Heavenly Peace” that provides beds for children to families who may not be otherwise able to afford them.

Went to the exhibit of banner submissions at the Arts Centre and reported that the submissions were great.

The Get Connected Enderby event will be held at the Seniors Centre on May 7th from 1–4 p.m. and will showcase several local service providers.

Councillor Davyduke

Will be attending the Get Connected Enderby event.

Reported that the first farmers market of the year was great.

The Enterprize challenge final showcase is on May 9th in Vernon and tickets are available online at no cost.

Reported that Ben Eby is running a Legacy Basketball & Mental Performance camp at A.L. Fortune and already has 50 kids registered to participate.

Attended an Enderby & District Community Resource Center meeting and reported that the volunteer driver group has been working on securing some funding to keep this service going.

The Enderby & District Community Resource Centre hanging baskets fundraiser is ongoing and orders must be in by April 24th.

Has received good feedback from the community about street sweeping.

Councillor Ramey asked about access to school facilities outside of school hours and who Council should speak with about having that access extended to other community groups.

Chief Administrative Officer responded that there is a joint use agreement in place that allows Recreation Services to use the school facilities for community recreation programs, but that would not cover non-recreation programs.

Councillor Ramey asked if Council could appear at a school board meeting.

Chief Administrative Officer responded that that is a possibility. Noted that he has invited the School Board Trustee to appear at a Council meeting and suggested that the invitation be re-extended.

Council asked the Chief Administrative Officer to reach out again to the School Board Trustee to invite them to a Council meeting.

Councillor Shishido

Attended the Enderby & District Museum Society Annual General Meeting and reported that they are working with an archeologist and Splatsin to examine some rocks with markings that were discovered in the area.

Reported that the Museum is working on a Cemetery tour and asked about the maintenance of the Cemetery.

Chief Administrative Officer responded that there is a grounds maintenance contractor who takes care of the grounds but does not do maintenance of headstones.

Councillor Shishido reported that the community marketing video is nearing completion.

Reported that ball has started for the season and that there have been lots of people coming out to watch.

Mayor Galbraith

Mayor Galbraith asked for an update on the GoFundMe for the Arena.

Chief Administrative Officer responded that he helped the organizer with the wording that was used in the fundraiser. Reported that the value raised so far can be seen online and that the City has also received approximately \$300 in donations directly.

Chief Administrative Officer

Reported that street sweeping has been completed.

Crack sealing will be happening on April 15th and 16th in select parts of town.

Line painting is expected to begin next week with the long lines. Hand painting of crosswalks and parking stalls will follow later.

Russell Avenue reconstruction will be going to tender on or around April 18th and is expected to close on May 9th.

Spring pruning curbside pickup is planned for Sunday, April 21st.

The Our Enderby clean-up challenge is scheduled for Saturday, April 27th.

A test of the Fire Department siren is scheduled for April 23rd at 7pm. Advance notification will be going out through Alertable, and to Dispatch, neighbouring fire departments, RCMP and ambulance, Shuswap River Fire Protection District, Area F and RDNO, Splatsin, and local media.

A longer duration test of the water distribution system reservoir 1 bypass program will be taking place, in preparation for an autumn reconstruction of reservoir 1. Staff met with Interior Health last week to review what this testing would look like and to address all considerations around our test scenarios and how reservoir 1 will be returning to service at the end of the test period. During this testing, staff will be looking at system performance while performing a variety of stress scenarios involving the loss of a water source, the loss of power to booster 2, and fire flow conditions in several parts of the community. During one such test, staff will need to issue a precautionary water quality advisory when water is sent directly from the Shuswap Well to Reservoir 2. A form will be put out on the City website this week, inviting the public to report any unusual changes in water supply or pressure, so that staff can understand any localized issues, ahead of the reservoir construction.

A helicopter contractor working on behalf of FortisBC will be performing aerial surveying of several work zones in the North Okanagan, including the Enderby/Deep Creek area, between April 26th and June 15th. Notice of this will be posted on the City social media channel tomorrow.

Councillor Baird asked if there is a planned start date for construction of the new pool.

Chief Administrative Officer responded that the plan is still to break ground in late August.

Mayor Galbraith asked if there is any update on Rail Trail construction.

Chief Administrative Officer responded that rezoning in Sicamous to allow for the trail seems to be moving forward and construction has started elsewhere along the Rail Trail.

RDNO Building Permit Report – March 2024

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT the RDNO Building Permit Report – March 2024 be received and filed.”

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

North Okanagan Fire Training Centre 2023 Highlights

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council receives and files the North Okanagan Fire Training Centre 2023 Highlights.”

CARRIED

Correspondence from Ravi Kahlon, Minister of Housing

Councillor Ramey expressed concerns about the possibility that a developer may be able to provide cash-in-lieu for affordable housing.

Councillor Baird asked about Staff capacity in relation to the coming changes.

Chief Administrative Officer responded that Council should expect to see a plan soon from Staff on the plans on how Staff plans to approach implementing the required changes.

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council receives and files the correspondence from Ravi Kahlon, Minister of Housing, titled Bill 16, dated April 8, 2024 and titled British Columbia Housing Shortage, dated April 10, 2024.”

CARRIED

Infrastructure Planning Grant

Moved by Councillor Baird, seconded by Councillor Yerhoff
“THAT Council receives and files the correspondence from Anne Hand, Ministry of Municipal Affairs, titled Infrastructure Planning Grant, dated April 3, 2024.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the Public.

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Davyduke
“*THAT pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (k) and 90 (2) (b) of the Community Charter.*”

CARRIED

ADJOURNMENT

Moved by Councillor Davyduke, seconded by Councillor Yerhoff
“*THAT the regular meeting of April 15, 2024 adjourn at 7:25 p.m.*”

CARRIED

MAYOR

CORPORATE OFFICER

**CITY OF ENDERBY
TEMPORARY USE PERMIT APPLICATION**

AGENDA

File No.: 0008-24-TUP-END

May 1, 2024

APPLICANT: Two Sparrows Catering

OWNER: Case Holdings Ltd.

LEGAL DESCRIPTION: LOT 1 BLOCK 12 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A

P.I.D #: 009-004-998

CIVIC ADDRESS: 707 George Street, Enderby BC

PROPERTY SIZE: 0.165 acres (668.9 m²)

PRESENT ZONING: General Commercial (C.1)

PRESENT OCP DESIGNATION: General Commercial

PROPOSED TEMPORARY USE: Operate a food truck on the property on Wednesdays from 4:00 – 9:00 pm, between May and September

PROPOSED TERM OF PERMIT: 3 Years

RECOMMENDATION:

THAT Council authorizes the issuance of a Temporary Use Permit for the property legally described as LOT 1 BLOCK 12 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 707 George Street to allow a food truck to operate on the property on Wednesdays from 4:00 – 9:00 pm, between May and September, as shown on the attached Schedule 'A', for a three-year period from the date the Permit is issued, subject to the following conditions:

1. The siting of the food truck shall be in general accordance with the attached Schedule 'A';
2. The applicant shall ensure that there are no impacts by way of sound or fumes associated with power generation for the food truck and its operations;
3. The applicant shall ensure that the staging of patrons is properly managed on-site in order to avoid patrons spilling over on to adjacent streets, sidewalks or properties;
4. The applicant shall take steps to engage with their patrons in order to ensure that vehicles are not overflowing into nearby private parking lots;
5. The food truck must be removed from the property at the end of its daily operations;

6. The City of Enderby shall be added as a named insured to the insurance policy of the owner of the subject property, and indemnified and saved harmless, including legal expenses, associated with its decision to issue a Temporary Use Permit and all matters arising directly or indirectly from this use.

BACKGROUND:

This report relates to a Temporary Use Permit Application for the property located at 707 George Street, Enderby BC. The applicant is proposing to operate a food truck (in the form of a detached trailer) on the property on Wednesdays from 4:00 – 9:00 pm, between May and September, for a three-year period. Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not permit food trucks/mobile vendors to operate on private property, the applicant is seeking a Temporary Use Permit in accordance with Section 493 of the *Local Government Act*.

A Temporary Use Permit is a tool to allow a short-term use that does not comply with a Zoning Bylaw. A Temporary Use Permit may only be issued for a maximum of 3 years and may be renewed pursuant to Section 497 of the *Local Government Act*. Temporary Use Permits are temporary in nature and are not intended to be a suitable long-term land use solution.

Site Context:

The 0.165 acres (668.9 m²) subject property is located on the southeast corner of the intersection of George Street (Highway 97A) and Russell Avenue. A commercial building, built in 1901, covers the majority of the property, and is used as a restaurant, the Small Axe Roadhouse. A 6-stall parking area is located on the northern portion of the property, directly adjacent to Russell Avenue.

The subject property and the properties to the north, east, south and west are zoned General Commercial (C.1) and are designated as General Commercial in the City of Enderby Official Community Plan (OCP). The property to the northeast (Russell Avenue parking lot) is zoned Assembly, Civic and Public Service Use (S.1) and is designated in the OCP as Institutional, while the property to the southwest is zoned Highway and Tourist Commercial (C.2) and is designated in the OCP as Highway and Tourist Commercial.

The following map shows the Zoning designation of the subject and surrounding properties:

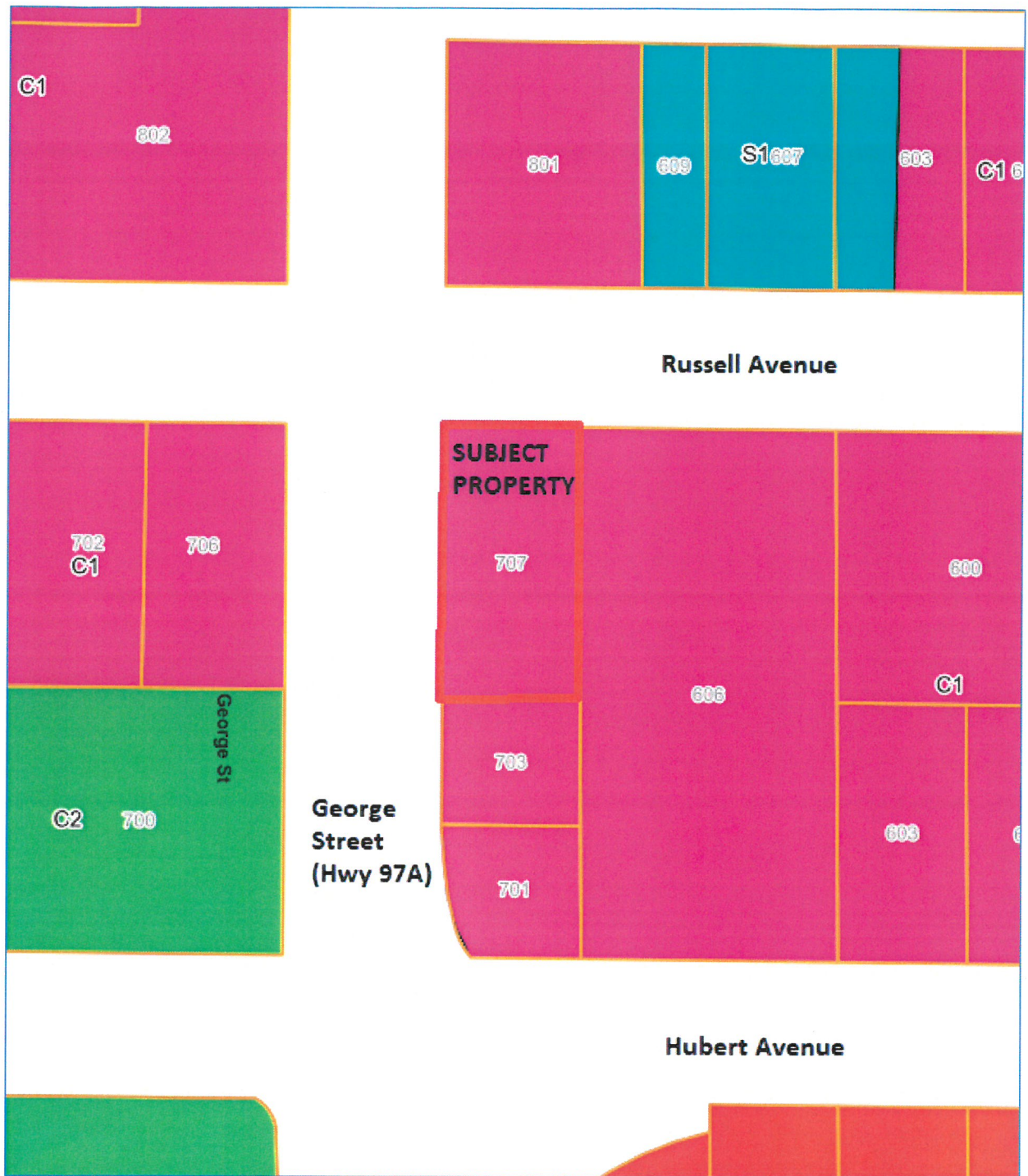


Figure 1: Zoning Map

Magenta – General Commercial (C.1)
 Teal – Assembly, Civic and Public Service Use (S.1)
 Green – Highway and Tourist Commercial (C.2)

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

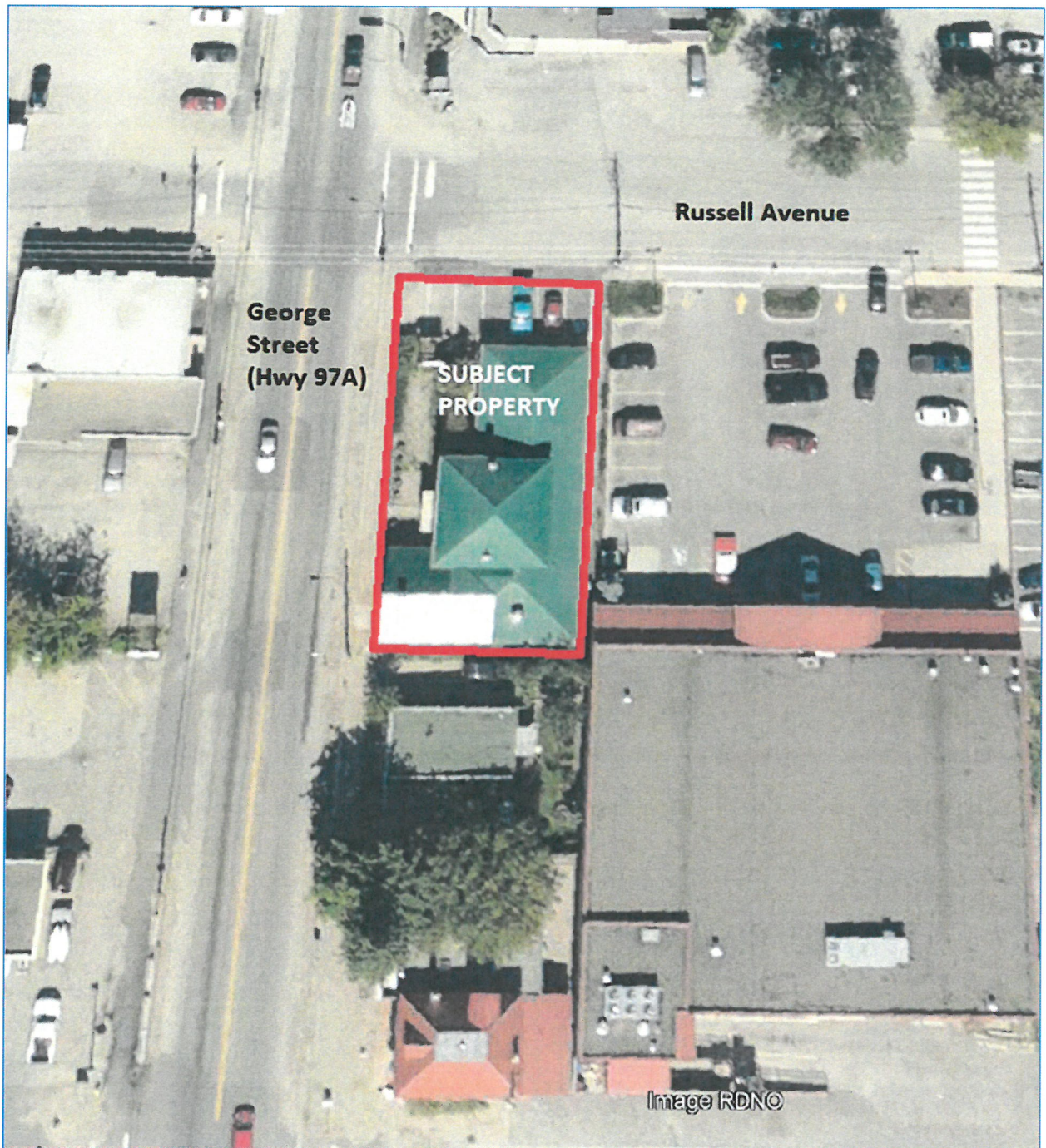


Figure 2: Orthophoto

****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 has submitted a Temporary Use Permit Application requesting to operate a food truck at 707 George Street on Wednesdays from 4:00 – 9:00 pm, between May and September, for a three-year period. As shown on the site plan attached as Schedule 'A', the applicant is proposing to set up the food truck (in the form of a detached trailer) in the 3 eastern most off-street parking spaces on the property. Photos of the food truck are attached as Schedule 'B'.

Patrons will access the south side of the food truck in order to place/pick up their order. Once an order is placed, the patron will be provided with a 'buzzer' and they will then be seated inside the Small Axe Roadhouse as their food is being prepared; their buzzer will go off when their order is ready to be picked-up, at which point the patron will return to the food truck to pick up the order, and then return to the restaurant to eat. The applicant has confirmed that the food truck will also accept 'to-go' orders from the general public, who may not want to be seated inside the restaurant.

The applicant has confirmed that their food truck unit has self-contained power, water and waste systems, and therefore operations will not rely on extension cords, hoses or generators.

ZONING BYLAW:

The subject property is currently zoned General Commercial (C.1) and uses permitted within this zone include:

- Accessory buildings and structures;
- Accommodation including apartments, dwelling units, hotels and motels;
- Assembly and civic use;
- Educational facilities and professional studios;
- Entertainment and recreation facilities;
- Food service (including dairy bars, coffee shops and restaurants);
- Office and commerce facilities;
- Public service use;
- Retail sales (including beverages, candy, clothing, food, fruit, gifts, groceries, produce, sporting goods including rentals, and toys);
- Service and repair; and
- Transportation facilities.

Section 313 of the City of Enderby Zoning Bylaw states that all zones within the City are designated as areas for the issuance of Temporary Use Permits, subject to the following general conditions:

- a. The use is temporary or seasonal in nature;
- b. The use is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the *Health Act*;
- c. There are no negative impacts on the lands in the vicinity;
- d. There is no significant increases in the level or demand for services;
- e. There are no permanent alterations to the subject site; and

- f. The use complies with all of the conditions specified by Council as a condition of the issuance of the Permit.

Food trucks are not permitted to operate on private property within the General Commercial (C.1) zone, as per Section 401.11.b (DIVISION FOUR – COMMERCIAL ZONE (C.1)) of the Zoning Bylaw which states:

“Every business or undertaking shall be conducted within a completely enclosed building, except for parking and loading facilities and outdoor garden shops.”

OFFICIAL COMMUNITY PLAN:

Policies contained within the OCP which apply to this development include:

- o 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.
- o Policy 12.3.c - Council encourages and supports creative and innovative infilling, development, redevelopment and renovation of existing buildings in order to maintain a strong focus on commercial activity in commercial areas.
- o Policy 18.1 - Subject to the designation of areas and conditions in the Zoning Bylaw, Council may issue Temporary Use Permits in all areas of the City.

REFERRAL COMMENTS:

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

The Public Works Manager provided the following comments:

The proposed use will displace some parking into the Russell Avenue parking lot. Provided the operating times are kept as proposed on the application, the use should not impact the Russell Avenue parking lot during peak hours. Provided the use is limited to one day at midweek as proposed on the application, the use should not impact the Russell Avenue parking lot during peaks days. Caution is warranted over any expansion of the proposed use, as well as an application to make it permanent due to precedent; however, in and of itself, this proposal is unlikely to have a significant detrimental impact on the capacity in the Russell Avenue parking lot and the temporary use permit has adequate provisions to deal with unforeseen issues should they emerge. If it has not already happened, the owner may need to take additional steps to engage their customers in order to ensure that vehicles are not overflowing into nearby private parking lots, which are slightly closer to the subject parcel.

I note that the proposed operating area is in the subject parcel's parking area, which is close to the George Street intersection and lacks any form of access control. I would recommend that, as a condition of permit, the City of Enderby be added as a named insured to the insurance policy of the

owner of the subject parcel, and indemnified and saved harmless, including legal expenses, associated with its decision to issue a temporary use permit.

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

PLANNING ANALYSIS:

As noted above, Section 313 of the City of Enderby Zoning Bylaw states that pursuant to Section 920.2 (now Section 492) of the *Local Government Act*, all zones within the City are designated as areas for the issuance of Temporary Use Permits, subject to the following general conditions:

- a. The use is temporary or seasonal in nature;
- b. The use is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the *Health Act*;
- c. There are no negative impacts on the lands in the vicinity;
- d. There is no significant increases in the level or demand for services;
- e. There are no permanent alterations to the subject site; and
- f. The use complies with all of the conditions specified by Council as a condition of the issuance of the Permit.

The following is an analysis of the proposed temporary use against the conditions described above.

Temporary or Seasonal Nature of Use

The applicant's proposal to operate a food truck on the property is temporary in nature as there are no proposed permanent alterations to the property.

Noxious or Undesirable Use

A typical impact associated with food trucks is the sound and fumes from on-board generators. In this case, the applicant has advised that their food truck has a self-contained power system and does not require the use of a generator. In order to ensure that these impacts do not occur, Staff are recommending that issuance of a Temporary Use Permit be subject to the applicant ensuring that there be no impacts by way of sound or fumes associated with power generation for the food truck and its operations.

Impacts to Adjacent Properties

The proposed temporary use has the potential to impact adjacent properties by way of, i) parking from the site spilling over on to adjacent properties, or ii) patrons staging on adjacent properties while they wait in line to place an order or as they wait for their food to be prepared.

With regards to parking, the proposed food truck will use 3 of the 6 off-street parking spaces available on the site, which is a significant reduction (50%) especially given that the site already has limited off-street parking for the demands of the site. Given that the 3 remaining off-street parking spaces will not be sufficient to meet the site's parking demands, many of the patrons will be required to park off-site. In this

case, the subject property is in close proximity to the Russell Avenue parking lot to the northeast. As mentioned by the City's Public Works Manager, provided the operating times are kept to 4:00 – 9:00 pm, the use should not impact the Russell Avenue parking lot during peak hours, and provided the use is limited to Wednesdays, the use should not impact the Russell Avenue parking lot during peak days. It is recommended that issuance of the Temporary Use Permit be subject to the applicant taking steps to engage with their patrons in order to ensure that vehicles are not overflowing into nearby *private* parking lots, which could disrupt those businesses. Furthermore, it is recommended that issuance of the Temporary Use Permit be subject to the food truck being removed from the property at the end of its daily operations, in order to ensure that the unit is not occupying some of the site's parking area outside of its permitted hours of operation.

With respect to patrons staging on adjacent properties (streets, sidewalks, properties) while they wait in line or wait for their food to be prepared, it should be noted that the proposed layout of the temporary use does provide space between the food truck and Small Axe Roadhouse building for patrons to stage, and the layout of this space does not direct them towards adjacent properties. Having said that, the food truck is proposing to operate within the site's parking area which has a lack of access control and is located in close proximity to the intersection of George Street (Highway 97A) and Russell Avenue intersection. Given this, it is recommended that issuance of the Temporary Use Permit be subject to, i) the applicant ensuring that the staging of patrons is properly managed on-site in order to avoid patrons spilling over on to adjacent streets, sidewalks or properties, and ii) the City of Enderby being added as a named insured to the insurance policy of the owner of the subject parcel, and indemnified and saved harmless, including legal expenses, associated with its decision to issue a Temporary Use Permit and all matters arising directly or indirectly from this use.

Permanent Alterations to the Site

Given that the food truck is a mobile unit, the proposal would not result in any permanent alterations to the site.

Broad Considerations

The City of Enderby Planner raises no objections to the applicant's request for a Temporary Use to operate a food truck on the property on Wednesdays from 4:00 – 9:00 pm, between May and September, as shown on the attached Schedule 'A', for a three-year period. Upon consideration of input from adjacent land owners, it is recommended that Council authorize the issuance of the Temporary Use Permit for the following reasons:

- As previously described, the proposed temporary use is consistent with the general conditions prescribed in Section 492 of the *Local Government Act*;
- As discussed by the applicant, permitting a food truck to temporarily operate on the property would help the Small Axe Roadhouse with expanding their hours of operation to Wednesdays without requiring full kitchen and wait crew staff; and

- Should the Temporary Use Permit be issued subject to the recommended conditions, it is not anticipated that the proposal would negatively impact the use and enjoyment of the subject or surrounding properties.

SUMMARY

This report relates to a Temporary Use Permit Application for the property located at 707 George Street, Enderby BC. The applicant is proposing to operate a food truck (in the form of a detached trailer) on the property on Wednesdays from 4:00 – 9:00 pm, between May and September, for a three-year period. Given that the City of Enderby Zoning Bylaw No. 1550, 2014 does not permit food trucks/mobile vendors to operate on private property, the applicant is seeking a Temporary Use Permit in accordance with Section 493 of the *Local Government Act*.

The City of Enderby Planner recommends that Council authorize the issuance of a Temporary Use Permit subject to the specified conditions.

Prepared By:



Kurt Inglis, MCIP, RPP
Planner

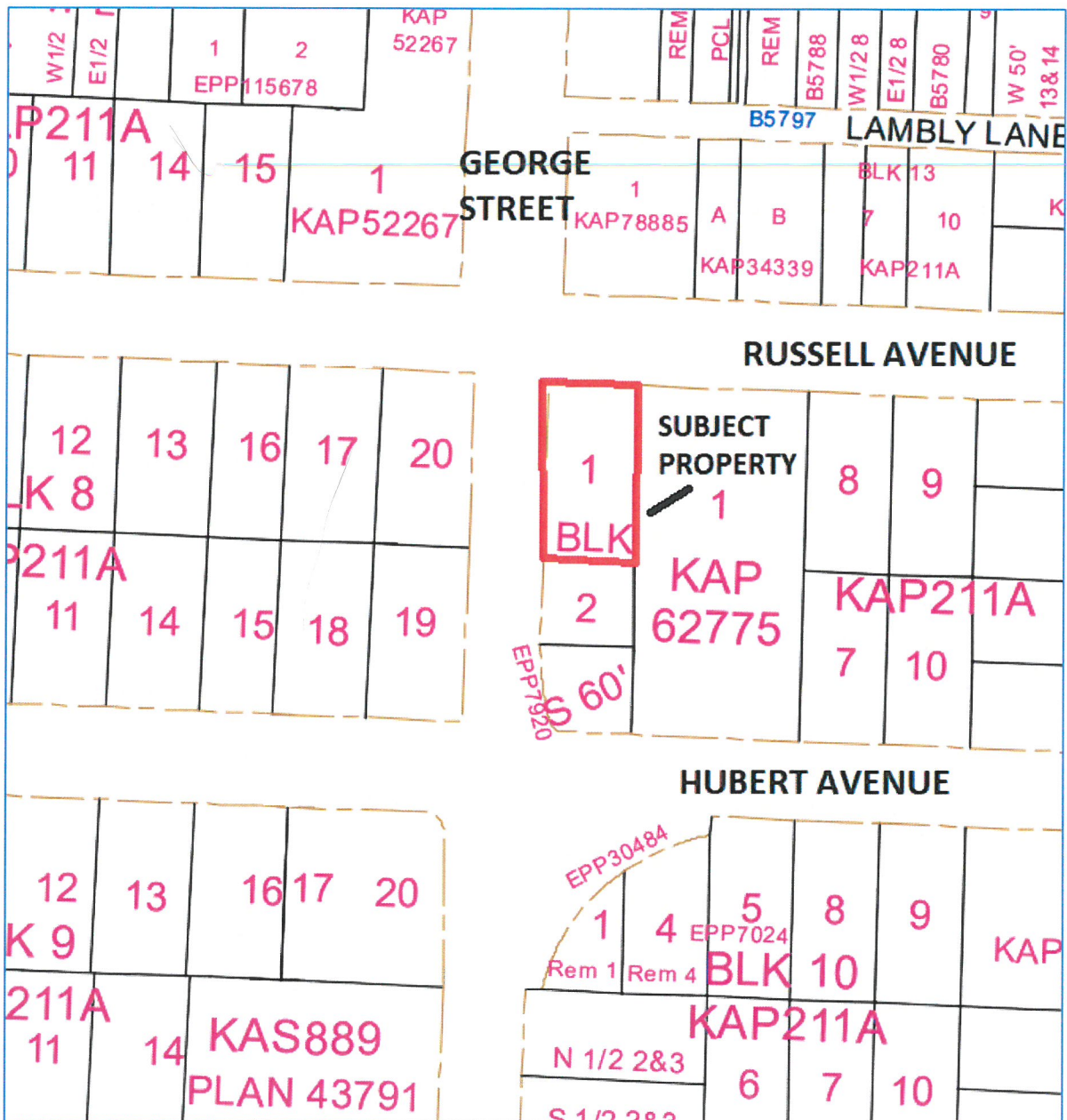
Reviewed By:



Tate Bengtson
Chief Administrative Officer

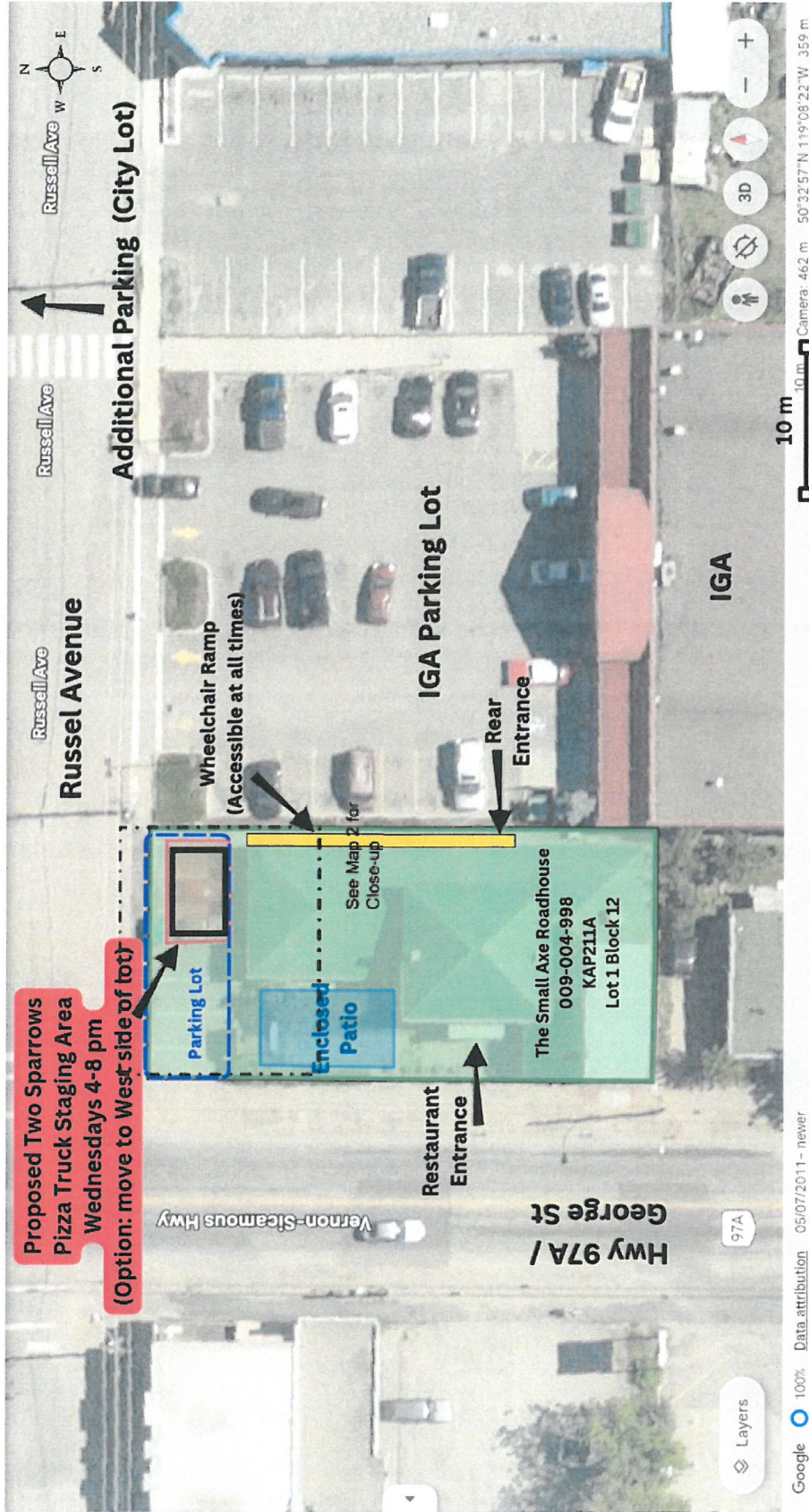
THE CORPORATION OF THE CITY OF ENDERBY
TEMPORARY USE PERMIT APPLICATION
SUBJECT PROPERTY MAP

File: 0008-24-TUP-END
Applicant: Two Sparrows Catering
Owner: Case Holdings Ltd.
Location: 707 George Street, Enderby BC



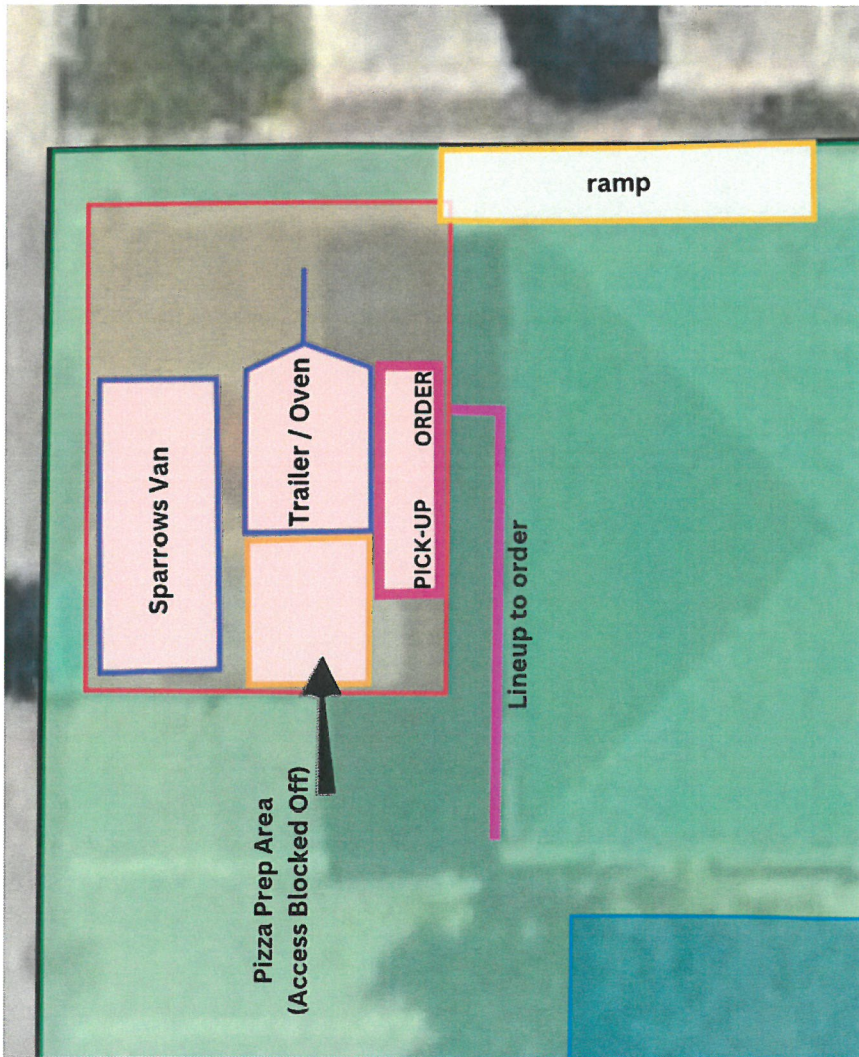
Two Sparrows Catering - Temporary Use Permit Application
Subject Property: 707 George Street, Enderby BC
April 12, 2024

Map 1 - Proposed Two Sparrows Staging Area (Seasonally, Wednesdays, 4-8pm)



Two Sparrows Catering - Temporary Use Permit Application
Subject Property: 707 George Street, Enderby BC
April 12, 2024

Map 2 - Map 2 - Staging Area Detail Map







THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1788

A BYLAW OF THE CITY OF ENDERBY RESPECTING THE 2024 – 2028 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 2024 – 2028 Financial Plan Bylaw No.1788, 2024”.
2. Schedule “A” attached hereto and made part of the Bylaw is hereby declared to be the 2024 – 2028 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 2024 – 2028 Financial Plan.
4. Bylaw No. 1763, cited as “City of Enderby 2023 – 2027 Financial Plan Bylaw No. 1763, 2023”, is hereby repealed.

READ a FIRST time this 15th day of April, 2024.

READ a SECOND time this 15th day of April, 2024.

READ a THIRD time this 15th day of April, 2024.

ADOPTED this ____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

CITY OF ENDERBY
2024-2028 Financial Plan

Consolidated Five Year Financial Plan
Schedule 'A' of Bylaw No. 1788

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
REVENUES					
Municipal Taxation	2,080,850	2,143,275	2,202,235	2,268,300	2,336,348
Utility Taxes / Grants in Lieu	113,530	115,801	118,117	120,479	122,889
Sale of Services	831,176	847,798	864,754	1,062,050	899,691
Revenue from own Sources	2,205,591	2,050,802	2,091,819	2,133,655	2,176,328
Grants	4,250,310	4,284,981	685,500	685,500	685,500
Sewer Revenue	909,678	920,957	939,539	958,378	977,480
Water Revenue	938,560	957,694	976,838	996,251	1,015,939
Total Revenues	11,329,695	11,321,308	7,878,802	8,224,613	8,214,175
EXPENSES					
General Government Services	1,540,400	1,118,596	1,140,968	1,163,787	1,187,063
Protective Services	624,100	319,158	325,541	332,052	338,693
Transportation Services	833,120	745,742	760,657	775,870	791,388
Solid Waste Services	122,000	122,782	125,238	127,743	130,297
Animal Control	34,190	34,873	35,571	36,282	37,008
Cemetery	64,600	65,892	67,210	68,554	69,925
Recreation & Cultural Services	204,600	137,292	140,038	142,839	145,695
Fortune Parks Recreational Services	978,950	909,779	927,975	946,534	965,465
Tourism & Community Engagement	299,400	284,682	290,376	296,183	302,107
Sewer Services	680,828	643,445	656,314	669,440	682,829
Water Services	744,910	672,091	685,533	699,244	713,228
Fiscal Services	157,230	158,206	210,402	219,717	215,753
Total Expenses	6,284,328	5,212,538	5,365,823	5,478,245	5,579,451
SURPLUS (DEFICIT) FOR THE YEAR	5,045,367	6,108,770	2,512,979	2,746,368	2,634,724
TOTAL CASH FROM OPERATIONS	5,045,367	6,108,770	2,512,979	2,746,368	2,634,724
ADJUST FOR CASH ITEMS					
Capital Asset expenditures	(7,729,000)	(6,138,732)	(348,000)	(520,000)	(256,000)
Debt Principle repayment	(93,560)	(93,558)	(178,558)	(228,558)	(218,558)
Debt Proceeds	-	1,240,000	-	-	-
Transfer From Reserves	3,760,400	1,064,951	348,000	340,000	256,000
Transfer to Reserves	(2,587,130)	(2,181,431)	(2,334,421)	(2,337,810)	(2,416,166)
Transfer From Operating Surplus	1,603,923	-	-	-	-
TOTAL CASH ADJUSTMENT	(5,045,367)	(6,108,770)	(2,512,979)	(2,746,368)	(2,634,724)
FINANCIAL PLAN BALANCE	-	-	-	-	-

**CITY OF ENDERBY
2024-2028 Financial Plan**

**Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 1788**

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>	12.4 %	\$ 2,080,850
<i>User Fees and charges</i>	16.1 %	\$ 2,679,414
<i>Other sources</i>	46.0 %	\$ 7,683,444
<i>Government grants</i>	25.5 %	\$ 4,250,310
<i>Debt proceeds</i>	0.0 %	\$ 0
Total	100.0 %	\$ 16,694,018

- 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 2024.
- 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>	77.96 %	\$ 1,622,353
<i>Utilities (2)</i>	1.14 %	\$ 23,734
<i>Light Industrial (5)</i>	3.47 %	\$ 72,276
<i>Business and Other (6)</i>	17.35 %	\$ 360,975
<i>Recreation / Non-Profit (8)</i>	0.04 %	\$ 762
<i>Farmland (9)</i>	0.04 %	\$ 750
<i>Total</i>	100.00 %	\$ 2,080,850

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. 1789

A BYLAW FOR THE LEVYING OF RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL LIBRARY, AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2024

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. 1789, 2024”.
2. The following rates are hereby imposed and levied for the year 2024:
 - (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. 1764, cited as “City of Enderby Annual Tax Rate Bylaw No. 1764, 2023”, is hereby repealed.

READ a FIRST time this 15th day of April, 2024.

READ a SECOND time this 15th day of April, 2024.

READ a THIRD time this 15th day of April, 2024.

ADOPTED this ____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

Property Class	General Municipal	North Okanagan/ Columbia Shuswap Regional District Hospital	Regional Library	Regional District
1 Residential	2.4388	0.2309	0.1430	0.5640
2 Utility	37.3697	0.8080	2.1908	1.9738
5 Light Industry	7.0266	0.7850	0.4119	1.9174
6 Business	5.7976	0.5656	0.3399	1.3817
8 Recreation	3.5230	0.2309	0.2065	0.5640
9 Farm	3.6794	0.2309	0.2157	0.5640

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO.1790

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. 1790, 2024”.
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 \$2.90 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 2024 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. 1765, cited as “City of Enderby Sewer Frontage Tax Bylaw No. 1765, 2023”, is hereby repealed.

READ a FIRST time this 15th day of April, 2024.

READ a SECOND time this 15th day of April, 2024.

READ a THIRD time this 15th day of April, 2024.

ADOPTED this _____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1791

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. 1791, 2024”.
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 \$3.22 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 2024, 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. 1766, cited as “City of Enderby Water Frontage Tax Bylaw No. 1766, 2023”, is hereby repealed.

READ a FIRST time this 15th day of April, 2024.

READ a SECOND time this 15th day of April, 2024.

READ a THIRD time this 15th day of April, 2024.

ADOPTED this _____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1792

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. 1792, 2024".
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 15th day of April, 2024.

READ a SECOND time this 15th day of April, 2024.

READ a THIRD time this 15th day of April, 2024.

ADOPTED this _____ day of _____, 2024.

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	284.91
BAKERY	Unit	473.82
BARBER	Chair	162.36
BEAUTY	Chair	162.36
BODY SHOP	Unit	568.77
BED & BREAKFAST	Unit	178.95
BUTCHER SHOP	Unit	417.84
CAMPGROUND - TENT SPACE	Unit	46.53
CAMPGROUND - RV HOOKUP	Unit	94.29
CAMPGROUND - SANI DUMP	Unit	390.96
CARWASH (RECYCLABLE)	Stall	508.56
CARWASH (NON-RECYCLABLE)	Stall	871.23
CHURCH	Unit	284.91
CURLING RINK	Unit	1,386.93
DAYCARE	Unit	415.47
DENTAL OFFICE	Unit	363.93
DUPLEX /TRI-PLEX	Unit	322.35
GARAGE	Unit	493.14
HEALTH/FITNESS	Unit	265.98
HOSPITAL	Bed	190.26
HOTEL/MOTEL	Unit	179.22
HOTEL/MOTEL WITH POOL (FILTERED)	Unit	142.02
HOTEL/MOTEL WITH POOL (UNFILTERED)	Unit	284.91
INDUSTRY (1-5 PEOPLE)	Unit	307.56
INDUSTRY (EACH ADDITIONAL PERSON)	Person	30.03
LAUNDROMAT	Washer	179.22
LODGING/BOARDING HOUSE	Unit	220.65
MEDICAL CLINIC	Unit	390.96
MILL	Unit	448.08
OFFICE (0-2000 SQUARE FEET)	Unit	126.60
OFFICE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	15.84

POOL	Unit	2,388.48
PUBLIC HALLS	Unit	250.68
RECREATION HALL	Unit	208.14
RESTAURANT (1-10 SEATS)	Unit	258.48
RESTAURANT (EACH ADDITIONAL SEAT)	Seat	15.84
SCHOOL	Class	209.43
SINGLE FAMILY DWELLING	Unit	296.40
SINGLE FAMILY DWELLING WITH SECONDARY SUITE	Unit	415.05
SKATING RINK	Unit	2,388.48
SPRAY PARK	Unit	3,950.07
STORE (0-1000 SQUARE FEET)	Unit	162.36
STORE (EACH ADDITIONAL 1000 SQUARE FEET)	1000 sq ft	50.37
STRATA/CONDO	Unit	284.91
TRANSPORTATION - LARGE FACILITY	Unit	7,579.98

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	\$ 81.07	\$ 0.61 / m ³ over 40 m ³ to 55 m ³ \$ 1.55 / m ³ over 55 m ³ to 450* m ³
May - Aug	\$ 81.07	\$ 0.61 / m ³ over 85 m ³ to 105 m ³ \$ 1.55 / m ³ over 105 m ³ to 900* m ³
B. Single Family Residential with Legalized Suite		
Jan-Apr / Sep-Dec	\$ 115.48	\$ 0.61 / m ³ over 65 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 537* m ³
May - Aug	\$ 115.48	\$ 0.61 / m ³ over 105 m ³ to 125 m ³ \$ 1.55 / m ³ over 125 m ³ to 1,075* m ³
C. Strata Residential		
Jan-Apr / Sep-Dec	\$ 63.89	\$ 0.61 / m ³ over 30 m ³ to 40 m ³ \$ 1.55 / m ³ over 40 m ³ to 405* m ³
May - Aug	\$ 63.89	\$ 0.61 / m ³ over 70 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 810* 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	\$ 63.89	\$ 0.61 / m ³ over 30 m ³ to 40 m ³ \$ 1.55 / m ³ over 40 m ³ to 405* m ³
May - Aug	\$ 63.89	\$ 0.61 / m ³ over 70 m ³ to 80 m ³ \$ 1.55 / m ³ over 80 m ³ to 810* m ³
E. Business / Industrial	\$ 37.73	\$ 1.52 / m ³ over 24 m ³ to 60 m ³ \$ 0.71 / m ³ over 60 m ³
F. Business / Industrial with Residential	\$ 56.40	\$ 1.52 / m ³ over 35 m ³ to 60 m ³ \$ 0.71 / m ³ over 60 m ³
G. Institutional / Civic	\$ 37.73	\$ 1.52 / m ³ over 24 m ³ to 60 m ³ \$ 0.71 / m ³ over 60 m ³
Irrigation on separate meter		\$ 0.71 / m ³

H. Agricultural**

Properties with single family residential

Jan-Apr / Sep-Dec	\$ 88.44	\$ 0.61 / m ³ over 45 m ³
May - Aug	\$ 88.44	\$ 0.61 / m ³ over 90 m ³

Land only

Jan-Apr / Sep-Dec	\$ 0.61 / m ³	
May - Aug	\$ 0.61 / m ³	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: \$ 106.50 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, CAO
From: Jennifer Bellamy, CFO
Date: April 18, 2024
Subject: 2023 Statement of Financial Information

Recommendation:

THAT Council approves the 2023 Statement of Financial Information.

Background:

Attached is the 2023 Statement of Financial Information. This is an annual report that is required under the Financial Information Act and Section 168 of the Community Charter. Once approved, this report is submitted to the Ministry of Municipal Affairs as part of the City's annual reporting requirements.

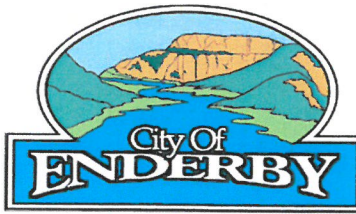
Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

City of Enderby

2023

Statement of Financial Information



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

The Corporation of the City of Enderby

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

Where the Shuswap Meets the Okanagan

Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles for governments, as established by the Public Sector Accounting Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

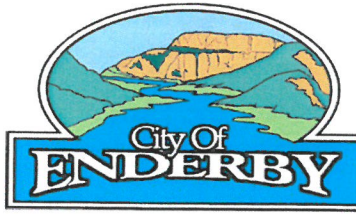
Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibility for financial reporting and internal control.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the *Act*. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council and to management.

On behalf of the Corporation of the City of Enderby

Jennifer Bellamy
Chief Financial Officer



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Where the Shuswap Meets the Okanagan

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information produced under the *Financial Information Act*.

Jennifer Bellamy
Chief Financial Officer

Huck Galbraith
Mayor, City of Enderby

Date

Date

**THE CORPORATION OF THE CITY
OF ENDERBY**

FINANCIAL STATEMENTS

For the year ended December 31, 2023

THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2023

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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 15, 2024



Independent Auditor's Report

To the Mayor and Council of the City of Enderby

Opinion

We have audited the financial statements of City of Enderby (the City), which comprise the statement of financial position as at December 31, 2023, and the statement of operations and accumulated surplus, change in net financial asset, 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, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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



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

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

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

BDO Canada LLP

Chartered Professional Accountants

Vernon, British Columbia

April 15, 2024

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Financial Position

As at December 31, 2023

	2023	2022
Financial assets		
Cash	\$ 4,284,427	\$ 330,606
Portfolio investments (Note 3)	9,412,016	8,716,726
Accounts receivable (Note 4)	1,098,424	940,903
Deposit - Municipal Finance Authority (Note 5)	37,765	36,627
	<u>14,832,632</u>	<u>10,024,862</u>
Liabilities		
Accounts payable and accrued liabilities (Note 6)	510,053	435,283
Deferred revenue (Note 7)	2,234,307	1,374,557
Reserve - Municipal Finance Authority (Note 5)	37,765	36,627
Long-term debt (Note 8)	2,037,132	2,156,342
Asset retirement obligations (Note 9)	1,062,656	-
	<u>5,881,913</u>	<u>4,002,809</u>
Net financial assets	<u>8,950,719</u>	<u>6,022,053</u>
Non-financial assets		
Prepaid expenses	95,764	73,620
Tangible capital assets (Note 10)	31,054,563	30,668,260
Accumulated surplus (Note 11)	<u>\$ 40,101,046</u>	<u>\$ 36,763,933</u>

Contingent Liabilities (Note 14)

Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Operations

For the year ended December 31, 2023

	2023 Budget	2023 Actual	2022 Actual
	(Note 20)		
Revenue			
Taxation - net (Note 15)	\$ 2,589,722	\$ 2,558,390	\$ 2,378,149
Grants and subsidies (Note 16)	4,557,494	3,323,472	1,864,419
Sale of services (Note 17)	2,190,519	2,213,943	2,216,588
Other revenue from own sources	109,300	200,377	129,016
Interest and penalties	172,200	548,643	198,346
	<u>9,619,235</u>	<u>8,844,825</u>	<u>6,786,518</u>
Expenses (Note 18)			
General government services	1,255,599	921,045	849,505
Protective services	445,500	379,515	462,730
Transportation services	619,883	958,087	1,131,991
Solid waste services	117,300	115,751	113,090
Community development services	54,200	30,887	55,252
Recreational and cultural services	175,520	107,173	125,879
Riverside RV Park & tourism services	264,070	242,668	238,073
Enderby / Area F services	993,210	1,033,728	937,639
Water supply	733,940	914,479	871,308
Sewer services	680,560	789,248	726,775
	<u>5,339,782</u>	<u>5,492,581</u>	<u>5,512,242</u>
Excess revenue over expenses	4,279,453	3,352,244	1,274,276
Loss on disposal of tangible capital assets	-	(15,131)	(12,393)
Annual surplus	<u>\$ 4,279,453</u>	<u>\$ 3,337,113</u>	<u>\$ 1,261,883</u>
Accumulated surplus, beginning of year	<u>36,763,933</u>	<u>36,763,933</u>	<u>35,502,050</u>
Accumulated surplus, end of year	<u>\$ 41,043,386</u>	<u>\$ 40,101,046</u>	<u>\$ 36,763,933</u>

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Change in Net Financial Assets

For the year ended December 31, 2023

	2023	2022
Annual surplus	\$ 3,337,113	\$ 1,261,883
Amortization of tangible capital assets	1,312,955	1,323,610
Change in prepaid expenses	(22,144)	(11,453)
Increase in tangible capital assets due to asset retirement obligations	(1,018,807)	-
Loss on disposal of tangible capital assets	15,131	12,393
Acquisition of tangible capital assets	(695,582)	(1,783,260)
Increase in net financial assets	2,928,666	803,173
Net financial assets, beginning of year	6,022,053	5,218,880
Net financial assets, end of year	\$ 8,950,719	\$ 6,022,053

THE CORPORATION OF THE CITY OF ENDERBY

Statement of Cash Flows

For the year ended December 31, 2023

	2023	2022
Cash flows from operating activities		
Cash received from:		
Taxation	\$ 2,479,476	\$ 2,423,340
Grants and subsidies	3,587,647	1,754,332
Sale of services and other revenues	2,931,288	2,405,441
Interest received	548,643	198,346
Cash paid for:		
Cash payments to suppliers and employees	(3,931,766)	(4,142,140)
Interest paid	(151,387)	(101,438)
	5,463,901	2,537,881
Financing activities		
Debt repayment	(119,208)	(114,911)
Capital activities		
Purchase of tangible capital assets	(695,582)	(1,783,260)
Investing activities		
Increase (decrease) in portfolio investments	(695,290)	(1,713,407)
Increase (decrease) in cash	3,953,821	(1,073,697)
Cash, beginning of year	330,606	1,404,303
Cash, end of year	\$ 4,284,427	\$ 330,606

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2023

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 4.9% (2022 - 2.0%).

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. Financial Instruments

Financial instruments include cash, portfolio investments, accounts receivable, accounts payable, deferred revenue, deposits and long-term debt.

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. There are no unrealized changes in fair value as at December 31, 2023 and December 31, 2022. As a result, the City does not have a statement of remeasurement gains and losses.

When investment income and realized and unrealized gains and losses from changes in the fair value of financial instruments are externally restricted, the investment income and fair value changes are recognized as revenue in the

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2023

period in which the resources are used for the purpose specified.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

All financial assets are tested annually for impairment. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

f. 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

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital 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
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.

g. Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

1. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
2. The past transaction or event giving rise to the liability has occurred;
3. It is expected that future economic benefits will be given up; and

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2023

4. A reasonable estimate of the amount can be made.

Asset retirement obligations are initially measured at the best estimate of the amount required to retire a tangible capital asset at the financial statement date, which is amortized in accordance with the significant accounting policies.

Asset retirement obligations are recorded as liabilities with a corresponding increase to the carrying amount of the related tangible capital asset. Subsequently, the asset retirement costs are allocated to expenses over the useful life of the asset. The obligation is adjusted annually for accretion to reflect period-to-period changes in the liability resulting from the passage of time and for revisions to either timing or the amount of the original estimate of the undiscounted cash flows or the discount rate.

h. 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.

i. 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.

j. Reserves

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

k. Retirement Benefits

The City participates in a multi-employer 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.

l. 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.

m. Government Transfers

When the City is the recipient, government transfers are recognized as revenue in the financial statements when the

THE CORPORATION OF THE CITY OF ENDERBY

Summary of Significant Accounting Policies

For the year ended December 31, 2023

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.

n. Budget Figures

The budget figures are from the Financial Plan Bylaw No. 1763, 2023 adopted May 1, 2023. 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.

o. 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.

p. Change in Accounting Policy

On January 1, 2023, the City adopted Public Accounting Standard PS 3280 Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new standard was adopted on the prospective basis at the date of adoption.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

3. Portfolio Investments

	<u>2023</u>	<u>2022</u>
Municipal Finance Authority - Money market fund	\$ 707,407	\$ 690,283
Credit Union - Term deposits	3,741,913	3,700,069
Canaccord Genuity - Term deposits	4,962,696	4,326,374
	<u>\$ 9,412,016</u>	<u>\$ 8,716,726</u>

The term deposits mature between August 16, 2024 and December 22, 2025 with interest rates varying from 4.7% to 6.0%.

4. Accounts Receivable

	<u>2023</u>	<u>2022</u>
Federal Government	\$ 25,005	\$ 31,501
Trade receivables	853,631	813,833
Taxes receivable - current	188,769	74,115
arrears	31,019	21,454
	<u>\$ 1,098,424</u>	<u>\$ 940,903</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:

	<u>Demand note</u>	<u>Cash deposits</u>	<u>2023</u>	<u>2022</u>
General fund	\$ 57,010	\$ 37,765	\$ 94,775	\$ 93,637

6. Accounts Payable and Accrued Liabilities

	<u>2023</u>	<u>2022</u>
Trade payables	\$ 289,388	\$ 233,436
Wages payable	220,665	201,847
	<u>\$ 510,053</u>	<u>\$ 435,283</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

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, 2022	Inflows	Outflows	Interest	December 31, 2023
Development cost charges	\$ 810,097	\$ 160,824	\$ -	\$ 45,220	\$ 1,016,141
Refundable deposits	213,278	663,812	(196,612)	31,788	712,266
Conditional grants	129,551	86,582	(20,097)	-	196,036
Prepaid revenues	221,631	292,168	(211,870)	7,935	309,864
	\$ 1,374,557	\$ 1,203,386	\$ (428,579)	\$ 84,943	\$ 2,234,307

8. Long-Term Debt

Bylaw number	Purpose	Term remaining	% Rate	2023	2022
General fund					
1590	Road upgrades	13	2.10	\$ 333,828	\$ 354,581
1544	Road upgrades	12	2.20	305,965	326,210
1525	Road upgrades	11	3.30	201,119	215,458
1494	Storm system upgrade	20	4.52	668,040	689,612
1502	Road upgrades	10	4.52	405,833	438,336
1503	Road upgrades	10	4.52	122,347	132,145
				2,037,132	2,156,342

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

	General fund
2024	\$ 125,887
2025	130,260
2026	134,787
2027	139,472
2028	144,321
2029 and subsequent periods	1,362,405
	\$ 2,037,132

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

9. Asset Retirement Obligations

The City's asset retirement obligation consists of several obligations as follows:

a) Asbestos obligations

The City owns and operates several buildings and structures that are known to have asbestos, which represents a health hazard upon demolition or renovation of the assets. There is a legal obligation to remove and dispose of the hazardous materials. Following the adoption of *PS280 - Asset Retirement Obligations*, the City recognized an obligation relating to the removal and post-removal care of the asbestos in these assets as estimated at January 1, 2023. The assets have estimated remaining useful lives ranging from 10 to 40 years.

b) Lease obligations

The City holds several long-term lease properties, which there is a legal obligation to remove improvements on the property upon the termination of the lease. Following the adoption of *PS280 - Asset Retirement Obligations*, the City has recognized these obligations as estimated at January 1, 2023. The assets have estimated remaining useful lives ranging from 14 to 78 years.

At the time of adoption, interest rates equal to the City's long-term rates of borrowing at the time the assets were constructed were used to estimate the increase in costs due to the passage of time (accretion). This rate was adjusted to 4.9% to reflect the City's current rate of borrowing, which resulted in an increase to the estimated values of the asset retirement obligations. No recoveries on the obligations are expected at this time.

	December 31, 2022	Initial recognition on adoption	Increase due to accretion	Increase due to change in estimate	December 31, 2023
Asbestos obligations	\$ -	\$ 94,520	\$ 7,043	\$ 159,385	\$ 260,948
Lease obligations	-	634,049	36,806	130,853	801,708
	\$ -	\$ 728,569	\$ 43,849	\$ 290,238	\$ 1,062,656

THE CORPORATION OF THE CITY OF ENDERBY
Notes to Financial Statements

For the year ended December 31, 2023

10. Tangible Capital Assets

	Historical Cost					Accumulated Amortization					Net Book Value
	Opening	Additions	Additions due to ARO	Disposals	Closing	Opening	Additions	Disposal	Closing		
2023											
General fund											
Land	\$ 1,648,517	\$ -	\$ -	\$ -	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517	
Building sites and parks	2,766,117	-	187,170	-	2,953,287	1,908,213	91,712	-	1,999,925	953,362	
Engineering structures	1,008,562	-	30,475	-	1,039,037	358,613	38,326	-	396,939	642,098	
Furniture and equipment	325,767	-	-	-	325,767	201,740	41,236	-	242,976	82,791	
Hydrants	186,643	-	-	-	186,643	157,721	2,460	-	160,181	26,462	
Machinery and equipment	2,478,919	40,113	-	-	2,519,032	1,726,135	98,749	-	1,824,884	694,148	
Planters	118,329	-	-	-	118,329	106,506	4,531	-	111,037	7,292	
Roads	17,882,299	213,729	-	35,358	18,060,670	7,837,707	429,879	20,227	8,247,359	9,813,311	
Storm system	9,597,111	188,835	2,357	-	9,788,303	4,368,364	106,636	-	4,475,000	5,313,303	
Assets under construction	457,720	78,983	-	25,306	511,397	-	-	-	-	511,397	
	<u>36,469,984</u>	<u>521,660</u>	<u>220,002</u>	<u>60,664</u>	<u>37,150,982</u>	<u>16,664,999</u>	<u>813,529</u>	<u>20,227</u>	<u>17,458,301</u>	<u>19,692,681</u>	
Water fund											
Buildings	966,257	-	166,674	-	1,132,931	717,555	32,475	-	750,030	382,901	
Water mains	11,443,274	72,464	603,302	-	12,119,040	6,728,271	179,986	-	6,908,257	5,210,783	
Water system	4,132,248	-	-	-	4,132,248	3,124,994	64,936	-	3,189,930	942,318	
Assets under construction	14,721	81,487	-	-	96,208	-	-	-	-	96,208	
	<u>16,556,500</u>	<u>153,951</u>	<u>769,976</u>	<u>-</u>	<u>17,480,427</u>	<u>10,570,820</u>	<u>277,397</u>	<u>-</u>	<u>10,848,217</u>	<u>6,632,210</u>	
Sewer fund											
Buildings	133,966	-	-	-	133,966	63,636	3,349	-	66,985	66,981	
Sanitary sewer system	4,900,991	-	18,337	-	4,919,328	2,999,074	136,540	-	3,135,614	1,783,714	
Water mains and lift stations	5,791,945	45,277	10,492	-	5,847,714	2,901,971	82,140	-	2,984,111	2,863,603	
Assets under construction	15,374	-	-	-	15,374	-	-	-	-	15,374	
	<u>10,842,276</u>	<u>45,277</u>	<u>28,829</u>	<u>-</u>	<u>10,916,382</u>	<u>5,964,681</u>	<u>222,029</u>	<u>-</u>	<u>6,186,710</u>	<u>4,729,672</u>	
	<u>\$ 63,868,760</u>	<u>\$ 720,888</u>	<u>\$ 1,018,807</u>	<u>\$ 60,664</u>	<u>\$ 65,547,791</u>	<u>\$ 33,200,500</u>	<u>\$ 1,312,955</u>	<u>\$ 20,227</u>	<u>\$ 34,493,228</u>	<u>\$ 31,054,563</u>	

THE CORPORATION OF THE CITY OF ENDERBY
Notes to Financial Statements

For the year ended December 31, 2023

10. Tangible Capital Assets - continued

	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	34,065	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	\$ 173,892	\$ 33,200,500	\$ 30,668,260

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

11. Accumulated Surplus

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

Surplus	2023	2022
Invested in tangible capital assets	\$ 27,998,626	\$ 28,511,922
General surplus	3,661,553	3,138,004
Enderby / Area F Joint Services surplus	655,556	629,673
Sewer surplus	1,285,696	1,221,900
Water surplus	534,891	531,000
	34,136,322	34,032,499
Reserve Funds		
Animal Control	30,358	28,292
Asset Management	278,384	231,466
Capacity Building	186,547	94,852
Cemetery	79,014	50,095
Community Works Fund (Gas Tax)	396,014	188,295
Computer Equipment	48,249	42,211
Equipment	643,665	559,695
Fire Department	456,775	377,387
Fortune Parks	626,237	423,457
Growing Communities Fund *	1,672,413	-
Parks	175,113	68,880
Riverside RV Park	75,614	54,960
Sewer System	591,317	177,325
Water System	705,024	434,519
	5,964,724	2,731,434
	\$ 40,101,046	\$ 36,763,933

*In 2023, the City received funding from the Province of British Columbia to assist in funding for capital infrastructure and amenities for future growth. The following shows how these funds were expended and the amount available for future years:

Growing Communities Fund received March 2023	\$ 1,707,000
Interest earned	46,900
Eligible costs incurred:	
Drinking water supply and distribution	<u>(81,487)</u>
Balance, end of year	<u>\$ 1,672,413</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

12. 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:

	2023	2022
Balance, beginning of year	\$ 546,660	\$ 684,896
Eligible costs incurred:		
Computer and technology costs	(45,374)	(42,372)
Revenue shortfalls	-	(2,579)
Facility operating costs	(51,700)	(82,652)
Protective services	(31,347)	(10,633)
Total eligible costs incurred	(128,421)	(138,236)
Balance, end of year	\$ 418,239	\$ 546,660

13. 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 in 2024.
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THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

14. 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 insurers' 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, 2022, the Plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 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 the 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 \$90,983 (2022 - \$85,442) for employer contributions to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

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, 2023

15. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2023	2022
Taxation			
General municipal purposes	\$ 1,931,813	\$ 1,900,165	\$ 1,760,065
1% utility taxes	72,698	72,634	68,446
Water parcel	312,211	311,919	291,917
Sewer parcel	273,000	273,661	257,752
Collections for other governments			
School District	1,224,851	1,234,245	1,135,140
Policing	203,134	204,830	170,206
Regional District	461,260	465,111	446,312
Regional Hospital District	196,172	197,809	188,188
Municipal Finance Authority	166	168	147
B.C. Assessment Authority	29,649	29,900	27,374
Okanagan Regional Library	115,505	116,492	112,721
	4,820,459	4,806,934	4,458,268
Transfers			
School District	1,224,851	1,234,245	1,135,140
Policing	203,134	204,830	170,206
Regional District	461,260	465,119	446,332
Regional Hospital District	196,172	197,783	188,178
Municipal Finance Authority	166	168	147
B.C. Assessment Authority	29,649	29,900	27,374
Okanagan Regional Library	115,505	116,499	112,742
	2,230,737	2,248,544	2,080,119
	\$ 2,589,722	\$ 2,558,390	\$ 2,378,149

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

16. Government Grants and Transfers

	Budget	2023	2022
Federal			
Community works fund - Gas tax	\$ 188,331	\$ 196,917	\$ 188,331
Provincial			
Conditional	1,660,600	1,689,691	151,957
Fortune Parks - conditional	1,240,500	24,672	83,155
Small communities protection	493,000	484,000	623,000
Street lighting	1,400	1,395	1,395
Water - conditional	160,000	81,487	-
	3,555,500	2,281,245	859,507
Other			
Animal control	6,000	19,160	18,650
Cemetery	33,153	51,640	49,970
Fortune Parks	774,510	774,510	747,961
	813,663	845,310	816,581
	\$ 4,557,494	\$ 3,323,472	\$ 1,864,419

17. Sales of Service

	Budget	2023	2022
Animal control	\$ 11,600	\$ 12,090	\$ 10,918
Building permits	46,600	71,406	48,089
Business licenses	16,300	20,275	15,825
Cemetery	25,000	17,993	29,237
Fire protection	327,430	155,937	316,723
Fortune Parks	243,500	290,867	260,281
Garbage collection and disposal	115,700	115,552	111,847
Riverside RV Park & tourism	265,000	299,824	289,064
Sewer user fees	579,060	616,955	569,244
Water user fees	560,329	613,044	565,360
	\$ 2,190,519	\$ 2,213,943	\$ 2,216,588

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

18. Expenses by Object

	Budget	2023	2022
Accretion	\$ -	\$ 43,849	\$ -
Advertising and publications	19,900	16,691	14,133
Amortization	-	1,312,955	1,323,610
Contracted services	703,250	516,481	694,847
Council grants	62,740	66,184	57,254
Insurance	69,170	64,727	100,329
Interest and bank charges	106,300	151,387	101,438
Maintenance	1,288,500	1,176,441	1,161,371
Materials and supplies	1,248,839	346,056	407,046
Professional fees	35,900	22,967	40,797
Salaries and benefits	1,709,933	1,686,102	1,539,700
Training, travel and conferences	114,350	98,255	73,888
Transfers	(19,100)	(9,514)	(2,171)
	<u>\$ 5,339,782</u>	<u>\$ 5,492,581</u>	<u>\$ 5,512,242</u>

19. 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:

	2023	2022
Balance, beginning of year	\$ 250,544	\$ 242,271
Care fund contributions	2,595	2,845
Interest earned	12,808	5,428
Balance, end of year	<u>\$ 265,947</u>	<u>\$ 250,544</u>

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

20. 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:

	2023	2022
Budget surplus per Statement of Operations	4,279,453	2,522,380
Less:		
Capital expenditures	(4,361,500)	(3,624,500)
Debt principal payments	(88,645)	(88,645)
Transfers to reserve funds	(3,373,416)	(1,590,155)
Add back:		
Borrowing proceeds	400,000	-
Transfers from accumulated surplus and reserve funds	3,144,108	2,780,920
	<hr/>	<hr/>
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

21. Financial Instruments

The City is exposed to interest rate risk, credit risk, and liquidity risk from its financial instruments. The City has practices in place to identify major risks, which are monitored and managed to the best of its ability.

There have not been any changes from the prior year in the City's exposure to these risks, or the policies, procedures and methods it uses to manage and measure the risks.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The City is exposed to interest rate risk through its long-term debt and through the value of portfolio investments.

The City manages interest rate risk on its long-term debt by holding all debt through the Municipal Finance Authority at a fixed rate, with refinancing typically being completed at the ten or fifteen year mark following the date of the original debt issuance. See Note 8 for interest rates and maturity dates for long-term debt.

Investments are primarily comprised of term deposits and are deemed to be low risk and not subject to significant changes in value due to changes in interest rates.

Credit Risk

Credit risk is the risk that the City will incur financial losses if a debtor fails to make payments when due. The City is exposed to credit risk from its cash, portfolio investments and accounts receivable.

The City manages its credit risk with respect to cash and portfolio investments by maintaining its investments with reputable financial institutions, while ensuring that investments are made in accordance with Section 183 of the *Community Charter*. The maximum exposure to credit risk to cash is limited to the balance held at year end and the maximum exposure to credit risk to portfolio investments is outlined in Note 3.

THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2023

Financial Instruments - continued

The City manages its credit risk with respect to accounts receivable through signed agreements and credit policies. The City also has the ability to recover receivables associated with properties, such as utility fees, through the property tax collection process. The maximum exposure to credit risk to accounts receivable is outlined in Note 4.

Liquidity Risk

Liquidity risk is the risk that the City will not be able to meet its financial obligations as they become due. The City is exposed to liquidity risk through its accounts payable and long-term debt.

The City manages this risk by maintaining a balance of short term and/or highly liquid investments and closely monitoring cash flows and staggering maturity dates of its investment portfolio to meet cash flow needs. The City also has the ability to adopt a Revenue Anticipation Borrowing Bylaw under Section 177 of the *Community Charter* to borrow short term to finance its operations until revenue from property taxes is received.

The timing of cash flows to meet its financial obligations are within one year in relation to accounts payable, as outlined in Note 6 and the timing of principal payments in relation to long-term debt are outlined in Note 8.

It is management's opinion that the City is not exposed to significant interest, credit or liquidity risks arising from these financial instruments.

22. 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, 2023

23. 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, 2023

Segmented Information - continued

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, 2023

Schedule I

	General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby / Area F Services	Riverside Park & Tourism	Other general Services*	Water Services	Sewer Services	2023
Revenues										
Taxation	\$ 1,972,810	\$	\$	\$	\$	\$	\$	\$	\$	\$ 2,558,390
Grants and subsidies	1,734,111	142,827	485,395	115,552	869,982	9,670	81,487	273,661	613,044	3,323,472
Sales of services	91,681	155,937			320,950	299,824				2,213,943
Other revenue from own sources	200,377									200,377
Interest and penalties	515,667				32,976					548,643
	4,514,646	298,764	485,395	115,552	1,223,908	309,494	-	1,006,450	890,616	8,844,825
Expenses										
Accretion	4,556	1,066	28		469	5,836		36,955	775	43,849
Advertising and publications	2,946				7,909					16,691
Amortization	115,708	62,434	564,356		71,031			277,397	222,029	1,312,955
Contracted services	52,259	42,545			117,097	61,130		16,783		516,481
Council grants	8,229				57,955					66,184
Insurance	41,658				21,909	1,160				64,727
Interest and bank charges	142,951				2,356	6,080				151,387
Maintenance	64,087	105,216	290,862		191,796	35,435		229,150	259,895	1,176,441
Material and supplies	38,182	32,373	3,773	92	128,479	121,329		3,642	18,186	346,056
Professional fees	22,967									22,967
Salaries and benefits	607,065	106,896	245,474	515	364,825	3,698		182,809	150,283	1,686,102
Training, travel and conferences	63,507	28,985	2,031		2,132	8,000		800	800	98,255
Transfers	(243,070)		(148,437)	2,000	67,770			166,943	137,280	(9,514)
	921,045	379,515	958,087	115,751	1,033,728	242,668	138,060	914,479	789,248	5,492,581
Excess (deficiency) of revenue over expenses	3,593,601	(80,751)	(472,692)	(199)	190,180	66,826	(138,060)	91,971	101,368	3,352,244
Loss on disposal of tangible capital assets	(15,131)									(15,131)
Annual surplus (deficit)	\$ 3,578,470	\$ (80,751)	\$ (472,692)	\$ (199)	\$ 190,180	\$ 66,826	\$ (138,060)	\$ 91,971	\$ 101,368	\$ 3,337,113

*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, 2022

Schedule I (cont'd)

	General revenue fund									
	General Government Services	Protective Services	Transportation Services	Solid Waste Services	Enderby / Area F Services	Riverside Park & Tourism	Other General Services*	Water Services	Sewer Services	2022
Revenues										
Taxation	\$ 1,828,480	\$ 142,827	\$ 624,395	\$ 111,847	\$ 899,736	\$ 9,130	\$ 291,917	\$ 257,752	\$ 2,378,149	
Grants and subsidies	188,331	316,723		111,847	300,436	289,064	565,360	569,244	1,864,419	
Sales of services	63,914								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	71,042	560,122		7,847	1,558		292,784	219,797	14,133
Amortization	108,548	155,767		109,958	71,317	65,695	159,676	21,995		1,323,610
Contracted services	74,518				107,238	54,413				694,847
Council grants	2,841				21,058	1,025				57,254
Insurance	78,246				2,141	5,390				100,329
Interest and bank charges	93,907	105,173	401,756		168,275	43,172		193,170	194,384	1,161,371
Maintenance	55,441	21,641	9,617		109,941	110,637		46,084	72,271	407,046
Material and supplies	36,855									40,797
Professional fees	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

Enderby/Area F Services

For the year ended December 31, 2023

Schedule II

	Fortune Parks	Animal control	Cemetery	2023	2022
Revenue					
Grants and subsidies	\$ 799,182	\$ 19,160	\$ 51,640	\$ 869,982	\$ 899,736
Sale of services	290,867	12,090	17,993	320,950	300,436
Interest and penalties	20,080	2,782	10,114	32,976	12,967
	1,110,129	34,032	79,747	1,223,908	1,213,139
Expenses					
Accretion	469			469	-
Advertising	7,909			7,909	7,847
Amortization	71,031			71,031	71,317
Contracted services	104,725	12,372		117,097	107,238
Grants	53,455		4,500	57,955	54,413
Insurance	21,909			21,909	21,058
Interest and bank charges	2,356			2,356	2,141
Maintenance	163,710	6,864	21,222	191,796	168,275
Materials and supplies	128,479			128,479	109,941
Salaries and benefits	352,344	1,954	10,527	364,825	336,107
Training, travel and conferences	2,132			2,132	1,325
	908,519	21,190	36,249	965,958	879,662
Annual surplus (deficit)	\$ 201,610	\$ 12,842	\$ 43,498	\$ 257,950	\$ 333,477
Transfer to/from general fund					
Computer support	\$ 8,900	\$	\$	\$ 8,900	\$ 8,260
Finance overhead charges	24,000	5,090	9,100	38,190	32,170
Insurance allocation	7,959		940	8,899	5,776
Public works equipment allocation			7,111	7,111	7,411
Lease		4,670		4,670	4,360
	40,859	9,760	17,151	67,770	57,977
Net change in financial assets	160,751	3,082	26,347	190,180	275,500
Opening surplus	384,384	53,260	192,029	629,673	528,159
Amortization	71,031			71,031	71,317
Capital expenditures	(25,791)			(25,791)	(89,439)
Transfer from (to) reserves	(182,337)	(700)	(26,500)	(209,537)	(175,700)
Transfer from general surplus				-	19,836
Enderby / Area F accumulated surplus	\$ 408,038	\$ 55,642	\$ 191,876	\$ 655,556	\$ 629,673

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Remuneration & Expenses
For Year Ended December 2023

Elected Officials

Name	Position	Remuneration	Expenses	Total
Baird, Tundra	Councillor	\$ 13,663	\$ 6,246	\$ 19,909
Couch, Todd	Electoral Area F Alternate Director	119	-	119
Davyduke, Roxanne	Councillor	13,123	5,891	19,013
Delisle, Denis	Former Electoral Area F Alternate Director	119	-	119
Galbraith, Huck	Mayor	25,893	6,216	32,110
Hopkins, Allysa	Electoral Area F Director	238	-	238
Ramey, David	Councillor	14,143	5,784	19,927
Schreiner, Brian	Councillor	13,663	7,589	21,252
Shishido, Shawn	Councillor	12,763	6,233	18,996
Yerhoff, Sarah	Councillor	13,243	6,113	19,356
Total Elected Official Remuneration		\$ 106,965	\$ 44,073	\$ 151,037

Employees

Employees with Remuneration Exceeding \$75,000

Name	Position	Remuneration	Expenses	Total
Bellamy, Jennifer	Chief Financial Officer	\$ 109,963	\$ 2,059	\$ 112,022
Bengtson, Tate	Chief Administrative Officer	148,472	309	148,781
Brown, Ray	Public Works Lead Hand	95,614	1,102	96,716
Inglis, Kurt	Planner	91,648	1,429	93,077
Kipp, Damon	Systems Operator III	87,961	401	88,362
Prevost, Jamie	Utility III Worker	88,649	-	88,649
Vetter, Clifford	Utility III Worker	87,953	196	88,149
Total Employee Remuneration Over \$75,000		\$ 710,259	\$ 5,495	\$ 715,755
Total Employee Remuneration Under \$75,000		511,241	22,457	533,698
Total Employee Remuneration		\$ 1,221,500	\$ 27,953	\$ 1,249,453

Reconciliation of Remuneration

Elected Official Remuneration	\$ 106,965
Employee Remuneration	1,221,500
Benefits not included in Remuneration	254,649
Other (including accruals)	102,988
Wages and Benefits per Financial Statements	\$ 1,686,102

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Severance Agreements
for Year Ended December 2023

There were no severance agreements made between the City of Enderby and its non-unionized employees during fiscal year 2023.

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Payments to Suppliers of Goods & Services
for Year Ended December 2023

<u>Supplier</u>	<u>Amount</u>
AARDVARK PAVEMENT MARKING SERVICES	\$ 27,800
ALUMICHEM CANADA INC	78,861
BAIRD BROS. LTD.	36,592
BC ASSESSMENT AUTHORITY	29,900
BC HYDRO	304,071
CARO ANALYTICAL SERVICES	33,797
ENDERBY & DISTRICT RECREATION SERVICES	188,572
FLETCHER PAINE ASSOCIATES LTD	25,088
FORTIS BC-NATURAL GAS	33,675
FRED SURRIDGE LTD.	28,223
GROUP SOURCE	49,362
GTI PETROLEUM	45,104
INNOMERGENCE SOLUTIONS INCORPORATED	25,500
MODERN ENERGY MNGT	36,536
MONAGHAN ENGINEERING & CONSULTING LTD	124,536
MOUNCE CONSTRUCTION	472,866
MOUNTAIN VIEW ELECTRIC LTD	119,806
MUNICIPAL INSURANCE ASSOC.	111,850
MUNICIPAL PENSION PLAN	90,266
NORTH OKANAGAN COLUMBIA SHUSWAP REGIONAL HOSPITAL	197,783
NORTH VALLEY EQUIPMENT LTD	25,483
OKANAGAN REGIONAL LIBRARY	116,499
PRIORITY CONTRACTING	65,390
PROVINCE OF BC	492,875
RECEIVER GENERAL	86,096
REG. DIST. OF NORTH OKANAGAN	635,453
SA BYLAW SERVICES	25,450
SCV WASTE SOLUTIONS	35,589
THE GROUNDS GUYS OF OKANAGAN & SHUSWAP	70,937
TIP-IT WASTE SOLUTIONS	112,858
VIKING EARTHWORKS LTD	34,204
WORKSAFE BC	34,603
Total Payments to Suppliers Exceeding \$25,000	<u>\$ 3,795,624</u>
Payments to Suppliers of \$25,000 or Less	937,905
Payments of Grants & Contributions Exceeding \$25,000:	
ENDERBY & DISTRICT MUSEUM SOCIETY	26,000
Payments of Grants & Contributions of \$25,000 or Less	40,184
Total Payments made to Suppliers	<u>\$ 4,799,713</u>

Reconciliation of Supplier Payments

Total Payments made to Suppliers	\$ 4,799,713
Wages and Benefits	1,686,102
Included in Wages and Benefits	-
Capital Purchases	-
Accretion	43,849
Amortization	1,312,955
Requisition Payments	-
Accruals, GST adjustments and other misc. items	-
Total Expenditures per Financial Statements	<u>\$ 5,492,581</u>

THE CORPORATION OF THE CITY OF ENDERBY
Statement of Guarantee and Indemnity Agreements
for Year Ended December 2023

The City of Enderby has not given any guarantees or indemnities under the Indemnities and Guarantees Regulation for the year ended December 31, 2023

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2024 **Month:** 04

Folder Type	2024 / 04		2023 / 04		2024 to 04		2023 to 04	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	1	25,000	1	0
END - COMMERCIAL BUILDING	0	0	0	0	1	150,000	1	0
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	1	2	700,000	0	1	700,000	0	0
END - PLUMBING	0	0	0	0	0	0	0	0
END - RETAINING WALL	0	0	0	0	0	0	0	0
END - SFD W/SUITE	1	2	395,000	0	2	397,000	3	0
END - SIGN	0	0	0	1	0	1,000	1	0
END - SINGLE FAMILY DWELLING	0	0	0	0	0	0	6	3
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
Report Totals	2	4	1,095,000	4	0	91,000	5	6
						1,272,000		
							12	3
								1,562,659

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: April 30, 2024
Subject: The Royal Canadian Legion #98 - Grant

RECOMMENDATION

THAT Council authorizes staff to draft a partnering agreement between The Royal Canadian Legion #98 and the City of Enderby pursuant to section 21 of the *Community Charter*, for the provision of support to veterans, with notice of Council's intent to provide assistance under a partnering agreement published in accordance with section 24 of the *Community Charter*;

AND THAT, subject to considering public representation at the Council meeting following the end of the notice period, Council authorizes Staff to execute the partnering agreement and provide assistance valued at \$25,000 to The Royal Canadian Legion #98 through the Community Enhancement Fund.

BACKGROUND

At the February 5, 2024 regular meeting of Council, The Royal Canadian Legion #98 ("the Legion"), requested financial assistance from the City of Enderby to support the roof replacement and electrical upgrades to the Legion's building located at 909 Belvedere Street, a project with a total estimated cost of \$150,000.

Staff have followed up with the Legion to enquire on other grant and fundraising efforts. Since the presentation to Council, the Legion has been approved for a \$25,000 grant through the Province and other fundraising activities are underway. The Legion is requesting \$25,000 in financial support from the City.

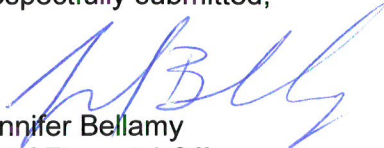
The \$25,000 contribution may be funded through the Community Enhancement Fund, which consists of non-taxation revenues to support one-time projects that enhance the community. The Community Enhancement Fund has \$82,288 available in uncommitted funds.

Under the *Community Charter*, the City is prohibited from providing assistance to business, unless a partnering agreement is in place to provide a service on behalf of the City. Although the Legion is a non-profit organization, the definition of "business" in the *Community Charter* includes business activities, which includes the Legion's lounge activities. As such, a partnering agreement will need to be put in place to provide assistance and public notice must be provided.

An item of discussion that came up during the Council meeting was the poppy and gaming funds held by the Legion and the ability to use these funds for the project. The Legion has confirmed that the building improvements do not qualify as an eligible expenditure through these funds; however, the Legion has received authorization to provide a \$15,000 contribution from these funds towards the accessibility ramp for the new outdoor pool.

If approved by Council, the assistance to the Legion will be provided in accordance with the City's Grants in Aid Policy.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

Policy Title	Grants in Aid
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Adopted: January 18, 2016	<u>Authorized By:</u> Mayor & Council	<u>Replaces:</u>
----------------------------------	----------------------------------------------	------------------

PURPOSE:

To establish guidelines for providing grants in aid.

POLICY:

Operating Grant:

Any recipient of an operating grant is required to adhere to the following conditions:

- at the time of application or prior to grant consideration, the recipient shall provide a copy of the organization's most current financial statements, in addition to an operating budget;
- the recipient agrees to follow reasonable practices to ensure excellent value for money.

Event Support Grant:

Any recipient of a grant to support an event is required to adhere to the following conditions:

- at the time of application or prior to grant consideration, in addition to a budget for the event, the recipient shall provide a copy of the balance sheet, or equivalent, applicable to the event;
- the recipient agrees to follow reasonable practices to ensure excellent value for money;
- the recipient agrees to provide the City with access to the financial records associated with the event upon request.

Project Grant:

Any recipient of a project grant is required to adhere to the following conditions:

- at the time of application or prior to grant consideration, the recipient shall provide a copy of the organization's current balance sheet, in addition to a budget for the project;
- the recipient agrees to follow reasonable practices to ensure excellent value for money;
- the recipient, upon completion of the project, agrees to submit a list of project costs;
- the recipient agrees to return any unexpended funds to the City;
- the recipient agrees to provide the City with access to the financial records associated with the project upon request.

All grant requests must have Council approval.

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: May 2, 2024
Subject: Water Conservation and Drought Management Framework

RECOMMENDATION

THAT Council adopts the Water Conservation and Drought Management Framework;

AND THAT Council delegates to the Director of Public Works the authority to designate a Stage within the Water Conservation and Drought Management Framework and issue exemption permits;

AND FURTHER THAT Council directs staff to publish notice of the Water Conservation and Drought Management Framework.

BACKGROUND

Water scarcity may occur for a variety of reasons, always in the formula of demand exceeding supply. A lack of supply includes things like a drought impact on source water availability, an infrastructure failure, or the capacity to treat water at a rate sufficient to meet demand and maintain fire flows. A demand excess includes things like peak season irrigation or a fire flow.

Drinking water supply is regulated in the City of Enderby primarily through the City of Enderby Watering and Sprinkling Bylaw No. 1468, 2010 ("the Bylaw"). Water scarcity may be managed on an emergency and non-emergency basis.

1. On an emergency basis, such as response to a water main break, water use may be restricted administratively, by the Director of Public Works.
2. On a non-emergency basis, water use may be regulated administratively at the individual property level in response to bylaw infractions.
3. On a non-emergency basis, water use can be regulated by Council at the community level through water conservation planning.

This memorandum is focused on item 3, water conservation planning. This memorandum is proposing the adoption of a Water Conservation and Drought Management Framework ("the Framework") to manage water availability based on supply constraints and demand excesses. The proposed Framework is attached as Schedule 1.

The Framework intends to manage foreseeable issues in water availability in a way that prioritizes community needs and responsible watershed partnership, before duress forces a more drastic response.

The City's existing water conservation plan is several decades old and is described in section 9.05 of the Bylaw (attached as Appendix A). In essence, between 6am to 9am and 6pm to 9pm, even-numbered houses may water on even-numbered days, and odd-numbered houses on odd-numbered days, between May 1 and October 1 of every year. Exemptions are carved out for certain uses and forms of irrigation.

While this water conservation model was effective in its day, demand excesses associated with peak season (largely attributable to irrigation) are bringing water supply and storage infrastructure to a point where replenishment outside of peak hourly use is becoming challenging. This is being compounded by significant concern over the longer cycle of drought conditions, which are compounding each year, resulting in increased watershed management to prevent harm to other water users and habitat. The Province has enacted drought management legislation, a summary of which is included as Appendix B.

Most local governments have responded to the challenges of demand-side management and watershed protection by introducing tiered water conservation plans which match the degree of restriction to particular contexts. Several models from other jurisdictions are attached, as Appendix C.

Framework Summary

The proposed Framework follows a tiered model; however, it takes an approach that differs from the norm. It is based on a revised model recently introduced by the City of Salmon Arm. This model focuses on managing the biggest water demand – landscaping irrigation – while taking a balanced approach to other non-essential activities that consume water.

The following are items of note:

- Four “stages” or tiers have been established: Normal, Moderate, Acute, and Severe.
- As stages progress, the restrictions on landscape-related irrigation increase. Restrictions are reduced for more efficient landscape-related irrigation methods.
- A maximum irrigation time of 2 hours per day is provided, to prevent overwatering.
- Protections are maintained or enhanced for irrigation related to health, safety, and food security.
- Food-producing plants, trees, and shrubs may be watered 7 days per week, across all stages.
- Emphasis on voluntary reductions in non-essential uses through Stages 1-3, which stricter reductions at Stage 4. Education and awareness will be the primary emphasis on reducing non-essential uses other than irrigation.
- A permit system will be provided for situations where there is no practical solution to comply with the Framework despite best efforts, which may be the case for larger multi-family lots, extraordinary circumstances (such as health and safety), and new trees/lawns/plants, if planted during Stage 1 or 2.

A decision to move to a higher stage will typically involve technical consideration of the infrastructure capacity to meet demand and the degree of impact that the water demand may have upon source water and thus watershed health.

Legal Considerations

Council has the authority to enact the Framework pursuant to section 9.04 of the Bylaw, but must provide public notice to that effect. In the event that Council enacts the Framework, staff will bring forward an amendment to the Bylaw, as well as any consequential amendments, to ensure alignment with the Framework.

Respectfully submitted,

A handwritten signature in blue ink, consisting of a stylized, cursive 'T' followed by a long horizontal stroke that curves upwards at the end.

Tate Bengtson
Chief Administrative Officer

Schedule 1

	WATER CONSERVATION & DROUGHT RESPONSE FRAMEWORK			
	Stage 1	Stage 2	Stage 3	Stage 4
	Normal	Moderate	Acute	Severe
Lawns and Landscaping				
Sprinkler, Soaker Hose, Automatic (Underground) Irrigation	Even/Odd days Max 2hrs/day	2 days/week Max 2hrs/day	1 day/week Max 2hrs/day	Not Permitted
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	Even/Odd days Max 2hrs/day
Landscaping Plants, Trees, Shrubs, Flowers				
Sprinkler, Soaker Hose, Automatic (Underground) Irrigation	Even/Odd days Max 2hrs/day	2 days/week Max 2hrs/day	1 day/week Max 2hrs/day	Not Permitted
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	Even/Odd days Max 2hrs/day
Food-Producing Plants, Trees, Shrubs				
Sprinkler or Soaker Hose	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day
Other Outdoor Water Uses				
Washing boats or vehicles, refilling pools, walkways, driveways, windows, fences, building exteriors, etc.	Voluntary Reduction of 10% in non-essential uses	Voluntary Reduction of 25% in non-essential uses	Voluntary Reduction of 75% in non-essential uses	Essential health and safety uses only.
Businesses requiring or selling outdoor water use (non-irrigation)				
Public sports fields, parks, common or green spaces, and facilities	Reduction of 10%	Reduction of 25%	Reduction to the extent that public use or function not compromised	Reduction with prioritized closures or losses

Civic Address	Odd/Even	2 Days/Week	1 Day/Week
Odd-Numbered	Odd-Numbered Days	Tues, Sat	Tues
Even-Numbered	Even-Numbered Days	Wed, Sun	Thurs

Automatic (underground) irrigation is permitted between 12am-6am.
 All other irrigation must occur between 6-9am and 6-9pm.
 Exemption Permits available for multi-family lots, extraordinary circumstances, or new trees/lawns/plants.

at which water may be used, and establishing special charges for water used in excess of a stipulated quantity. The cost of any measures deemed necessary by the Council under this section shall be paid by the Owner or Owners concerned.

9.02 The Council may at any time substitute a metered service to any premises. All meters shall be the property of the City.

9.03 No person shall use water for watering stock or agricultural irrigation, except by written permission of the Director which shall state the purpose, time of use and quantity of water to be used and additional charges, if any, and any special works required to be altered, or installed.

9.04 The Council may at any time introduce regulations restricting the use of water for sprinkling or any other purpose. Upon receiving due notice of such restriction, no person shall use water for the purposes forbidden by, or in excess of the limits imposed by such restriction. Due notice of restrictions shall be given either by publication in a newspaper circulating within the City or by mail.

9.05 Notwithstanding the lack of, or limited form of, sprinkling regulations as hereinbefore provided, no person shall, without permission of the Council:

a) Between May 1 and October 1 of each year, sprinkle or allow sprinkling on any property except as follows:

- i) Sprinkling is permitted on properties with even-numbered civic addresses on even-numbered days of the month between the hours of 6:00 a.m. and 9:00 a.m. and 6:00 p.m. and 9:00 p.m.
- ii) Sprinkling is permitted on properties with odd numbered civic addresses on odd-numbered days of the month between the hours of 6:00 a.m. and 9:00 a.m. and 6:00 p.m. and 9:00 p.m.

b) Exemptions

The provisions of Sections a) i) and a) ii) do not apply to the following:

- i) Nurseries
- ii) Golf courses and pitch and putt courses
- iii) Farms
- iv) Sports fields, parks, public gardens, and
- v) A person may:

a) Water flowers, shrubs, trees, vegetables on days other than, and including, their assigned watering day, providing watering is done by hand using a hose with a shut-off device or a hand-held container.

b) Water new trees and shrubs during installation and for the following 24 hours using hose-connected or automatic in-ground sprinklers. After the initial 24 hour period, watering must comply with Sections a) i) and a) ii).

DROUGHT CLASSIFICATION SYSTEMS USED IN B.C.

Appendix B

This primer was developed to address potential miscommunication and misunderstanding around drought levels in British Columbia. This is intended to explain the differences between federal, provincial, and local drought declarations in B.C.

Drought is a recurring feature of climate involving a deficiency of precipitation over an extended period, resulting in a water shortage for activities, communities, or aquatic ecosystems. In B.C., drought can be caused by a combination of several factors, including insufficient snow accumulation, hot and dry weather, or a delay in rainfall.

No universally applicable tool is available for measuring drought. Instead, various agencies have created definitions and indicators to measure and define the extent and severity of drought based on criteria significant to the agency's mandate. Three classification systems are used in B.C.:

- A. **LOCAL DROUGHT STAGES** enacted by local water suppliers,
- B. **PROVINCIAL DROUGHT LEVELS** put in place by the B.C. Government, and
- C. **FEDERAL DROUGHT RATINGS** declared by the Canadian Drought Monitor. Geographical areas can have overlapping drought classifications at the same time.

A. LOCAL DROUGHT STAGES

Local water suppliers use water regulation bylaws and drought/water shortage plans with restriction stages to manage their water supplies and water distribution conditions in times of drought or emergency water shortage. **Stages vary between purveyors and are based on local conditions, including infrastructure capacity, customer demand, weather and moisture conditions, and current water storage.** Typical stages and descriptions are shown in Table 1.

Local decisions on appropriate water restriction stages are not required to match the "Provincial Drought Levels," which are determined at a regional scale. That said, water restriction stages and provincial drought levels will tend to both increase as drought worsens.

Table 1. Typical stages and descriptions used by water suppliers

STAGE	DESCRIPTION
Normal	Defined by the ability to meet or exceed the average storage condition.
1 - Dry	Mild drought or minor limitations on supply. First indication of potential water shortage.
2 - Very dry	Major infrastructure limitations on supply or a moderate drought resulting from prolonged periods of no rain and hot, dry weather and/or below-average snowpack conditions. Water supply is becoming stressed.
3 - Extremely dry	Severe drought, when water supplies are at a critical shortage level, or upland fire, or failure of key infrastructure.
4 - Emergency	Loss of supply via loss of storage or due to contamination or loss of critical infrastructure.

Current watering restriction stages are usually posted on water supplier websites. Watering restriction stages in the Okanagan can be searched [here](#).

B. PROVINCIAL DROUGHT LEVELS

The [Government of B.C.](#) focuses on managing hydrological drought, typically defined as a reduction in lake levels, a decrease of streamflow, and/or a lowering of groundwater levels over large areas. They use four core indicators and several supplemental indicators to classify drought under a six-category system from Level 0 to 5 (see Table 2). The two core indicators for the early season forecast include basin snow measures and seasonal volume runoff forecasts, while the two core indicators used during the drought season include 30-day precipitation percentiles and 7-day average stream flow percentiles. Additional types of drought and details about drought levels can be found in the [B.C. Drought Response Plan](#).

Table 2. Levels used by the provincial government to define hydrological drought.

LEVEL	IMPACTS
0	There is sufficient water to meet socio-economic and ecosystem needs
1	Adverse impacts to socio-economic or ecosystem values are rare
2	Adverse impacts to socio-economic or ecosystem values are unlikely
3	Adverse impacts to socio-economic or ecosystem values are possible
4	Adverse impacts to socio-economic or ecosystem values are likely
5	Adverse impacts to socio-economic or ecosystem values are almost certain

The [B.C. Drought Information Portal](#) provides map-based information on provincial drought levels and is updated regularly during the drought season.

C. FEDERAL DROUGHT RATINGS

The [Canadian Drought Monitor](#) (CDM), led by Agriculture & Agri-Food Canada, combines multiple indicators and impacts (meteorological, agricultural, hydrological, and others) to assess the current drought risk across the country.

A five-category drought rating system from D0 to D4 is used by the CDM to communicate risk, with D0 indicating abnormally dry conditions, and D1 to D4 indicating moderate to exceptional drought (Table 3). The ratings are shared through monthly maps that show the extent and intensity of drought across Canada. The information is also fed into the North American Drought Monitor, a cooperative effort between drought experts in Canada, the United States, and Mexico.

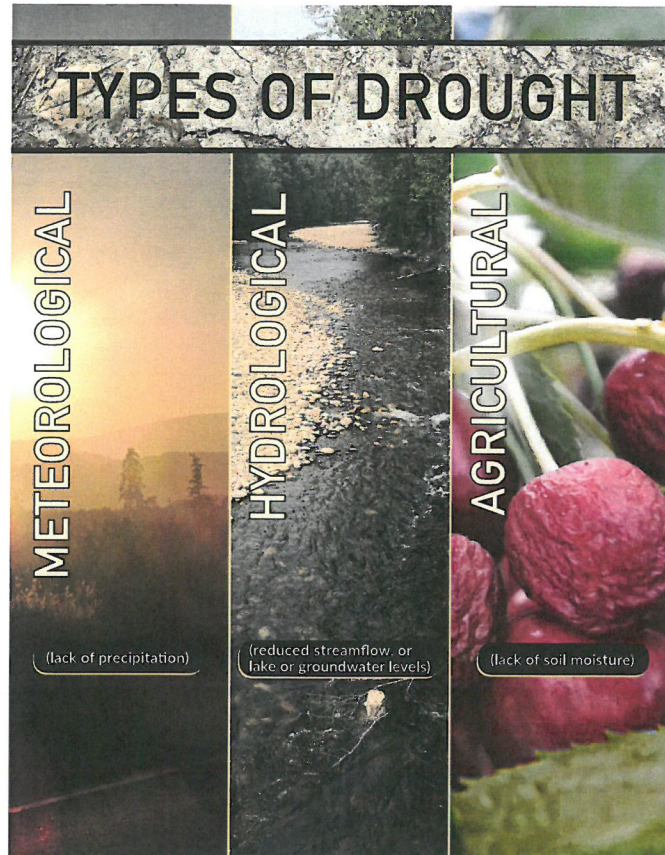
Table 3. Drought ratings used by the Canadian Drought Monitor

RATING	DESCRIPTION
D0	Abnormally dry
D1	Moderate drought
D2	Severe drought
D3	Extreme drought
D4	Exceptional drought

The [CDM website](#) includes a variety of products and information about current and historic drought conditions across the country. For additional information, please refer to the [About](#) section on the Canadian Drought Monitor page.

TYPES OF DROUGHT

Local water suppliers, and provincial and federal agencies determine drought levels, stages and ratings based on indicators that measure three types of drought: meteorological (lack of precipitation), hydrological (reduced streamflows, or lake or groundwater levels), and agricultural (lack of soil moisture). Please see graphic to the right for a visual representation of types of drought.



For more information about this primer, please contact:

Government of B.C.

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Okanagan Basin Water Board

Corinne Jackson, Communications Director

Email: corinne.jackson@obwb.ca

Phone: 250-469-6271

Canadian Drought Monitor

Email: aafc.droughtwatch-guetterlasecheresse.aac@agr.gc.ca



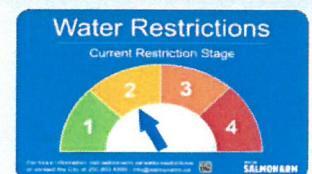
IMPORTANT: City water must not be used for irrigating parcels of land in excess of 1/2 acre (incl. those with Farm status)

See bottom of page for schedules and other information	STAGE 1 NORMAL	STAGE 2 MODERATE	STAGE 3 ACUTE	STAGE 4 SEVERE
LAWNS → Lawns typically need 1" to 1.5" of water per week to promote deep root growth and improve drought-tolerance. One good weekly watering or rainfall is sufficient. Install a rain sensor so your system doesn't come on when it rains and use a rain gauge to measure watering depth.				
Sprinkler or soaker hose (manual or automatic) <i>(including sprinkler use for cooling or children's play)</i>	3 days/week Max 2 hrs/day ¹	2 days/week Max 2 hrs/day ¹	1 day/week Max 2 hrs/day ¹	NOT PERMITTED
Drip irrigation (manual or automatic) Hand watering (self-closing nozzle or watering can)				
New lawns (sod or seed) <i>(permit required from the City for additional watering)</i>	In accordance with City permit	In accordance with City permit	NOT PERMITTED	NOT PERMITTED
LANDSCAPING PLANTS, TREES, SHRUBS, FLOWERS				
Sprinkler or soaker hose (manual or automatic)	3 days/week Max 2 hrs/day ¹	2 days/week Max 2 hrs/day ¹	1 day/week Max 2 hrs/day ¹	NOT PERMITTED
Drip irrigation (manual or automatic) Hand watering (hose w/ self-closing nozzle or watering can)	7 days/week Max 2 hrs/day ¹	7 days/week Max 2 hrs/day ¹	7 days/week Max 2 hrs/day ¹	NOT PERMITTED
FOOD-PRODUCING PLANTS, TREES, SHRUBS → Restrictions apply to residential and commercial properties. Irrigation must be contained to food producing areas and conform to the 1/2 acre restriction.				
Sprinkler or soaker hose (manual or automatic)	7 days/week Max 2 hrs/day ¹	7 days/week Max 2 hrs/day ¹	7 days/week Max 2 hrs/day ¹	7 days / week Max 2 hrs/day ¹
Drip irrigation (manual or automatic) Hand watering (hose w/ self-closing nozzle or watering can)	As Needed ²	As Needed ²	As Needed ²	As Needed ²
OTHER OUTDOOR WATER USE				
Hand washing vehicles or boats <i>(hose w/ self-closing nozzle or pressure washer)</i>	As Needed ³	As Needed ³	As Needed ³	Permitted for health and safety & invasive species control only
Cleaning walkways, driveways, windows, fences, exterior building surfaces etc. <i>(hose w/ self-closing nozzle or pressure washer)</i>	As Needed ³	As Needed ³	As Needed ³	Permitted for health and safety only
Filling swimming pools, hot tubs, garden ponds, fountains				
Commercial businesses providing services that require outdoor water use (non-irrigation)	As Needed ³	As Needed ³	As Needed ³	Permitted for health and safety only
Public sports fields, common spaces and fountains	Restricted per Public Works schedule	Restricted per Public Works schedule	Restricted per Public Works schedule	Restricted per Public Works schedule

Water Use Schedules	3 days/week	2 days/week	1 day/week
Group A: Addresses ending in 00 – 33	Sun, Tues, Fri	Tues, Fri	Tues
Group B: Addresses ending in 34 – 66	Mon, Wed, Sat	Wed, Sat	Sat
Group C: Addresses ending in 67 – 99	Sun, Tues, Thurs	Sun, Thurs	Thurs

NOTE: Stratas and mobile home parks (MHP) are to use the **street address** NOT the unit address. (i.e. the entire strata or MHP will share watering days)

- On designated days irrigation is permitted for a **MAXIMUM of 2 HOURS** with the following conditions:
 - No irrigation between **10 AM and 7 PM** to minimize evaporation.
 - Preferred time for **automatic systems** is between **12 AM and 7 AM** to reduce peak demand.
 - Avoid watering food producing plants/trees/shrubs between **10 AM and 7 PM** to minimize evaporation.
 - The use of water for **non-irrigation purposes** is discretionary and can be done when required, per the chart above. We ask residents and businesses to **minimize the frequency and conserve water to the full extent possible**.
- The use of an open pipe or hose for irrigation or washing of vehicles, boats or property is prohibited.
Failure to comply with these restrictions may result in a **fine of \$50 to \$500**, depending on the stage.



WATCH FOR THESE SIGNS POSTED AROUND THE CITY

Stage changes will be communicated with these signs and through the City's website, Notify Me alerts, social media, local newspapers and radio

(Lumber)

Village Water Restrictions



UPDATE: November 1, 2023

Water restrictions have changed from dry to **normal conditions**.

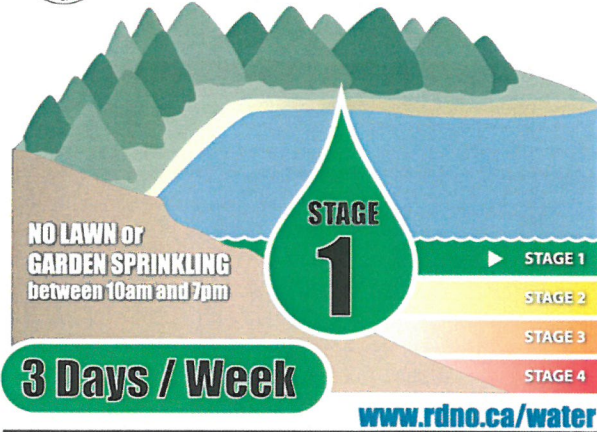
Water Restrictions

The stages of sprinkling restrictions are as follows:

- Normal and Dry stage (year round) odd numbered houses may water on odd days, except that there shall be no watering on the 31st day of any month, even numbered houses on even days between the hours of 7am and 9am and 7pm and 10pm. Underground sprinkler systems on timers may water three non-consecutive days per week between the hours of 12am (midnight) and 5am. Hand watering with a hose with a shutoff device or water container may be used at any time for the watering of flowerbeds, baskets and containers.
- **Very Dry stage** two days per week **odd numbered houses Tuesday and Friday, even numbered houses Wednesday and Saturday evenings only from 7pm to 10 pm. No water use for** vehicle, sidewalk or driveway cleaning, pool refilling, or hot tub refilling. **(CURRENT STAGE)**
- Extremely Dry stage no sprinkling of any kind



Outdoor Water Use Restrictions



Manual Sprinklers
Between 6am-10am
and 7pm-12am

Up to 3 days a week
See below for schedule



Automated Sprinklers
Between 12am-6am

Up to 3 days a week
See below for schedule



Micro-Jet / Drip Irrigation **Any day**
Between 7pm-10am



Hand-Watering **Anytime**
Use a watering can or hose with spring-loaded nozzle.



New Lawns & Landscaping
Follow watering instructions from supplier. New sod is exempt from watering restrictions for 2 weeks after installation, newly seeded lawns for 6 weeks.



Pools, Ponds & Water Features
Fill and refill on days / times permitted by schedule below (same as sprinklers).



Driveways, Decks & Outdoors
Use a broom, blower, mop and bucket, or hose with spring-loaded nozzle for cleaning.



Vehicles, Boats & ATVs
Use a bucket, or visit a commercial car wash. Also check for & remove any invasive plants or animals.

PLEASE NOTE: Restriction Stage Subject to Change

STAGE	May Water Up To...	Odd Address	Even Address
NORMAL	3 days per week	Tues/Thurs/Sat	Wed/Fri/Sun
STAGE 1	3 days per week	Tues/Thurs/Sat	Wed/Fri/Sun
STAGE 2	2 days per week	Tues/Sat	Wed/Sun
STAGE 3	1 day per week	Saturday	Sunday
STAGE 4	NO WATERING	NO WATERING	NO WATERING

NO WATERING on Mondays • NO SPRINKLING 10am - 7pm

Armstrong

5.3 For the purposes of this bylaw, the Bylaw Enforcement Officer means any of the following:

- Chief Administrative Officer of the City of Armstrong
- Bylaw Enforcement Officer of the City of Armstrong
- Manager of Public Works of the City of Armstrong
- RCMP Officer

5.4 No person shall unreasonably obstruct or prevent a Bylaw Enforcement Officer from carrying out his duties as prescribed in this bylaw.

6. Determining Restrictions

6.1 Notwithstanding any other provision of this bylaw it shall be lawful for Council, by resolution, to restrict or ration the use of water for all or any purposes.

7. Notice

7.1 The City shall give notice or cause notice to be given of the applicable water conservation stage and when it takes effect. Such notice shall be published in a local newspaper.

8. Water Conservation Stages

8.1 For the purpose of conserving water, the following Water Conservation Stages apply to the use of water for Outdoor Use within the Water Service Area:

8.2 STAGE 1: Every Other Day Watering (Year Round)

(a) During Stage 1, a person shall use a watering system to water a lawn, garden, or landscaped area on a property as follows:

- (i) Even numbered addresses may water on even days of the calendar between the hours of 6:00 a.m. to 10:00 a.m. and 7:00 p.m. to Midnight; or
- (ii) Odd numbered addresses may water on odd days of the calendar between the hours of 6:00 a.m. to 10:00 a.m. and 7:00 p.m. to Midnight p.m.

(b) During Stage 1, a person shall use an in-ground automated watering system to water a lawn, garden, or landscaped area on a property as follows:

- (i) Even numbered addresses may water on even days of the calendar between the hours of Midnight to 5:00 a.m.; or
- (ii) Odd numbered addresses may water on odd days of the calendar between the hours of Midnight to 5:00 a.m.

(c) During Stage 1 a person may:

- (i) water a lawn, flower or vegetable garden, trees, shrubs or landscaped area, which combined do not exceed one acre in size on any day at any time if watering is done by hand-held container or a hose equipped with a shut-off nozzle;
- (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and for the following 24 hours;
- (iii) water new sod or newly seeded lawn during the first 7 days after installation on any day but only during the prescribed Stage 1 watering hours;
- (iv) wash a vehicle with water using a hand held container or hose equipped with a shut-off nozzle;
- (v) Wash sidewalks, driveways, parking lots or exterior building surfaces including windows using a hand held container or hose equipped with a shut-off nozzle;
- (vi) Fill a swimming pool, wading pool, hot tub, garden pond or decorative fountain.

(d) During Stage 1, public school properties and City owned parks and playgrounds are exempt from the one-acre size restriction applicable to the watering of lawns, flower or vegetable gardens, trees, shrubs or landscaped areas as set out in the definition of Outdoor Use.

8.3 STAGE 2: Hand Watering Only (During Times of Stress on the Water System)

(a) During Stage 2, no person shall

- (i) use a sprinkler or irrigation system to water a lawn, garden, trees, or shrubs;
- (ii) wash driveways, sidewalks, parking lots or exterior building surfaces.

(b) During Stage 2 a person may:

- (i) water a lawn, flower or vegetable garden, trees, shrubs or landscaped area, which combined do not exceed one acre in size if watering is done by hand-held container or a hose equipped with a shut-off nozzle but only during the prescribed Stage 1 watering hours and days;
- (ii) water newly planted trees, shrubs, flowers and vegetables, new sod or newly seeded lawn if watering is done by hand-held container or a hose equipped with a shut-off nozzle during installation and for the following 24 hours;

- (iii) wash a vehicle with water using a hand held container or hose equipped with a shut-off nozzle but only during the prescribed Stage 1 watering hours and days;
- (iv) fill or top up or add to a swimming pool, wading pool, hot tub, garden pond or decorative fountain but only during the prescribed Stage 1 watering hours and days.

8.4 STAGE 3: In Home Water Use Only (For Extreme Situations)

(a) During Stage 3, no person shall:

- (i) water lawns, gardens, trees or shrubs, including newly seeded or sodded lawns, newly seeded or planted gardens, trees or shrubs;
- (ii) top up swimming pool, hot tub or garden pond;
- (iii) wash a vehicle, except at a commercial car wash;
- (iv) wash sidewalks, driveways, parking lots or exterior building surfaces.

9. Schedule and Severance

9.1 Schedule A is attached to and forms part of this Bylaw.

9.2 If any portion of this bylaw is declared ultra vires by the Court of Competent Jurisdiction, that portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

10. Offences

10.1 Any person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw or who neglects to do or refrains from doing any act or thing which violates any of the provisions of this bylaw shall be liable to the penalties hereby imposed. Each day that such violation is permitted to continue shall constitute a separate offence.

10.2 Any person who violates any of the provisions of this bylaw shall upon summary conviction be liable to a penalty not exceeding Ten Thousand Dollars (\$10,000) and the costs of prosecution or a term of imprisonment not exceeding sixty days or to both.

11. Repeal

11.1 City of Armstrong Water Use Restrictions Bylaw No 1689 is repealed.

12. Citation

12.1 This Bylaw may be cited for all purposes as the "City of Armstrong Water Use and Conservation Bylaw No. 1806, 2017.

Normal Conditions

Wise water use practices:

- Manual watering in mornings or evenings and not during the mid-day heat or when it is windy.
- Watering with a watering can or by hand whenever possible.
- Keep grass longer and leave clippings on the lawn.
- Remember to turn off your automated irrigation system during rainy periods. Don't set it and forget it!
- Don't water gravel or pavement

Stage 1

- 90-80% of Average Conditions. Residential and commercial irrigation is permitted on alternating days:
- Even numbered addresses - even calendar days only
- Odd numbered addresses - odd calendar days only
- Underground systems with timers - alternate days only
- Garden and vegetable watering is still permitted to water daily

Stage 2

- 80-45% of Average Conditions. Residential and commercial irrigation is permitted once or twice a week as determined by the Director.

Stage 3

- <45% of Average Conditions. Residential and commercial irrigation is prohibited.

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: May 2, 2024
Subject: Policy Direction on Implementation of Small-Scale Multi-Unit Housing Legislation

RECOMMENDATION

THAT with respect to Provincial small-scale multi-unit housing legislation, Council provides Staff with policy direction in relation to the following questions:

- Does Council support adding detached secondary suites as a permitted use to the City's single-family zoning designations? If yes, does Council support permitting both an *attached* secondary suite and a *detached* secondary suite to occur concurrently on a single property?
- Does Council support reducing the minimum lot area in the City's single-family and two-family zones in order to enable higher densities through small-lot subdivisions?
- Does Council wish to prioritize providing flexibility for property owners in realizing the density potential for their properties, or to prioritize maintaining consistency in the character of existing residential neighbourhoods, to the extent permitted by law?

BACKGROUND

The *Local Government Act* was amended on December 7, 2023, to require local governments to update their zoning bylaws to:

- i. Allow attached secondary suites or detached secondary suites (referred to as Accessory Dwelling Units or ADUs in the legislation) in all single-family zones; and
- ii. Permit a minimum of 3-6 units of small-scale, multi-unit housing (SSMUH) in zones otherwise restricted to single-family dwellings or two-family dwellings. Zones restricted to single-family dwellings or two-family dwellings as of December 7, 2023, are referred to as *Restricted Zones* in the legislation.

Through the SSMUH legislation, the Province aims to increase housing supply, create more diverse housing choices, and contribute to more affordable housing. Local governments are required to update their zoning bylaws before June 30, 2024 to comply with the SSMUH legislation.

With respect to point i. above, a minimum of one attached secondary suite or one detached secondary suite must be permitted on lots zoned for single-family use. Local governments may decide to permit either an attached secondary suite or a detached secondary suite, or both an attached secondary suite and a detached secondary suite on a lot. It should be noted that under the City's current zoning framework, attached secondary suites are permitted in single-family dwellings in all residential zones, therefore the City is already

compliant with this new legislative requirement. However, Council may still choose to broaden its framework to also allow detached secondary suites on all single-family zoned properties (currently detached suites are only permitted in the R.1-B zone, which a property owner must rezone into), whether that be a standalone detached secondary suite or a detached secondary suite in addition to an attached secondary suite.

With respect to point ii. above, unless an exemption applies, three to six dwelling units must be allowed on each parcel of land zoned for single-family or two-family use that is:

- a) wholly or partly within an urban containment boundary established by a regional growth strategy, or
- b) if (a) does not apply, wholly or partly within an urban containment boundary established by an official community plan within a municipality with a population greater than 5,000 or
- c) if neither (a) or (b) apply, in a municipality with a population greater than 5,000.

The City is required to allow additional dwelling units given it is within an urban containment boundary established by the Regional District of North Okanagan Regional Growth Strategy.

Exemptions from the three- to six-unit minimum requirements on lots zoned for single-family and two-family use include:

- lands that are not connected to a water or sewer system provided as a service by a municipality or regional district (must be connected to both);
- parcels of land that are larger than 4,050 m² or lands in a zone for which the minimum lot size that may be created by subdivision is 4,050 m²;
- land that was protected, as of December 7, 2023, under the *Heritage Conservation Act*, or by bylaw under s. 611 of the *Local Government Act*; and
- land within a designated Transit-Oriented Area.

The table below outlines the situations in which the three- to six-unit requirements apply:

Minimum number of units	Characteristics of the parcels to which the requirements apply
Minimum of three units	A minimum of three (3) units must be permitted on each parcel of land 280 m ² or less in a <i>Restricted Zone</i> .
Minimum of four units	A minimum of four (4) units must be permitted on each parcel of land greater than 280 m ² in a <i>Restricted Zone</i> .
Minimum of six units	<p>A minimum of six (6) units must be permitted on each parcel of land in a <i>Restricted Zone</i> that is:</p> <ul style="list-style-type: none"> a) wholly or partly within 400 metres of a prescribed bus stop, and b) is 281 m² or greater in area. <p>One of the six units that must be permitted may be required to be affordable or special needs housing.</p>

Given that the City of Enderby does not have any prescribed bus stops, the requirement to provide up to six units is not applicable. Furthermore, all (or nearly all) residential parcels in the City are greater than 280 m², therefore the requirement to provide a minimum of three units is not applicable.

The Province has developed a Policy Manual which is a resource to support local governments with the implementation of zoning bylaw amendments required to comply with the SSMUH legislation. The Policy Manual establishes provincial expectations for local government implementation of the SSMUH requirements. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including the Policy Manual. The Policy Manual contains a series of 'Site Standards' packages, attached to this memorandum as Schedule 'A', which provide technical specifications commonly found in zoning bylaws (i.e. minimum building setbacks, maximum building height) and set provincial expectations for how local governments enable financially viable SSMUH developments. The Province has acknowledged that local governments are not required to follow these Site Standards packages absolutely, and they are in effect guidelines, but the Province has stated there is an expectation that local governments give them full consideration for implementation. Any zoning regulations that the City adopts must not frustrate the SSMUH legislation by way of prohibiting the prescribed densities; thus, the greater the departure from the guidelines, the greater the risk of frustrating the Provincial legislation, which opens the bylaw to challenge.

As a next step, Staff intend to develop a bylaw to amend the City of Enderby Zoning Bylaw No. 1550, 2014 to bring it into compliance with the SSMUH legislation, consistent with the June 30, 2024 deadline. Staff are seeking policy direction with respect to the following questions:

1. Does Council support adding detached secondary suites as a permitted use to the City's single-family zoning designations? If yes, does Council support permitting both an *attached* secondary suite and a *detached* secondary suite to occur concurrently on a single property?

As previously mentioned, under the current zoning framework, attached secondary suites are permitted in single-family dwellings in all residential zones, therefore the City is already compliant with this new legislative requirement. However, Council may choose to broaden its regulatory framework by adding detached secondary suites as a permitted use in single-family zones. As previously mentioned, detached secondary suites are currently only permitted within the City's *Residential Single-Family with Detached Suite (R.1-B) zone*, and should a property owner wish to develop a detached secondary suite on their property, they would need to apply to rezone their property to the R.1-B zone. Under the R.1-B zone, an attached secondary suite and detached secondary suite cannot occur concurrently on a single property.

Broadening the City's zoning framework to allow detached secondary suites in its single-family zones would allow for property owners to construct a detached secondary suite on their property, subject to specified siting and sizing regulations, without requiring a rezoning. Should Council support adding detached secondary suites as a permitted use to the City's single-family zoning designations, Staff would develop minimum lot standards for where this type of use would be acceptable (i.e. minimum lot size, minimum frontage), in much the same way that the City currently regulates for detached secondary suites within the R.1-B zone. Should Council not support adding detached secondary suites

as a permitted use in the City’s single-family zoning designations, and wishes to maintain the status quo, property owners could still pursue the development of a detached secondary suite by applying to rezone their property to the R.1-B zone or by applying for a Zoning Text Amendment to add a detached secondary suite as a permitted use for their property.

Should Council support adding detached secondary suites as a permitted use to the City’s single-family zoning designations, it should consider whether it supports permitting both an attached secondary suite and a detached secondary suite to occur concurrently on a single property, or just one of the two. Permitting both an attached and detached secondary suite to occur concurrently on a single property will result in an increase in density and additional rental housing throughout the community. Given that allowing both types of secondary suites to occur concurrently would increase the intensity of the use of a property, things such as access and off-street parking would need to be regulated in order to ensure the site functions properly and does not result in impacts to nearby properties or the broader neighbourhood.

It should be noted that in 2023, the Regional District of North Okanagan, in collaboration with the City of Armstrong, City of Enderby, Village of Lumby, Township of Spallumcheen and City of Vernon, hosted a Secondary Dwelling Design Competition. The competition resulted in a total of 13 unique ADU designs being made available to the public at an affordable rate, with the plans having already been reviewed for BC Building Code compliance and preliminary zoning compliance with all participating electoral areas and municipalities in order to streamline the Building Permit process. The intent of offering these pre-approved plans was to incentivize the construction of detached secondary dwellings in order to increase the supply and diversity of affordable housing throughout the region.

2. Does Council support reducing the minimum lot area in the City’s single-family and two-family zones in order to enable higher densities through small-lot subdivisions?

Minimum lot area regulations set the minimum size of a parcel that can be created through subdivision, and are a key aspect of regulating residential density. The City’s current minimum lot size requirements in its single-family and two-family zones are as follows:

	Residential Single Family (R.1) Zone	Residential Single Family (R.1-A) Zone	Residential Two Family (R.2) Zone	Residential Single Family with Detached Suite (R.1-B)
Minimum Lot Area	560 m ² (6,028 square feet)	450 m ² (4,844 square feet)	450 m ² (4,844 square feet)	560 m ² if there is lane access or second street frontage 650 m ² if there is not lane access or second street frontage

It should be noted that the City's multi-family zones (R.3 and R.3-A) have a reduced minimum lot area of 350 m² (3,767 square feet), which enables smaller lot subdivisions as compared to the City's single-family and two-family zones.

A reduced minimum lot area allows for higher densities to be realized throughout the community, and also allows for smaller homes to be built on smaller parcels which can help to improve local housing affordability and attainability. Having said that, allowing smaller parcels to be created through subdivision may create inconsistencies in the character of existing residential neighbourhoods (i.e. small lot subdivisions adjacent to or embedded within large lot neighbourhoods).

3. Does Council wish to prioritize providing flexibility for property owners in realizing the density potential for their properties, or to prioritize maintaining consistency in the character of existing residential neighbourhoods, to the extent permitted by law?

As previously discussed, the Province has developed a series of 'Site Standards' packages (attached as Schedule 'A') which provide technical specifications commonly found in zoning bylaws and set provincial expectations for how local governments enable financially viable SSMUH developments; in essence, the Site Standards packages are guidelines that the Province suggests would satisfy the SSMUH legislation. These Site Standards packages prioritize providing flexibility to property owners such that they can build SSMUH units of an appropriate size and intensity for the lot and local market. Having said that, adopting the recommended Site Standards in order to provide flexibility for property owners creates the potential for more intensive development (reduced setbacks, taller buildings, etc.) on properties, which can result in inconsistency with the character of existing neighbourhoods.

It should be noted that even if Council wishes to prioritize providing flexibility to property owners in realizing the density potential for their properties, Staff recommend maintaining the existing off-street parking requirements; the City of Enderby has limited public transit and ride-sharing opportunities, therefore vehicle dependency for residents is high and off-street parking should be properly regulated for new development.

Once Council has provided policy direction with respect to the matters described above, Staff will have sufficient direction to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 which balances Council's zoning and housing priorities against the requirement to satisfy the new SSMUH legislation.

Respectfully Submitted,



Kurt Inglis
Planner

Part 4 – Site Standards

1. Purpose of these resources

To comply with the SSMUH legislation, local governments will be required to update their zoning bylaws by June 30, 2024, unless an extension is granted by the Minister of Housing. To support local governments with this process, a series of Site Standards have been prepared that provide technical specifications commonly found in zoning bylaws. These site standards set provincial expectations for how local governments enable financially viable SSMUH developments by providing flexibility for builders and developers. While local governments may need to make changes to the site standards based on local conditions, the Province expects they will be given full consideration for implementation.

Four site standards have been prepared based on the different SSMUH unit requirements set out in the legislation:

- Site Standards Package A sets out leading practices for jurisdictions and lots where either a secondary suite or accessory dwelling **unit** must be permitted in a single-family zone.
- Site Standards Package B sets out leading practices for jurisdictions and lots where **three or four housing units** must be permitted **and lots are generally less than 1,215m²**
- Site Standards Package C sets out leading practices for jurisdictions and single-family and duplex lots where **four housing units** must be permitted **and lots are generally between 1,215m² – 4,050m²**
- Site Standards Package D sets out leading practices for jurisdictions and lots where **six housing units** must be permitted within 400 metres from prescribed bus stops

All the Site Standards are designed to ensure alignment with the requirements of the SSMUH legislation, and additionally provide a starting point for zoning bylaw regulations for which local governments retain discretion.

Each Site Standard begins with a description of where the legislated requirement for a minimum number of housing units permitted may apply, followed by the objectives underlying the policy advice, and technical specifications for common parameters in zoning bylaws (e.g., height, setbacks). The zoning bylaw parameters are based on best and emerging practices where possible, experiences and outcomes from other jurisdictions, and SSMUH objectives.

These site standards were designed to enable viable Small Scale Multi-Unit Housing projects. There can be instances where the viability of a project may depend on varying a setback, lot coverage, or building height. For example, to build an accessory dwelling unit on a lot with rocky outcrops the distance to a lot line may need to be reduced, or to allow a third bedroom in a home, the lot coverage may need to be increased. In addition, there can be a need for variances to allow for creativity in built form, for example, green space/courtyard in the middle of the lot. Local governments are encouraged to support variances for SSMUH related developments and where possible, delegate minor decisions to staff to expedite the process. It is recognized that there can be trade-offs when considering variances in terms of stormwater management, tree retention and on-site parking while still maintaining sufficient distance from property lines and between buildings for fire safety reasons, per the BC Building Code.

The content in the Site Standards should be interpreted as non-binding policy guidance. Users of this Policy Manual should seek legal advice as necessary.

2. Site standards package A

2.1 Where should it apply?

This group of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit a secondary suite and/or an accessory dwelling unit** in addition to the principal residence. Lots and jurisdictions to which this requirement applies include:

- the lands within a regional electoral area that are not identified in an urban containment boundary established by a regional growth strategy or that are wholly outside of the boundary,
- the portions of municipalities or municipalities that are wholly outside of urban containment boundaries, and
- municipalities with populations less than 5,000 that do not have urban containment boundaries.

There is no size limit for the lots to which the requirement for a secondary suite and/or accessory dwelling unit applies. (To mitigate risks related to groundwater contamination, only secondary suites, not accessory dwelling units, should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government).

Lands in the Agricultural Land Reserve that are zoned for single-family use must also permit secondary suites and/or an accessory dwelling unit, subject to the 2021 changes to the *Agricultural Land Commission Act* and *Agricultural Land Reserve Use Regulation*. Further information can be found at: [Housing in the ALR](#).

2.2 Objectives

The objectives of the benchmark zoning bylaw regulations in Table 5 include:

- recognizing and maintaining consistency with the rural and semi-rural characteristics of the lots and jurisdictions to which they will apply,
- discouraging and mitigating the impacts of sprawl, and
- providing flexibility on the lot for various building forms and configurations.

Table 5: Recommended zoning regulations for lots requiring a minimum of 2 units

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 5 – 6 metres	This front lot line setback maintains some consistency with conditions in most rural and semi-rural areas.
Rear Lot Line Setback	Minimum of 6 metres for principal buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Minimum of 1.2 metres	This minimum requirement will enable flexibility for a large range of lot sizes, configurations, and building types. Larger distances from property lines are likely to be used by builders or developers to meet BC Building Code requirements for combustible buildings, and to accommodate drive aisles to back of the property (if used).
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof on principal buildings At least 8 metres for accessory dwelling units	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3 storeys for principal dwellings 2 storeys for accessory dwelling units	In smaller lot settings, permitting 3 stories may reduce the loss of trees, green space, or farmland. In larger lot settings, large distances between adjacent dwellings mitigate relative height and privacy concerns.
Maximum Lot Coverage	25-40%	Relatively low lot coverages will help limit the size and cost of new units on large lots. 25% may be appropriate for large lots and up to 40% for smaller lots.
Off-Street Parking Requirements	One space per dwelling unit	

3. Site standards package B

3.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit three or four units** and are typically sized single-family and duplex lots that are **generally less than 1,215 m² in size**. This number may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible.

SSMUH requirements specify that lots less than 280 m² must be permitted to have at least 3 housing units, while those equal to or greater than 280 m² must be permitted to have at least 4 units. The recommended zoning regulations below are appropriate for lots on which either 3 or 4 housing units are permitted.

3.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 6 include:

- improving the economic and spatial viability of establishing new units on typically sized single family and duplex lots to contributed to increased housing supply and affordability;
- contributing to street, neighbourhood and urban vibrancy through smaller front yard setbacks;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, Increase opportunities for tree retention and planning, and improve onsite livability for residents;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability.

Table 6: Recommended zoning regulations for lots requiring a minimum of 3 or 4 units that are less than 1,215m² in size

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 2 metres	A front lot line setback of 4-6 metres may be warranted if there are no sidewalks or public boulevards for trees, or to accommodate stormwater infrastructure or future road or right-of-way dedications.
Rear Lot Line Setback	Minimum of 1.5 metres for ADUs or main buildings	Actual rear lot line setbacks will approximate 5 metres if parking in rear is required due to parking requirements and lot configuration.
Side Lot Line Setbacks	Minimum of 1.2 metres	Actual side setbacks will approximate 3 meters if parking in rear is required due to parking requirements and lot configuration.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	A universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style is recommended to help improve the viability and diversity of SSMUH housing forms.
Maximum Number of Storeys	3	
Maximum Lot Coverage	50%	Onsite parking requirements will contribute significantly to impervious surface coverage on lots. Impervious coverages exceeding 60% may require on-site stormwater retention and/or treatment.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors that could be used to set parking requirements include proximity to services (e.g., designated village or town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.

4. Site standards package C

4.1 Where should it apply?

This suite of zoning bylaw regulations is intended for lots in *Restricted Zones* that are **required to permit four units** and are large lots **generally greater than 1,215 m² in size and smaller than 4,050 m²**. This lot size may vary depending on typical lot sizes in communities. An appropriate threshold should be identified at which larger setbacks and lower lot coverage limits would apply, with the objective of providing an upper limit on the size of new units to improve their affordability, while ensuring three- to four-bedroom units that could accommodate families are still possible. Lots equal to or greater than 4,050 m² are exempt from the requirements to permit a minimum of 3 or 4 units due to their potential for subdivision and higher densities in urban and sub-urban contexts. Lots identified as being in a Transit Oriented Area are also exempt from SSMUH requirements. (See Part 2, Section 8.3.)

4.2 Objectives

The objectives of the recommended zoning bylaw regulations in Table 7 include:

- improving the economic and spatial viability of establishing new units on large single-family and duplex lots to contribute to increased housing supply;
- enabling appropriate family-sized units whilst limiting the creation of unnecessarily large units that will not contribute to improved housing affordability;
- maintaining adequate pervious surfaces to reduce impacts on stormwater services and water resources, increase opportunities for tree retention and planning, and improve onsite livability for residents;
- recognizing and maintaining the semi-rural nature of neighbourhoods with large lots and the potential for significant public tree canopy in these areas by maintaining front yard setbacks consistent with current conditions;
- reducing sprawl, auto-dependency, greenhouse gas emissions from transportation, and improving the viability of transit through gentle densification in existing neighbourhoods; and
- providing flexibility on lots for various building forms and configurations, which will contribute to a greater diversity of housing types and improved project viability.

Table 7: Recommended zoning regulations for lots requiring a minimum of 4 units and are more than 1,215 m² in size

Zoning Bylaw Parameter	Recommended Benchmark Regulation	Considerations
Front Lot Line Setback	Minimum of 4-6 metres	
Rear Lot Line Setback	Minimum of 6 metres for main buildings Minimum of 1.5 metres for ADUs	
Side Lot Line Setbacks	Combined minimum setback for side-yards of 3 metres	Combined side-yard setback minimums (rather than individual side yard minimums) increase flexibility to respond to site conditions, and better support use of side yards for exterior living space. Minimum distances of 1.2 – 1.5 metres from property lines may be required for building code considerations (depending on combustibility). If parking is at the rear, setbacks of approximately 3 to 4 meters will be required on the side used for vehicular access.
Maximum Height	Maximum building height of 11 metres to the mid-point of a pitched roof or highest point of a flat roof	Depending on how height is measured by a local government, heights greater than 11 meters may be required on sloped sites to achieve 3 storeys.
Maximum Number of Storeys	3	
Maximum Lot Coverage	40%	Off-street parking requirements will increase impervious surface coverage significantly.
Off-Street Parking Requirements	Maximum 0.5 space/unit if lot is within 800 m of transit stop with a bus at a minimum frequency of every 15 minutes (measured between 7am – 7pm) Maximum 1 space/unit otherwise	Other factors to set parking requirements could include proximity to services (e.g. town centres), walk scores, and the availability of on-street or other parking alternatives. Higher maximum parking requirements (e.g., 1.5 spaces/unit) may be appropriate in smaller communities with no or limited public transportation, or for example, where on-street parking is impractical due to snow removal requirements.