

## REGULAR MEETING OF COUNCIL AGENDA

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**DATE:** June 16, 2025  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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*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: 861 8877 5602  
Passcode: 925227*

*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/](http://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 June 16, 2025 Council Meeting agenda be approved as circulated.*

**3. ADOPTION OF MINUTES**

**3.1 Meeting Minutes of June 2, 2025**

Page 5

*THAT the June 2, 2025 Council Meeting minutes be adopted as circulated.*

**4. DEVELOPMENT MATTERS AND RELATED BYLAWS**

**4.1 Housing Agreement Authorization Bylaw No. 1820, 2025 – 612 Cliff Avenue**

Page 16

*Memo prepared by Manager of Planning, Community Safety and Bylaw  
Compliance dated June 10, 2025*

*THAT Council gives three readings to Housing Agreement Authorization Bylaw  
No. 1820, 2025;*

*AND THAT the Corporate Officer be authorized to file in the land title office a  
notice that the property legally described as PARCEL B (DD 179916F) BLOCK 13  
DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE  
DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC is subject to  
the attached Housing Agreement;*

*AND FURTHER THAT the Corporate Officer be authorized to register a Section*

219 Covenant (Housing Agreement) on the title of the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC.

## **5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS**

### **5.1 Request for Installation of Crosswalk at Intersection of Brickyard Road and Pleasant Avenue** Page 31

Memo prepared by Manager of Planning, Community Safety and Bylaw Compliance dated June 10, 2025

*THAT Council directs Staff to engage with the Road Safety Engineer Consultant associated with the Vision Zero Grant Program in order to discuss the viability of installing a crosswalk at the intersection Brickyard Road and Pleasant Avenue and explore alternative traffic management strategies that may be more appropriate for that particular intersection.*

### **5.2 UBCM 2025 Provincial Meeting Requests and Attendance** Page 33

Memo prepared by Chief Administrative Officer dated May 23, 2025

*THAT Council identifies the topics for which it wishes to request meetings at the 2025 Union of British Columbia Municipalities (UBCM) convention;*

*AND THAT Council indicates the request that it wishes to pose at its meetings, the lead spokesperson, and the members who are planning to attend;*

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

## **6. REPORTS**

### **6.1 Mayor and Council Reports**

### **6.2 Area F Director Report**

### **6.3 Chief Administrative Officer Report**

#### **6.3.1 Council Inquiries**

### **6.4 Annual Municipal Report 2024**

#### **6.4.1 Meeting on Annual Municipal Report 2024** Submissions and Questions from the Public

#### **6.4.2 Consideration and Acceptance of the Annual Municipal Report 2024** Page 35 *THAT Council considers any public input received;*

*AND THAT Council Approves the 2024 Annual Report.*

### **6.5 RDNO Building Permit Report – May 2025** Page 74 *THAT the RDNO Building Permit Report – May 2025 be received and filed.*

### **6.6 Bylaw Enforcement Statistics for First Period of 2025 (Jan – Apr)** Page 75 Memo prepared by Manager of Planning, Community Safety and Bylaw Compliance dated June 6, 2025

*THAT Council receives and files the memorandum titled "Bylaw Enforcement Statistics for First Period of 2025 (Jan – Apr)".*

## **7. NEW BUSINESS**

### **7.1 Proclamation of National Drowning Prevention Week 2025 Page 78**

Memo prepared by Chief Administrative Officer dated June 2, 2025  
*THAT Council provides an opportunity for Enderby & District Recreation Services to request that Council declares National Drowning Prevention Week;*

*AND THAT Council declares July 20-26, 2025 as National Drowning Prevention Week in the City of Enderby;*

*AND FURTHER THAT Council authorizes the Mayor and Corporate Officer to sign and seal a proclamation to this effect.*

### **7.2 SDC Classic Golf & Cultural Event Page 80**

Sponsorship, Registration & Information Package  
*THAT Council authorizes \_\_\_\_\_ to attend the SDC Classic Golf & Cultural Event with the cost funded from the relationship building budget line item.*

### **7.3 Friday Night Lights Burnout Competition – Letter of Support Page 90**

Memo prepared by Manager of Strategic Priorities and Community Services dated June 11, 2025  
*THAT Council directs staff to issue a letter of support to Autowear Accessories to host a Burnout Competition, as part of Friday Night Lights on Friday, August 15, 2025.*

### **7.4 Portable Dance Floor for Community Events Page 92**

Memo prepared by Manager of Strategic Priorities and Community Services dated June 12, 2025  
*THAT Council directs staff to purchase a 9' x 9' portable dance floor kit using available Music by the River sponsorship funds after all other event expenses have been incurred, with the remainder to be funded through prior event surplus.*

### **7.5 Municipal Security Issuing Resolutions – 2025 Borrowing Page 95**

Memo prepared by Chief Financial Officer dated June 9, 2025  
*THAT subject to the City receiving the Certificate of Approval for Barnes Park Outdoor Pool Loan Authorization Bylaw No. 1815, 2025, Council adopts the following resolution:*

*THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Fall Borrowing Session, One Million Eight Hundred Thousand Dollars as authorized through "Barnes Park Outdoor Pool Loan Authorization Bylaw No. 1815, 2025" and that the Regional District of North Okanagan be requested to consent to our borrowing over a twenty year term and include the borrowing in a Security Issuing Bylaw.*

## **8. CORRESPONDENCE AND INFORMATION ITEMS**

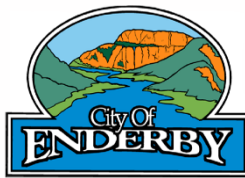
Mayor or Chair will provide an opportunity for any Council member to request that a Correspondence and Information Item be discussed separately.  
*THAT Council receives and files all Correspondence and Information Items.*

### **8.1 One-Year Anniversary of Implementation of Small-Scale Multi-Unit Housing Requirements Page 96**

Correspondence from Ravi Kahlon, Minister of Housing and Municipal Affairs  
dated May 29, 2025

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|-----|--|----------|
| 8.2 | <u>Miscellaneous Statutes Amendments Act (Bill 13)</u><br>Correspondence from Tara Faganello, Assistant Deputy Minister, Local<br>Government Division, Ministry of Housing and Municipal Affairs dated May 30,<br>2025 | Page 98  |
| 8.3 | <u>Funding for Public Education</u><br>Correspondence from David Lepsoe, Mayor, on behalf of Council for the Village of<br>Chase dated June 5, 2025  | Page 103 |
| 9.  | <b>PUBLIC QUESTION PERIOD</b>  |          |
| 10. | <b>ADJOURNMENT</b>   |          |





## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, June 2, 2025 at 4:30 p.m. in Council Chambers.

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

Absent: Councillor Brian Schreiner  
Councillor Shawn Shishido

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Manager of Planning, Community Safety and Bylaw Compliance – Kurt Inglis  
Manager of Strategic Priorities and Community Services – Kelsey Campbell  
Clerk-Secretary – Andraya Holmes

Other: Press and Public

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### **LAND ACKNOWLEDGEMENT**

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

### **APPROVAL OF AGENDA**

Moved by Councillor Ramey, seconded by Councillor Baird  
*THAT the June 2, 2025 Council Meeting agenda be approved as circulated.*

CARRIED

### **ADOPTION OF MINUTES**

#### **Meeting Minutes of May 20, 2025**

Moved by Councillor Yerhoff, seconded by Councillor Ramey  
*THAT the May 20, 2025 Council Meeting minutes be adopted as circulated.*

CARRIED

### **DELEGATIONS**

#### **MLA David Williams**

MLA David Williams was not in attendance.

### Presentation of Enderby Community Wildfire Resiliency Plan

Liam Curran, Fuel Management Specialist, Forsite, explained that Forsite was retained in 2024 to complete a Community Wildfire Resiliency Plan for the City of Enderby.

The plan covers the City of Enderby and also looks at land within a 1km radius of the City boundary. It is created based on the 7 FireSmart disciplines to address wildfire preparedness from different angles.

The objective of the Community Wildfire Resiliency Plan is to identify wildfire hazards and risks and provide recommendations to mitigate them.

One recommendation of the plan is to manage fuels in Johnston Park and use this as a demo project, with educational signage to teach park users about wildfire fuel mitigation.

Having a Community Wildfire Resiliency Plan in place gives the City the opportunity to apply for a wide range of funding for FireSmart and other wildfire risk reduction projects.

### Cross Walk at the Pleasant Avenue and Brickyard Road Intersection

Blake Purr, Member at Large, and Preston Freeman, Grade 9 Representative, A.L. Fortune Student Government, requested that a crosswalk be placed across Brickyard Road at Pleasant Avenue.

Explained that many students cross Brickyard Road at this intersection before and after school, as well as at lunch hour every day. The closest legal crosswalk is at the Brickyard Road and Howard Avenue intersection and adds a significant distance to the walk between A.L. Fortune and a nearby eatery.

Noted that they have counted cars and pedestrians at this crossing at key times. A three-day average showed that in the 40 minutes before school, 45 pedestrians crossed Brickyard Road at Pleasant Avenue, and 55 vehicles passed on Brickyard Road. During the 40 minutes of Lunch, 54 pedestrians crossed, and 47 cars passed on Brickyard Road. During the 40 minutes after school, 51 pedestrians crossed and 60 cars passed.

Mr. Purr and Mr. Freeman concluded that a crosswalk would increase pedestrian safety at this crossing.

## **DEVELOPMENT MATTERS AND RELATED BYLAWS**

### Development Variance Permit #0079-25-DVP-END

The Manager of Planning, Community Safety and Bylaw Compliance gave an overview of the application and staff recommendation.

Three written submissions were received regarding the application and one verbal representation was made by a representative of the applicant.

### **Ian Wilson, Regional District of North Okanagan**

- Noted that the property is near the Shuswap North Okanagan Rail Trail lands and that there is no parking and no depositing of snow permitted on the Rail Trail right of way.

**Stacey Larsen and Jeff Aitken, 167 Brickyard Rd, Enderby BC**

- Concerned that a 0m front setback will set a precedent for future development in the area.
- Opposes the waiver of the requirement to screen the parking area.
- Concerns about the existing fence height and opacity.
- Concerns about the siting of the existing greenhouse.
- Concerns that variances are requested because there is not enough space for the proposed development on this property.
- Concerns about a gravel parking lot and the lack of ability to properly delineate parking spaces, as well as debris that will be tracked onto the road.
- Concerns that the existing trees on the property are dangerous and should be removed.
- Concerns about the sewer connection through their property.

**Kerry Korberg & Jaedyn Korberg, Applicant**

- Believes that the mature trees on the property are healthy and worthy of preservation.
- Believes that there will be no issue maneuvering around the trees.
- Stated that a gravel parking lot will aid in drainage.
- Stated that future owners could build fences as they wish.
- Believes that the visual impact to the high school property by allowing the reduction in rear yard setback will be negligible.
- Developer is committed to the concept of detached cottages and believes that these units will be more saleable than multi-unit buildings.
- Requested that Council allow eaves and other building projections within the 3m building separations.

**Brett Korberg, Representative of the Applicants**

- Does not believe the reduction in rear yard setback will cause any issues as it backs onto the field of the high school.
- Noted that one of the neighbours does not want a solid fence along their property.
- The proposed parking area would be surfaced with screened and washed gravel. Does not believe that it would cause any dirt or mud to be tracked onto the road.

Councillor Baird asked about the sewer line that ran through the neighbouring property to the proposed development.

Chief Administrative Officer responded that removal of this line was a condition of subdivision and that it has been completed.

Council discussed that creating duplexes instead of stand-alone units would relieve some of the space pressures of this development. Council also noted that there would need to be space for snow and a dumpster on site.

Council also discussed concerns about a gravel parking area and the lack of ability to properly delineate parking stalls.

Councillor Ramey asked what the reasoning is for the recommendation to deny the reduction in rear yard setback.

The Manager of Planning, Community Safety and Bylaw Compliance responded that the reduction is significant, and that the developer intends to construct a deck that could extend into the setback area as well, making the requested setback as little as 2.65m. The reason that this setback reduction is required is because of an inefficient use of land and not because of a unique situation that makes development of the lot difficult.

Moved by Councillor Baird, seconded by Councillor Yerhoff

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

- *Section 901.2.b by reducing the minimum width of an unobstructed maneuvering aisle for right-angle parking from 8 m (26.25 feet) to 7.5 m (24.61 feet), as shown on the attached Schedule 'A'; and*
- *Section 901.2.g.i by reducing the minimum setback between a parking space and a dwelling from 1.5 m (4.921 feet) to 1 m (3.28 feet), as shown on the attached Schedule 'A'.*

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

- *Section 901.2.a by increasing the allowable percentage of small-car parking from 40% to 64.35%, as shown on the attached Schedule 'A'; and*
- *Section 901.3 by reducing the minimum number of off-street parking spaces from 16 to 14, as shown on the attached Schedule 'A',*

*subject to the property owner satisfying the following conditions:*

- i. registering a housing agreement by covenant on the title of the property, satisfactory to the City, which requires that the parking demands associated with the development are contained and managed on-site and which shall be a material term of any tenancy agreement; and*
- ii. registering a covenant on the title of the property which states that no building strata may occur until such time as the City has approved internal strata bylaws that ensure that the parking demands associated with the development are contained and managed on-site.*

*THAT Council NOT authorize the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:*

- *Section 308.4.a.i by reducing the minimum front yard setback for an accessory residential structure from 8 m (26.25 feet) to 0 m, as shown on the attached Schedule 'A';*
- *Section 309.1.a.ii by waiving the requirement to screen a multi-family parking area where it abuts a lot in a residential zone;*

- Section 604.10.d.ii by reducing the minimum rear yard setback for an adult retirement housing dwelling from 6 m (19.68) to 4.56 m (14.96 feet) and 3.65 m (11.98 feet), respectively, as shown on the attached Schedule 'A';
- Section 901.2.b by permitting a maneuvering aisle to be partially obstructed, as shown on the attached Schedule 'A'; and
- Section 901.2.e by waiving the requirement for an off-street parking area to be surfaced with asphaltic concrete or cement pavement, with a gravel surface in-lieu, as shown on the attached Schedule 'A'.

AND FURTHER THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 15492, and located at 171 Brickyard Road, Enderby BC., to permit a variance to Section 308.4.a.i of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum front yard setback for an accessory residential structure from 8 m (26.25 feet) to 0.5 m (1.64 feet), subject to the following conditions:

- The property owner must agree to the reduced variance request in writing and provide an updated site plan which reflects the 0.5 m (1.64 foot) setback;
- Any setback calculation shall be inclusive of the foundation, pad, and grounding wire, as well as the extent of any cut or fill slope required to achieve the desired elevation, grading, and drainage for the cabinet; and
- The cabinet doors shall be required to open towards the buildings on the subject property rather than towards the road, so that work may occur inside the cabinet without interfering with public property; if this is not achievable due to electrical design or code, such that the cabinet must face towards the road, the setback calculation must also include cabinet door swing clearance.

CARRIED

#### Removal of Soil (Extraction) and Placement of Fill Within the ALR

*Councillor Davyduke recused because a family member is employed by the applicant and left the meeting at 5:31 p.m.*

The Manager of Planning, Community Safety and Bylaw Compliance gave an overview of the application and staff recommendation.

Councillor Ramey asked why the access control plan and restoration of Waterwheel Street are relevant to this application.

Chief Administrative Officer explained that the issues with Waterwheel Street are pre-existing, but that this application and subsequent use will increase traffic on Waterwheel Street and makes the access control plan and restoration more urgent.

Mayor Galbraith stated that he would like to provide an opportunity for public input, and asked when Council could return to consider this issue if that were the case.

Chief Administrative Officer responded that this item would most likely come back at the meeting of July 21<sup>st</sup>.

Council discussed the difference between permitted farm uses and events. The Agricultural Land Commission Act permits events on ALC land and Council can not prohibit them but may regulate them.

Councillor Ramey asked about the request for a reduction in accesses on Waterwheel Street.

Chief Administrative Officer explained that in most cases a farm would have one access and use internal roads to transport equipment around the property. In this case, multiple accesses have allowed the transportation of heavy machinery around the property to be done via Waterwheel Street, which has impacted the road.

Moved by Councillor Ramey, seconded by Mayor Galbraith

*THAT Council postpone consideration of the Removal of Soil (Extraction) and Placement of Fill Within the ALR Application for 2207 Waterwheel Street, Enderby BC and directs Staff to initiate a public notification process, in accordance with Section 6.1.1. of the City of Enderby Development Applications Procedures Bylaw No. 1586, 2016, and provides an opportunity at a future Council meeting for public input to be received prior to consideration of the application.*

WITHDRAWN

Councillor Ramey asked the applicant if they are happy with the staff recommendation.

Colin Matejka, applicant, responded that they can live with the staff recommendation.

Councillor Ramey asked what the timeline for this project is.

Mr. Matejka responded that they would like to have the facility built for this winter, and that they have been working on it for over a year so far.

Councillor Ramey withdrew his motion.

Moved by Councillor Ramey, seconded by Councillor Baird

*THAT Council advances the Removal of Soil (Extraction) and Placement of Fill Within the ALR Application for 2207 Waterwheel Street, Enderby BC to the Agricultural Land Commission for consideration, subject to the following conditions:*

- i. The applicant shall provide an access control plan for the 2207 Waterwheel Street (including the abutting property to the north – PID: 023-256-583), acceptable to the City of Enderby, which significantly reduces the number of accesses for agricultural vehicles, with the access(es) to be properly constructed for the current and proposed uses and not substantially or unreasonably interfere with other public uses of the road;*
- ii. The applicant shall provide a road restoration plan for the portion of Waterwheel Street adjacent to 2207 Waterwheel Street (including the abutting property to the north - PID: 023-256-583), acceptable to the City of Enderby, which restores those portions of Waterwheel Street impacted by the current agricultural uses to a standard capable of accommodating normal traffic loads after the implementation of the access control plan referenced above;*
- iii. The applicant shall enter into a Works and Services Agreement with the City of Enderby to implement the access control plan and road restoration plan following substantial completion of the proposed building(s); and*

- iv. *The applicant shall demonstrate that the current and proposed farm operation at 2207 Waterwheel Street (including the abutting property to the north - PID: 023-256-583) is in accordance with the City of Enderby Zoning Bylaw No. 1550, 2014.*

*AND THAT should the applicant satisfy the above conditions and the Removal of Soil (Extraction) and Placement of Fill Within the ALR Application for 2207 Waterwheel Street, Enderby BC is advanced to the ALC for consideration, the City provides the following comments to the ALC:*

*The City of Enderby defers to the expertise of the ALC in considering whether the proposal is consistent with the ALC's Necessary Farm Use Structures in the ALR Guidelines.*

*The applicant has provided the City of Enderby and the ALC with correspondence confirming that no bull riding or bull riding events will occur within the proposed equine and bovine training and genetics facility. It is the City's understanding that bull riding and bull riding events would be considered non-farm uses, therefore should the applicant wish to pursue bull riding as an on-going use on the property in the future, they would be required to submit a Non-Farm Use Application to the ALC and City of Enderby. With respect to bull riding events, given that local governments do not have the authority to prohibit events on ALR lands, the City strongly encourages the ALC to use its authority to prohibit bull riding events from occurring within the proposed facility in order to ensure that the commitments made by the applicant in their written correspondence to the City and the ALC are upheld.*

CARRIED

*Councillor Davyduke returned to the meeting at 6:03 p.m.*

## **REPORTS**

### **Mayor and Council Reports**

#### **Councillor Davyduke**

There is an Interagency meeting coming up at the end of June. This will be the last meeting before the summer break.

Reported that WorkBC has been busy with people looking for employment.

The Enderby & District Chamber of Commerce Women in Business Golf Tournament is upcoming and Councillors Baird and Yerhoff will be representing Council.

Reported that the new paint and carpet at the library looks great.

Attended the Annual Plant Share. There were over 100 people in attendance at this event.

Spoke with the Public Health Nurse and reported that attendance has been down at the Baby Talk program.

#### **Councillor Yerhoff**

Attended the Plant Share.

Reported that it's been nice to see so many people out and about downtown.

Will be attending the Enderby & District Chamber of Commerce Women in Business Golf Tournament along with Councillor Baird.

Moved by Councillor Yerhoff, seconded by Councillor Baird  
*THAT Council funds the registration fees for the Enderby & District Chamber of Commerce Women in Business Golf Tournament for Councillor Baird and Councillor Yerhoff from Council sundry.*

CARRIED

Councillor Ramey

Attended an Okanagan Regional Library meeting. Reported that the Summer Reading Club has many participants registered this year. There are Book Club Kits and many other items that can be borrowed from the library. Encouraged everyone to get a library card.

Has received requests from the public for the City to purchase St. Andrews United Church.

Councillor Ramey noted that the Rail Trail is now open to Back Enderby Road and that people are using it as a loop along with Old Vernon Road. Asked if the white line on Old Vernon Road for pedestrians could be extended.

Reported that Cardiff Miller Art Warehouse has two new displays and suggested that he would like to revisit finding a way to allow them to advertise on the highway when they are open.

Noted that he has received compliments on our ball diamonds from people from Kelowna.

Councillor Baird

Reported that on a trip to Vancouver she met someone who has visited Enderby to visit Cardiff Miller Art Warehouse.

Reported that aquafit at the pool has been busy.

There is a meeting coming up of the Public Art Select Committee to review applicants for the public art sculpture program.

Reported that the Farmers Market and the Harvest Hut have been busy.

Mayor Galbraith

Thanked Councillor Baird for filling in for him at the previous Council meeting.

Will be filling in for Councillor Schreiner at the RDNO board meeting this week.

Chief Administrative Officer



Construction of the lower reservoir is progressing. The first of three wall pours was done on Friday, May 30th. The second wall pour will occur in approximately 2 weeks.

Granville Avenue construction is scheduled to start around June 16th. The contractor may start milling a few days ahead of that. As a change to what was previously reported, the Red Cross Loan Cupboard will now be fully inside the Water Treatment Plant and will not be using the Visitor Centre during the Granville construction.

Pool construction has begun. Right now, the focus is on excavation and getting temporary power installed. Public Works removed the trees at the north end of the park last week; one of which was salvageable has been replanted along the Riverwalk at its south end. The soil that is being excavated is of good quality for fill material, so rather than dispose of it, it will be hauled to various areas around Riverside Park that need some levelling, which will make those areas more useful for the general public and easier to maintain in the future.

The new Parks employee, Dale Almaas, has been hired. Welcomed Dale to the team.

The new digital sign is now installed at the arena. The contractor will soon complete the installation of the internet connection inside the arena, at which point the display portion will be active. For now, only the topper cabinet with the facility name is active.

Offsite works at 506 Cliff Avenue are substantially complete other than reinstating curb and line painting. The works at 247 Brickyard Road started on Friday. There will be single-lane alternating traffic flow adjacent to the Brickyard work site, which is just north of Danforth Avenue.

The grounds contractor will be mowing the highway ditch on Wednesday. Has requested them to increase their mowing frequency during the early part of the season. This is a challenging maintenance area due to the amount of drainage and traffic.

The City's small paving contractor is expected to be coming through shortly.

Congratulated Kurt Inglis, who has recently obtained his Wildfire Mitigation Specialist designation, which will help with FireSmart initiatives.

Councillor Yerhoff noted that the garbage receptacles on the Rail Trail have been overflowing and asked who is responsible for them.

Chief Administrative Officer responded that the Regional District of North Okanagan is responsible for maintenance. He asked Council to advise him when the issue occurs so that it can be reported to RDNO.

Councillor Ramey asked if there is any update on how the new doctor in Enderby is doing.

Mayor Galbraith responded that he checks in regularly with the clinic and the lab and that they are doing well. Reported that one of the doctors is open to taking on medical students from UBC.

## **NEW BUSINESS**

### **UBCM 2025 Provincial Meeting Requests and Attendance**

Council discussed some possible topics for meetings at UBCM including housing, highways, healthcare, indigenous partnerships, the Salmon Arm bus route from Enderby, and plans for handling an increasing number of students at M.V. Beattie Elementary.

Council requested that Mayor Galbraith consult with Kupki7 Christian about who from Splitsin will be attending UBCM and if there are meetings that the City of Enderby and Splitsin can attend together.

Moved by Councillor Baird, seconded by Councillor Davyduke  
*THAT Council postpones consideration of UBCM 2025 Provincial Meeting Requests and Attendance to the meeting of June 16, 2025*

CARRIED

Feedback to Province on Proposed Changes to Closed Council and Board Meetings

Moved by Councillor Baird, seconded by Councillor Ramey  
*THAT Council supports the Province's proposed amendments to section 90 of the Community Charter which:*

- *Allow a Council meeting to be closed to prevent harm to an Indigenous people's ability to maintain, control, protect, or develop cultural heritage, traditional knowledge, traditional cultural expressions, or manifestations of their sciences, technologies, and cultures; and*
- *Require a Council meeting to be closed when it relates to the consideration of information received and held in confidence relating to negotiations between the local government and an Indigenous government, on the same basis as is the case for negotiations between local governments and provincial and federal levels of government.*

*AND THAT Council directs staff to send correspondence to the Ministry of Housing and Municipal Affairs indicating its support for the proposed amendments to section 90 of the Community Charter.*

CARRIED

Revised Floodplain Maps and Forthcoming Provincial Floodplain Development Guidelines

Moved by Councillor Baird, seconded by Councillor Ramey  
*THAT Council defers consideration of the revised floodplain maps provided by Fraser Basin Council until the modernized Provincial Floodplain Development Guidelines are adopted by the Province;*

*AND THAT Council requests that the Province ensure that the modernized Provincial Floodplain Development Guidelines provide practical solutions to support the reasonable and responsible implementation of the revised floodplain maps by local government;*

*AND FURTHER THAT Council requests that the Province delay publicly posting the revised floodplain maps for the City of Enderby until the modernized Provincial Floodplain Development Guidelines are adopted by the Province and the City of Enderby has had reasonable time to evaluate the revised floodplain maps in conjunction with the modernized guidelines.*

CARRIED

Temporary Road Closure Application – Canada Day Parade 2025

Moved by Councillor Ramey, seconded by Councillor Baird  
*THAT Council receives the City of Enderby Event Coordinator's Temporary Road Closure application (Canada Day Parade 2025) for information.*

CARRIED

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**ADJOURNMENT**

Moved by Councillor Baird, seconded by Councillor Yerhoff  
*THAT the regular meeting of June 2, 2025 adjourn at 6:43 p.m.*

CARRIED

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**MAYOR**

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**CORPORATE OFFICER**

# THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

## MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance  
Date: June 10, 2025  
Subject: Housing Agreement Authorization Bylaw No. 1820, 2025 – 612 Cliff Avenue

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### **RECOMMENDATION**

THAT Council gives three readings to Housing Agreement Authorization Bylaw No. 1820, 2025;

AND THAT the Corporate Officer be authorized to file in the land title office a notice that the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC is subject to the attached Housing Agreement;

AND FURTHER THAT the Corporate Officer be authorized to register a Section 219 Covenant (Housing Agreement) on the title of the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC.

### **BACKGROUND**

In 2024, the owner of 612 Cliff Avenue requested a series of variances as part of a proposed mixed-use development on the property consisting of a two-storey building with ground floor commercial and 3 dwelling units on the second storey. The variance request to reduce the minimum number of off-street parking spaces from 11 to 4 was authorized subject to the owner registering a Housing Agreement by Covenant on the title of the property, satisfactory to the City, which requires that the parking demands associated with the residential portion of the development are contained on-site and which shall be a material term of any tenancy agreement. A Housing Agreement is a tool used by local governments to preserve the use of a property for affordable housing or special needs housing purposes, and it may include terms and conditions agreed to by the local government and the owner regarding the occupancy of the dwelling units identified in the agreement.

Attached is the proposed Housing Agreement for 612 Cliff Avenue, which is structured to manage the parking demands of the development. The key terms of the attached Housing Agreement are as follows:

- No commercial vehicles, motorhomes, oversized vehicles, or trailers are permitted to be parked on the subject property;

- The vehicles of tenants and visitors are not permitted to be parked on a street or any other public/private parking lot and may only be parked on the subject property; and
- Tenancy Agreements must: i) indicate that no commercial vehicles, motorhomes, oversized vehicles, or trailers are permitted to be parked on the subject property, ii) indicate that tenant and visitor vehicles must be parked on the subject property and not on a street or any other public/private parking lot, and iii) designate the tenant's parking spaces.

Given that the Housing Agreement is registered on title as a Covenant under Section 219 of the *Land Title Act*, the Corporate Officer must be authorized to execute the instrument. Once the Covenant/Housing Agreement has been registered on title, Staff will proceed with issuing the Development Variance Permit for the subject property.

Respectfully Submitted,



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Kurt Inglis

Manager of Planning, Community Safety and Bylaw Compliance

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1820

A BYLAW TO AUTHORIZE A HOUSING AGREEMENT

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WHEREAS pursuant to Section 483 of the *Local Government Act*, a local government may, by bylaw, enter into a housing agreement.

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

1. This bylaw may be cited as the "City of Enderby Housing Agreement Authorization Bylaw No. 1820, 2025".
2. Council hereby authorizes the City of Enderby to enter into a Housing Agreement for the property legally described as PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 612 Cliff Avenue, Enderby BC, a true copy of which is attached to and forms part of this bylaw as Schedule "A".
3. The Mayor and Corporate Officer are hereby authorized to execute the attached agreement as well as any conveyances, deeds, receipts or other documents in connection with the attached agreement.
4. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

READ a FIRST time this    day of    , 2025.

READ a SECOND time this    day of    , 2025.

READ a THIRD time this    day of    , 2025.

ADOPTED this    day of    , 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# Schedule 'A'

## PART 2 - TERMS OF INSTRUMENT

### HOUSING AGREEMENT AND SECTION 219 COVENANT (Section 483 of the Local Government Act and Section 219 of the Land Title Act)

THIS AGREEMENT made this \_\_\_\_ day of May, 2025

BETWEEN:

CITY OF ENDERBY  
619 Cliff Avenue  
Box 400  
Enderby, BC V0E 1V0  
(the "City")

OF THE FIRST PART

AND:

BRIER HOLDINGS LTD., INC. NO. BC1479968

(the "Owner")

OF THE SECOND PART

WHEREAS:

A. The City may, under Section 483 of the Local Government Act, enter into a housing agreement with an owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in Section 483(2) of the Local Government Act,

B. Section 219 of the Land Title Act permits the registration of a covenant of a negative or positive nature in favour of the City in respect of the use of land or construction on land;

C. The Owner is the registered owner in fee simple of the parcel described as:

Legal Description: PARCEL B (DD 179916F) BLOCK 13 DISTRICT LOT 150 KAMLOOPS  
(FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A

PID: 012-503-550

CIVIC ADDRESS 612 Cliff Avenue, Enderby, BC V0E 1V0 (the "Lands")

D. The Owner has applied to the City to develop one (1) commercial building and three (3) residential units on the Lands;

E. This Agreement is a condition of the issuance of a Development Variance Permit, File No. 0070-24-DVP-END, by the City of Enderby;

F. The Owner and the City wish to enter into this Agreement to provide for affordable and rental housing on the terms and conditions set out in this Agreement, and agree that this Agreement is a housing agreement under Section 483 of the Local Government Act and a covenant under Section 219 of the Land Title Act;

G. The City has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of \$1.00 paid by the City to the Owner (the receipt of which is acknowledged by the Owner) and in consideration of the promises exchanged below, the City and the Owner covenant and agree as follows:

## 1. DEFINITIONS AND INTERPRETATION

- i. In this Agreement, unless otherwise defined, words have the same meanings as in the Zoning Bylaw, and the following words have the following meanings:
  - a) "Agreement" means this agreement and includes all recitals, instruments, schedules, in and amendments thereto;
  - b) "Commercial Vehicle" means any type of motor vehicle that is larger than 5.5m (18.04ft.) long, and 2.95m (9.68ft.) wide, and that by its type of construction and equipment is designed for, and capable of transporting goods or paying passengers;
  - c) "Dwelling Unit" means one (1) or more rooms used for the residential accommodation of only one (1) family when such room or rooms contain or provide for sleeping, sanitary, and no more than one (1) set of cooking facilities;
  - d) "LTO" means Kamloops Land Title Office or its successor;
  - e) "Motorhome" means a type of self-propelled recreation vehicle which offers living accommodation combined with a vehicle engine;
  - f) "Oversized Vehicle" means any Vehicle that is larger than 5.5m (18.04ft.) long, and 2.95m (9.68ft.) wide;
  - g) "Parking Space" means a space designated for parking located on the Lands. All parking spaces shall have a clear length of not less than 6 m (19.68 feet) and a clear width of not less than 2.8 m (9.186 feet) except that forty percent (40%) of the total number of required parking spaces may be made up of small car parking spaces having a clear length or not less than 5.2 m (17.06 feet), a clear width of not less than 2.3 m (7.546 feet). All small car parking areas shall be identified by a sign indicating "Small Car Parking Only";
  - h) "Street" means a "highway" as defined by the *Transportation Act, SBC 2004* and shall also be deemed to include any private or internal road, driveway, and private or public parking area that is not part of the Lands;
  - i) "Tenant" means a tenant under a Tenancy Agreement;
  - j) "Tenancy Agreement" means a tenancy agreement, lease, license or other agreement granting rights to occupy a Dwelling Unit;
  - k) "Trailer" means any vehicle, coach, house-car, conveyance, or conveyance with an addition, designed to travel often on the highways, constructed or equipped to be used as temporary living or sleeping quarters by holiday makers;



- l) "Vehicle" means a device in, or by which, a Tenant or Visitor is or may be transported or drawn on a highway, except a device designed to be moved by human power;
  - m) "Visitor" means any guest, visitor or invitee of a Tenant; and
  - n) "Zoning Bylaw" means the City of Enderby Zoning Bylaw No. 1550, 2014, as amended from time to time.
- ii. In this Agreement:
- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
  - b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
  - c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the corresponding numbered or lettered article, section or Schedule of this Agreement;
  - d) If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
  - e) the word "enactment" has the meaning given in the Interpretation Act on the reference date of this Agreement;
  - f) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
  - g) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
  - h) the provisions of Section 25 of the Interpretation Act with respect to the calculation of time apply;
  - i) all provisions are to be interpreted as always speaking;
  - j) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers;
  - k) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
  - l) any act, decision, determination, consideration, consent or exercise of discretion by a party, or other person, as provided in this Agreement must be performed, made or exercised acting reasonably.

## 2. TERMS

- i. The Owner covenants and agrees as follows:
  - a) the Lands must be used only in accordance with this Agreement;
  - b) no Commercial Vehicles, Motorhomes, Oversized Vehicles or Trailers may be parked on the Lands;
  - c) the Lands must have signage clearly identifying Tenant Parking Spaces;
  - d) all Vehicles of a Tenant must be parked on the Lands;
  - e) no Vehicle of a Tenant may be parked on a Street;
  - f) all Vehicles of a Tenant parked on the Lands must be parked in either a designated Tenant Parking Space or a designated Visitor Parking Space;
  - g) at all times the Lands must have four (4) Parking Spaces as shown on the attached Schedule 'A';
  - h) all Tenancy Agreements must include language:
    - a. indicating all Vehicles must be parked on the Lands consistent with the Owner's covenants in section 2(i) subsections b, d, e, and f; and
    - b. designating the Tenant's Parking Space on the Lands.

### **3. TRANSFER RESTRICTIONS**

- ii. The Owner and the City hereby covenant and agree that the Owner must not sell or transfer, or agree to sell or transfer, any interest in the Lands or any building thereupon, other than a full interest in the fee simple title to a purchaser that agrees to assume the terms and conditions of this Agreement. This section does not restrict the Owner from granting easements, rights of way and similar interests in land subject to this Housing Agreement and Section 219 Covenant having priority over such interests.

### **4. NOTICE TO BE REGISTERED IN LAND TITLE OFFICE**

- i. The Owner acknowledges and agrees that:
  - a) this Agreement constitutes both a covenant under Section 219 of the Land Title Act and a housing agreement entered into under Section 483 of the Local Government Act,
  - b) notice of this Agreement shall be registered in the LTO by the City at the cost of the Owner in accordance with Section 483 of the Local Government Act, and
  - c) this Agreement shall be binding on all persons who acquire an interest in the Lands after registration of this notice, and unless discharged in accordance with this Agreement, run with and bind the Lands in perpetuity.

### **5. COMPLIANCE WITH AGREEMENT**



- i. The Owner hereby irrevocably authorizes the City to make such inquiries as it considers reasonably necessary in order to confirm that the Owner is complying with this Agreement.
- ii. The Owner agrees that it will provide to the City a report in writing, to the reasonable satisfaction of the City, describing compliance with this Agreement.

## **6. ENFORCEMENT AND WAIVER**

- i. Nothing contained or implied herein shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Owner. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- ii. The parties agree that the City is not obligated to inspect the lands or to otherwise ensure compliance with this Agreement, nor is the City obligated to remedy any default of this Agreement. A failure by the City to enforce this Agreement shall not constitute a waiver of any of the City's rights herein.
- iii. Notwithstanding any provision to the contrary in this Agreement, if the Owner is in default of its obligations in this Agreement then the City may, by written notice to the Owner, require such default to be corrected within thirty (30) days after receipt of such notice; and
- iv. If within the thirty (30) days after receipt of such notice the default has not been corrected or reasonable steps to correct the default have not been taken, the City, without limiting any other right it might have, may pursue a remedy consistent with the provisions described in Section 6 (v) and (vi) below.
- v. No remedy under this Agreement is deemed to be exclusive but will, where possible, be cumulative with all other remedies available at law or in equity.
- vi. The Owner covenants and agrees that, in addition to any remedies that are available under this Agreement or at law, the City is entitled to all equitable remedies, including specific performance, injunction and declarative relief to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

## **7. TERM**

- i. Subject to discharge provisions in Section 8, this Agreement shall be in perpetuity.
- ii. If this Agreement is discharged in accordance with Section 8 (i) or Section 11 (i) (c), both parties shall execute the discharge for filing in the LTO.

## **8. DISCHARGE OR AMENDMENT**

- i. This Agreement shall be discharged, amended or affected only by an instrument duly executed by both the Owner and the City. A unilateral discharge is the right of the City under Section 11 (i) (c).
- ii. Pursuant to Section 483 (4) of the Local Government Act, this Agreement may be amended only by a bylaw adopted with the consent of the Owner.

## **9. INDEMNITY AND RELEASE**

- i. The Owner hereby releases and indemnifies and saves harmless the City from all loss, damage, costs (including without limitation, legal costs), expenses, actions, suits, debts, accounts, claims and demands, including without limitation, any and all claims of third parties (and including personal injury, death or damage occurring in or on the Lands), which the City may suffer, incur or be put to arising directly or indirectly out of or in connection with this Agreement, including:
  - a) any breach by the Owner of any covenant or agreement contained in or related to this Agreement;
  - b) the exercise of discretion by any City employee or official for any matter relating to this Agreement;
  - c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Dwelling Units;
  - d) the exercise by the City of any of its rights under this Agreement or an enactment; and/or
  - e) the City withholding any demolition, building or occupancy agreement in accordance with the terms of this Agreement.
- ii. Indemnity and release shall survive the termination of this Agreement.

## **10. BINDING AND BINDING EFFECT**

- i. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, administrators and permitted assignees.
- ii. Once a notice of this Agreement is filed in the LTO, the Agreement and, if applicable, any amendment to it, is binding on all persons who acquire an interest in the land affected by the Agreement, including all amendments thereto.

## **11. AGREEMENT FOR BENEFIT OF CITY ONLY**

- i. The Owner and the City agree that:
  - a) this Agreement is entered into only for the benefit of the City;



- b) this Agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Land or the building or any portion thereof, including any Dwelling Units; and
- c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

## **12. NO COMPENSATION**

- i. The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in interest or title which at any time results directly or indirectly from the operation of this Agreement.

## **13. NO PUBLIC LAW DUTY**

- i. Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

## **14. NOTICE**

- i. Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

## **15. SEVERABILITY**

- i. If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

## **16. SOLE AGREEMENT**

- i. This Agreement, and any documents signed by the Owner contemplated by this Agreement, represents the whole agreement between the City and the Owner, and there are no warranties, representations, conditions or collateral agreements made by the City or the Owner except as set forth in this Agreement.

## **17. COVENANT RUNS WITH THE LAND**

- i. This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

## **18. PRIORITY**

- i. The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement will be noted and registered against title to the Lands in priority to all financial charges and financial encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City or in favour of the City, and that a notice under Section 483(5) of the Local Government Act will be filed on the title on the Lands.

## **19. LIMITATION ON OWNER'S OBLIGATIONS**

- i. The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

## **20. NO JOINT VENTURE**

- i. Nothing in this Agreement constitutes the Owner as the agent, joint venturer, or partner of the City or gives the Owner any authority to bind the City in any way.

## **21. JOINT AND SEVERAL**

- i. If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

## **22. APPLICABLE LAW**

- i. Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia. Without limiting the above, in the event of any conflict between any provision of this Agreement and the Residential Tenancy Act, this Agreement is without effect to the extent of the conflict, except that the Owner shall be responsible for ensuring that every Tenancy Agreement fairly reflects the material terms of this Agreement.

## **23. FURTHER ACTS**

- i. The Owner shall do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

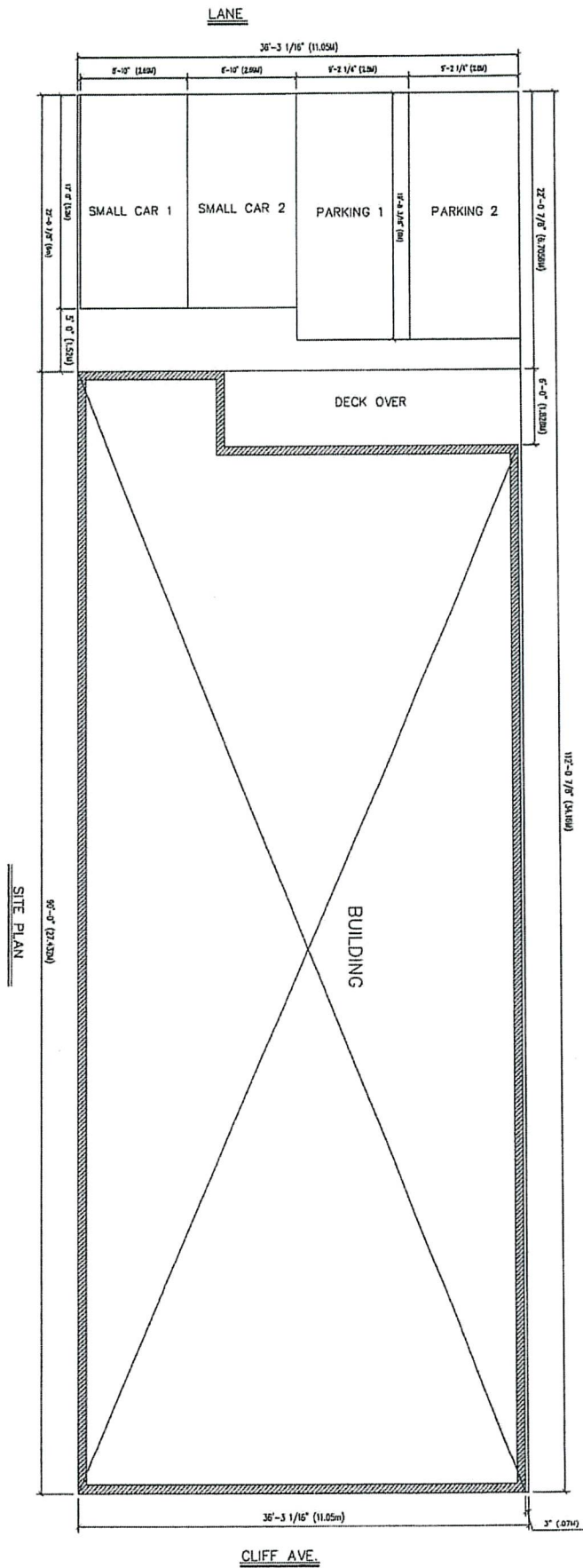
## **24. DEED AND CONTRACT**

- i. By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the terms of this instrument, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the Land Title Act Form C to which this Agreement is attached and which forms part of this Agreement.

END OF DOCUMENT

Schedule 'A'



CASE HOLDINGS  
612 CLIFF AVE.  
NOT TO SCALE



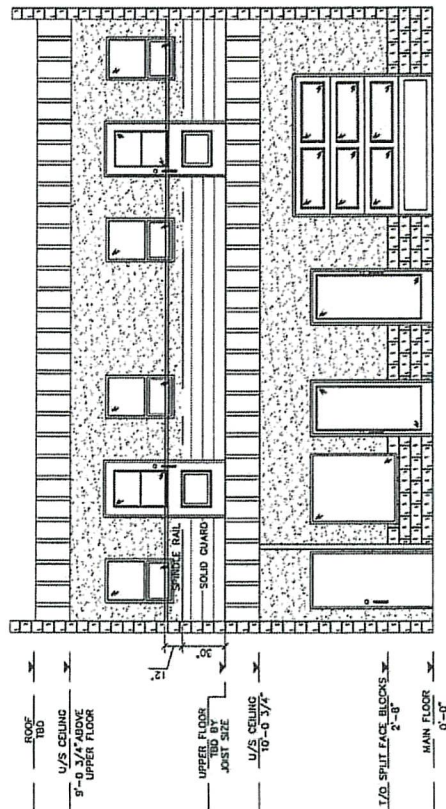








REAR ELEVATION



FRONT ELEVATION

CASE HOLDINGS  
612 CLIFF AVE.  
NOT TO SCALE

# THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

## MEMO

To: Tate Bengtson, Chief Administrative Officer

From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance

Date: June 10, 2025

Subject: Request for Installation of Crosswalk at Intersection of Brickyard Road and Pleasant Avenue

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### **RECOMMENDATION**

THAT Council directs Staff to engage with the Road Safety Engineer Consultant associated with the Vision Zero Grant Program in order to discuss the viability of installing a crosswalk at the intersection Brickyard Road and Pleasant Avenue and explore alternative traffic management strategies that may be more appropriate for that particular intersection.

### **BACKGROUND**

At its regular meeting on June 2, 2025, Council received a delegation consisting of two AL Fortune Secondary School students, Blake Purr and Preston Freeman. The students outlined the primary travel route used by their peers to and from the school, which involves traveling along Pete Street, Kildonan Drive, and Pleasant Avenue. At the intersection of Pleasant Avenue and Brickyard Road, students cross Brickyard Road to reach either the Rail Trail or a nearby eatery. Noting the absence of a crosswalk at this intersection, the students requested that the City consider installing a crosswalk to enhance safety for students crossing Brickyard Road.

Brickyard Road is identified in the City's Official Community Plan as a Municipal Minor Collector Road and is a key collector corridor for the northeast sector. Brickyard Road does not have sidewalks but the Rail Trail is located directly to the west. The road corridor is wide, flat, and straight, which can result in higher vehicles speeds despite the 50 km/hr speed limit. Although there are no immediate plans to reconstruct this portion of Brickyard Road, it is approaching end of life and is due for renewal in the medium term.

With respect to the request to install a crosswalk at the intersection of Brickyard Road and Pleasant Avenue, there are several safety factors that should be considered. Crosswalks tend to create a false sense of security, leading pedestrians to assume drivers will stop. Moreover, crosswalks that are not placed at intersections requiring a full stop by drivers have a higher rate of vehicle-pedestrian conflict due to misperceptions and assumed rights-of-way. Given that the Brickyard Road corridor is wide, flat, and straight, and tends to see vehicles with higher speeds, drivers are less likely to anticipate a crosswalk and remain vigilant. The combination of a false sense of security for pedestrians, a road corridor that tends to give drivers a sense of overconfidence in safe travelling speeds, and a location

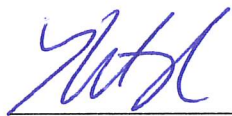


that does not prompt drivers to expect crosswalks, could make a new crosswalk at this location *less safe* than the current situation; currently, pedestrians are more likely to check for hazards before crossing, whereas a crosswalk might reduce their caution and increase the potential for vehicle-pedestrian conflicts.

Earlier this year, the City was successful in receiving a grant through the Vision Zero Grant Program to construct a pedestrian pathway along Waterwheel Street. A representative from the Vision Zero Grant Program has contacted Staff to arrange a consultation with a Road Safety Engineer Consultant to discuss road safety considerations for the completed pathway. However, Staff are confident in the road safety measures that have been installed along the Waterwheel Street pathway (separated pathway with boulders) and feel that the consultation with the Road Safety Engineer Consultant would generate more value by assessing the proposed crosswalk at the intersection of Brickyard Road and Pleasant Avenue; Staff reached out to the Vision Zero Grant Program representative to propose this and they have agreed to making this the focus of the consultation. Given this, it is recommended that Council directs Staff to engage with the Road Safety Engineer Consultant associated with the Vision Zero Grant Program in order to discuss the viability of installing a crosswalk at the intersection Brickyard Road and Pleasant Avenue and explore alternative traffic management strategies that may be more appropriate for that particular intersection. Following the consultation, Staff will report back to Council with the findings and potential options for enhancing pedestrian safety in the area. It should be noted that any pedestrian safety enhancements that are identified through the consultation could inform a future grant application through the Vision Zero Grant Program.

It should be noted that, regardless of any short-term pedestrian safety enhancements on Brickyard Road, the road's eventual reconstruction is expected to incorporate design measures to reduce vehicle speeds and improve safety.

Respectfully Submitted,



Kurt Inglis

Manager of Planning, Community Safety and Bylaw Compliance

MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: May 23, 2025  
Subject: UBCM 2025 Provincial Meeting Requests and Attendance

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**RECOMMENDATION**

THAT Council identifies the topics for which it wishes to request meetings at the 2025 Union of British Columbia Municipalities (UBCM) convention;

AND THAT Council indicates the request that it wishes to pose at its meetings, the lead spokesperson, and the members who are planning to attend;

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

**BACKGROUND**

The Union of British Columbia Municipalities (UBCM) conference will be hosted in Victoria, BC from September 22-26, 2025. The theme is *Charting the Course*. At UBCM, local government elected officials have an opportunity to meet with Provincial ministries, agencies, commissions, and corporations.

The deadlines for submitting meeting requests are:

- Premier and Cabinet Ministers: July 2, 2025
- Provincial staff: August 20, 2025

Meetings with Provincial staff may also be booked on-site at the conference's Provincial Appointment Desk from September 22-25 from 8:30am to 4:00pm, although Provincial staff availability may be limited. Meetings with the Premier and Cabinet Ministers are 15 minutes in length and will take place in the Parliament Buildings, while meetings with Provincial staff are 30 minutes in length (except for the Ministry of Transportation and Transit, which is 20 minutes in length) and will take place at the conference centre.

Once Council identifies the topics for which it wishes to meet with provincial representatives, Staff will work with UBCM to confirm the most appropriate ministry, agency, commission, or corporation.

As part of the meeting request form, UBCM requests that representatives who are planning to attend the meeting are indicated. As not all members of Council are expected to attend this event, Staff recommend that a spokesperson be identified for the meeting before the request is made.

Once Council has decided upon its UBCM meeting requests, Staff will submit the request form for each meeting. Accepted meeting requests are expected to be confirmed on or by September 17, 2025.

Staff will research and prepare information briefs upon request of Council, for any meeting confirmed by the Province.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: June 2, 2025  
Subject: 2024 Annual Report

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**RECOMMENDATION**

THAT Council considers any public input received;  
AND THAT Council Approves the 2024 Annual Report.

**BACKGROUND**

Attached is the 2024 Annual Report which must be prepared each year, made available for public inspection and Council must receive any questions and comments from the public per Sections 98 and 99 of the Community Charter.

The Annual Report was made available for public inspection online and at City Hall Friday, May 30, 2025.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer





# CITY OF ENDERBY

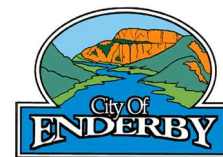
## 2024 ANNUAL REPORT

### MISSION STATEMENT

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

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





# City of Enderby

## 2024 Annual Report

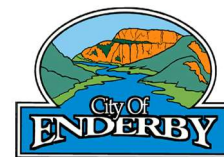
### AUDITED FINANCIAL STATEMENTS

- The 2024 Audited Financial Statements were presented and approved by Council on April 22, 2025 and are included at the end of this Annual Report.

### PERMISSIVE PROPERTY TAX EXEMPTIONS

- The following properties in the City of Enderby were provided permissive tax exemptions by Council in 2024. The dollar value to the right indicates the amount of property taxes that would have been imposed on the property in that year, had it not been granted a permissive property tax exemption.

Name	Civic Address	Amount (\$)
Turning Points Collaborative Society (Pioneer Place)	1104 Belvedere Street	11,756
Enderby & District Senior Citizen's Complex	606 Stanley Avenue	2,268
Enderby & District Senior Citizen's Complex	1011 George Street	3,613
Enderby Seniors Housing Society (Phase 2)	708 Granville Avenue	15,202
Enderby Fraternal Hall Society	507 Mill Avenue	1,443
Royal Canadian Legion Branch # 98	909 Belvedere Street	1,678
St. Andrew's United Church	606 Regent Avenue	1,204
St. Andrew's United Church	1110 Belvedere Street	768
Enderby Evangelical Chapel	706 Mill Avenue	997
Synod Diocese Kootenay (St. George Anglican Church)	602 Knight Avenue	1,239
Synod Diocese Kootenay (St. George Anglican Church)	608 Knight Avenue	727
Enderby Congregation of Jehovah's Witnesses	115 George Street	4,146
Roman Catholic Bishop of Kamloops	1406 George Street	1,585
Seventh-Day Adventist Church	703 Old Vernon Street	2,799
Imperial Oil Ltd. (City Hall parking lot)	907 George Street	2,950
City of Enderby (Enderby Drill Hall Committee)	208 George Street	3,511
City of Enderby (Enderby Drill Hall Committee)	206 George Street	1,180
City of Enderby (Enderby Drill Hall Committee)	204 George Street	1,914
City of Enderby (Enderby & District Museum Society)	903 George Street	6,388
<b>Total Tax Exemptions provided for 2024</b>		<b>\$65,368</b>



## REPORT ON SERVICES AND OPERATIONS IN 2024

### Administration and Governance

- Continued to build dialogue and foster opportunities for cooperation and collaboration with neighbouring and regional partners.
- Hosted a “coffee with Mayor & Council” event.
- Participated in the regional accessibility committee.
- Staff participated in indigenous cultural safety and cultural humility training.

### Economic

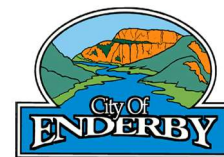
- Continued to offer case managed planning services for development.
- Continued to offer perpetual business licenses to cut red tape for businesses.
- Continued to provide office space in City Hall for Community Futures small business advisors.
- Completed and promoted a community marketing video.
- Conducted a Business Walk to engage local businesses.

### Emergency Management and Community Safety

- Continued to enhance relationships with neighbouring jurisdictions involved in emergency management.
- Purchased a new pumper/rescue truck for the Fire Department.
- Purchased a new command/utility truck for the Fire Department.
- Tested the emergency siren at the Fire Hall and developed protocols for future use.
- Continued to participate in inter-agency meetings of community support and social service groups.
- Initiated the development of a Community Wildfire Resiliency Plan.
- Participated in the North Okanagan Community FireSmart and Resiliency Committee.
- Continued to implement a local FireSmart program, which included hosting FireSmart events and fostering education and awareness of FireSmart principles.
- Initiated the implementation of the indigenous engagement requirements within the Emergency and Disaster Management Act.
- Purchased and deployed traffic calming equipment including a radar unit for the collection of traffic data and a radar speed sign for deployment in critical areas, including school zones.
- Continued to work with the RCMP to sustain and enhance a safe community.

### Environment

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



- Hosted the annual Our Enderby Cleanup Challenge.
- Implemented a water conservation and drought management framework.
- Continued to provide the curbside spring pruning and garden waste collection program.

## Infrastructure and Asset Management

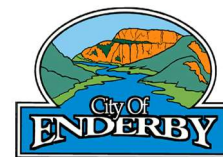
- Completed reconstruction of the 700 block of Russell Avenue.
- Planned for the reconstruction of Reservoir #1.
- Continued to invest 1% new taxation in asset management.
- Completed a review, verification and update to the City of Enderby's asset inventory.
- Updated the City's Geographic Information System and deployed to Public Works workstations.
- Continued concept design work for expansion of the water treatment plant and water distribution system.

## Recreation, Events, and Public Spaces

- Completed the design and construction documents for the new pool.
- Restored the refrigeration system at the Enderby & District Sports Complex to operating condition.
- Completed the distribution of Community Better Challenge funds to various recreation opportunities in the community.
- Provided support to the Shuswap River Ambassadors.
- Expanded the cremation garden at the cemetery.
- Provided an annual grant for the Shuswap Trails Roundtable.
- Completed the renewal of street banners in various locations in the City.
- Continued the operational agreement with Shuswap Trail Alliance for trail planning and development services.
- Sponsored the Garden Club's installation of a feature sign at Cornerstone Garden.
- Established a Public Art Select Committee to review existing public art within the community, and identify opportunities for new, improved or changed public art.
- Installed stone planters at Veterans Park.

## Social Health, Food Security, and Housing

- Continued to recognize community volunteers.
- Continued to provide space to the Harvest Hut in the Maud Street parking lot.
- Continued to provide space on Cliff Avenue to support the Enderby Farmers Market.
- Updated the Zoning Bylaw to permit small-scale, multi-unit housing in single-family/two-family zoning designations, consistent with provincial legislation.
- Updated the Housing Needs Assessment Report consistent with provincial legislation.



## DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

- None.

## DEVELOPMENT COST CHARGES

	<i>Balance Dec 31/23</i>	<i>Received in 2024</i>	<i>Interest Earned in 2024</i>	<i>Expended / Credited in 2024</i>	<i>Balance Dec 31/24</i>
<b>Sewer</b>	273,089	7,722	13,992	0	294,803
<b>Water</b>	522,353	7,220	26,609	0	556,182
<b>Storm Sewer</b>	2,878	0	146	0	3,024
<b>Roads/Curbs</b>	217,821	0	11,035	0	228,856
<b>Total</b>	<b>1,016,141</b>	<b>14,942</b>	<b>51,782</b>	<b>0</b>	<b>1,082,865</b>

## OFF-STREET PARKING RESERVE FUND

- There are no funds in this reserve.

## OBJECTIVES AND PROGRESS MEASURES FOR 2025

### Administration and Governance

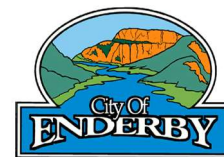
- Continue to build dialogue and foster opportunities for cooperation and collaboration with neighbouring and regional partners.
- Host “coffee with Mayor & Council” events.
- Participate in the regional accessibility committee.

### Economic

- Continue to offer case managed planning services for development.
- Continue to offer perpetual business licenses to cut red tape for businesses.
- Continue to provide office space in City Hall for Community Futures small business advisors.
- Support Community Futures North Okanagan with the Rail Trail business readiness initiative.
- Hold another Business Walk to engage with local businesses.

### Emergency Management and Community Safety

- Continue to enhance relationships with neighbouring jurisdictions involved in emergency management.



- Install backup power for the Fire Hall.
- Install new gear racking in the Fire Hall.
- Continue to participate in inter-agency meetings of community support and social service groups.
- Finalize the Community Wildfire Resiliency Plan.
- Continue to participate in the North Okanagan Community FireSmart and Resiliency Committee.
- Continue to implement a local FireSmart program and bolster the program by applying for funding through the FireSmart Community Funding and Supports grant program.
- Continue to implement the indigenous engagement requirements within the Emergency and Disaster Management Act.
- Continue to work with the RCMP to sustain and enhance a safe community.
- Purchase additional equipment and supplies for the City's primary Emergency Operations Centre in order to strengthen the resiliency of the facility.

## Environment

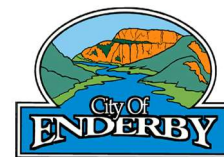
- Continue to reduce emissions by operating a biomass heating system at the City's public works yard, which services the public works shop, sewer treatment plant, and dog pound, and participating in a biomass district heating system for the Enderby Pool.
- Host the annual Our Enderby Cleanup Challenge.
- Continue to provide the curbside spring pruning and garden waste collection program.

## Infrastructure and Asset Management

- Reconstruct Granville Avenue, west of George Street.
- Reconstruct Reservoir #1.
- Continue to invest 1% new taxation in asset management.
- Complete concept design work and develop a financial strategy to support the expansion of the water treatment plant.
- Complete design work for the renewal of King Avenue between Vernon Street and George Street.
- Commence design work for the reconstruction of Brickyard Road north of Danforth Avenue.

## Recreation, Events, and Public Spaces

- Commence construction on the new outdoor pool.
- Provide support to the Shuswap River Ambassadors.
- Provide annual grant for the Shuswap Trails Roundtable.
- Plant new trees at Barnes Park, Riverside Park, and Cliff Avenue.
- Replace the dugout roofs at Diamond 1 and Diamond 2 at Riverside Park.
- Purchase a new digital sign for the John Pritchard Memorial Sports Complex.
- Complete the construction of a pedestrian walkway along the unpaved portion of Waterwheel Street in order to improve pedestrian safety.



- Implement the City of Enderby Public Art Sculpture Program.
- Continue the operational agreement with Shuswap Trail Alliance for trail planning and development services.

## Social Health, Food Security, and Housing

- Continue to recognize community volunteers.
- Continue to provide space to the Harvest Hut in the Maud Street parking lot.
- Continue to provide space on Cliff Avenue to support the Enderby Farmers Market.
- Complete updates to the Zoning Bylaw and Official Community Plan to align with the Housing Needs Report, consistent with provincial housing legislation.
- Install a water connection in the Mill Avenue road dedication in support of a future community garden.

**THE CORPORATION OF THE CITY  
OF ENDERBY**

**FINANCIAL STATEMENTS**

For the year ended December 31, 2024

# THE CORPORATION OF THE CITY OF ENDERBY

December 31, 2024

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## Management's Responsibility for Financial Reporting

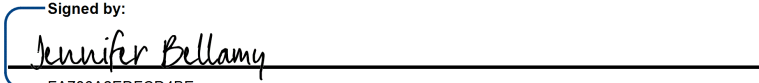
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These financial statements and accompanying schedules of the City of Enderby are the responsibility of management and have been prepared in accordance with generally accepted accounting principles for local governments as established by the Public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

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

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

Signed by:

A handwritten signature in blue ink, reading "Jennifer Bellamy", is written over a horizontal line. The signature is cursive and fluid.

FA786A2EDFCD4BE...

Chief Financial Officer

April 22, 2025



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

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

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## Independent Auditor's Report

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To the Mayor and Council of the Corporation of the City of Enderby

### Opinion

We have audited the financial statements of the Corporation of the City of Enderby (the City), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2024, and the statements of operations, change in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

### Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the information included in Schedule II - Enderby/Area F Services of the City's financial statements. Our audit report is not modified in respect of this.

### 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 23, 2025

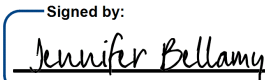
# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Financial Position

As at December 31, 2024

	2024	2023
<b>Financial assets</b>		
Cash	\$ 3,442,874	\$ 4,284,427
Portfolio investments (Note 3)	11,814,347	9,412,016
Accounts receivable (Note 4)	1,533,211	1,098,424
Deposit - Municipal Finance Authority (Note 5)	39,080	37,765
	<b>16,829,512</b>	<b>14,832,632</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 6)	718,359	510,053
Deferred revenue (Note 7)	2,577,335	2,234,307
Reserve - Municipal Finance Authority (Note 5)	39,080	37,765
Long-term debt (Note 8)	1,911,248	2,037,132
Asset retirement obligations (Note 9)	1,317,848	1,062,656
	<b>6,563,870</b>	<b>5,881,913</b>
<b>Net financial assets</b>	<b>10,265,642</b>	<b>8,950,719</b>
<b>Non-financial assets</b>		
Prepaid expenses	80,375	95,764
Tangible capital assets (Note 10)	34,797,559	31,054,563
<b>Accumulated surplus (Note 11)</b>	<b>\$ 45,143,576</b>	<b>\$ 40,101,046</b>

Contingent Liabilities (Note 13)

Chief Financial Officer  Signed by:  
FA786A2EDFCD4BE...

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Operations

For the year ended December 31, 2024

	2024 Budget	2024 Actual	2023 Actual
	(Note 19)		
<b>Revenue</b>			
Taxation - net (Note 14)	\$ 2,776,200	\$ 2,742,880	\$ 2,558,390
Grants and subsidies (Note 15)	5,117,920	2,708,278	3,323,472
Sale of services (Note 16)	2,426,263	2,605,841	2,213,943
Other revenue from own sources	104,780	114,627	200,377
Interest and penalties	521,900	704,305	548,643
Developer contributions	-	2,125,862	-
	10,947,063	11,001,793	8,844,825
<b>Expenses (Note 17)</b>			
General government services	1,371,299	1,030,104	921,045
Protective services	624,100	362,641	379,515
Transportation services	723,119	1,003,129	958,087
Solid waste services	122,000	118,239	115,751
Community development services	53,700	26,352	30,887
Recreational and cultural services	204,600	127,828	107,173
Riverside RV Park & tourism services	299,400	255,537	242,668
Enderby / Area F services	1,077,740	1,100,351	1,033,728
Water supply	744,910	1,167,592	914,479
Sewer services	680,828	758,544	789,248
	5,901,696	5,950,317	5,492,581
Excess revenue over expenses	5,045,367	5,051,476	3,352,244
Loss on disposal of tangible capital assets	-	(8,946)	(15,131)
Annual surplus	\$ 5,045,367	\$ 5,042,530	\$ 3,337,113
Accumulated surplus, beginning of year	40,101,046	40,101,046	36,763,933
Accumulated surplus, end of year	\$ 45,146,413	\$ 45,143,576	\$ 40,101,046

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Change in Net Financial Assets

For the year ended December 31, 2024

	2024	2023
<b>Annual surplus</b>	<b>\$ 5,042,530</b>	<b>\$ 3,337,113</b>
Amortization of tangible capital assets	1,308,668	1,312,955
Change in prepaid expenses	15,389	(22,144)
Increase in tangible capital assets due to asset retirement obligations	-	(1,018,807)
Disposal of tangible capital assets	27,326	15,131
Acquisition of tangible capital assets	(5,078,990)	(695,582)
Increase in net financial assets	1,314,923	2,928,666
Net financial assets, beginning of year	8,950,719	6,022,053
Net financial assets, end of year	\$ 10,265,642	\$ 8,950,719

# THE CORPORATION OF THE CITY OF ENDERBY

## Statement of Cash Flows

For the year ended December 31, 2024

	2024	2023
<b>Cash flows from operating activities</b>		
Cash received from:		
Taxation	\$ 2,776,696	\$ 2,479,476
Grants and subsidies	2,866,329	3,587,647
Sale of services and other revenues	2,436,842	2,931,288
Interest received	704,305	548,643
Cash paid for:		
Cash payments to suppliers and employees	(3,994,738)	(3,931,766)
Interest paid	(168,021)	(151,387)
	<b>4,621,413</b>	<b>5,463,901</b>
<b>Financing activities</b>		
Debt repayment	(125,887)	(119,208)
<b>Capital activities</b>		
Purchase of tangible capital assets	(2,953,129)	(695,582)
Proceeds on disposition of tangible capital assets	18,381	
<b>Investing activities</b>		
Increase (decrease) in portfolio investments	(2,402,331)	(695,290)
Increase (decrease) in cash	(841,553)	3,953,821
Cash, beginning of year	4,284,427	330,606
Cash, end of year	\$ 3,442,874	\$ 4,284,427

# THE CORPORATION OF THE CITY OF ENDERBY

## Summary of Significant Accounting Policies

For the year ended December 31, 2024

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### 1. Status of the City of Enderby

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

### 2. Significant Accounting Policies

#### a. Basis of Accounting

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

#### b. School Taxes

The City is required by *The School Act* to bill, collect, and remit provincial education support levies 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% (2023 - 4.9%).

#### 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, 2024 and December 31, 2023. 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, 2024

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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, 2024

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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, 2024

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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. 1788, 2024 adopted May 6, 2024. 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.

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## Notes to Financial Statements

### 3. Portfolio Investments

The term deposits mature between February 3, 2025 and November 16, 2026 with interest rates varying from 3.8% to 5.7%.

	2024	2023
Federal Government	\$ 51,341	\$ 25,005
Trade receivables	1,285,958	853,631
Taxes receivable - current	168,765	188,769
arrears	27,147	31,019
	<u>\$ 1,533,211</u>	<u>\$ 1,098,424</u>

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:

## 6. Accounts Payable and Accrued Liabilities

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 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, 2023	Inflows	Outflows	Interest	December 31, 2024
Development cost charges	\$ 1,016,141	\$ 14,942	\$ -	\$ 51,782	\$ 1,082,865
Refundable deposits	712,266	253,074	(326,159)	37,543	676,724
Conditional grants	196,036	391,837	(58,825)	-	529,048
Prepaid revenues	309,864	253,894	(283,830)	8,770	288,698
	<u>\$ 2,234,307</u>	<u>\$ 913,747</u>	<u>\$ (668,814)</u>	<u>\$ 98,095</u>	<u>\$ 2,577,335</u>

### 8. Long-Term Debt

Bylaw number	Purpose	Term remaining	% Rate	2024	2023
General fund					
1590	Road upgrades	12	2.10	\$ 312,454	\$ 333,828
1544	Road upgrades	11	2.20	285,012	305,965
1525	Road upgrades	10	4.52	186,206	201,119
1494	Storm system upgrade	19	4.52	644,418	668,040
1502	Road upgrades	9	4.52	371,240	405,833
1503	Road upgrades	9	4.52	111,918	122,347
				<u>\$ 1,911,248</u>	<u>\$ 2,037,132</u>

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

	General fund
2025	\$ 130,624
2026	135,085
2027	139,700
2028	144,473
2029	149,409
2030 and subsequent periods	<u>1,211,957</u>
	<u>\$ 1,911,248</u>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

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### 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 and as such, the liability for asbestos removal has been recognized under *PS280 - Asset Retirement Obligations*. 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 and as such, the liability for the costs of removal have been recognized under *PS280 - Asset Retirement Obligations*. The assets have estimated remaining useful lives ranging from 14 to 78 years.

Estimated future cash flows totaling \$3,894,453 have been discounted using a present value calculation with a discount rate of 4.4% to provide an estimate of the City's current asset retirement obligation. No recoveries on the obligations are expected at this time.

	December 31, 2023	Accretion	December 31, 2024
Asbestos obligations	\$ 260,948	\$ 76,720	\$ 337,668
Lease obligations	801,708	178,472	980,180
	<u>\$ 1,062,656</u>	<u>\$ 255,192</u>	<u>\$ 1,317,848</u>

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# THE CORPORATION OF THE CITY OF ENDERBY

Notes to Financial Statements

For the year ended December 31, 2024

## 10. Tangible Capital Assets

<u>2024</u>	Historical Cost					Accumulated Amortization				Net Book Value
	Opening	Additions	Additions due to ARO	Disposals	Closing	Opening	Additions	Disposal	Closing	
General fund										
Land	\$ 1,648,517	\$ -	\$ -	\$ -	\$ 1,648,517	\$ -	\$ -	\$ -	\$ -	\$ 1,648,517
Building sites and parks	2,953,287	81,585	-	-	3,034,872	1,999,925	87,549	-	2,087,474	947,398
Engineering structures	1,039,037	18,001	-	-	1,057,038	396,939	38,905	-	435,844	621,194
Furniture and equipment	325,767	144,998	-	6,827	463,938	242,976	28,123	6,826	264,273	199,665
Hydrants	186,643	-	-	-	186,643	160,181	2,460	-	162,641	24,002
Machinery and equipment	2,519,032	869,053	-	239,131	3,148,954	1,824,884	96,058	217,714	1,703,228	1,445,726
Planters	118,329	-	-	-	118,329	111,037	1,215	-	112,252	6,077
Roads	18,060,670	1,777,877	-	36,273	19,802,274	8,247,359	436,734	33,656	8,650,437	11,151,837
Storm system	9,788,303	784,884	-	49,575	10,523,612	4,475,000	108,509	49,575	4,533,934	5,989,678
Assets under construction	511,397	687,863	-	389,584	809,676	-	-	-	-	809,676
	37,150,982	4,364,261	-	721,390	40,793,853	17,458,301	799,553	307,771	17,950,083	22,843,770
Water fund										
Buildings	1,132,931	-	-	-	1,132,931	750,030	33,049	-	783,079	349,852
Water mains	12,119,040	488,694	-	34,704	12,573,030	6,908,257	188,091	34,704	7,061,644	5,511,386
Water system	4,132,248	-	-	-	4,132,248	3,189,930	64,936	-	3,254,866	877,382
Assets under construction	96,208	123,078	-	-	219,286	-	-	-	-	219,286
	17,480,427	611,772	-	34,704	18,057,495	10,848,217	286,076	34,704	11,099,589	6,957,906
Sewer fund										
Buildings	133,966	-	-	-	133,966	66,985	3,349	-	70,334	63,632
Sanitary sewer system	4,919,328	-	-	-	4,919,328	3,135,614	137,157	-	3,272,771	1,646,557
Sewer mains and lift stations	5,847,714	492,543	-	9,081	6,331,176	2,984,111	82,534	5,789	3,060,856	3,270,320
Assets under construction	15,374	-	-	-	15,374	-	-	-	-	15,374
	10,916,382	492,543	-	9,081	11,399,844	6,186,710	223,040	5,789	6,403,961	4,995,883
	\$ 65,547,791	\$ 5,468,576	\$ -	\$ 765,175	\$ 70,251,192	\$ 34,493,228	\$ 1,308,669	\$ 348,264	\$ 35,453,633	\$ 34,797,559

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 10. Tangible Capital Assets - continued

<u>2023</u>	Historical Cost					Accumulated Amortization				Net Book Value
	Opening	Additions	Additions due to ARO	Disposals	Closing	Opening	Additions	Disposal	Closing	
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
	36,469,984	521,660	220,002	60,664	37,150,982	16,664,999	813,529	20,227	17,458,301	19,692,681
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
	16,556,500	153,951	769,976	-	17,480,427	10,570,820	277,397	-	10,848,217	6,632,210
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
Sewer 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
	10,842,276	45,277	28,829	-	10,916,382	5,964,681	222,029	-	6,186,710	4,729,672
	\$ 63,868,760	\$ 720,888	\$ 1,018,807	\$ 60,664	\$ 65,547,791	\$ 33,200,500	\$ 1,312,955	\$ 20,227	\$ 34,493,228	\$ 31,054,563

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 11. Accumulated Surplus

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

Surplus	2024	2023
Invested in tangible capital assets	\$ 31,867,510	\$ 27,998,626
General surplus	3,611,703	3,661,553
Enderby / Area F Joint Services surplus	668,038	655,556
Sewer surplus	1,423,174	1,285,696
Water surplus	452,248	534,891
	<b>38,022,673</b>	<b>34,136,322</b>
Reserve Funds		
Animal Control	32,796	30,358
Asset Management	333,676	278,384
Capacity Building	390,268	186,547
Cemetery	101,517	79,014
Community Works Fund (Gas Tax)	228,965	396,014
Computer Equipment	54,693	48,249
Equipment	774,174	643,665
Fire Department	264,759	456,775
Fortune Parks	1,054,163	626,237
Growing Communities Fund *	1,634,060	1,672,413
Parks	196,984	175,113
Riverside RV Park	97,445	75,614
Sewer System	1,140,313	591,317
Water System	817,090	705,024
	<b>7,120,903</b>	<b>5,964,724</b>
	<b>\$ 45,143,576</b>	<b>\$ 40,101,046</b>

\*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:

	2024	2023
Balance, beginning of year	\$ 1,672,413	\$ -
Funds received in March 2023	-	1,707,000
Interest earned	84,725	46,900
Eligible costs incurred:		
Drinking water supply and distribution	(123,078)	(81,487)
Balance, end of year	<b>\$ 1,634,060</b>	<b>\$ 1,672,413</b>

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

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### 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:

	2024	2023
Balance, beginning of year	\$ 418,239	\$ 546,660
Eligible costs incurred:		
Computer and technology costs	(30,470)	(45,374)
Facility operating costs	(80,548)	(51,700)
Protective services	(65,945)	(31,347)
Total eligible costs incurred	(176,963)	(128,421)
Balance, end of year	\$ 241,276	\$ 418,239

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

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### 13. Contingent Liabilities

- (a) Regional District of North Okanagan: The City is a member of the Regional District of North Okanagan and is liable for its portion of any operating deficits or long-term debt related to functions in which it participates.
- (b) Municipal Insurance Association of BC: Commencing December 31, 1987, the City of Enderby entered into a self insurance scheme with British Columbia municipalities and regional districts. The City is obliged under the scheme to pay a percentage of its fellow 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 (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, 2023, the Plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 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 next valuation will be as at December 31, 2024.

The Corporation of the City of Enderby paid \$96,720 (2023 - \$90,983) for employer contributions to the plan in fiscal 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.

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 14. Taxation

Taxation revenue comprises the following amounts raised less transfers:

	Budget	2024	2023
Taxation			
General municipal purposes	\$ 2,080,850	\$ 2,047,157	\$ 1,900,165
1% utility taxes	73,650	73,665	72,634
Water parcel	337,000	337,242	311,919
Sewer parcel	284,700	284,742	273,661
Collections for other governments			
School District	1,308,754	1,319,138	1,234,245
Policing	218,903	220,777	204,830
Regional District	488,154	492,334	465,111
Regional Hospital District	199,845	201,556	197,809
Municipal Finance Authority	174	176	168
B.C. Assessment Authority	31,687	31,961	29,900
Okanagan Regional Library	121,989	123,053	116,492
	5,145,706	5,131,801	4,806,934
Transfers			
School District	1,308,754	1,319,138	1,234,245
Policing	218,903	220,777	204,830
Regional District	488,154	492,300	465,119
Regional Hospital District	199,845	201,536	197,783
Municipal Finance Authority	174	176	168
B.C. Assessment Authority	31,687	31,961	29,900
Okanagan Regional Library	121,989	123,033	116,499
	2,369,506	2,388,921	2,248,544
	\$ 2,776,200	\$ 2,742,880	\$ 2,558,390

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 15. Government Grants and Transfers

	Budget	2024	2023
Federal			
Community works fund - Gas tax	\$ 197,500	\$ 201,288	\$ 196,917
Provincial			
Conditional	505,800	56,999	1,689,691
Fortune Parks - conditional	3,056,310	1,011,300	24,672
Sewer - conditional	3,350	3,333	-
Small communities protection	484,000	530,700	484,000
Street lighting	1,400	1,395	1,395
Water - conditional	3,350	3,333	81,487
	4,054,210	1,607,060	2,281,245
Other			
Animal control	6,540	20,890	19,160
Cemetery	34,730	54,100	51,640
Fortune Parks	824,940	824,940	774,510
	866,210	899,930	845,310
	\$ 5,117,920	\$ 2,708,278	\$ 3,323,472

### 16. Sales of Service

	Budget	2024	2023
Animal control	\$ 12,000	\$ 12,741	\$ 12,090
Building permits	53,700	103,295	71,406
Business licenses	16,400	19,025	20,275
Cemetery	23,500	25,057	17,993
Fire protection	400,950	421,590	155,937
Fortune Parks	272,200	247,304	290,867
Garbage collection and disposal	120,375	119,280	115,552
Riverside RV Park & tourism	300,600	300,320	299,824
Sewer user fees	624,978	653,314	616,955
Water user fees	601,560	703,915	613,044
	\$ 2,426,263	\$ 2,605,841	\$ 2,213,943

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 17. Expenses by Object

	Budget	2024	2023
Accretion	\$ -	\$ 255,192	\$ 43,849
Advertising and publications	19,700	11,639	16,691
Amortization	-	1,308,668	1,312,955
Contracted services	964,450	557,749	516,481
Council grants	66,840	67,459	66,184
Insurance	81,150	75,113	64,727
Interest and bank charges	166,030	168,021	151,387
Maintenance	1,327,550	1,142,418	1,176,441
Materials and supplies	1,320,510	496,825	346,056
Professional fees	37,850	29,611	22,967
Salaries and benefits	1,841,319	1,785,497	1,686,102
Training, travel and conferences	99,800	73,755	98,255
Transfers	(23,503)	(21,630)	(9,514)
	\$ 5,901,696	\$ 5,950,317	\$ 5,492,581

### 18. Funds Held in Trust

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

#### Cemetery Perpetual Care Fund:

	2024	2023
Balance, beginning of year	\$ 265,947	\$ 250,544
Care fund contributions	4,087	2,595
Interest earned	13,758	12,808
Balance, end of year	\$ 283,792	\$ 265,947

# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

### 19. Financial Plan

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

	2024	2023
Budget surplus per Statement of Operations	\$ 5,045,367	\$ 4,279,453
Less:		
Capital expenditures	(7,729,000)	(4,361,500)
Debt principal payments	(93,560)	(88,645)
Transfers to reserve funds	(2,587,130)	(3,373,416)
Add back:		
Borrowing proceeds	-	400,000
Transfers from accumulated surplus and reserve funds	5,364,323	3,144,108
Budget surplus per Financial Plan Bylaw	\$ -	\$ -

### 20. 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, 2024

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### 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.

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## 21. Comparative Figures

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

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# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

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### 22. Segmented Information

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

#### General Government

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

#### Protective Services

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

#### Transportation Services

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

#### Solid Waste Services

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

#### Enderby / Area F Services

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

#### Riverside RV Park & Tourism

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

#### Community Development Services

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

#### Recreational and Cultural Services

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



# THE CORPORATION OF THE CITY OF ENDERBY

## Notes to Financial Statements

For the year ended December 31, 2024

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### 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).

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# THE CORPORATION OF THE CITY OF ENDERBY

Schedule of Segment Disclosure - Service

For the year ended December 31, 2024

Schedule I

	General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby / Area F Services	Riverside RV Park & Tourism	Other general Services*	Water Services	Sewer Services	2024
Revenues										
Taxation	\$ 2,120,896	\$	\$	\$	\$	\$	\$	\$ 337,242	\$ 284,742	\$ 2,742,880
Grants and subsidies	105,790	142,827	532,095		1,911,230	9,670		3,333	3,333	2,708,278
Sales of services	122,320	421,590		119,280	285,102	300,320		703,915	653,314	2,605,841
Other revenue from own sources	114,627									114,627
Interest and penalties	655,709				36,290	12,306				704,305
Developer contributions	1,618,446							241,836	265,580	2,125,862
	4,737,788	564,417	532,095	119,280	2,232,622	322,296	-	1,286,326	1,206,969	11,001,793
Expenses										
Accretion	41,824	16,796	742		8,564			179,908	7,358	255,192
Advertising and publications	2,438				5,330	3,871				11,639
Amortization	101,636	65,019	570,759		62,138			286,076	223,040	1,308,668
Contracted services	89,070	44,729		115,021	116,269	65,069	127,591			557,749
Council grants	10,484				56,975					67,459
Insurance	48,783				24,540	1,790				75,113
Interest and bank charges	158,820				2,522	6,679				168,021
Maintenance	52,344	96,808	319,825		186,033	31,071		252,809	203,528	1,142,418
Material and supplies	87,978	7,656	22,515	105	161,972	132,357		51,599	32,643	496,825
Professional fees	28,597				1,014					29,611
Salaries and benefits	652,644	95,731	252,910	613	404,837	5,200	26,589	198,150	148,823	1,785,497
Training, travel and conferences	29,514	35,902	2,590		2,192			1,866	1,691	73,755
Transfers	(274,028)		(166,212)	2,500	67,965	9,500		197,184	141,461	(21,630)
	1,030,104	362,641	1,003,129	118,239	1,100,351	255,537	154,180	1,167,592	758,544	5,950,317
<b>Excess (deficiency) of revenue over expenses</b>	3,707,684	201,776	(471,034)	1,041	1,132,271	66,759	(154,180)	118,734	448,425	5,051,476
<b>Loss on disposal of tangible capital assets</b>	(8,946)									(8,946)
<b>Annual surplus (deficit)</b>	<b>\$ 3,698,738</b>	<b>\$ 201,776</b>	<b>\$ (471,034)</b>	<b>\$ 1,041</b>	<b>\$ 1,132,271</b>	<b>\$ 66,759</b>	<b>\$ (154,180)</b>	<b>\$ 118,734</b>	<b>448,425</b>	<b>\$ 5,042,530</b>

\*Includes Community Development and Recreational and Cultural Services.

# THE CORPORATION OF THE CITY OF ENDERBY

## Schedule of Segment Disclosure - Service

For the year ended December 31, 2023

Schedule I (cont'd)

	General revenue fund									
	General Government	Protective Services	Transportation Services	Solid Waste Services	Enderby / Area F Services	Riverside RV Park & Tourism	Other General Services*	Water Services	Sewer Services	2023
Revenues										
Taxation	\$ 1,972,810	\$	\$	\$	\$	\$	\$	\$ 311,919	\$ 273,661	\$ 2,558,390
Grants and subsidies	1,734,111	142,827	485,395		869,982	9,670		81,487		3,323,472
Sales of services	91,681	155,937		115,552	320,950	299,824		613,044	616,955	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			36,955	775	43,849
Advertising and publications	2,946				7,909	5,836				16,691
Amortization	115,708	62,434	564,356		71,031			277,397	222,029	1,312,955
Contracted services	52,259	42,545		113,144	117,097	61,130	113,523	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	24,537	182,809	150,283	1,686,102
Training, travel and conferences	63,507	28,985	2,031		2,132			800	800	98,255
Transfers	(243,070)		(148,437)	2,000	67,770	8,000		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

Enderby/Area F Services (Unaudited)

For the year ended December 31, 2024

Schedule II

	Fortune Parks	Animal Control	Cemetery	2024	2023
<b>Revenue</b>					
Grants and subsidies	\$ 1,836,240	\$ 20,890	\$ 54,100	\$ 1,911,230	\$ 869,982
Sale of services	247,304	12,741	25,057	285,102	320,950
Interest and penalties	22,574	3,075	10,641	36,290	32,976
	2,106,118	36,706	89,798	2,232,622	1,223,908
<b>Expenses</b>					
Accretion	8,564			8,564	469
Advertising	5,330			5,330	7,909
Amortization	62,138			62,138	71,031
Contracted services	103,244	13,025		116,269	117,097
Grants	49,975		7,000	56,975	57,955
Insurance	24,540			24,540	21,909
Interest and bank charges	2,522			2,522	2,356
Maintenance	160,720	7,735	17,578	186,033	191,796
Materials and supplies	161,972			161,972	128,479
Professional fees	1,014			1,014	-
Salaries and benefits	393,346	1,930	9,561	404,837	364,825
Training, travel and conferences	2,192			2,192	2,132
	975,557	22,690	34,139	1,032,386	965,958
Annual surplus (deficit)	\$1,130,561	\$ 14,016	\$ 55,659	\$ 1,200,236	\$ 257,950
Transfer to/from general fund					
Computer support	\$ 9,250	\$	\$	\$ 9,250	\$ 8,900
Finance overhead charges	24,950	5,230	9,530	39,710	38,190
Insurance allocation	4,035		870	4,905	8,899
Public works equipment allocation			9,240	9,240	7,111
Lease		4,860		4,860	4,670
	38,235	10,090	19,640	67,965	67,770
Net change in financial assets	1,092,326	3,926	36,019	1,132,271	190,180
Opening surplus	408,038	55,642	191,876	655,556	629,673
Amortization	62,138			62,138	71,031
Capital expenditures	(748,326)		(18,001)	(766,327)	(25,791)
Transfer from (to) reserves	(396,200)	(900)	(18,500)	(415,600)	(209,537)
Enderby / Area F accumulated surplus	\$ 417,976	\$ 58,668	\$ 191,394	\$ 668,038	\$ 655,556

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2025 Month: 05

Folder Type	2025 / 05		2024 / 05		2025 to 05		2024 to 05	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	2,500	1	0	0	1	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	0	0	0	201,632	1	0
END - COMMERCIAL BUILDING	0	0	95,000	0	4	1,310,000	1	0
END - DEMOLITION	0	0	0	3	3	0	1	1
END - INDUSTRIAL BUILDING	0	0	1,500	1	0	0	2	0
END - INSTITUTIONAL	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	5,000	1	0	0	1	1
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
END - PLUMBING	0	0	600,000	1	3	372,000	2	4
END - POOL	0	0	0	0	0	4,000,000	0	0
END - RETAINING WALL	0	0	0	0	1	0	0	0
END - SFD W/SUITE	1	2	540,000	0	1	540,000	2	3
END - SIGN	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	840,000	2	3	240,600	2	2
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
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	2	635,000	7	5	1,449,000	16	6
						6,664,232	12	11
								2,721,000

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance  
Date: June 6, 2025  
Subject: Bylaw Enforcement Statistics for First Period of 2025 (Jan - Apr)

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**RECOMMENDATION**

THAT Council receives and files the memorandum titled "Bylaw Enforcement Statistics for First Period of 2025 (Jan - Apr)".

**BACKGROUND**

The bylaw enforcement statistics for the first period of 2025 (Jan - Apr) are attached to this memorandum as Appendix "A"; the highlights of these statistics are as follows:

- A total of 44 complaints were received between January 1 to April 30, 2025;
- The most common complaints were related to excessive barking, unsightly properties, and unlawful parking (combined 45.5% of complaints);
- Of the 44 complaints, 26 (59.1%) were resolved through voluntary compliance or were already compliant upon investigation;
- The following enforcement measures were undertaken:
  - 15 warnings issued;
  - 2 Bylaw Notices issued;
  - 1 Order to Comply issued; and
  - 1 vehicle towed.

Respectfully Submitted,



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Kurt Inglis  
Manager of Planning, Community Safety and Bylaw Compliance

**APPENDIX "A" - BYLAW COMPLAINT STATISTICS FOR FIRST PERIOD OF 2025 (JAN - APR)**

BREAKDOWN OF COMPLAINTS		
Category	No. of Complaints	Percentage of Complaints
Parking/traffic	14	31.8%
Dogs	14	31.8%
Property	9	20.5%
Zoning	4	9.1%
Public Spaces	2	4.5%
Nuisance	1	2.3%
<b>TOTAL</b>	<b>44</b>	
Identified By	Bylaw Enforcement / Staff	Public
	17 (38.6%)	27 (61.4%)

PARKING/TRAFFIC COMPLAINTS		
Type	No. of Complaints	Percentage of Parking/Traffic Complaints
Unlawful parking	7	50%
Vegetation overhanging on to sidewalk	2	14.3%
Materials stored on sidewalk	2	14.3%
Deposit material on roadway	1	7.1%
Detached trailer on roadway	1	7.1%
Materials piled in boulevard	1	7.1%
<b>TOTAL</b>	<b>14</b>	

DOG COMPLAINTS		
Type	No. of Complaints	Percentage of Dog Complaints
Excessive barking	7	50%
Dog at large	4	28.6%
Dog chasing vehicle	1	7.1%
Dog on dog attack	1	7.1%
Dog on person attack	1	7.1%
<b>TOTAL</b>	<b>14</b>	
Complaints Per Jurisdiction	Enderby	Area 'F'
	10 (71.4%)	4 (28.6%)



PROPERTY COMPLAINTS		
Type	No. of Complaints	Percentage of Property Complaints
Unsightly property	6	66.7%
Unlawful burning	2	22.2%
Derelict vehicle	1	11.1%
<b>TOTAL</b>	<b>9</b>	

ZONING COMPLAINTS		
Type	No. of Complaints	Percentage of Zoning Complaints
Unlawful shipping container	2	50%
Unlawful use	2	50%
<b>TOTAL</b>	<b>4</b>	

PUBLIC SPACES COMPLAINTS		
Type	No. of Complaints	Percentage of Public Spaces Complaints
Taking abode in a public space	2	100%
<b>TOTAL</b>	<b>2</b>	

NUISANCE COMPLAINTS		
Type	No. of Complaints	Percentage of Nuisance Complaints
Excessive noise	1	100%
<b>TOTAL</b>	<b>1</b>	

**THE CORPORATION OF THE CITY OF ENDERBY**

**AGENDA**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: June 2, 2025  
Subject: Proclamation of National Drowning Prevention Week 2025

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**RECOMMENDATION**

THAT Council provides an opportunity for Enderby & District Recreation Services to request that Council declares National Drowning Prevention Week;

AND THAT Council declares July 20-26, 2025 as National Drowning Prevention Week in the City of Enderby;

AND FURTHER THAT Council authorizes the Mayor and Corporate Officer to sign and seal a proclamation to this effect.

**BACKGROUND**

The Lifesaving Society – BC & Yukon Branch is asking local governments to proclaim National Drowning Prevention week, in an effort to focus on education and respect for the potential danger that any body of water presents.

Attached is a proclamation for Council's consideration. Council has a policy of only considering proclamation requests when a "requestor" appears before Council. As this is a national week of recognition which is core to its mission, Enderby & District Recreation Services will appear before Council to make the request.

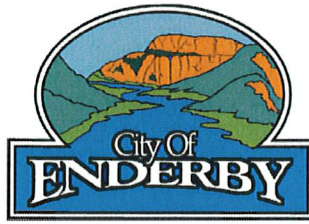
Legislative authority for this matter flows from Section 157 of the *Community Charter*, which states:

A council may declare, or the mayor may proclaim, a day of recognition that is to be observed in the municipality.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



# *Proclamation*

## **“National Drowning Prevention Week”**

- WHEREAS,** most drownings are preventable, and education and a healthy respect for the potential danger that any body of water may present can give our community an opportunity to safely enjoy the beauty and recreation opportunities offered by these bodies of water; and
- WHEREAS,** residents of Enderby are urged to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and
- WHEREAS,** the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day; and
- WHEREAS,** Lifesaving Society Canada has declared July 20-26, 2025 as National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.
- NOW, THEREFORE,** Council for the City of Enderby, HEREBY DECLARES, July 20-26, 2025 as:

## **“National Drowning Prevention Week”**

In the City of Enderby.

<seal>

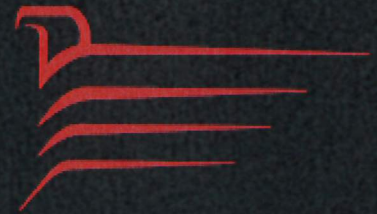
Huck Galbraith  
Mayor



9th Annual

# SDC CLASSIC

GOLF & CULTURAL EVENT



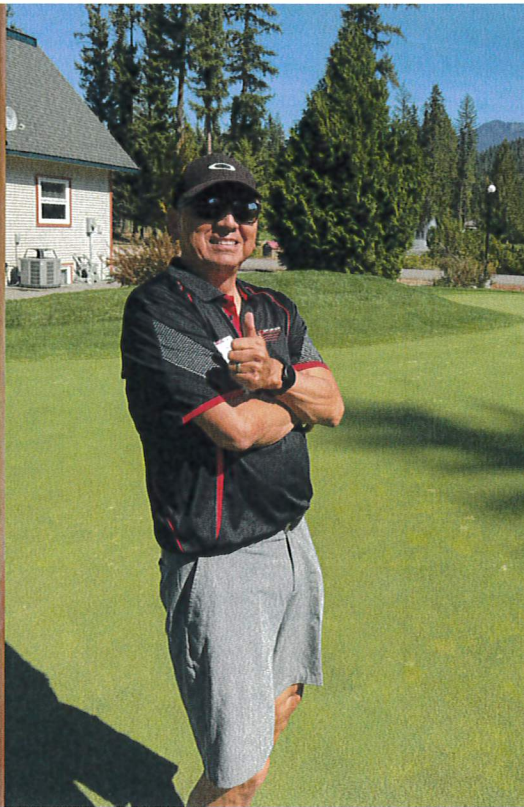
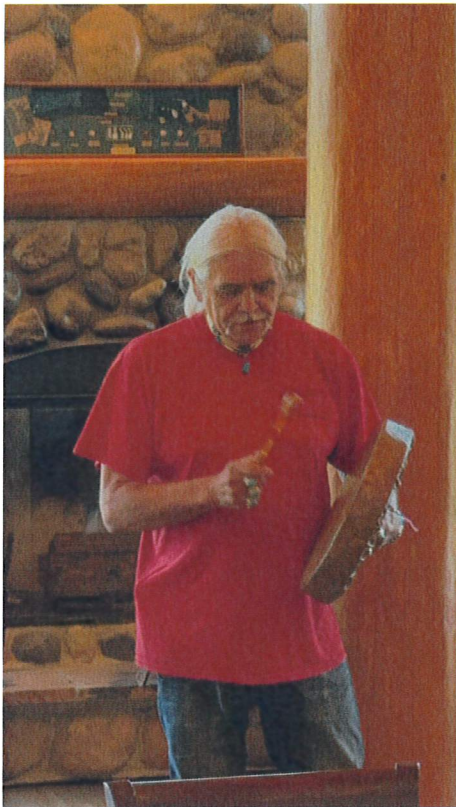
9TH ANNUAL SDC CLASSIC

## Sponsorship, Registration & Information Package

FRIDAY, SEPTEMBER 19, 2025 | SHUSWAP NATIONAL GOLF COURSE, SALMON ARM, BC

Hosted by Splatsin Development Corporation





## ABOUT YOUR TOURNAMENT HOSTS

Established in 2007, Splatsin Development Corporation (SDC) manages the economic interests of the Splatsinac (Splatsin People) throughout the Secwepemcúlecw (Shuswap).

Profits generated through natural resource construction, forestry, environmental, archaeological, culture and heritage, and consumer services are invested into the Splatsin Community for the collective benefit of all members.

The result is fiscally and environmentally responsible managed land and resources for the benefit of everyone.



### OUR MISSION

To create and operate successful businesses, develop sustainable capacity, and generate income opportunities while preserving shared cultural and ecological values for generations to come.

### OUR VISION

Thriving Splatsin-owned businesses creating genuine wealth for Community.





## A MESSAGE FROM GRAHAME GO, SDC CEO

Dear Friends and Partners,

It is with great enthusiasm that I invite you to participate in and support the 9th Annual SDC Classic Golf Tournament, taking place at Shuswap National on Friday, September 19, 2025.

More than just a day on the greens, the SDC Classic is a celebration of community, generosity, and meaningful impact. Last year, thanks to the tremendous support from our sponsors and participants, we raised over \$38,000 for Splatsin community initiatives. These funds helped install new digital scoreboards at the Splatsin Community Centre—enhancing youth basketball and volleyball programs—and supported a range of recreational programming that continues to enrich the lives of youth and community members.

This year, we aim to build on that momentum. Your support—whether through sponsorship or participation—is essential as we continue to raise funds that directly benefit the Splatsin community.

The SDC Classic is your chance to enjoy a spectacular round of golf while contributing to a cause that truly matters. It's more than a tournament—it's an opportunity to make a lasting difference.

We are sincerely grateful for your continued support and look forward to partnering with you to make this year's event fun, memorable, and impactful.

Join us in driving positive change—one swing at a time.

**FORE!**

*Grahame*





## SHUSWAP NATIONAL GOLF COURSE

Shuswap National delivers an unforgettable golf experience for players of all skill levels. Located at 6015 Shaw Road in Salmon Arm, the course is set against a backdrop of breathtaking natural beauty. It winds through majestic forested areas, serene wetlands, dramatic rock outcroppings, grass-faced pot bunkers, and striking water features—offering both visual splendor and rewarding challenges at every turn.

At the heart of the property is a stunning timber-frame clubhouse, home to a full-service licensed restaurant and versatile banquet facilities ideal for tournaments, weddings, and special events.

Combining world-class amenities with a relaxed, welcoming atmosphere, Shuswap National stands as one of the premier golf destinations in the region.



*Shuswap National*



### FORMAT OF PLAY

The 9th Annual SDC Classic will feature a 9-hole Texas Scramble format. Each team will play their best ball on every shot, with a requirement to use at least two drives per team member throughout the round. This fun and inclusive format promotes collaboration and friendly competition for players of all skill levels.

A total of 144 golfers will participate, forming 36 teams of four players. Eighteen teams will be assigned to the front nine, while the remaining eighteen will begin on the back nine. The event will begin with a shotgun start.

### INCLUDED IN YOUR REGISTRATION








- Swag Bag
- Bagged Lunch
- Golf Cart
- 9 Holes of Golf (4-Player Scramble)
- Power Cart
- Dinner
- Networking & Social Event
- Prizes, Giveaways, & More

**Save money on your team registration  
when you become a SPONSOR!**





## EVENT ITINERARY

-  11:00 A.M. Arrival & Registration
-  11:30 A.M. Welcoming Remarks
-  12:00 P.M. Networking Event & Light Lunch
-  2:00 P.M. GOLF! Shotgun Start
-  4:30 P.M. Social Hour
-  5:30 P.M. Dinner
-  6:30 P.M. Prizes & Speeches



## WE VALUE YOUR CONTRIBUTION!

There are many ways to get involved and help make the 9th Annual SDC Classic a success:

### Participate

We'd love to have you join us on the course! Treat your staff or clients to a fun-filled round of golf, enjoy on-course activities, and take advantage of a great networking opportunity.

### Sponsor

Explore our Sponsorship Packages to showcase your brand and demonstrate your support for the community. Sponsorship details are just ahead.

### Prize Donations

Contribute prizes for our exciting contests and draws—your donation adds to the fun and helps us celebrate participants throughout the day.

### Cash Donations

Support our community initiatives with a direct cash contribution. Every dollar makes a difference and helps strengthen programs that benefit the Splatsin community.





**There are plenty of great reasons to sponsor the SDC Classic—  
it's a win for your business and the community!**

SPONSORSHIP PACKAGES	BENEFITS	TITLE	GOLD	SILVER	BRONZE	HOLE	CONTEST
	VALUE	\$12,000	\$6,000	\$3,500	\$1,200	\$500	\$500
	ONLINE:						
	Social Media Posts/Mentions	6 FB & LinkedIn	4 FB & LinkedIn	2 FB & LinkedIn			
	SDC Website	Logo	Logo	Logo			
	SDC Newsletter	Logo	Logo	Logo			
	PRINT MATERIAL:						
	Welcome Package	Logo	Logo	Logo			
	Dinner Table Tent Cards	Logo	Logo	Logo			
	SIGNAGE:						
	All Event Signage	Logo					
	Main Event Signage	Logo	Logo	Logo	Logo		
	Sponsorship Signage	Logo	Logo	Logo	Logo	Logo	Logo
	Tee Box Signage	Logo	Logo	Logo			
	EVENT DAY:						
	Hole Sponsor	Optional	X	X			
	Free Golfer Registration	4	4	2	1		
	Dinner Ticket (if not golfing)					X	X
	Shout Outs at Dinner	X	X	X	X		
	SDC Swag	X	X				
	Preference of Starting Holes	X	X				
	2026 First Right of Refusal	X	X				



## JOIN US AS A CONTEST SPONSOR

Support the excitement on the course by sponsoring one of our fun and competitive contests. Here are a few great opportunities to get involved:

BENEFITS	Winning Team (Team of 4)	Long Drive (M/F)	Closest to the Pin (M/F)	Putting Green Contest	Closest to the Target	Hole-In-One Prize
VALUE	\$2,000	\$500	\$500	\$500	\$500	\$500
QUANTITY AVAILABLE	2	4	4	2	4	2
Hole Signage	Logo	Logo	Logo	Logo	Logo	Logo
Recognition at Dinner	Name	Name	Name	Name	Name	
Welcome Package						Name
Dinner Ticket (if not golfing)	X	X	X	X	X	X

Take your best shot! Hole-in-One contests on holes #3 and #12 each come with a \$25,000 prize.

## EVENT DETAILS

FRIDAY, SEPTEMBER 19, 2025

**\$250 PER PLAYER**

SHUSWAP NATIONAL GOLF COURSE  
6015 SHAW ROAD, SALMON ARM, BC

### REGISTRATION INCLUDES:

- Swag Bag
- Light Lunch
- Golf Cart
- 9 Holes of Golf
- Dinner
- Networking & Social Event

### REGISTRATION IS OPEN!

TO REGISTER, EMAIL:  
INFO@SPLATSINDC.COM

**REGISTRATION DEADLINE:  
AUGUST 11, 2025**

### PRIZES INCLUDE:

- Closest to the Pin
- Closest to the Target
- Longest Drive
- Longest Putt
- Winning Team Front 9 & Back 9
- Most Honest Team
- Tons of Door Prizes & Giveaways

Payments can be made by EFT or Cheque to Splatsin Development Corporation or e-transfer to [accounting@splatsindc.com](mailto:accounting@splatsindc.com). For more info, please e-mail [ken.barnes@splatsindc.com](mailto:ken.barnes@splatsindc.com) or call (250) 838-0775.

**Come join us for some fun, food, and networking!**



9th Annual

# SDC CLASSIC

GOLF & CULTURAL EVENT



## SPONSORSHIP CONFIRMATION

EVENT SPONSOR Select your choice by marking an 'X'					
<input type="checkbox"/>	TITLE	<input type="checkbox"/>	GOLD	<input type="checkbox"/>	SILVER
<input type="checkbox"/>	\$12,000	<input type="checkbox"/>	\$6,000	<input type="checkbox"/>	\$3,500
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	BRONZE
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	\$1,200
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	HOLE
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	\$500

CONTEST SPONSOR Select your choice by marking an 'X'			
<input type="checkbox"/>	WINNING TEAM	<input type="checkbox"/>	CLOSEST TO THE PIN
<input type="checkbox"/>	\$2,000	<input type="checkbox"/>	\$500
<input type="checkbox"/>		<input type="checkbox"/>	CLOSEST TO TARGET
<input type="checkbox"/>		<input type="checkbox"/>	\$500

<input type="checkbox"/>	LONGEST DRIVE	<input type="checkbox"/>	LONGEST PUTT	<input type="checkbox"/>	HOLE IN ONE
<input type="checkbox"/>	\$500	<input type="checkbox"/>	\$500	<input type="checkbox"/>	\$500

CONTACT INFORMATION					
ORGANIZATION NAME					
NAME TO APPEAR ON SIGNAGE/PRINT MATERIALS (IF DIFFERENT)					
CONTACT NAME					
ADDRESS					
CITY		PROVINCE		POSTAL CODE	
PHONE		EMAIL			

Please send a VECTOR FILE of your LOGO with 5 days of submission to [ken.barnes@splatsindc.com](mailto:ken.barnes@splatsindc.com).

PAYMENT METHOD Select your choice by marking an 'X'			
<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	EFT/
<input type="checkbox"/>	(Payable to SDC)	<input type="checkbox"/>	DIRECT DEPOSIT
<input type="checkbox"/>		<input type="checkbox"/>	E-TRANSFER

We do not accept credit card payments.

All Sponsorship Submissions will be provided with an Invoice and our Banking Information for direct deposit.

9th Annual

**SDC**

**CLASSIC**

GOLF & CULTURAL EVENT



## REGISTRATION FORM

### CONTACT INFORMATION

ORGANIZATION NAME		
CONTACT NAME		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE	EMAIL	

### PARTICIPANT INFORMATION

As we look to maximize networking opportunities, we often pair golfers with guests from other organizations.

☐ Keep our group together

☐ Split us up 2 and 2

☐ Good with whatever!

Golfer #1:

NAME		
EMAIL		
DIETARY RESTRICTIONS?	RENTAL CLUBS NEEDED?	OTHER PERTINENT INFO?

Golfer #2:

NAME		
EMAIL		
DIETARY RESTRICTIONS?	RENTAL CLUBS NEEDED?	OTHER PERTINENT INFO?

Golfer #3:

NAME		
EMAIL		
DIETARY RESTRICTIONS?	RENTAL CLUBS NEEDED?	OTHER PERTINENT INFO?

Golfer #4:

NAME		
EMAIL		
DIETARY RESTRICTIONS?	RENTAL CLUBS NEEDED?	OTHER PERTINENT INFO?

### PAYMENT METHOD

<input type="checkbox"/> CHEQUE (Payable to SDC)	<input type="checkbox"/> EFT / DIRECT DEPOSIT	<input type="checkbox"/> E-TRANSFER
--	---	-------------------------------------

All Registration Submissions will be provided with an Invoice and our Banking Information for direct deposit.



Your support helps build a stronger, more connected Splat sin community.

9th Annual

**SDC**

**CLASSIC**  
GOLF & CULTURAL EVENT



FRIDAY, SEPTEMBER 19, 2025  
SHUSWAP NATIONAL GOLF COURSE, SALMON ARM, BC

MEMO

To: Tate Bengtson, Chief Administrative Officer

From: Kelsey Campbell, Manager of Strategic Priorities & Community Services

Date: June 11, 2025

Subject: Friday Night Lights Burnout Competition - Letter of Support

---

**RECOMMENDATION**

THAT Council directs staff to issue a letter of support to Autowear Accessories to host a Burnout Competition, as part of *Friday Night Lights* on Friday, August 15, 2025.

**ALTERNATE RECOMMENDATION #1**

THAT Council declines to issue a letter of support to Autowear Accessories to host a Burnout Competition, as part of *Friday Night Lights* on Friday, August 15, 2025, but directs staff to communicate to Autowear Accessories that it has no objection to the event and will include the competition in its *Friday Night Lights* event marketing.

**ALTERNATE RECOMMENDATION #2**

THAT Council declines to issue a letter of support to Autowear Accessories to host a Burnout Competition, as part of *Friday Night Lights* on Friday, August 15, 2025, and directs staff to communicate to Autowear Accessories that it objects to the event.

**BACKGROUND**

*Friday Night Lights* is scheduled on Friday, August 15, 2025 and will include a car show, food trucks and various entertainers and musicians.

In previous years, a separate event, a burnout competition, has been organized by Autowear Accessories and the Detonators Car Club and insured separately.

The event is hosted on Autowear Accessories' property adjacent to Russell Avenue. The competition is marketed under the *Friday Night Lights* umbrella as a complimentary event.

While the burnout competition has received positive feedback from many attendees, it has also received criticism and complaints from some attendees and residents due to noise and air quality.

There was no burnout competition in 2024 due to a lack of volunteers.



Autowear Accessories has requested a letter of support from the City of Enderby prior to considering whether it will host the competition in 2025.

Council may wish to consider one of the following:

- 1) Direct staff to write a letter of support to the organizer so they can evaluate whether to proceed with hosting the burnout competition again;
- 2) Decline to write a letter of support, but indicate to the organizer that it has no objection to the event or its inclusion in the *Friday Night Lights* event marketing;
- 3) Decline to issue a letter of support and indicate to the organizer that they do not host a burnout competition.

The issuance of a letter of support would not change the fact that the event is organized and insured separate from the City. As the event involves spectator grandstands situated on a public street (which will be closed to traffic for the duration of *Friday Night Lights*), the insurance policy would be required to list the City of Enderby as an additional insured.

Respectfully submitted,

A handwritten signature in blue ink that reads "K Campbell". The signature is written in a cursive, flowing style.

Kelsey Campbell  
Manager, Strategic Priorities & Community Services

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kelsey Campbell, Manager of Strategic Priorities & Community Services  
Date: June 12, 2025  
Subject: Portable Dance Floor for Community Events

---

**RECOMMENDATION**

THAT Council directs staff to purchase a 9' x 9' portable dance floor kit using available *Music by the River* sponsorship funds after all other event expenses have been incurred, with the remainder to be funded through prior event surplus.

**ALTERNATE RESOLUTION #1**

THAT Council directs staff to rent a portable dance floor for *Music by the River* using available *Music by the River* sponsorship funds after all other event expenses have been incurred, with the remaining balance to be funded through the Community Enhancement Fund.

**ALTERNATE RESOLUTION #2**

THAT Council directs staff not to include a portable dance floor as part of *Music by the River*.

**BACKGROUND**

For 2025, Council has resolved for the City of Enderby to host *Music by the River*, which was previously organized by the Enderby & District Arts Council.

The event concept for 2025 proposes to build off the spirit and legacy of *Music by the River* by offering a broader range of ways for community members to experience music together. This includes creating a dedicated space for dancing and encouraging attendees to actively participate in the musical theme, while still providing space and viewing opportunities for community members who prefer to bring their own chair or blanket, or simply sit on the grass in Belvidere Park.

In this case, the proposed theme is country music. The event name is proposed to be named *Boots by the River* to acknowledge the relationship to *Music by the River* while conveying the new event experiences and musical theme. The performer would be *Room to Dance*, who would be retained for a 2.5 hour set of country dance songs on Friday, July 11, 2025 from 7:00pm-9:30pm at Belvidere Park.

In order to achieve the proposed concept, there are two logistical changes:

1. The band will perform on an elevated stage. This will help to preserve views for all attendees. The stage has already been secured without charge to the City.
2. The area in front of the stage needs a portable dance floor so that attendees can dance without undue risk of injury, due to natural unevenness in the ground. Given the nature of the theme, encouraging country dress and dancing should have a hard, flat surface for safety, comfort, and enjoyment.

The balance of this memorandum will focus on the portable dance floor.

## **Considerations**

### *Dimensions*

The proposed dance floor is 9' x 9', which can comfortably fit 9 couples or 18 persons dancing solo. The size was selected to find a balance between price, event size, available space, storage and set-up logistics, protecting views for those who do not wish to dance, and creating an inviting atmosphere (rather than the perception of a large, empty dance floor).

### *Supply and Cost*

American suppliers identified by staff as providing similar products do not ship to Canada. There are three Canadian companies that sell portable dance floors. The lowest cost supplier for a portable dance floor kit is Canada Mats. All below pricing reflects that of Canada Mats.

If larger options are to be considered, provided below are the lowest prices available (PST included; GST is rebated to the City):

- 1) Cost of **9' x 9'** (18 dancers) is \$984.20 (plus \$218.50 shipping)
- 2) Cost of **12' x 12'** (36 dancers) is \$1,935.15 (plus \$408.50 shipping)
- 3) Cost of **18' x 18'** (72 dancers) is \$4215.15 (plus \$522.50 shipping)

The cost has been reduced by eliminating the subfloor and substituting plywood, which will need to be obtained separately. The individual tiles of the dance floor need a flat surface to rest upon so that they do not become detached while in use, as this will be a hazard.

### *Rental Option*

Rental options have also been explored. A Vernon-based rental company has provided a quote for an 18' x 18' dance floor kit of \$1,411, with the City required to pick up and return the kit.

Given the price difference and the fact that the dance floor can be re-used for other events in the future, staff's recommendation is to proceed with the purchase of a portable dance floor.

### *Funding*

No taxation revenue is proposed to be used for the portable dance floor. The recommendation above provides for the purchase through available *Music by the River* sponsorship funds after all other event expenses have been incurred, with the remaining balance to be funded through the prior event surplus. Prior event surplus accumulates when the value of sponsorships

exceeds the operating cost of a given event. Prior event surplus may be used to support event infrastructure and coordination costs but is kept separate from the City's general revenues so that event donors' intentions are observed. As a portable dance floor that is purchased may be used for other events in the future, and thus support that event's infrastructure, this proposal would be consistent with the intended use of prior event surplus.

In the event that a rental option is preferred, as this would not support other event infrastructure in the future, it would be more appropriate to fund it through the Community Enhancement Fund. This fund consists of non-taxation revenue from the Riverside RV Park and Telus lease that Council may direct towards one-off projects that build community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "K. Campbell".

Kelsey Campbell  
Manager, Strategic Priorities & Community Services



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** June 9, 2025  
**Re:** Municipal Security Issuing Resolutions – 2025 Fall Borrowing

---

**Recommendation:**

That subject to the City receiving the Certificate of Approval for *Barnes Park Outdoor Pool Loan Authorization Bylaw No. 1815, 2025*, Council adopts the following resolution:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the *2025 Fall Borrowing Session*, *One Million Eight Hundred Thousand Dollars* as authorized through "*Barnes Park Outdoor Pool Loan Authorization Bylaw No. 1815, 2025*" and that the *Regional District of North Okanagan* be requested to consent to our borrowing over a *twenty year* term and include the borrowing in a Security Issuing Bylaw.

**Background:**

At the May 5, 2025 regular meeting of Council, the "Barnes Park Outdoor Pool Loan Authorization Bylaw No. 1815, 2025" was adopted. Once a loan authorization bylaw is adopted and the one-month challenge period has passed, the bylaw is sent to the Ministry for a Certificate of Approval, which certifies that the bylaw meets statutory requirements.

All long-term borrowing must be done by a municipality's regional district, through the Municipal Finance Authority of BC (MFA). Once a Certificate of Approval is received, the next step of the borrowing process is for Council to issue a Municipal Security Issuing Resolution (MSIR). This council approved resolution (as above), accompanied by a copy of the Loan Authorization Bylaw and the Certificate of Approval, is then forwarded to the Regional District of North Okanagan. Upon consent of the undertaking, the regional district will proceed with the issuing of the regional district's Security Issuing Bylaw. The MSIR forms part of the legal documentation for the MFA financing and is used to prepare the agreements and demand notes between the regional district and its member municipalities.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer



AGENDA

May 29, 2025

Reference: 186562

Dear Mayors and Board Chairs:

On June 30, 2025, we will pass the one-year anniversary when most local governments implemented the Small-Scale Multi-Unit Housing (SSMUH) requirements. As I reflect on this historic change, I want to thank you and your staff for the hard work you have undertaken to achieve this important zoning reform. We are now starting to see a range of housing types in the planning and building stages advance across the province to deliver diverse options in what were traditionally restrictive single-family neighbourhoods.

We have been monitoring progress on implementation and are seeing many local governments championing SSMUH by speeding up or waiving unnecessary processes and requirements and creating or adopting standardized housing designs. In these communities, we are starting to see strong uptake of SSMUH.

However, monitoring has also identified ongoing barriers to building SSMUH, including inconsistency in how some local governments have applied the requirements and site-level conditions. In places, restrictive and excessive site standard requirements are adding additional costs, time, and uncertainty to SSMUH development. Areas that did not fully adopt SSMUH as intended and communities with onerous, ambiguous, or subjective form and character development permit requirements are reducing the viability of building new small-scale multi-unit housing. As a result of these barriers, it is still easier to build single-family homes in many communities, and the diversity of housing needed by people in our communities is still not being met.

I am writing today to encourage you to review your bylaws and requirements for alignment with the guidelines in the SSMUH Provincial Policy Manual and Site Standards. Specifically, please ensure you have progressive site standards for three-to-six-unit developments by allowing building heights of 3 storeys and 11 metres, aligning with the policy manual site standards packages for lot coverage.

Page 1 of 2

**Office of the  
Minister of Housing  
and Municipal Affairs**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

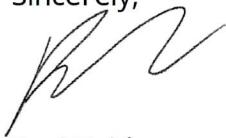
Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HMA.Minister@gov.bc.ca](mailto:HMA.Minister@gov.bc.ca)

Communities should also enable all housing configurations and types and should not use form and character development permit area requirements for small-scale multi-unit housing, as they can cause delays that interfere with the viability of projects. For three-to-four-unit projects, you should consider aligning with the recommended one parking space per unit in your parking minimums, leaving it to home builders to determine if more parking is appropriate for the location. And for those of you that have areas in your community that don't yet comprehensively allow for it, I ask that you ensure that your zoning allows SSMUH on all lots that allow single family residential, duplexes, and houses with a secondary suite and accessory dwelling unit.

People in our province need the greater diversity of housing that these changes are designed to unlock, and our government has a responsibility to act where these needs remain unmet. If all local governments do not align with the guidelines and intent of the legislation, it is my intention to continue to strengthen the legislated requirements to ensure more consistent standards are established across the province. Greater alignment with the requirements and guidelines will help encourage SSMUH development and increase the supply of the homes that people in our communities need, and moving forward in earnest now will minimize your future work to align with any forthcoming legislative changes.

I recognize that the vast majority of communities have been taking action and are seeing the benefits of their action in new housing coming forward in their communities. To those who continue to demonstrate leadership by enabling the conditions for these homes to be built, I offer my sincere appreciation for the work that you and your staff are undertaking.

Sincerely,



Ravi Kahlon

Minister of Housing and Municipal Affairs

Link: Small-Scale Multi-Unit Housing Provincial Policy Manual and Site Standards:

[https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh\\_provincial\\_policy\\_manual.pdf](https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf)

CC: Teri Collins, Deputy Minister, Ministry of Housing and Municipal Affairs





May 30, 2025

CLIFF: 186662

To: All Local Government Chief Administrative Officers and Corporate Officers

Re: [Miscellaneous Statutes Amendments Act \(Bill 13\)](#)

As you may be aware, on May 13, 2025, Bill 13 was passed in the Legislature. The Bill amends various sections in the *Local Government Act*, *Vancouver Charter*, and *Local Elections Campaign Financing Act*, with consequential amendments to the *Islands Trust Act* and *School Act*, as those acts relate to local elections. The Bill also amends the *Wildfire Act*, *Greater Vancouver Sewerage and Drainage District Act*, *Housing Supply Act*, *Professional Governance Act*, and the *Wildlife Act*.

The purpose of this circular is to provide an overview of the changes made to legislation regarding local government elections. **These amendments will not come into effect until the 2026 general local elections.** This means any by-elections or assent votes that occur prior to the 2026 general local elections will not be affected.

We encourage local governments to review the amendments and consider how they will incorporate the changes into local government business and general local election planning for 2026.

### Submitting Nomination Documents

Candidates will now be allowed to submit their nomination documents to the Chief Election Officer in-person, by mail, by fax, or by email, as long as it is received by the end of the nomination period. As part of this amendment, the requirement for an "original" copy is repealed.

### Candidate Endorsement Documents

As a means to streamline the candidate endorsement process, elector organizations will no longer be required to submit separate candidate endorsement documents. Instead, candidate endorsement will be included with the candidate nomination documents and will require signed consent statements for the endorsement by the candidate and the authorized principal officer on behalf of the elector organization.

Endorsement documents received by local governments from elector organizations and candidates prior to the 2026 general local elections must be retained by the local government for five years. For example, endorsement documents received in the 2022 general local elections must still be retained until 2027.

### **Name of Elector Organization on the Ballot**

Prior to changing an elector organization's name on a ballot to a shorter name, abbreviation or acronym than what is on register of elector organizations, the Chief Election Officer must first consult with both the authorized principal official of the elector organization and the BC chief electoral officer (Elections BC).

The elector organization must also file a notice of the Chief Election Officer's use of the shorter name, abbreviation, or acronym with Elections BC as soon as practicable. If an elector organization fails to provide this notice to Elections BC within 60 days of the change, the elector organization may be suspended as per the rules under the *Local Elections Campaign Financing Act*.

### **Candidate Privacy**

Several changes have been made to election publishing requirements to better protect candidates' personal information, such as their telephone number or address, including a requirement to redact this information in public notices and nomination documents published online. The name of the jurisdiction where the candidate resides will be included in public notices and in online nomination documents.

As a result of changes to the *Local Elections Campaign Financing Act*, Elections BC will also be required to redact or delete candidate personal information when making candidate financial disclosure statements and related supplementary reports available to the public both online and in person. The personal telephone numbers, mailing addresses, and residential addresses of candidates will no longer be publicly disclosed by Elections BC.

Electors may view unredacted nomination documents at the local government office, however, an elector must sign a declaration that they will not use the information included in them except for purposes of the *Local Government Act*, *Vancouver Charter*, or *Local Elections Campaign Financing Act*.

## **Mail Ballot Voting**

There have been several amendments to the rules regarding mail ballot voting, including:

- Mail ballot voting packages can now include secrecy sleeves or other types of secrecy enclosures, rather than just secrecy envelopes, for more efficient processing and counting after the close of voting. The type of secrecy enclosure is at the discretion of the Chief Election Officer.
- Chief Election Officers may now specify authorized drop-off locations where electors may return mail ballots, as another option to having an elector return the ballot via mail to the Chief Election Officer at the local government office. If a Chief Election Officer decides to use this authority, they must include the location and office hours for each authorized drop-off location in the notice of an opportunity to vote by mail.
- An outdated reference to “entitled to vote by mail” was removed as it is no longer applicable as a result of legislative changes made in 2021.

## **Marking the Ballot**

Electors can now mark the ballot to clearly indicate the candidate or candidates for whom they wish to vote for, in accordance with the instructions provided for the voting opportunity. This means election officials will no longer be required to evaluate whether the mark used to indicate the voter’s choice is a “cross” or a “tick” and placed in a particular location on the ballot when assessing the ballot for acceptance. Ballots that clearly indicate a choice for a candidate or candidates must now be accepted.

## **Municipal Appointments Due to Insufficient Candidates**

Amendments to section 100 of the *Local Government Act* have clarified that appointments made due to insufficient candidates only apply to municipal councils and neighbourhood constituencies. The requirement that an appointee must be a resident of the municipality or neighbourhood constituency has also been expanded to include neighbouring jurisdictions (i.e., jurisdictions that border the municipality, including electoral areas, other municipalities, treaty lands, or other neighbourhood constituencies within a municipality, as applicable).

As was already set out in legislation, where there are insufficient candidates for a regional district electoral area or Islands Trust local trust area, the term of office of the incumbent continues. The incumbent may resign if they do not want to continue holding office, which would trigger a by-election.



## **Representation Continuity for Electoral Areas and Local Trust Areas After an Invalid Election**

New sections have been added to the *Local Government Act* that will provide regional district boards the authority to temporarily appoint an acting electoral area director in the event that:

- the court declares an office vacant due to an invalid election or because the elected candidate is not qualified to hold office; or
- the elected candidate affected by an application to challenge the validity of the election or their qualifications to hold office renounces their claim to the office.

The declaration of vacancy triggers a by-election under section 54 of the *Local Government Act*. The temporary appointment option allows for continued representation of an electoral area from the time when the vacancy occurs until the successor takes office following the by-election.

As part of these new provisions, an acting electoral area director will also be required to appoint an acting alternate director within 50 days, who will hold the office of the alternate director until the electoral area director successor takes office.

This amendment also applies to the *Islands Trust Act* and provides the Islands Trust Council with the same power to temporarily appoint up to two acting local trustees. For clarity, these new provisions do not create an alternate local trustee office.

## **Other administrative changes**

- Boards of education will be required to pass a bylaw to identify the places that are to be public notice posting places. This ensures they can fulfill the applicable public notice requirements for trustee elections.
- More explicit language was added to the Minister's order- and regulation-making authority to clarify that the Minister may make orders related to an irregularity or procedural error in the administration or conduct of an election or assent voting, and that both orders and regulations can have retroactive effect.
- The status of an elected candidate impacted by a court application regarding the validity of the person's election has been clarified under section 157 of the *Local Government Act* and section 119 of the *Vancouver Charter*.
- It has been clarified that an alternate director ceases to hold office if their appointing electoral area director ceases to hold office due to a court declaration of an invalid election or that the candidate was not qualified to hold office, another candidate is declared elected, or the electoral area director renounces their claim to office under section 153 of the *Local Government Act*.

If you have questions regarding the amendments related to local elections legislation, please contact our Governance and Structure Branch by phone at: 250-387-4020 or by email at: [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

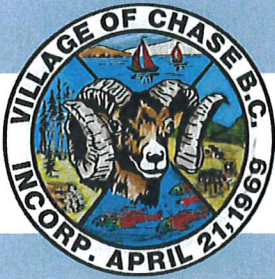
This circular is provided for information only and should not be considered legal advice or a substitute for legal advice.

Updated resources will be available on our [website](#) closer to the 2026 general local elections.

Yours truly,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Housing and Municipal Affairs



# Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. 679-3238  
Fax: 250. 679-3070

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

June 5, 2025

The Honourable Lisa Beare, M.L.A.  
Minister of Education and Child Care  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2  
Email: [ECC.Minister@gov.bc.ca](mailto:ECC.Minister@gov.bc.ca)

**AGENDA**

Dear Minister Beare:

**RE: Funding for Public Education**

At its May 27, 2025 Regular Meeting, the Council of the Village of Chase passed the following resolution:

*"THAT Council write a letter to the Minister of Education and Child Care that public education is important to the Village of Chase and needs to be properly funded and copy MLA Ward Stamer and all local governments in B.C."*

We write on behalf of our community to advocate for students in Chase and throughout British Columbia.

We understand that provincial governments have competing priorities to consider when allocating public funds across program areas. However, current funding levels are not sufficient to support student learning and well-being in our province.

We know that a properly funded public education system significantly improves the opportunities and outcomes for young people in our community. We call on the provincial government to address urgently needed funding for public education.

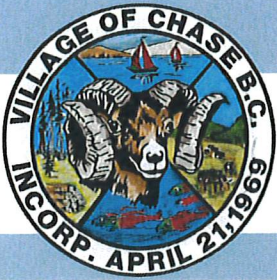
We thank you for giving thoughtful consideration to this most important issue.

Sincerely,  
**VILLAGE OF CHASE**

*David Lepsoe*

David Lepsoe, Mayor, on behalf of Council





# *Village of Chase*

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. **679-3238**  
Fax: 250. 679-3070

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

Cc: The Honourable David Eby, M.L.A., Premier of British Columbia

The Honourable Ward Stamer, M.L.A. for Kamloops-North Thompson

All local governments in British Columbia