



REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, December 1, 2014
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of November 17, 2014](#)

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3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

6. BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

7. BYLAWS – Adoption

[Official Community Plan No. 1549, 2014 Revision Bylaw No. 1555, 2014](#)

pg 8-9

8. REPORTS

[Mayor and Council](#)

9. NEW BUSINESS

a. [Report of Election Results](#) – Memo from Chief Election Officer dated November 20, 2014

pg 10-14

b. [2015 Council Meeting Schedule](#)

pg 15-17

c. [2015 – 2018 Acting Mayors](#)

pg 18-19

d. [Council Appointments](#) – Memo from Chief Administrative Officer dated November 19, 2014

pg 20-22

e. [Council Portfolio Policy](#) – Memo from Chief Administrative Officer dated November 24, 2014

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f. [Mayor and Council Scholarship](#) – Memo from Chief Financial Officer dated November 19, 2014

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- g. [Appointment of Mayor as Signatory for Banking](#) – Memo from Chief Financial Officer dated November 19, 2014 pg 26
- h. [Council Orientation Dates](#) – Memo from Chief Administrative Officer dated November 24, 2014 pg 27
- i. [Pharmacy Hours of Operation](#) – Correspondence from Burt Cohen dated November 16, 2014 pg 28
- j. [4-way Stop at Cliff Avenue & Sicamous Street](#) – Memo from Assistant Corporate Officer and Planning Assistant pg 29-30
- k. [Municipal Security Issuing Resolutions](#) – 2015 Spring Borrowing – Memo from Chief Financial Officer dated November 25, 2015 pg 31

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (c) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, November 20, 2014 at 4:30 p.m. in the Council Chambers of City Hall

Present: Mayor Howie Cyr
Councillor Brad Case
Councillor Raquel Knust
Councillor Beryl Ludwig
Councillor Greg McCune
Councillor Earl Shipmaker

Chief Administrative Officer – Tate Bengtson
Deputy Administrative Officer – Barry Gagnon
Chief Financial Officer – Jennifer Bellamy
Assistant Corporate Officer and Planning Assistant – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

The following item was added to the agenda under New Business:

- Curling Club / School District 83

Moved by Councillor Ludwig, seconded by Councillor Case that the agenda be approved as amended.

Carried Unanimously

ADOPTION OF MINUTES

Regular Meeting Minutes of November 3, 2014

Moved by Councillor Knust, seconded by Councillor Case that the minutes of the regular meeting of November 3, 2014 be adopted as circulated.

Carried Unanimously

PUBLIC AND STATUTORY HEARINGS

The Mayor introduced Business License and Regulation Bylaw No. 158, 2014 and invited public comment. There were no speakers to the bylaw and no written submission were received.

BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS

Okanagan Regional Library – Self-Checkout Desk – Memo from Chief Financial Officer dated November 12, 2014

Moved by Councillor Case, seconded by Councillor McCune that the memorandum be received and filed.

Carried Unanimously

BYLAWS – Adoption

Official Community Plan Revision Bylaw No. 1554, 2014

A bylaw to authorize the revision of OCP Bylaw No. 1549, 2014

Moved by Councillor Ludwig, seconded by Councillor Shipmaker that Official Community Plan Revision Bylaw No. 1554, 2014 be adopted.

Carried Unanimously

Zoning Bylaw Revision Bylaw No. 1556, 2014

A bylaw to authorize the revision of Zoning Bylaw No. 1550, 2014

Moved by Councillor McCune, seconded by Councillor Knust that Zoning Bylaw Revision Bylaw No. 1556, 2014 be adopted.

Carried Unanimously

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1557, 2014

Schedule 4 – Water Fees

Moved by Councillor Shipmaker, seconded by Councillor Ludwig that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1557, 2014 be adopted.

Carried Unanimously

Moved by Councillor Shipmaker, seconded by Councillor Case that Council re-confirms with the public that any surplus arising from the current rate structure for 2015 will go to offsetting the 2016 rate structure.

Carried Unanimously

Business License and Regulation Bylaw No. 1558, 2014

A bylaw to regulate and license business

Moved by Councillor McCune, seconded by Councillor Shipmaker that Business License and Regulation Bylaw No. 1558, 2014 be adopted.

Carried Unanimously

Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1559, 2014

Moved by Councillor Case, seconded by Councillor Knust that Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1559, 2014 be adopted.

Carried Unanimously

Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1560, 2014

Moved by Councillor Ludwig, seconded by Councillor Shipmaker that Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1560, 2014 be adopted.

Carried Unanimously

Intermunicipal Emergency Operations Services Bylaw No. 1462, 2010 Amendment Bylaw No. 1561, 2014

Moved by Councillor McCune, seconded by Councillor Knust that Intermunicipal Emergency Operations Services Bylaw No. 1462, 2010 Amendment Bylaw No. 1561, 2014 be adopted.
Carried Unanimously

Development Cost Charge Reserve Funds Expenditure Bylaw No. 1562, 2014
A bylaw authorizing the expenditure of money in the DCC Storm Reserve Fund

Moved by Councillor Ludwig, seconded by Councillor Case that Development Cost Charge Reserve Funds Expenditure Bylaw No. 1562, 2014 be adopted.

Carried Unanimously

BYLAWS – 3rd Reading

Certification of Official Community Plan Bylaw No. 1549, 2014 Revision Bylaw No. 1555, 2014 – Memo from Chief Administrative Officer dated November 13, 2014

Moved by Councillor Case, seconded by Councillor McCune that Council receives the memorandum certifying Official Community Plan Bylaw No. 1549, 2014 Revision Bylaw No. 1555, 2014.

Carried Unanimously

Certification of Official Community Plan Bylaw No. 1549, 2014 Revision Bylaw No. 1555, 2014
A bylaw to revise an Official Community Plan

Moved by Councillor Ludwig, seconded by Councillor McCune that Certification of Official Community Plan No. 1549, 2014 Revision Bylaw No. 1555, 2014 be given third reading.

Carried Unanimously

BYLAWS – 3 Readings

Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014 – Memo from Chief Administrative Officer dated November 12, 2014

Moved by Councillor Shipmaker, seconded by Councillor Knust that Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014 be given three readings and referred to the Ministry of Transportation and Infrastructure and the utility companies; and

THAT subject to appropriate notice and adoption of Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014, Council authorizes the disposal and transfer of the property (767.3 m²) that was formerly that portion of Princess Street closed under Bylaw No. 1563, 2014 to the Owner of Lot 1, District Lot 150, Kamloops Division Yale District, Plan KAP77756 so that the closed road area can be consolidated with the legally described property; and

THAT the Mayor and Corporate Officer be authorized to execute the related agreements and documents on behalf of the City; and

THAT notice as attached be published in the local newspaper on November 26, 2014 and December 3, 2014 and posted on the City of Enderby public notice posting place, and that

Council provide an opportunity at the December 15, 2014 Council Meeting for persons that may be affected by the bylaw to make representation to Council; and

THAT pursuant to the Resumption of Highways Regulation, B.C. Reg 245/2004, the Corporate Officer be authorized to file a certificate in the Land Title Office in order to effect a discharge of the Province's right of resumption for the portion of Princess Street to be closed under Bylaw No. 1563, 2014.

Carried Unanimously

Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014

A bylaw to authorize closure and removal of the dedication as highway on part of undeveloped road commonly known as Princess Street

Moved by Councillor McCune, seconded by Councillor Case that Princess Street Road Closure and Removal of Dedication Bylaw No. 1563, 2014 be given three readings.

Carried Unanimously

REPORTS

Councillor Ludwig

Councillor Ludwig attended the all candidates forum and congratulated all participants on a job well done.

Councillor Shipmaker

Councillor Shipmaker presented a book by the Okanagan Historical Society titled "Okanagan History" to Mayor Cyr and Councillor Ludwig as a farewell gift. He stated that the past three years on Council have been his favourite.

Councillor McCune

There are trees near Regent and Sicamous with broken limbs that need trimming.

Congratulations were extended to incumbent Councillors. Thanks were extended to Councillors Ludwig and Shipmaker for their years of service to the community.

Councillor Knust

Attended a FACT meeting. Gleaning program is coming along.

Community Christmas meeting taking place tomorrow. Pine swag making session November 30 at the Fire Hall – volunteers needed.

Reminder that Council is serving breakfast at AL Fortune on December 16 at 8:00 and at MV Beattie on December 17 at 7:30.

Councillor Case

Enderby and District Services Commission meeting:

- Discussed boat launch issues;

- Installation of “no wake” buoys along river has been referred to budget;
- Community Christmas Committee given free use of gazebo for celebrations;
- Detailed dog control report is posted on website.

The election forum held at the high school was excellent.

Mayor Cyr

Mayor Cyr will attend his last Board meeting at Regional District this week.

Farewells to Councillors Ludwig and Shipmaker. Mayor Cyr extended best wishes to the new Council and expressed his thanks for their support over his term as Mayor.

Shuswap River Ambassadors – 2014 Year End Report

Moved by Councillor Case, seconded by Councillor McCune that the report be received and filed.

Carried Unanimously

Building Permit Detail Report – October 2014

Moved by Councillor Ludwig, seconded by Councillor Shipmaker that the report be received and filed.

Carried Unanimously

Speed Board Reader Update – Memo from Assistant Corporate Officer and Planning Assistant dated November 12, 2014

Moved by Councillor Knust, seconded by Councillor Case that the memorandum be received and filed; and

THAT Council directs staff to forward all speed board reader data to the RCMP and Safe Communities.

Carried Unanimously

NEW BUSINESS

Changes to Recycling and Disposal Fees Effective January 2, 2015 – Correspondence from RDNO dated November 3, 2014

Moved by Councillor McCune, seconded by Councillor Knust that the correspondence be received and filed.

Carried Unanimously

Christmas Craft Market Road Closure Request – Memo from Chief Administrative Officer dated October 31, 2014

Moved by Councillor Shipmaker, seconded by Councillor McCune that Council receives and files the road closure request as approved by staff.

Carried Unanimously

Digital Billboard Sponsorship Application – Evangelical Chapel – Memo from Assistant Corporate Officer and Planning Assistant dated November 10, 2014

Moved by Councillor Case, seconded by Councillor Ludwig that Council approve the Evangelical Chapel sponsorship application valued at \$2,800 in-kind.

Carried Unanimously

Enderby-Splatsin Active Transportation Plan Analysis – Memo from Assistant Corporate Officer and Planning Assistant dated November 13, 2014

Moved by Councillor Case, seconded by Councillor McCune that Council refers the following strategies to the appropriate authority having jurisdiction:

1. Install crossing on Highway 97A near Sutherlands Bakery;
2. Lower fence and improve ramp angles on the Highway 97A pedestrian crossing island;
3. Install a pathway along Waterwheel Street to connect to Tuey Park (connect through field behind Pine Court to Riverwalk);
4. Install “Cycling Route – Beware” signs along Back Enderby Road;
5. Install a bike path along Enderby-Grindrod Road;
6. Install a bike path along Enderby-Mabel Lake Road; and
7. Establish a paddle route from the Belvidere Hand Launch to Kildonan Boat Launch and connect it to the Shuswap River Paddle Trail.

AND THAT Council flags the following strategies for discussion as part of future Community to Community forums with Splatsin:

1. Resolve blocked pathway along Highway 97A between Super Save Gas Station and Enderby town centre; and
2. Develop an interpretive nature trail on the river islands, including a walking bridge.

AND THAT Council directs Staff to refer the following items for which the City of Enderby does have jurisdiction to the appropriate planning file:

1. Install pathway on Kate Street;
2. Install crossing from Sutherlands Bakery to Brickyard Road, crossing Evergreen Street and the CP Rail right-of-way;
3. Develop a strategy for enhanced walkability and cycling along Cliff Avenue;
4. Turn CP Rail line into a cycling /walking trail; and
5. Create a dedicated mountain bike trail system.

AND THAT Council directs Staff to realign the barricades at the corners of Regent Avenue and Knight Avenue to facilitate improved accessibility and monitor usage to determine nature of future improvements.

Carried Unanimously

Correspondence from Residents – Water Fee Concerns – Memo from Chief Financial Officer dated November 13, 2014

Moved by Councillor Case, seconded by Councillor Ludwig that the memorandum and correspondence be received and filed.

Carried Unanimously

Cherry Ridge Proposed Road and Logging Area – Correspondence from RDNO dated November 12, 2014

Moved by Councillor McCune, seconded by Councillor Ludwig that a letter be forwarded to BC Timber Sales requesting a moratorium on road development and logging on Cherry Ridge until a watershed assessment is completed.

Carried Unanimously

Late Item: Curling Club / School District 83

Recently, there was a staff scheduling issue at the curling rink and staff was not available for a scheduled school event. As youth interest in curling is crucial to membership of the Curling Club, fees should be waived to compensate the youth group.

Moved by councillor McCune, seconded by Councillor Knust that the City waive the fees for the next two sessions of school group curling.

Carried Unanimously

PUBLIC QUESTION PERIOD

Susan Kendall of 1702 George Street expressed again her concerns about her water bills. She believes that the base water allowance amount is set too low making it impossible for people to function normally. She also is convinced that her meter readings are not accurate.

CLOSED MEETING RESOLUTION

Moved by Councillor Case, seconded by Councillor Knust that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (e) and (i) and Section 90 (2) (b) of the *Community Charter*.

ADJOURNMENT

The regular meeting reconvened at 5:12 p.m.

The regular meeting adjourned at 5:12 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1555

A BYLAW TO REVISE AN OFFICIAL COMMUNITY PLAN

WHEREAS the Council has adopted City of Enderby Official Community Plan Bylaw No. 1549, 2014;

AND WHEREAS the Council adopted Official Community Plan Revision Bylaw No. 1554, 2014 to authorize the revision of Official Community Plan Bylaw No. 1549, 2014 pursuant to Section 140 of the *Community Charter* and the *Bylaw Revision Regulation*;

AND WHEREAS the Official Community Plan has been revised and the Corporate Officer has certified that the Official Community Plan has been revised in accordance with Bylaw No. 1554, 2014;

AND WHEREAS an Official Community Plan revised pursuant to Section 140 of the *Community Charter* and the *Bylaw Revision Regulation* and adopted by the Council is deemed to have been adopted as if all requirements respecting the approval and adoption of its provisions have been met, including consultation, notification and public hearing requirements;

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

1. This bylaw may be cited as "Official Community Plan No. 1549, 2014 Revision Bylaw No. 1555, 2014".
2. Schedule A of the Official Community Plan Bylaw No. 1549, 2014 is revised, effective as of the date of adoption of this bylaw, as follows:
 - a. Schedule "D" is added to the "force and effect" part of Section 1.4.a and removed from the "reference and convenience" part of Section 1.4.a; and
 - b. The subheading title is deleted from Section 16.0 ("16.1 Discussion")

READ a FIRST time this 3rd day of November, 2014.

READ a SECOND time this 3rd day of November, 2014.

CERTIFIED as revised in accordance with Official Community Plan Revision Bylaw No. 1554, 2014 this 17th day of November, 2014.

READ a THIRD time this 17th day of November, 2014.

ADOPTED this day of , 201 .

Certification by Corporate Officer

Mayor

Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CEO
Date: November 20, 2014
Subject: Report of Election Results

RECOMMENDATION

THAT Council receives and files this report.

BACKGROUND

Pursuant to Section 148 of the Local Government Act, this Report of Election Results is being submitted to Council. The attached documents, which form part of the Report, indicate the ballot accounts for the election as well as the Declaration of Official Election Results.

Pursuant to Section 149 of the Local Government Act, publication of the names of elected officials will be submitted within 30 days after the elected candidates have taken office to the British Columbia Gazette.

Respectfully submitted,



Tate Bengtson
Chief Election Officer



**CITY OF ENDERBY
BALLOT ACCOUNT**

Enderby & District Seniors' Centre
1101 George Street,
Enderby, B.C.

November 15, 2014
Office – Mayor

Number of valid votes cast:

Name of Candidate(s)	No. Of Votes Cast
Cyr, Howie	356
McLure Greg	568
Total:	924

(1) Number of ballots received for use (see Note 1)		<u>1700</u>
(2) Ballots without objection	<u>924</u>	
(3) Ballots accepted subject to objection under S. 130	<u>0</u>	
(4) Ballots rejected without objection	<u>6</u>	
(5) Ballots rejected subject to objection under S. 130	<u>0</u>	
(6) Spoiled ballots that were replaced under S. 118	<u>6</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>936</u>
(8) Unused ballots (see note 1)		<u>763</u>
(9) Number of ballots not accounted for		<u>1</u>
(10) TOTAL (7+8+9) NOTE: No. 1 & No. 10 must agree.		<u>1700</u>

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.
Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include number of ballots that were received for use at that voting opportunity. (LGA s.127)



CITY OF ENDERBY
DECLARATION OF OFFICIAL ELECTION RESULTS
GENERAL LOCAL ELECTION – 2014

MAYOR

I, Tate Bengtson, Chief Election Officer, do hereby declare elected
Greg McCune, who received the highest number of valid votes for the office of
Mayor.

Dated at Enderby, BC
this 18 day of November, 2014.

TAS
Chief Election Officer



**CITY OF ENDERBY
BALLOT ACCOUNT**

Enderby & District Seniors' Centre
1101 George Street,
Enderby, B.C.

November 15, 2014
Office - Councillor

Number of valid votes cast:

Name of Candidate(s)	No. Of Votes Cast
Baird	554
Case	617
Davydov	681
Knaust	605
Macknee	419
McCraig	458
Schreiner	488
Shishido	613
Total:	9435

(1) Number of ballots received for use (see Note 1)		<u>1700</u>
(2) Ballots without objection	<u>923</u>	
(3) Ballots accepted subject to objection under S. 130	<u>0</u>	
(4) Ballots rejected without objection	<u>8</u>	
(5) Ballots rejected subject to objection under S. 130	<u>0</u>	
(6) Spoiled ballots that were replaced under S. 118	<u>6</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>937</u>
(8) Unused ballots (see note 1)		<u>763</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) NOTE: No. 1 & No. 10 must agree.		<u>1700</u>

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include number of ballots that were received for use at that voting opportunity. (LGA s.127)




CITY OF ENDERBY
DECLARATION OF OFFICIAL ELECTION RESULTS
GENERAL LOCAL ELECTION – 2014

COUNCILLOR

I, Tate Bengtson, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Councillor.

1	Davydke, Roxanne
2	Case, Brad
3	Shishido, Shawn
4	Kunst, Raquel
5	Baird, Tundra
6	Schreiner, Brian

Dated at Enderby, BC
this 18 day of November, 2014.



Chief Election Officer



Agenda

MEMO

To: Mayor and Council
From: Chief Administrative Officer
Date: November 17, 2014
Subject: 2015 Council Meeting Schedule

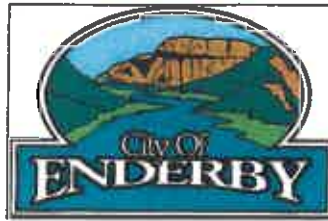
Attached for consideration of Council are suggested dates for Council meetings in 2015. Included for information are convention meeting dates and statutory holidays.

Once ratified by Council, the dates will be posted and advertised in accordance with the requirements of the Community Charter.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tate Bengtson".

Tate Bengtson
Chief Administrative Officer



2015 COUNCIL MEETING SCHEDULE

January	19 th	
February	2 nd & 16 th	
March	2 nd & 16 th	
April	7 th (Tues) & 20 th	
May	4 th & 19 th (Tues)	SILGA Convention is Apr 29 – May 1
June	1 st & 15 th	
July	20 th	
August	17 th	
September	8 th & 28 th	UBCM Convention is Sep 21 - 25
October	5 th & 19 th	
November	2 nd & 16 th	
December	7 th & 21 st	

Meetings begin at 4:30 p.m. in Council Chambers at City Hall – 619 Cliff Avenue.
Meetings are open to the public.

2015

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4					1	2	1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30	31		24	25	26	27	28	29	30	28	29	30				
							31													
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October							November							December						
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

April 29 – May 1
 September 21 – 25

SILGA Convention
 UBCM Convention



Agenda

MEMO

To: Mayor and Council
From: Chief Administrative Officer
Date: November 17, 2014
Subject: 2015 – 2018 Acting Mayors

Recommendation:

THAT the 2015 – 2018 Acting Mayor List be accepted.

Background:

Council Procedures Bylaw No. 1342 requires that Council annually designate a member to serve as Acting Mayor in the event that the Mayor is absent or otherwise unable to act.

Section 3 (Designation of Member to Act in Place of Mayor) states the following:

1. (1) Annually, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Each Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 8(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 8(1) or chosen under section 8(3) has the same powers and duties as the Mayor in relation to the applicable matter.

Attached is a proposed list of acting Mayors to serve the 2015 – 2018 term.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer

2015 – 2018 ACTING MAYORS

2014

December

Councillor Case

2015

**January, February, March, April
May, June, July, August
September, October, November, December**

**Councillor Case
Councillor Baird
Councillor Knust**

2016

**January, February, March, April
May, June, July, August
September, October, November, December**

**Councillor Davyduke
Councillor Schreiner
Councillor Shishido**

2017

**January, February, March, April
May, June, July, August
September, October, November, December**

**Councillor Knust
Councillor Case
Councillor Baird**

2018

**January, February, March, April
May, June, July, August
September, October, November, December**

**Councillor Schreiner
Councillor Shishido
Councillor Davyduke**

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 19, 2014
Subject: Council Appointments

RECOMMENDATION

THAT Council makes appointments for the following:

- The City of Enderby Municipal Director pursuant to section 784 of the Local Government Act;
- The City of Enderby Alternate Municipal Director pursuant to section 786 of the Local Government Act;
- The Regional Growth Management Advisory Committee member;
- Two members to serve on the Enderby & District Services Commission pursuant to Section 12 of The Corporation of the City of Enderby Service Extension and Commission Delegation Bylaw, No. 1446, 2009.
- One member to serve on the Okanagan Regional Library Board;
- One member to serve as alternate on the Okanagan Regional Library Board;
- One member to serve on the Enderby & District Heritage Commission;
- Two members to serve on the Enderby-Splatsin Joint Committee;
- One liaison to the Enderby & District Chamber of Commerce; and
- One liaison to the Enderby & District Arts Council.

AND THAT Council appoints the Area F Director and Alternate Director to the Enderby & District Services Commission pursuant to Section 12 of The Corporation of the City of Enderby Service Extension and Commission Delegation Bylaw, No. 1446, 2009.

BACKGROUND

The above appointments need to be made for the new term by Mayor and Council, further to various statutory and bylaw requirements. Note that there will likely be several additional requests for liaison appointments in addition to the above that Mayor and Council will need to consider in the near future.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

EXCERPTS from the Local Government Act

Appointment and term of office of municipal directors

784 (1) After the first appointment under section 777 (1) (e), each municipal director is to be appointed at pleasure by the council from among its members.

(2) The term of office of a municipal director

(a) begins when the person takes office in accordance with section 210 (3) [*oath of office*], and

(b) continues until the earliest of

(i) another director taking office in the original director's place,

(ii) the director ceasing to be a member of the council before the next general local election, and

(iii) December 31 in the year of a general local election.

(3) [Repealed 2003-52-337.]

Alternate municipal directors

786 (1) The council of a municipality may appoint a council member as an alternate director.

(2) The alternate director may take the place of, vote and generally act in all matters for an absent municipal director, including a matter delegated to that director by the board.

(2.1) If there is more than one municipal director, the authority under subsection (1) may be exercised either

(a) by specifying for each municipal director, the council member who is the alternate director for that municipal director, or

(b) by appointing a number of alternate directors and establishing a system to determine which alternate director is to act in the place of any absent municipal director.

(2.2) As a restriction on subsection (2.1) (b), at any one time an alternate director may only act in place of a single municipal director.

(3) If the council appoints an alternate director, the municipal corporate officer must notify the regional district corporate officer of the appointment in writing.

(4) An alternate director holds office as alternate director until another council member is appointed as a replacement and the regional district corporate officer has been notified of the new appointment.

(5) If the seat of a municipal director becomes vacant through resignation, disqualification or death, the alternate director appointed under subsection

(1) becomes the municipal director in place of the director whose seat became vacant until a new director is appointed.

EXCERPTS FROM Service Extension and Commission Delegation Bylaw, No. 1446, 2009

Composition of Commission

11. The Commission is comprised of four members, including two members of Council, the Director for Electoral Area F of the RDNO, and the Alternate Director for Electoral Area "F".

Method of Appointment

12. All members are appointed to the Commission by Council.
13. Council may replace its own members on the Commission at any time with other members of Council. Council may not remove the Electoral Area "F" Director or Alternate Director from the Commission.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 24, 2014
Subject: Council Appointments

RECOMMENDATION

THAT Council adopts the Council Portfolios policy.

BACKGROUND

The attached policy is designed to create a portfolio system for Council, which will enable individual Councillors to develop expertise in specific areas and report back to the Committee of the Whole regularly. The policy lays out the terms of reference for the portfolio system with respect to governance, appointment, and purpose.

Respectfully submitted,


Tate Bengtson
Chief Administrative Officer

Policy Title:	COUNCIL PORTFOLIOS
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<u>Effective Date:</u>	<u>Authorized By:</u> Mayor and Council Regular Meeting of _____.	<u>Replaces:</u> NEW
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Purpose

The purpose of a Council Portfolio is to designate a member of Council to:

1. Work with a Staff Partner to develop expertise in relevant policy matters;
2. Review and report back to the Committee of the Whole on the following, as applicable:
 - a. Bylaws and amendments;
 - b. Council policies and amendments;
 - c. Major capital projects; and
 - d. Long-term or master plans.
3. Interact with interested community members and groups;
4. Communicate with the general public to explain policy matters and gather feedback relevant to the Council Portfolio; and
5. Refer operational matters to Staff Partner (note that any member of Council may – and is encouraged - to refer operational matters to the CAO, notwithstanding the Council Portfolio system).

Appointment

Council Portfolios are created and appointed by the Mayor. Each appointee may recruit other interested Councillors to help in fulfilling the Purpose of the Council Portfolio, as described above.

Staff Partner

Each Council Portfolio will be matched with a Staff Partner appointed by the Chief Administrative Officer. For instance:

Council Finance Portfolio matched to Chief Financial Officer

The Staff Partner will have expertise in the Council Portfolio and will provide information support and follow-up on operational concerns as needed, subject to Council policies and priorities and operational workload.

The owner of a Council Portfolio does not direct the Staff Partner or request resources; such direction or requests are authorized by the Chief Administrative Officer consistent with the "one employee" accountability model, and may also be subject to Council approval if there is a strategic, policy, or budgetary implication.

Reporting

The owner of a Council Portfolio shall report to Council during the Committee of the Whole meeting prior to the regular Council meeting.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: November 19, 2014
Subject: Mayor and Council Scholarship

Recommendation:

THAT Council receive this memo for information.

Background:

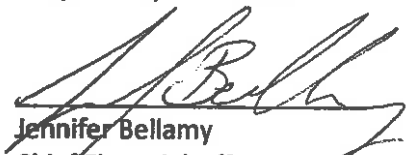
In 2012, Council adopted the *Awards - Municipal* policy which includes a Mayor and Council Scholarship. Below is an excerpt from the policy:

MAYOR AND COUNCIL SCHOLARSHIP

Annual scholarship to be awarded to an Enderby student. Funds to be donated from Council stipend at ten dollars per month from each participating member of Council. Mayor or designate to present at the annual graduation ceremony.

For those who wish to participate in the scholarship program, a payroll deduction form can be obtained from Staff.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

Agenda

THE CORPORATION OF THE CITY OF ENDERBY
MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: November 19, 2014
Subject: Appointment of Mayor as Signatory for Banking

Recommendation:

THAT Mayor Greg McCune be added as a signatory for the General, Cemetery Care Fund, and Cemetery Donations Accounts in the name of The Corporation of the City of Enderby currently held at Enderby & District Financial;

AND THAT former Mayor Howie Cyr and former Councillor Earl Shipmaker be removed as a signatories for the General, Cemetery Care Fund, and Cemetery Donations Accounts in the name of The Corporation of the City of Enderby currently held at Enderby & District Financial.

Background:

With the new Mayor and Council, the above motions are required to update the cheque signing authority with Enderby & District Financial. Two signatures are needed for each banking transaction (including cheque signing). In addition to the Mayor, the Chief Administrative Officer, Deputy Chief Administrative Officer and Chief Financial Officer also have signing authority. Rarely is the Mayor needed for cheque signing; however, this ensures adequate authority in the event staff is away and a cheque needs to be signed immediately.

Respectfully submitted.


Jennifer Bellamy
Chief Financial Officer

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 24, 2014
Subject: Council Orientation Dates

RECOMMENDATION

THAT Council sets its preferred dates for orientation.

BACKGROUND

With the start of a new term, City staff host an orientation session for new and returning Council members. The orientation session will involve a review of operations, major projects, and the infrastructure deficit, as well as a tour of facilities such as the Wastewater Treatment Plant and Water Treatment Plant. A policy manual will also be supplied to each Councillor in advance, and reviewed to the extent that Council wishes. The orientation will typically take around 3-4 hours, with additional materials provided in written or email form.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Bettyann Kennedy

From: Burt Cohen [burtcohen.potterswithoutborders@gmail.com]
Sent: Sunday, November 16, 2014 1:40 PM
To: info@cityofenderby.com
Subject: Sunday services in Enderby

Enderby Past and New Mayor and Council

Fellow citizens:

Under the leadership of Mayor Cyr and the outgoing council, Enderby has struggled to keep doctors in our community. As one of the few, (39% who voted in the civic election) I thought I might express my concern regarding an issue which has concerned me over the last few years. We struggle to meet the needs of our community, but we are lucky enough to have not one, but two pharmacies in town. This is wonderful, except if you are unlucky enough to have a child with an ear ache on a Sunday, or some other unforeseen medical problem, in which case you must travel to Vernon or Salmon Arm.

I have often wondered why it is that these two companies can not find a collaborative way of providing service to the community on Sundays. I am wondering if council might approach the businesses to ask in the spirit of civic mindedness to find a solution. I am sure that council can find creative encouragements to these businesses.

Burt Cohen
Potters Without Borders
www.potterswithoutborders.com
PO Box 1006
Enderby, BC V0E1V0
Canada
SKYPE: northfire
250 838 9799



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: November 24, 2014
Subject: 4-way Stop at Intersection of Cliff Avenue and Sicamous Street

RECOMMENDATION

THAT Council directs Staff to implement a 4-way stop at the intersection of Cliff Avenue and Sicamous Street along with advanced-warning signage in spring 2015.

ALTERNATIVE RECOMMENDATIONS

THAT Council continues to monitor and takes no further action at this time.

THAT Council provides further direction to staff.

BACKGROUND

Based on feedback and observations received from residents, it has been determined that there is a speeding issue along Sicamous Street. This speeding issue is the result of the long, straight nature of the roadway.

Sicamous Street is located in a residential neighbourhood and is identified in the Enderby-Splatsin Active Transportation Plan as a key walking corridor for the students of MV Beattie Elementary School.

The Speed Board Reader was deployed along Sicamous Street in October of this year in response to a number of complaints regarding vehicle speeds along this corridor. The intention of this deployment was to gather data and promote awareness of vehicle speeds; the Speed Board Reader only acts as a temporary traffic calming measure and will not have the long term effect of slowing traffic along this corridor. Unfortunately, Speed Board Reader data related to vehicle speeds along Sicamous Street is unavailable at this time due to a faulty USB drive.

The City's Public Works Lead Hand advised that installing a 4-way stop at the intersection of Cliff Avenue and Sicamous Street would be a suitable solution to help mitigate the speeding issue along Sicamous Street. He also advised that installing temporary advanced signage to warn drivers of the change in traffic patterns would help drivers adjust.

The Enderby Fire Chief advised that he has no concerns with the installation of a 4-way stop and does not anticipate that this 4-way stop would negatively impact response time for emergency responders.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: November 25, 2014
Re: Municipal Security Issuing Resolutions – 2015 Spring Borrowing

Recommendation:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the *2015 Spring Borrowing Session, Four Hundred Fifty Thousand Dollars* as authorized through *"Upgrades to Mill Avenue Loan Authorization Bylaw Number 1544, 2014"* 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 their Security Issuing Bylaw

Background:

When borrowing money over a period of more than five years, a loan authorization bylaw is required, which must have elector approval before the bylaw is adopted. Once the bylaw is adopted, it is forwarded to the Ministry of Community, Sport and Cultural Development in order to obtain a Certificate of Approval from the Inspector of Municipalities.

The *Upgrades to Mill Avenue Loan Authorization Bylaw Number 1544, 2014* has received its Certificate of Approval. This bylaw is to authorize the borrowing of \$450,000 for upgrades to Mill Avenue. The total budgeted cost of the project is \$976,000 with the remaining \$526,000 to be funded through a combination of reserves and surplus.

The next step in the process is to request that the Regional District of the North Okanagan consent to the borrowing. This is done through a Municipal Security Issuing Resolution (MSIR). This council approved resolution, accompanied by a copy of the Loan Authorization Bylaw and Certificate of Approval from the Ministry, is to be forwarded to the municipality's regional district. Upon consent of the undertaking, a regional district will proceed with the issuing of the regional district's Security Issuing Bylaw. This resolution forms part of the legal documentation for the MFA financing and is used to prepare the agreements and demand notes between a regional district and its member municipalities.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

