

## REGULAR MEETING OF COUNCIL

### AGENDA

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**DATE:** Monday, December 18, 2017  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of December 4, 2017](#)

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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**

**8. REPORTS**

Mayor and Council

[Building Permit Detail Report – November 2017](#)

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**9. NEW BUSINESS**

a. [Appointment of Robin Jenner as Bylaw Enforcement Officer and Dog Control Officer](#) – Memo from Planner and Deputy Corporate Officer dated December 6, 2017

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b. [Grant Request – Kwantlen Polytechnic University's Institute for Sustainable Food Systems – Okanagan Bioregion Food System Design Study Project](#) – Correspondence from RDNO dated December 4, 2017

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c. [Non-Redemption of Tax Sale Purchase – 607 Cliff Ave](#) – Memo from Acting Chief Financial Officer dated December 12, 2017

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d. [Appointments to Okanagan Regional Library Board](#) – Memo from Chief Administrative Officer dated December 12, 2017

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e. [Appointments to the Regional Growth Management Advisory Committee](#) – Memo from Chief Administrative Officer dated December 13, 2017

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**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to Section 90 (1) (c) and 90 (2) (b) of the *Community Charter*

**12. ADJOURNMENT**

## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 4, 2017 at 4:30 p.m. in the Council Chambers of City Hall

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Present: Mayor Greg McCune  
Councillor Tundra Baird  
Councillor Brad Case  
Councillor Roxanne Davyduke  
Councillor Raquel Knust  
Councillor Brian Schreiner  
Councillor Shawn Shishido

Chief Administrative Officer – Tate Bengtson  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Bettyann Kennedy  
The Press and Public

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### **APPROVAL OF AGENDA**

The following items were added to the agenda under Reports:

- Recognition for Crocus Florist winning national award.
- Appointment of new municipal directors to the RDNO Board.

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

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of November 20, 2017

Moved by Councillor Shishido, seconded by Councillor Davyduke that the minutes of the regular meeting of November 20, 2017 be adopted as circulated.

Carried

### **BYLAWS – 3 Readings**

Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017  
A bylaw to amend Council Procedure Bylaw No. 1506, 2012

Moved by Councillor Shishido, seconded by Councillor Knust that Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017 be given three readings.

Carried

### **REPORTS**

Councillor Baird

Councillor Baird was winner of the chili contest on Saturday and Councillor Case came in third.

Councillor Schreiner

*Late Item – Crocus Floral Design*

Moved by Councillor Schreiner, seconded by Councillor Davyduke that a card of congratulations be delivered to Crocus Floral Design in recognition of winning a national floral award.

Carried

Mayor McCune

*Late Item – Appointment of Director to RDNO Board*

Moved by Councillor Baird, seconded by Councillor Case that Councillor Schreiner be appointed as Municipal Director to the Regional District of North Okanagan Board of Directors; and

THAT Mayor McCune be appointed as alternate Director to the Regional District of North Okanagan Board of Directors.

Carried

**NEW BUSINESS**

Public Safety Portfolio – Memo from Planner and Deputy Corporate Officer

Moved by Councillor Baird, seconded by Councillor Case that the Mayor create a Public Safety Portfolio with the following scope of activities:

1. Report and promote Citizens on Patrol;
2. Promote Crime Prevention Through Environmental Design;
3. Promote Neighbourhood Watch in residential neighbourhoods;
4. Participate in wildfire prevention planning; and
5. Promote disaster readiness information.

AND THAT Councillor Schreiner be assigned the Public Safety portfolio.

Carried

Councillor Schreiner will step down from the Chamber of Commerce portfolio, although he will continue to serve on their awards committee. Councillors Case and Schreiner will share the Infrastructure portfolio.

Support for Preventing the Spread of Zebra and Quagga Mussels – Memo from Chief Administrative Officer dated November 30, 2017

Moved by Councillor Schreiner, seconded by Councillor Knust that Council issue a letter to the Minister of Environment and Climate Change Strategy in support of Government of BC education and prevention initiatives related to the threat of Quagga and Zebra mussels.

Carried

**PUBLIC QUESTION PERIOD**

*Dorothy Doran of 708 Russell Avenue* queried the status of the 709 Russell Avenue property. The Chief Administrative Officer reported that the occupants were provided with a reasonable opportunity to remove their belongings and the building will finish being boarded up tomorrow.

*Yvonne Meyer of the Chamber of Commerce* announced that she has stepped down as Vice-President but is still a member. She is asked if there were any questions about the RFP for the campground manager.

**CLOSED MEETING RESOLUTION**

Moved by Councillor Knust, seconded by Councillor Case 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), (f) and Section 90 (2) (b) of the *Community Charter*.

Carried

**ADJOURNMENT**

The regular meeting reconvened at 6:25 p.m.

Moved by Councillor Knust, seconded by Councillor Shishido that the regular meeting adjourn at 6:25 p.m.

Carried

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

**Category: BUILDING PERMITS**

Type: ALL

Area: CITY OF ENDERBY

From Date: Nov 1, 2017 To Date: Nov 30, 2017

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
<b>ACCESSORY BUILDING</b>									
NEWACC	BP024615 17-0421-END-BP 208.0579.410	ACTIVE	Nov 9, 2017		305		KILDONAN AVE	0 24	8,960.00
NEWACC	BP024630 17-0440-END-BP 208.0621.020	ACTIVE	Nov 15, 2017		130		CLIFFVIEW LANE	0 27	10,000.00
<b>Report Code Totals</b>								<b>0</b>	<b>18,960.00</b>
<b>Folder Type Totals</b>								<b>0</b>	<b>18,960.00</b>

**Category: BUILDING PERMITS**

Type: ALL

Area: CITY OF ENDERBY

From Date: Nov 1, 2017 To Date: Nov 30, 2017

Report Code	Folder Number / Ref. / Folio	Status	Issued Date	Completed Date	Unit	House	Street	New Units / SQM	Value
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**SINGLE FAMILY DWELLING**

NEWSFD	BP024627 17-0437-END-BP 208.0638.200	ACTIVE	Nov 9, 2017		983	RIDGEWOOD DR		0 0	290,000.00
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**Report Code Totals Permits: 1**

**Folder Type Totals Permits: 1**

**Report Totals Permits: 3**

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Planner and Deputy Corporate Officer  
Date: December 6, 2017  
Subject: Appointment of Robin Jenner as Bylaw Enforcement Officer and Dog Control Officer

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**RECOMMENDATION**

THAT Council designates Robin Jenner as a Bylaw Enforcement Officer and Dog Control Officer for the City of Enderby.

**BACKGROUND**

The City of Enderby currently contracts with Commissionaires BC to provide bylaw enforcement and dog control services.

Anna Parsons of Commissionaires BC has been appointed to serve as the primary Bylaw Enforcement Officer and Dog Control Officer for the City of Enderby. Robin Jenner of Commissionaires BC will now be providing coverage for Ms. Parsons in the event of holidays or illness.

Council needs to designate Mr. Jenner as a Bylaw Enforcement Officer so that he has the powers of such an Officer, pursuant to Section 264 of the *Community Charter* which states:

*(1) A Council may, by bylaw,*

*(b) designate as a bylaw enforcement officer a person who comes within a class of persons prescribed by regulation[...]*

Furthermore, Council needs to designate Mr. Jenner as a Dog Control Officer so that he has the powers to enforce the *City of Enderby Dog Control Bylaw No. 1469, 2010* as well as the powers granted to a Dog Control Officer under Section 49 [Special powers in relation to dangerous dogs] of the *Community Charter*.

Respectfully submitted,



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Kurt Inglis  
Planner and Deputy Corporate Officer





# REGIONAL DISTRICT OF NORTH OKANAGAN

*Agenda*

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)

OFFICE OF: CORPORATE AND ADMINISTRATIVE SERVICES

FILE No.: 1850.25.18

December 4, 2017

Melinda Stickney, Administrator  
City of Armstrong  
3570 Bridge Street, Box 40  
Armstrong, BC V0E 1B0  
[mstickney@cityofarmstrong.bc.ca](mailto:mstickney@cityofarmstrong.bc.ca)

Tate Bengston, Administrator  
City of Enderby  
619 Cliff Avenue  
Enderby, BC V0E 1V0  
[tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

Doug Allin, Administrator  
Township of Spallumcheen  
4144 Spallumcheen Way  
Spallumcheen, BC V0E 1B6  
[cao@spallumcheentwp.bc.ca](mailto:cao@spallumcheentwp.bc.ca)

Leah Mellott, General Manager  
Electoral Area Services  
Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9  
[leah.mellott@rdno.ca](mailto:leah.mellott@rdno.ca)

Trevor Seibel, Administrator  
District of Coldstream  
9901 Kalamalka Road  
Coldstream, BC V1B 1L6  
[tseibel@coldstream.ca](mailto:tseibel@coldstream.ca)

Tom Kadla, Administrator  
Village of Lumby  
1775 Glencaird Street, PO Box 430  
Lumby, BC V0E 2G0  
[tomk@lumby.ca](mailto:tomk@lumby.ca)

Will Pearce, Administrator  
City of Vernon  
3400 – 30<sup>th</sup> Street  
Vernon, BC V1T 5E6  
[WPearce@vernon.ca](mailto:WPearce@vernon.ca)

**RE: Grant Request – Kwantlen Polytechnic University's Institute for Sustainable Food Systems - Okanagan Bioregion Food System Design Study Project**

At the regular meeting of the Board of Directors held on October 18, 2017, Kristi Tatebe, Okanagan Coordinator and Dr. Kent Mullinex, PhD., Director with Kwantlen Polytechnic University Institute for Sustainable Food Systems, appeared before the Board of Directors to speak with regard to a proposed Okanagan Bioregion Food System Design Study project. A copy of the presentation to the Board is attached. The project, as presented, would assist to quantify the economic, ecological, and food security implications of a bioregional food system for the Okanagan region and make policy recommendations. The group requested:

1. A letter of support for the project in order that they can seek additional funding; and
2. Financial support in the amount of \$50,000 (\$25,000 per year for a two (2) year period starting in 2018); and
3. In-kind support by appointing a staff liaison to provide approximately ten (10) hours dedicated staff time to assist with the project and sit as a representative on a project advisory team.

At the regular meeting of November 15, 2017, the Board considered the request and resolved:

*"That a letter of support for the proposed Okanagan Bioregion Food System Design Study Project be provided; and further*

Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9

Phone: 250-550-3700  
Fax: 250-550-3701  
Web: [www.rdno.ca](http://www.rdno.ca)  
E-Mail: [info@rdno.ca](mailto:info@rdno.ca)

*That, if the Okanagan Bioregion Food System Design Study Project proceeds, the Regional District of North Okanagan provide in-kind support from the Regional Planning (031) function by appointing a staff liaison to provide approximately ten (10) hours of dedicated staff time to assist with the project and sit as a representative on a project advisory team."*

The Regional District of North Okanagan does not have a service that the funding request for financial support could be allocated to. Accordingly, the Board resolved:

*"That the request for financial support for the Okanagan Bioregion Food System Design Study Project in the amount of \$50,000 (\$25,000 per year for a two (2) year period starting in 2018) be forwarded to participating jurisdictions and the Electoral Areas for consideration of grant funding and that responses be provided back to Kwantlen Polytechnic University Institute for Sustainable Food Systems."*

Information regarding RDNO participant contribution levels are included below for reference purposes only. We respectfully request that your jurisdiction consider the request for funding and respond directly to:

Kwantlen Polytechnic University's Institute for Sustainable Food Systems  
Okanagan Bioregion Food System Design Study Project  
Attention: Kristi Tatebe  
5905 Gartrell Road  
Summerland BC V0H 1Z7  
[kristine.tatebe@kpu.ca](mailto:kristine.tatebe@kpu.ca)

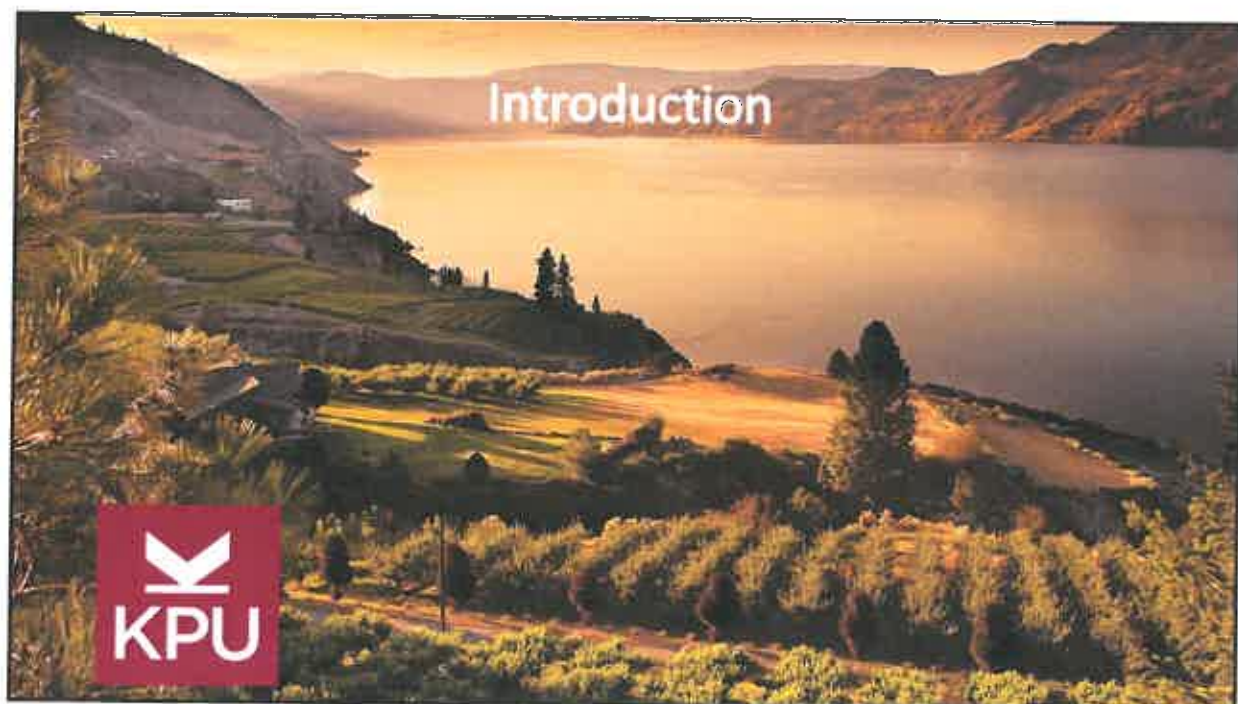
Land & Improvements - 2017 Revised	Percentage	\$ Contribution (based on \$1,000)	Jurisdiction
79,541,001	4.41%	44.14	Armstrong
41,324,568	2.29%	22.93	Enderby
959,672,392	53.25%	532.55	Vernon
233,614,115	12.96%	129.64	Coldstream
101,452,527	5.63%	56.30	Spallumcheen
29,586,247	1.64%	16.42	Lumby
101,020,554	5.61%	56.06	"B"
106,157,110	5.89%	58.91	"C"
45,932,539	2.55%	25.49	"D"
13,747,061	0.76%	7.63	"E"
89,992,123	4.99%	49.94	"F"
<b>1,802,040,237</b>	<b>100%</b>	<b>\$1,000.00</b>	

Sincerely,

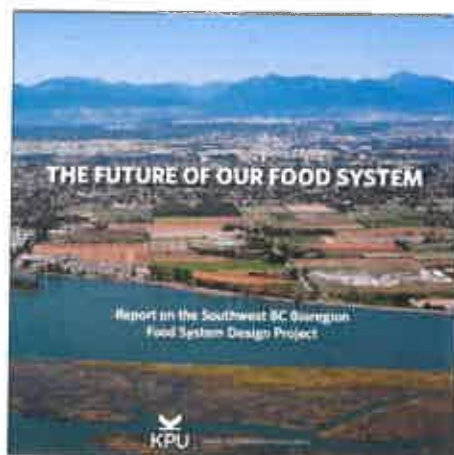


Paddy Juniper, Deputy Corporate Officer  
PJ/cr  
Encl.

Ec: [kristine.tatebe@kpu.ca](mailto:kristine.tatebe@kpu.ca)  
[rob.smailes@rdno.ca](mailto:rob.smailes@rdno.ca)



## SWBC project overview



## Bioregions

Areas that share similar topography, plant and animal life, and human culture.



## A Sustainable Future Requires a Sustainable Food System

### Opportunities Regionally:

- Strengthen the Agriculture Sector (quantify the benefits, increase resilience)
- Identify new/emerging business opportunities
- Place the North Okanagan in a Provincial/Regional Context
- Understand how a relocalized food system that can complement current activities & enterprises



### Project Goals:

Research project to accurately quantify:

- Potential increases in food production and processing for local markets
- Potential improvements in food self-reliance, local economy, and jobs
- Potential reduction in detrimental environmental impacts from food production
- Post-production needs & potential
- The current policy gaps and proposed policy changes **\*NEW\***





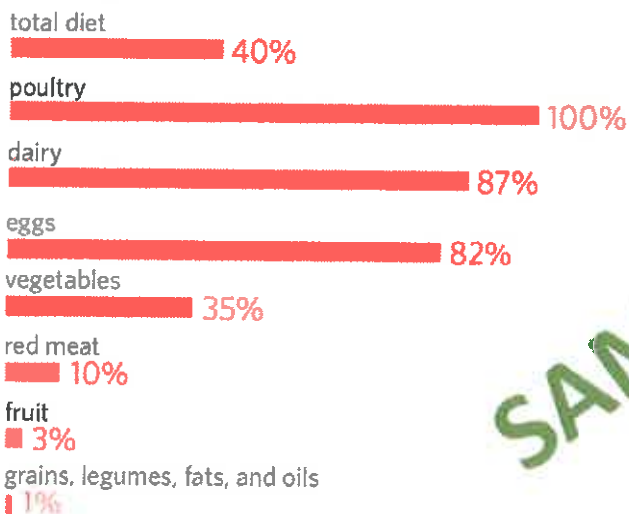
## Scenarios Modeled

Hundreds of scenarios modeled; five reveal the story:

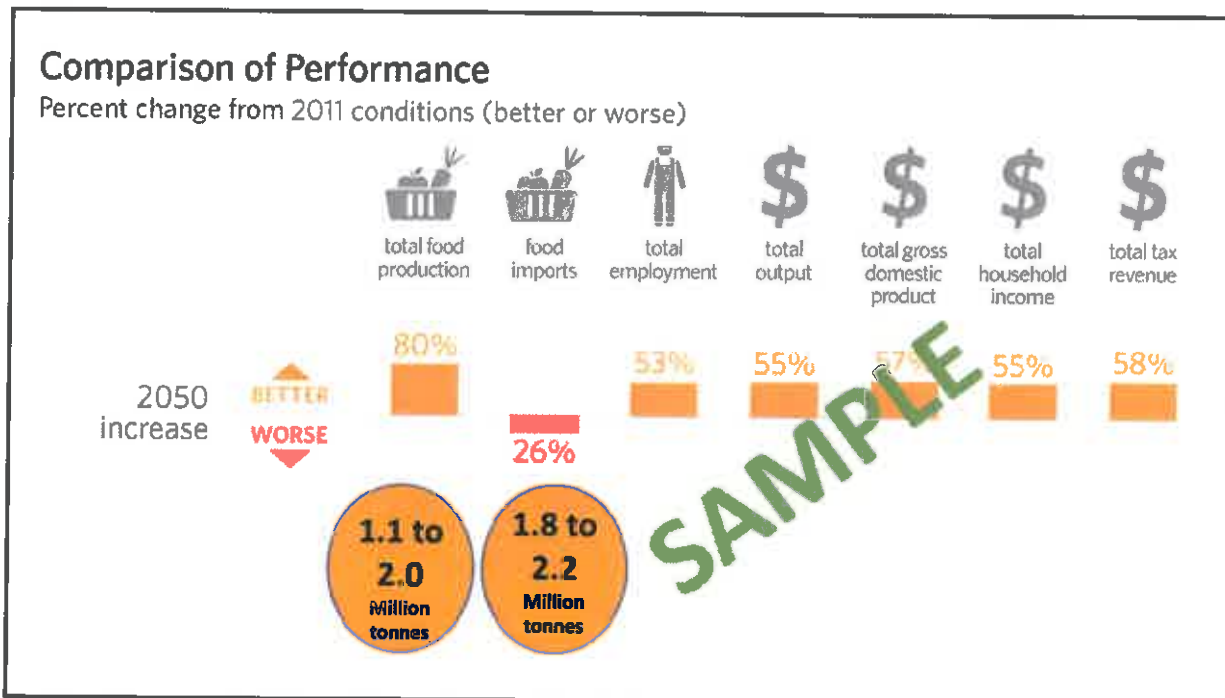
- 1. Our Current Baseline } Year 2016
- 2. Business as Usual Food Production
- 3. Increase Food Self-Reliance
- 4. Mitigate Environmental Impacts from Ag
- 5. Expand Ag Land in Production } Year 2050

## Food Self-Reliance

Percentage of diet that could be satisfied by locally produced foods



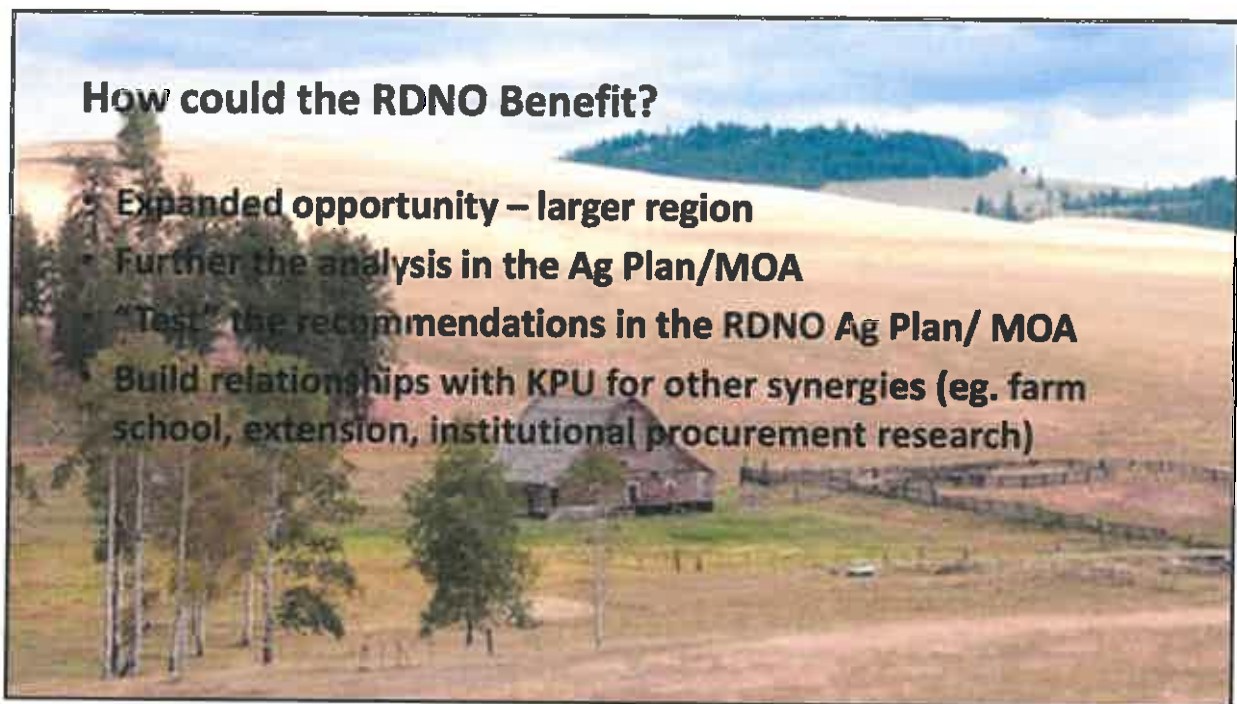
SAMPLE





**Why would Regional Districts want to support this work?**

- **Strengthen local agriculture sector**
- **Identify regionally competitive agricultural activities and opportunities**
- **Increase food self-reliance**
- **Reduce ecological impacts from agricultural production**
- **Support from various organizations**
- **Interest from provincial government**



**How could the RDNO Benefit?**

- **Expanded opportunity – larger region**
- **Further the analysis in the Ag Plan/MOA**
- **“Test” the recommendations in the RDNO Ag Plan/ MOA**
- **Build relationships with KPU for other synergies (eg. farm school, extension, institutional procurement research)**



## **Proposed Timeline & Funding**

- Now: building awareness & support
- Presenting to Regional District boards in **October/November 2017** – asking for funding support
- Other potential funders & partners – BC Ministry of Agriculture, Real Estate Foundation of BC, Interior Health
- Ideal start: early 2018
- 2 year project

## **What can the Board Do?**

- Ask clarifying questions, seek to understand the proposed project and provide feedback
- If supportive, provide a letter of support and funding for the project (\$25,000 per year for 2 years, beginning in 2018)
- Appoint a staff liaison to work with the project team (maximum of 10 hours over 2 years)
- Advocate for the project in the region



Thank you!

## Questions & Discussion

Contact: Kristi Tatebe  
[kristine.tatebe@kpu.ca](mailto:kristine.tatebe@kpu.ca)  
[www.kpu.ca/isfs](http://www.kpu.ca/isfs)



# Okanagan Bioregion Food System Design, Study and Plan

## Fact Sheet for Policymakers

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### What is the proposed project?

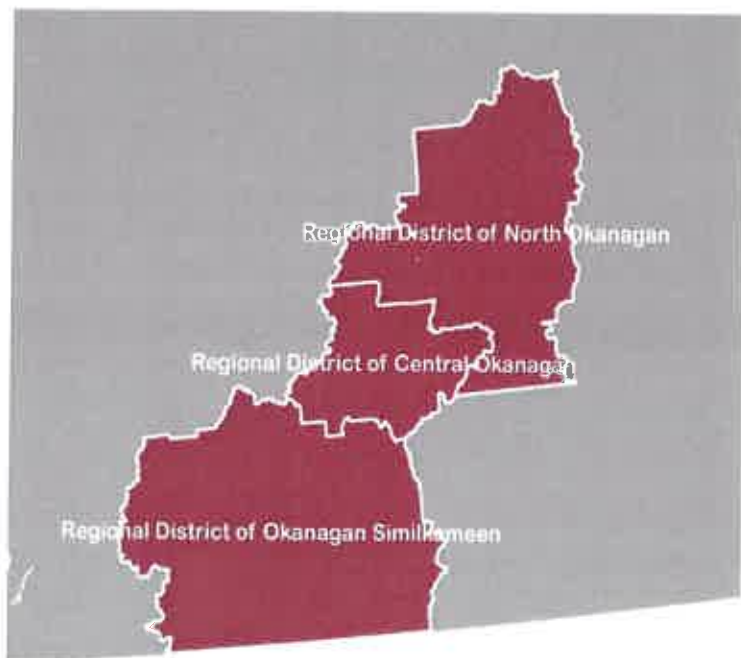
The Okanagan Bioregion Food System Design and Study project is a research project to provide information about:

- the potential to increase food production and processing for local markets in the Okanagan and Similkameen regions;
- whether and to what extent increasing local food production could improve food self-reliance, benefit the economy, and create jobs;
- the potential to reduce some detrimental environmental impacts from food production in the Okanagan and Similkameen regions; and
- the current policy gaps that hinder such a food system, and proposed policy changes to address these gaps.

The project models a number of future food system scenarios that are applied to baseline data garnered from fieldwork, Census for Agriculture, and the Okanagan Basin Water Board. The scenarios represent possible outcomes of choices we make, and evaluate a range of food production, ecological, and economic indicators including: food self-reliance and imports, greenhouse gas emissions, nutrient balances, wildlife habitat impacts, employment, GDP, tax revenue, etc. When compared to our current situation, these outcomes can be used to help understand the impacts of decisions we might make, and how they impact the outcomes we could seek to achieve. The project then outlines the necessary policy changes to achieve these outcomes.

The objective of the study of bioregional food system is to bring forth data driven information regarding the food production, resource utilization, environmental stewardship, and economic potentials of a more regionally focused food system that will operate in conjunction with and complement export market focused agriculture.

### What regions does the Okanagan Bioregion include?



For the purposes of this study, the Okanagan bioregion includes lands within the three regional districts (Okanagan-Similkameen, Central Okanagan, and North Okanagan), and the Okanagan Nation Alliance boundaries.

## Why should local and regional governments support this work?

Our current Okanagan food system is challenged by issues including climate change and water issues, disruptions in food supply, global economic instability, population growth, resource depletion, and loss of arable land. At the same time, agriculture is struggling economically, farmers are aging and young people are not choosing farming as a career because it is difficult to make a living wage. Re-localizing our food system could address many of these challenges, increase our future food self-reliance, sustainability, and benefit our local economy and community health and well-being.

- The study provides **accurate data regarding costs and benefits** of food system change, and **policy analysis and recommended actions** in support of sustainable local food systems.
- The study provides information that can **increase the self-sufficiency of our local food system in the face of issues like climate change.**
- The Okanagan has some of the best farmland in BC, and this study will illustrate **why it needs to be farmed, and how it can best be used.**
- An increasing number of **community groups are advocating for sustainable local food systems** and the information that is produced by this study. Community groups include the Central Okanagan Food Policy Council, Okanagan Basin Water Board, South Okanagan Similkameen Conservation Partnership, Similkameen Okanagan Organic Producers Association, among others.
- **Other regional governments, local MLAs in the region, and BC's Ministry of Agriculture are likely to support this study** as it advances provincial priorities for agriculture.

## How does this project build on pre-existing agricultural planning work?

Recognizing that there is food system planning and other related work being done in the region by the Regional District of the North Okanagan (RDNO), the Bioregion Food System Design and Study will consider and build upon what is already being done to support local and sustainable agriculture.

The RDNO's Regional Growth Strategy has food system goals and policies that align with the goals of the Bioregion project.

### Agriculture and Food System Goals of the RDNO:

- Water is managed sustainably so all reasonable needs, including agriculture, are met in a balanced manner
- Maintain and diversify the agricultural land base
- Support a robust and diverse agricultural economic sector
- Encourage a healthy, accessible and resilient food system

## Who does the work?

The project is led by Kwantlen Polytechnic University's Institute for Sustainable Food Systems (ISFS), with support from Okanagan College and UBC researchers. ISFS is an applied research and extension unit at KPU that investigates and supports regional food systems as key elements of sustainable communities. Although located in the Lower Mainland, a local KPU coordinator would manage the project on the ground in the Okanagan region, and ISFS researchers would travel to the region for focus groups, meetings and workshops throughout the project. Local data collection, linkages to

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Tate Bengtson, CAO  
From: Barry Gagnon, Acting CFO  
Date: December 12, 2017  
Subject: Non-Redemption Tax Sale Purchase - 607 Cliff Avenue

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**RECOMMENDATION**

THAT Council approve funding the tax sale acquisition of 607 Cliff Avenue from Tax Sale Reserves in the amount of \$62,349.54 and General Fund Surplus in the amount of \$11,529.95.

**BACKGROUND**

The City was deemed the purchaser of 607 Cliff Avenue through the tax sale process. As the property was not redeemed the City has now acquired title to the property. The recommendation is to utilize the total balance in our tax sale reserve fund with the remainder funded from general surplus.

Now that the City has acquired the property, Administration has requested our Economic Development Consultant to review options for utilization. This is likely to include a range of community benefits and cost recovery.

Respectfully submitted,



Barry Gagnon  
Acting Chief Financial Officer



## NOTICE OF REGISTRATION

**Date of Issue:** October 12, 2017  
**Submitter's Name:** Bettyann Kennedy  
**File Reference:** 607 CLIFF AVE

**Description:** non-redemption of tax sale

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**The following application(s) have now reached final status:**

FREEHOLD TRANSFER

CA6341624

REGISTERED

For help, go to <http://help.ltsa.ca>. To reach the LTSA Customer Service Centre for general land title and survey matters, select option 1 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send a request at <https://myltsa.ltsa.ca/contact-customer-service-centre>. For myLTSA sign-up or technical assistance, contact myLTSA Technical Support by selecting option 2 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send an request at <https://myltsa.ltsa.ca/contact-myltsa-tech-support>

**THE CORPORATION OF THE CITY OF ENDERBY**

Agenda

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 12, 2017  
Subject: Appointments to the Okanagan Regional Library Board

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**RECOMMENDATION**

THAT Council appoints a member and alternate member to serve on the Okanagan Regional Library Board for the 2018 term.

**BACKGROUND**

Annually, Council must appoint a member and alternate member to serve on the Okanagan Regional Library Board pursuant to Section 16 of the *Library Act*. Attached to this memorandum is correspondence and a meeting schedule from the Okanagan Regional Library, as well as an excerpt from the *Library Act*.

Currently, Councillors Baird and Schreiner serve as member and alternate member, respectively, to the board.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer



December 4, 2017

Mayor Greg McCune  
City of Enderby  
Box 400  
619 Cliff Ave  
Enderby, BC V0E 1V0

Dear Mayor McCune:

**Re: Appointment to the Okanagan Regional Library Board**

Annual appointments to the Okanagan Regional Library Board are made according to the *BC Library Act*. There are four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings are held on the third Wednesday in February, May, September and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library headquarters located at 1430 KLO Road, Kelowna. Pursuant to Board Policy and Regulations, Board members' expenses for travel, meals and hotel only are paid by the ORL. Attached for information are the meeting schedule and related sections of the *BC Library Act*.

Please complete and return the following:

- Letter of Appointment form. Please name the library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Contact Information forms. Please have both the representative and the alternate complete one each.

The forms can be returned either by fax: 250-861-8696 or e-mail: [lsamson@orl.bc.ca](mailto:lsamson@orl.bc.ca). If you have any questions, please do not hesitate to contact us.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

**Leah Samson**  
**Administrative Services Manager**  
**Okanagan Regional Library**

Attached:

Letter of Appointment Form  
Contact Information Form

Meeting Schedule  
Library Act





**BOARD POLICY & REGULATIONS  
SECTION II: BOARD ORGANIZATION AND STRUCTURE, PART A: MEETINGS,  
REGULAR BOARD MEETING SCHEDULE**

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October.

**BOARD MEETING SCHEDULE – 2018**

In-Camera meetings begin at 9:30 AM (subject to change)

Regular meetings begin at 10:00 AM (subject to change)

Library Headquarters, Boardroom, 1430 KLO Road, Kelowna, BC

<b>Wednesday February 21, 2018</b>	<b>Annual General Meeting</b>
<b>Wednesday May 16, 2018</b>	<b>Regular Meeting</b>
<b>Wednesday September 19, 2018</b>	<b>Regular Meeting</b>
<b>Wednesday October 17, 2018</b>	<b>Regular Meeting</b>

**2018 Dates of Interest to Board Members:**

**SILGA AGM and Convention**

April 24 – 27, 2018

**BC Library Association Annual Conference**

May 9 – 11, 2018

**UBCM Convention**

September 10 – 14, 2018

**General Local Elections**

October 20, 2018

# **LIBRARY ACT, Part 3 – Regional Library Districts**

## **How the library board is appointed**

- 16** (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

## **When members are appointed**

- 17** (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

## **Term of Office**

- 18** (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.

Agenda

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: December 13, 2017  
Subject: Appointments to the Regional Growth Management Advisory Committee

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**RECOMMENDATION**

THAT Council appoints Councillor Schreiner and Mayor McCune as member and alternate member, respectively, to the Regional Growth Management Advisory Committee.

**BACKGROUND**

Further to Council's appointment of Councillor Schreiner as RDNO municipal director and Mayor McCune as RDNO alternate municipal director at the previous Council meeting, a resolution appointing Councillor Schreiner and Mayor McCune to the Regional Growth Management Advisory Committee is also required. The appointment should mirror the director / alternate director designates in accordance with the above recommendation.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer