



REGULAR MEETING OF COUNCIL

AGENDA

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

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of November 20, 2017](#)

pg 2-5

3. PUBLIC AND STATUTORY HEARINGS

4. PETITIONS AND DELEGATIONS

5. DEVELOPMENT MATTERS

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

7. BYLAWS – 3 Readings

[Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017](#)

pg 6-10

A bylaw to amend Council Procedures Bylaw No. 1506, 2012

8. REPORTS

Mayor and Council

9. NEW BUSINESS

a. [Public Safety Portfolio](#)

pg 11-13

b. [Support for Preventing the Spread of Zebra and Quagga Mussels](#) -
Memo from Chief Administrative Officer dated November 30, 2017

pg 14-16

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (e), (f) and Section 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, November 20, 2017 at 4:30 p.m. in the Council Chambers of City Hall

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 Assistant Corporate Officer – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press and Public

APPROVAL OF AGENDA

Moved by Councillor Davyduke, seconded by Councillor Baird that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of November 6, 2017

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

Carried

DEVELOPMENT MATTERS

308 George Street – Cancellation of Notice on Title – Memo from Planner and Deputy Corporate Officer dated November 16, 2017

Moved by Councillor Case, seconded by Councillor Knust that Council authorize the Corporate Officer to file a cancellation notice in the land title office in order to cancel the Notice on Title (KN31820) registered on the title of the property legally described as *Parcel A (being a consolidation of Lots 1, 2 and 3, see LB165752), Block 2, District Lot 150, Kamloops (formerly Osoyoos) Division Yale District, Plan 920* and located at 308 George Street;

AND THAT Council waive the administrative charge to remove a Notice on Title (\$850.00), as specified in *Schedule 10 – Building Inspection Fees* of the Fees and Charges Bylaw No. 1479, 2010.

Carried

BYLAWS – Adoption

Housing Agreement Authorization Bylaw No. 1633, 2017

A bylaw to authorize a Housing Agreement

Moved by Councillor Baird, seconded by Councillor Schreiner that Housing Agreement Authorization Bylaw No. 1633, 2017 be adopted.

Carried

Safe Premises Bylaw No. 1644, 2017

A bylaw to regulate and impose requirements respecting remediation of real property and premises damaged through the production, trade, or use of controlled substances

Moved by Councillor Shishido, seconded by Councillor Baird that Safe Premises Bylaw No. 1644, 2017 be adopted.

Carried

Intermunicipal Fire Training Centre Service Bylaw No. 1512, 2012 Amendment Bylaw No. 1638, 2017

A bylaw to amend the Intermunicipal Fire Training Centre Service Bylaw No. 1512, 2012

Moved by Councillor Knust, seconded by Councillor Shishido that Council amend Intermunicipal Fire Training Centre Service Bylaw No. 1512, 2012 Amendment Bylaw No. 1638, 2017 by replacing all schedules and appendices with Schedule A and Appendix A as presented;

AND THAT Council adopt Intermunicipal Fire Training Centre Service Bylaw No. 1512, 2012 Amendment Bylaw No. 1638, 2017.

Carried

REPORTS

Councillor Baird

Christmas update:

- Nov 29th at 8:30 am – cookies and hot chocolate with Mrs. Claus.
- Kids will decorate wooden wreathes and works crew will install.
- Dec 1st – still need a parade marshall.
- Theme for parade is “Jingle-Mingle”.
- City Hall lights will be lit.
- Mrs and Mrs Claus will be at the Library on Dec 8th.

Mayor McCune

- Economic Development:
 - Coldstream is paying more than is fair for the service. Work being done to reduce their costs.
 - Shortage of quality employees continues to be issue. There are some incredible incentives being offered, but they are still not getting people.

- Citizens on Patrol:
 - It is time to consider creating a new portfolio that could deal with public safety, including providing a Council link between Citizens on Patrol, RCMP, and local businesses.

Building Permit Detail Report – October 2017

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

NEW BUSINESS

Approval of Fire Training Centre 2018 Budget – Memo from Chief Administrative Officer dated November 8, 2017

Moved by Councillor Shishido, seconded by Councillor Case that Council approve the Fire Training Centre 2018 Budget as presented.
Carried

Holiday Office Closure – Memo from Chief Administrative Officer dated November 10, 2017

Moved by Councillor Case, seconded by Councillor Davyduke that Council approve a holiday office closure from Saturday, December 23rd to Tuesday, January 2nd.
Carried

2018 Council Meeting Schedule – Memo from Chief Administrative Officer dated November 10, 2017

Moved by Councillor Baird, seconded by Councillor Davyduke that Council approve the 2018 Council Meeting Schedule as presented.
Carried

Enderby Christmas Committee – Road Closure Applications – Memo from Planner and Deputy Corporate Officer dated November 16, 2017

Moved by Councillor Shishido, seconded by Councillor Schreiner that Council receives the Enderby Christmas Committee's Road Closure applications for information.
Carried

2017 Business Walk Results - Memo from Planner and Deputy Corporate Officer dated November 16, 2017

Moved by Councillor Knust, seconded by Councillor Baird that the report be received and filed.
Carried

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Shishido that the regular meeting adjourn at 4:55 p.m.

Carried

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: November 30, 2017
Subject: Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017

RECOMMENDATION

THAT Council gives Three Readings to Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017.

BACKGROUND

In accordance with Section 124 (1) of the *Community Charter*, Council Procedure Bylaw No. 1506, 2012 establishes the general procedures for Enderby City Council to follow when conducting its business.

On January 1, 2016, the *Local Government Act* was amended to require the general voting day for a general local election to moved from the third Saturday of November in the year of the election, to the third Saturday of October; consequently, Staff have initiated an amendment to the Council Procedure Bylaw to reflect this legislative change. In addition to updating the Bylaw to reflect the change of date, Staff are proposing a number of minor and housekeeping amendments including:

1. Updating the Council meeting schedule to state that there is only one meeting in January, which is consistent with current practice (note: Council can call a special meeting in January or any other time, as the need arises);
2. Including standard interpretation clauses;
3. Including specific references to Section 128 of the *Community Charter* which authorizes special meetings to be conducted via electronic or other communication facilities, and authorizes a member of Council or a Council committee to participate in a Regular Council or Council committee meeting via electronic or other communication facilities;
4. Updating out-of-date section references to the *Local Government Act*; and
5. Including authorization provisions under the *Bylaw Revision Regulation 367/2003* which enables Council to undergo minor, non-policy amendments to the Bylaw (termed "revisions") in a manner that is expeditious and cost-effective.

Section 124 of the *Community Charter* states that the Council Procedure Bylaw must not be amended, or repealed and substituted, unless Council first gives notice in accordance with Section 94 of the *Community Charter* by describing the proposed changes in general terms. Should Council give Three

Readings to Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017, Staff will proceed with publishing notice of the proposed bylaw in two consecutive editions of a local newspaper.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kurt Inglis', is written over a horizontal line.

Kurt Inglis

Planner and Deputy Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY
BYLAW NO. 1645

A BYLAW TO AMEND THE CITY OF ENDERBY COUNCIL PROCEDURE BYLAW NO. 1506,
2012

WHEREAS under Section 124 of the Community Charter (procedure bylaws), Council must establish procedures to be followed for the conduct of its business;

AND WHEREAS Council of the City of Enderby has adopted the "Council Procedure Bylaw No. 1506, 2012";

AND WHEREAS Council of the City of Enderby has determined to make an amendment to "Council Procedure Bylaw No. 1506, 2012";

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

CITATION

1. This bylaw may be cited as the "Council Procedure Bylaw No. 1506, 2012 Amendment Bylaw No. 1645, 2017".

AMENDMENTS

2. PART 1 - INTRODUCTION of Council Procedure Bylaw No. 1506, 2012 is hereby amended by renaming the heading of Section 2 from "Definitions" to "Interpretation";
3. PART 1 - INTRODUCTION of Council Procedure Bylaw No. 1506, 2012 is hereby amended by adding Sections 2 (2), (3), (4) and (5) as follows:
 - (2) Unless otherwise provided in this Bylaw, words and phrases used herein have the same meaning as in the *Community Charter*, *Local Government Act* and the *Interpretation Act* as the context and circumstances may require.
 - (3) A reference to an Act in the Bylaw refers to a statute of British Columbia, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
 - (4) Words in their singular include the plural and words in the plural include the singular.
 - (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.
4. PART 2 - COUNCIL MEETINGS of Council Procedure Bylaw No. 1506, 2012 is hereby amended by replacing Section 4 (1) as follows:
 - (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the local government election.

5. PART 2 - COUNCIL MEETINGS of Council Procedure Bylaw No. 1506, 2012 is hereby amended by replacing Section 5 (2) (a) and (b) as follows:
- (2) Regular Council meetings must:
- (a) be held on the first and third Monday of each month during February, March, April, May, June, September, October, November and December;
- (b) be held on the third Monday of January, July and August;
6. PART 2 - COUNCIL MEETINGS of Council Procedure Bylaw No. 1506, 2012 is hereby amended by adding the following as Section 6 (1), (2) and (3) and renumbering the remaining sections of the Bylaw accordingly:

Electronic meetings and participation by members

6. (1) Subject to the provisions of Section 128 of the *Community Charter*, a special meeting may be conducted by means of electronic or other communication facilities.
- (2) Subject to the provisions of Section 128 of the *Community Charter*, a member of Council or a Council committee who is unable to attend at a Council meeting or a Council committee meeting may participate in the meeting by means of electronic or other communication facilities, if:
- i. the reason for the absence is due to a medical leave; or
- ii. their participation is necessary to preserve quorum.
- (3) The member presiding at a Regular Council or a Council Committee meeting must not participate by means of electronic or other communication facilities. If the normally presiding member is participating by means of electronic or other communication facilities, Council must elect a member present at the meeting to preside.
7. PART 5 - BYLAWS of Council Procedure Bylaw No. 1506, 2012 is hereby amended by replacing "882" with "477" under Section 31 (4);
8. PART 5 - BYLAWS of Council Procedure Bylaw No. 1506, 2012 is hereby amended by replacing "890(9)" with "477 and 480" under Section 31 (6);
9. PART 10 - GENERAL of Council Procedure Bylaw No. 1506, 2012 is hereby amended by adding "Notwithstanding the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*," to the beginning of Section 62;
10. PART 10 - GENERAL of Council Procedure Bylaw No. 1506, 2012 is hereby amended by adding Sections 63 and 64 as follows and renumbering the remaining sections of the Bylaw accordingly:
63. Council authorizes the revision of Council Procedure Bylaw No. 1506, 2012 in accordance with the revisions authorized pursuant to Section 1(2) of *Bylaw Revision Regulation 367/2003*.

64. The Council Procedure Bylaw, as revised under a Revision Bylaw, shall be brought before Council for consideration of first, second and third readings and adoption in accordance with Part 5 of this Bylaw, as amended from time to time, except that before third reading, the Corporate Officer must certify that the proposed revision bylaw has been revised in accordance with Section 3 of *Bylaw Revision Regulation 367/2003*.

READ a FIRST time this day of .

READ a SECOND time this day of ,

READ a THIRD time this day of

ADOPTED this day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: November 28, 2017
Subject: Public Safety Portfolio

RECOMMENDATION

THAT the Mayor creates a Public Safety Portfolio with the following scope of activities:

1. Report and promote on 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.

BACKGROUND

In December of 2014, Council adopted the Council Portfolio Policy (attached). Among the purposes of a Council Portfolio is to designate a member of Council to work with a Staff Partner, interact with interested community members and groups, communicate with the general public to explain policy matters and gather feedback relevant to the Council Portfolio, and refer operational matters to the Staff Partner.

At the Regular Meeting of November 20, 2017, the Mayor discussed the potential for creating a Council Portfolio related to public safety.

Staff have identified a number of public safety initiatives which could be included in a Public Safety Portfolio:

1. **Promote and Report on Citizens on Patrol:** Citizens on Patrol (COP) is a program being implemented by the City, in partnership with the RCMP, which coordinates community volunteers to observe and report on suspicious activity. A Councillor appointed to a potential Public Safety Portfolio could take part in COP coordination meetings and report back to Council on the progress of the initiative.
2. **Promote Crime Prevention Through Environmental Design:** Crime Prevention Through Environmental Design (CPTED) is a concept that helps to improve safety in neighbourhoods and communities by understanding the relationship between physical design and levels of criminal activity, and then adjusting the design to reduce the potential for crime. In 2015, Staff developed a Crime Prevention Through Environmental Design (CPTED) - Best Practices Guide for the local businesses and residences; in addition, the RCMP also have staff trained in CPTED. A potential Public Safety Portfolio appointee could work to promote CPTED principles to local businesses.

3. **Promote Neighbourhood Watch in Residential Neighbourhoods:** In 2015, the City of Enderby launched a Neighbourhood Watch Program whereby the community was engaged in observing and reporting criminal activity. This involved Mayor and Council personally visiting local businesses to discuss their experiences with crime and to provide these businesses with 'Neighbourhood Watch' stickers and magnets which indicated the key telephone numbers for emergencies, the local RCMP detachment, and Crime Stoppers. A potential Public Safety Portfolio appointee could expand the handing out of 'Neighbourhood Watch' materials to residential neighbourhoods.
4. **Participate in Wildfire Prevention Planning:** The City of Enderby was successful in its grant application under the Strategic Wildfire Prevention Initiative to update its Community Wildfire Protection Plan (CWPP); updating the City's CWPP is the critical first step in being eligible for grant funding to undertake future fuel management prescriptions and treatments. A potential Public Safety Portfolio appointee could take part in the wildfire prevention coordination meetings and report back to Council on progress. Furthermore, Staff have had discussions with the Fuels Management Specialist with the Ministry of Forests, Lands & Natural Resource Operations regarding opportunities for FireSmart demonstrations within the community; a potential Public Safety Portfolio appointee could play a key role in promoting this event.
5. **Promote Disaster Readiness Information:** The Province of British Columbia has developed a series of guides to help residents and businesses strengthen their disaster readiness; these materials include:
 - PreparedBC: Household Preparedness Guide;
 - PreparedBC: Household Emergency Plan;
 - PreparedBC: Guide for Small Businesses; and
 - In it Together: Neighbourhood Preparedness Guide

A potential Public Safety Portfolio appointee could work to promote this disaster readiness information to the broader community.

As per the Council Portfolio Policy, Council Portfolios are created and appointed by the Mayor.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Policy Title:	COUNCIL PORTFOLIOS
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<u>Effective Date:</u>	<u>Authorized By:</u>	<u>Replaces:</u>
	Mayor and Council Regular Meeting of December 1, 2014.	NEW

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.

THE CORPORATION OF THE CITY OF ENDERBY

Agenda

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: November 30, 2017
Subject: Support for Preventing the Spread of Zebra and Quagga Mussels

RECOMMENDATION

THAT Council issues 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.

BACKGROUND

Mayor and Council for the District of Sicamous are asking municipalities around the province to write letters 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. Quagga and Zebra mussels are invasive species that can be very destructive to local waters, particularly lakes. Should these species take hold, the broader impact to the ecosystem will be massive.

Prevention initiatives include additional inspection and monitoring measures, adding Conservation Officers and enhancing their authority, engaging with Transport Canada around inter-Provincial and international aspects of the spread of these species, and bolstering education and awareness campaigns.

A copy of Sicamous' letter is attached to this memorandum.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

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F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



November 29, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
Via E-mail: ENV.Minister@gov.bc.ca
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Re: Prevention of Quagga and Zebra Mussels

Dear Honourable Heyman,

On behalf of the District of Sicamous we write to express our concern about the threat of Quagga and Zebra mussels. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into BC Lakes.

The effects to ALL BC Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all BC Lakes will be contaminated and there is currently no solution to destroy them.
- Cost to British Columbia will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders – cost British Columbia Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)

- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing BC's commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – "British Columbia is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols. STOP at the boat inspection stations". This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All British Columbia tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if BC lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable BC biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with Alberta and Saskatchewan to stay mussel free

Funding:

BC government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how can we help fund the prevention now (millions):

- Out of province user pay at all BC boat ramps
- Lake passes for BC boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



Terry Rysz, Mayor
DISTRICT OF SICAMOUS

Cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)