



COMMITTEE-OF-THE-WHOLE MEETING OF COUNCIL

AGENDA

DATE: Monday, November 5, 2018
TIME: 4:00 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. **OATH OF OFFICE**
Oath of Office – Administered by the Corporate Officer

2. **APPROVAL OF AGENDA**

3. **ADOPTION OF MINUTES**

[Committee-of-the-Whole Minutes of October 15, 2018](#)

4. **PORTFOLIO REPORTS**

[Liaisons and Portfolios](#)
Memo prepared by Chief Administrative Officer dated October 22, 2018

5. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Committee-of-the-Whole Meeting** of Council held on Monday, October 15, 2018 at 4:00 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

Staff: Chief Administrative Officer – Tate Bengtson
Recording Secretary – Laurel Grimm
The Press and Public

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Case
“That the October 15, 2018 Committee of the Whole agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Committee-of-the-Whole Meeting Minutes of October 1, 2018

Moved by Councillor Knust, seconded by Councillor Davyduke
“That the October 1, 2018 Committee of the Whole minutes be adopted as circulated.”

CARRIED

PORTFOLIO REPORTS

Councillor Schreiner

- Participated in surveillance of the community with Citizens on Patrol. This was a very eye opening experience.
- Participated in the Business Walk.
- Attended the Curling Club open house.

Councillor Shishido entered the room (4:01 p.m.)

Councillor Knust

- Participated in the Business Walk.
- Attended the Curling Club open house.
- Participated in the Missing and Murdered Indigenous Women Walk on October 4th
- Have spoken to community members who would like to see the pool open earlier in the season and stay open later.
- Thank you card will be given to North Okanagan Smile Design Dental Centre for painting the exterior of the business. It looks great.
- Attended the Curling Club bingo night.

Councillor Case

- The Leonard H. Marriott Law Offices that recently opened in Enderby may be expanding.
- They look to be busy and bringing in new business.

Councillor Davyduke

- Attended the Business Walk.
- This week is Small Business Week in British Columbia.
- Community Futures is hosting a series of Workshops in Salmon Arm and Vernon.
- The massage therapy Clinic is relocating.
- Have had input requesting that the pool stay open later in the season.

Councillor Shishido

- The Ministry of Children and Family Development funding for Early Years Program administration has been approved.
- New employee for Friday Morning Friends in Grindrod.
- The Enderby Lions Club donated \$3000 to the Community Resource Centre.
- Sandra Fredericks will be running Santa's workshop.
- Staff to send a letter to the Armstrong Interior Provincial Exhibition thanking them for naming the Enderby and District Community Resource Centre as Charity of Choice for the 119th Annual Fair.
- Chamber of Commerce Properties Committee reviewing current condition of campground manager's dwelling at Riverside RV Park.
- New tenting sites under discussion.

Councillor Baird

- User groups support the installation of a fifth ball diamond at Riverside Park.
- Looking at having new mats installed year round available.
- Attended the Harvest Hut wrap-up party. The selection of vegetables that were available this year were beautiful and of great quality.
- Christmas Committee meeting on Monday. The Committee is still looking for a parade marshal for the 2018 season.
- Coffee with Council at Little City Merchant.

Mayor McCune

- Tim Edwards will be organizing a walk on October 18, 2018 at 5:30 p.m.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Case

"That the October 15, 2018 Committee of the Whole meeting adjourn at 4:25 p.m."

CARRIED

MAYOR

CORPORATE OFFICER

CotW

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: October 22, 2018
Subject: Liaisons and Portfolios

RECOMMENDATION

THAT Council appoints liaisons for the following:

- The Enderby & District Chamber of Commerce;
- The Enderby & District Arts Council;
- FACT and FED
- Early Years

AND THAT the Mayor keeps or amends the Council Portfolio from the prior term, and appoints a Council leader to each Portfolio.

BACKGROUND

The above liaisons to external entities have historically been appointed by Council. In addition, the Mayor may keep or amend the existing Council Portfolio structure and appoint a member of Council to serve as a leader of each Portfolio.

The following are the current Portfolios:

- Health and Wellness (Interagency, Food Security, Seniors, and Affordable Housing)
- Recreation
- Public Safety
- Infrastructure and Transportation
- Finance
- Economic Development

Respectfully submitted,



Tate Bengtson
Chief Administrative Office

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.