

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** February 19, 2019  
**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 February 4, 2019](#)

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**3. PUBLIC AND STATUTORY HEARINGS**

**4. PETITIONS AND DELEGATIONS**

North Okanagan-Shuswap Employment and Business Fair – Update from Connie Viszlai,  
Community Futures North Okanagan

**5. DEVELOPMENT MATTERS**

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

**7. BYLAWS**

**8. REPORTS**

Mayor and Council

[RDNO Building Permit Report – January 2019](#)

P5

**9. NEW BUSINESS**

[Enderby & District Curling Society – Correspondence](#)  
Concern over Taxi Service

P6

[Mayor and Council Expense Policy](#)

P7

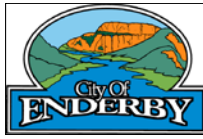
Memo prepared by Chief Financial Officer dated February 13, 2019

**10. PUBLIC QUESTION PERIOD**

**11. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to 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, February 4, 2019 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 Brian Schreiner  
Councillor Shawn Shishido

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Planner and Deputy Corporate Officer – Kurt Inglis  
Recording Secretary – Laurel Grimm

Other: The Press and Public

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### **APPROVAL OF AGENDA**

The following items were added to the agenda under New Business:

- 2019 Federation of Canadian Municipalities Tradeshow and Convention
- Regional Conservation Fund
- Council Technology Allowance

Moved by Councillor Baird, seconded by Councillor Shishido  
*“That the January 21, 2019 Council Meeting agenda be approved as amended.”*

CARRIED

### **ADOPTION OF MINUTES**

#### [Regular Meeting Minutes of January 21, 2019](#)

Moved by Councillor Baird seconded by Councillor Case  
*“That the January 21, 2019 Council Meeting minutes be adopted as carried.”*

CARRIED

#### [Public Hearing Report of January 21, 2019](#)

Moved by Councillor Baird, seconded by Councillor Case  
*“That the January 21, 2019 Public Hearing Report be adopted as circulated.”*

CARRIED

### **PUBLIC AND STATUTORY HEARINGS**

None

**PETITIONS AND DELEGATIONS**

None

**DEVELOPMENT MATTERS**

None

**BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

None

**BYLAWS**

None

**REPORTS**

Mayor and Council Reports

Councillor Davyduke

- Sheryl Hays and Kaylee Wells have hit record breaking numbers with numbers in attendance at fitness classes through Recreation Services.
- 2019 Spring Guide will be out in March.
- 67 Students participated in the Mary Poppins Musical at A.L. Fortune.

Councillor Shishido

- Spoke with a concerned resident regarding the proposed Shuswap River regulations. She does not understand why the regulations were modified to increase speeds and allow towing. It is unclear what the original recommendation was and why it was changed.

Mayor McCune

- Discussion on A.L. Fortune scholarships to which Council donates from its own remuneration.
- Council agreed to hold off on the scholarship for the time being.
- Meeting with the Enderby and District Chamber of Commerce February 19, 2019 after the Regular Meeting of Council
- Councillor Schreiner to attend the RCMP Stakeholder meeting

[4<sup>th</sup> Quarter Policing Report 2018](#)

Moved by Councillor Baird, seconded by Councillor Case  
*“That the 4<sup>th</sup> Quarter Policing Report be received and filed.”*

CARRIED

**NEW BUSINESS**

Disclosure of Contracts – Council

Moved by Councillor Schreiner, seconded by Councillor Case  
*“That the Disclosure of Contracts – Council be received and filed.”*

CARRIED

2018 Emergency Social Services Program – Approval Agreement & Terms of Conditions of Funding

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*“That the 2018 Emergency Social Services Program – Approval Agreement & Terms of Conditions of Funding be received and filed.”*

CARRIED

Submission on Transportation Networking Services

Moved by Councillor Shishido, seconded by Councillor Case  
*“That the Submission on Transportation Networking Services be received and filed.”*

CARRIED

UBCM Call for Local Government Resolutions

Moved by Councillor Shishido, seconded by Councillor Case  
*“That the UBCM Call for Local Government Resolutions be received and filed.”*

CARRIED

2019 Federation of Canadian Municipalities Tradeshow and Convention

Moved by Councillor Case, seconded by Councillor Schreiner  
*“That Council approve expenses for two (2) Council members to attend the 2019 Federation of Canadian Municipalities Tradeshow and Convention.”*

CARRIED

Conservation Fund

The Regional District of North Okanagan referred to member municipalities a proposal for establishing a regional conservation service in 2018. The service has not yet been created. Five Electoral Areas, Armstrong and Lumby indicated that they were considering joining the service, if it were to be established. Staff will forward the background information to Council who will determine whether to bring it forward for reconsideration.

Tech Allowance

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*“That Council refers to budget a proposed increase to Council’s Technology Budget by \$50 per month.”*

CARRIED

**PUBLIC QUESTION PERIOD**

Area F Director, Denis Delisle, reviewed the following items:

- Canadian Pacific Rail Trail Meeting
- Regional community to community forums with Okanagan Indian Band and Splatshin.
- Reviewing Cannabis Production facilities.
- Meeting with the Ministry of Transportation and Infrastructure about Baxter Bridge
- Ashton Creek debris management initiative

- Reviewing Emergency Management Plan
- Fire Protection area for Mara Lake being explored.

Brooke Hovey, *Okanagan Advertiser*, asked if the Chamber of Commerce has hired a new Executive Director. Mayor McCune responded that they have. Clarification on the 2019 Federation of Canadian Municipalities Trade Show and Conference.

**CLOSED MEETING RESOLUTION**

Moved by Councillor Baird, seconded by Councillor Schreiner (5:15 p.m.)  
*“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) (b), (d) and (k) of the Community Charter.”*

CARRIED

**ADJOURNMENT**

The regular meeting reconvened at 6:05 p.m.

Moved by Councillor Davyduke, seconded by Councillor Case  
*“That the regular meeting of January 21, 2019 adjourn at 6:05 p.m.”*

CARRIED

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**MAYOR**

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

**RDNO Building Permits Issued Comparison for Year/Month - Summary**

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2019** Month: **01**

Folder Type	2019 / 01		2018 / 01		2019 to 01		2018 to 01	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	1	0	95,000	0	1	95,000	0	0
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
<b>Report Totals</b>	<b>1</b>	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>1</b>	<b>95,000</b>	<b>0</b>	<b>0</b>

# Enderby & District Curling Society

1605 Kate Street, Enderby, BC V0E 1V3 - Phone: 250-838-6702

Agenda

Corporation of the City of Enderby  
610 Cliff Avenue, PO Box 400  
Enderby, British Columbia  
V0E 1V0

February 7, 2019

**Attention: Mr. Tate Bengtson, Chief Administrative Officer**

Dear Sir:

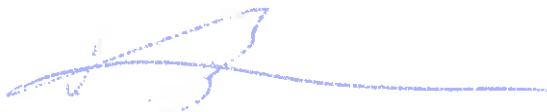
**Re: Concern over taxi services**

The Enderby Curling Centre's Board of Directors have been approached by numerous curling members regarding the lack of available taxi services for the Enderby area. This issue is frequently brought to our attention during bonspiels hosted in Enderby and has been blamed for the decrease in bonspiel registrations, facility bookings and sales.

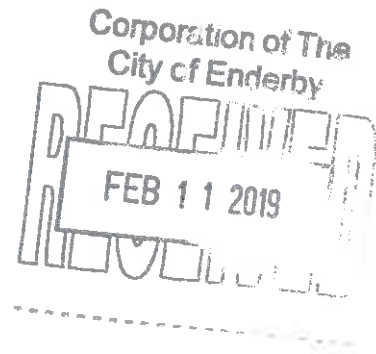
Without alternative transportation services in Enderby, interests in curling events are declining and teams are choosing other locations to play in. The Board of Directors are confident the City of Enderby will address the lack of transportation services and resolve this issue.

Thank you for the consideration into this matter.

Yours truly,



Dave Lancaster,  
President,  
On behalf of the Board of Directors  
of the Enderby & District Curling Society





THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: February 13, 2019  
Subject: Mayor and Council Expense Policy

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**RECOMMENDATION**

THAT Council adopts the attached Mayor and Council Expense Policy.

**BACKGROUND**

The current Mayor and Council Expense Policy includes a per diem of \$60 per day to cover meals and incidentals. This per diem amount has not changed since 2009 and does not reflect reasonable costs for these expenses. Staff are proposing to update these amounts to reflect a reasonable allowance for costs incurred when traveling and attending events for City purposes. The per diem values would be as follows:

Meal	Current Per Diem Allowance	Proposed Per Diem Allowance
Breakfast	\$10.00	\$ 15.00
Lunch	\$10.00	\$ 20.00
Dinner	\$20.00	\$ 30.00
Incidentals	\$20.00	\$ 20.00

The language around per diem rates has also been clarified in order to provide a streamlined and simplified process.

The attached draft policy incorporates the above changes, along with other minor clarity changes.

Respectfully submitted,

  
Jennifer Bellamy  
Chief Financial Officer

<b>Policy Title</b>	Mayor and Council Expenses
<b>Policy Number</b>	

<b>Effective Date:</b> February 19, 2019	<b>Adopted By:</b> Mayor and Council on	Replaces policy adopted by Mayor and Council on January 13, 2014
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**Policy Purpose**

To provide guidelines for Mayor and Council travel and expenses.

**Policy Statement**

Mayor and Council may incur out-of-pocket expenses within Council-approved budget limits while representing the municipality, engaging in municipal business, or attending meetings, conferences, seminars and other training opportunities.

This policy defines the authority to travel or incur expenses, identifies expenses eligible for reimbursement, and indicates reporting requirements.

As a general principle, reasonable effort should be made to minimize travel expenses.

**Authority to Approve Travel**

Council has the authority to approve Council attendance at meetings, conferences, seminars and other training opportunities within budget limits.

**Policies and Procedures**

The following types of expenses qualify for payment or reimbursement as specified:

1. **Registration Fees**

- a. Fees (including all applicable taxes) required for registration at a meeting, conference, seminar or other training opportunity will be paid by the City of Enderby
- b. The City of Enderby will take advantage of early registration discounts when possible.

2. **Transportation**

Receipts are required for all travel reimbursements except for kilometers driven in a personal automobile. This includes, but is not limited to, airfare, highway tolls, ferry, fuel (if a City fleet vehicle is used) and parking.

a. **Air Travel**

- i. The cost for a direct return economy airfare ticket on a regularly scheduled flight booked for a reasonable and convenient time for travel.
- ii. Travel should be booked in advance to take advantage of discounted fares.

- iii. Air travel is inclusive of airport improvement fees, cancellation insurance, (cancellation insurance will be considered when booking is made depending on the fare flexibility options available), transportation to and from the airport at both points of departure and destination, airport parking, and transit or taxi fares.

b. Personal Vehicle

- i. When travelling by personal automobile, reimbursement for the distance traveled shall be at the established kilometer rate as set by the Province of British Columbia in its *Core Policy and Procedures Manual*, as amended from time to time.

c. Vehicle Rental

- i. A vehicle rental is permitted if it is required to conduct business at the destination or no other reasonable ground transportation (public transit, taxi, etc.) is available or feasible.
- ii. A compact vehicle must be rented unless three or more persons are traveling together.

3. Accommodation and Business Expenses

- a. The City of Enderby will reimburse single room accommodations at a value not exceeding the event or government rate at the site of the event, subject to availability, and including all applicable taxes. For accommodations in excess of this value, the traveler will pay the difference.
- b. Business telephone calls, faxes, postage and other expenses necessarily incurred for conducting the business of the City, will be paid by the City of Enderby upon submission of receipts.

4. Meals and Personal Incidentals

- a. Per diem meal allowances may only be claimed for meals for which an expense was incurred by the person travelling on behalf of the City. If meals are included as part of the event, the cost of those meals are not to be claimed.
- b. Per diem incidental allowances may only be claimed when the travel or related event exceeds eight hours in a given day or requires overnight travel.
- c. Per Diem Allowances
  - i. The following per diem allowance table specifies the amounts that may be claimed in accordance with Section 4(a).

<b>Meal</b>	<b>Per Diem Allowance</b>
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Incidental	\$20.00

- d. Other Meal Expenses
  - i. Mayor and Council may incur meal costs for business meetings held locally or out-of-town involving other person(s). The name of the person(s), company and nature of the meeting must be indicated on the receipt.
  - ii. A full receipt from the restaurant must accompany any credit card or debit card receipt.
  - iii. Reimbursements will not include alcoholic beverages.
- 5. Other Expenses
  - a. Special Functions/Guests
    - i. Individuals are responsible for the costs of an accompanying guest's travel, including transportation, accommodation, meals, incidentals and registration.
    - ii. The City of Enderby may prepay a registration fee or some other expense on the behalf of the guest, provided that the City of Enderby is fully reimbursed for this expense within seven calendar days.
  - b. Combining Business Travel with Personal Travel
    - i. Travelers wishing to combine a business trip with personal travel may do so at their own expense. The traveler will be required to pay any additional travel and accommodation expenses not associated with the business travel.
- 6. Travel Advances
  - a. Individuals wishing to receive a travel advance for out-of-pocket expenses must submit a request, in writing, itemizing the anticipated expenses.
  - b. Travel advances may be up to 100% of the total anticipated expenses.
  - c. In the event that the travel advance exceeds the actual expenses, the individual will reimburse the City of Enderby for the over payment within seven calendar days.
- 7. Itinerary Bookings
  - a. Staff will arrange to book itinerary for Mayor and Council upon request.
- 8. Reporting and Final Accounting
  - a. Each Council member shall submit a Travel Expense Claim in the format prescribed by the Finance Department within 14 calendar days (or best efforts) of the last scheduled day of the event.
  - b. The Travel Expense Claim shall set out all business expenses necessarily incurred to attend the event. The Travel Expense Claim will record the name of the claimant, location of the event, the dates and number of days attended by the claimant (including travel to and from), and the nature of the event. The Travel Expense Claim will be dated and signed by the claimant as well as the appropriate approval authority.

- c. The Chief Financial Officer or designate will approve the claim and issuance of funds to reimburse the traveler.