

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: February 21, 2023
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

The public may attend this meeting in person or by means of electronic facilities.

The City of Enderby uses Zoom for its electronic facilities and encourages those who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

The access codes for this meeting are:

*Meeting ID: 818 1238 1732
Passcode: 630522*

If you would like to attend this meeting by means of electronic facilities and do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

*When applicable, public hearing materials are available for inspection at
www.cityofenderby.com/hearings/*

1. LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of February 6, 2023

Page 3

4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

5. BYLAWS

5.1 The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw 1762, 2023 (Three Readings)

Page 11

Memo prepared by Chief Financial Officer dated February 14, 2023

5.2 Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023 (Three Readings)

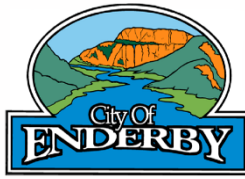
Page 14

Memo prepared by Chief Financial Officer dated February 14, 2023

6. REPORTS

6.1 Mayor and Council Reports

- 6.2 Area F Director Report
- 6.3 Chief Administrative Officer Report
 - 6.3.1 Council Inquiries
- 6.4 RDNO Building Permit Report – January 2023 Page 17
- 7. **NEW BUSINESS**
- 7.1 Code of Conduct Page 18
Memo prepared by Chief Administrative Officer dated February 16, 2023
- 8. **NOTICES OF MOTION**
- 9. **CORRESPONDENCE AND INFORMATION ITEMS**
- 10. **PUBLIC QUESTION PERIOD**
- 11. **ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, February 6, 2023 at 4:30 p.m. in Council Chambers.

Present: Mayor Huck Galbraith
Councillor Tundra Baird
Councillor Roxanne Davyduke
Councillor David Ramey
Councillor Brian Schreiner
Councillor Shawn Shishido

Absent: Councillor Sarah Yerhoff

Staff: Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Planner – Kurt Inglis
Clerk-Secretary – Andraya Holmes

Other: Press and Public

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the February 6, 2023 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of January 16, 2023

Moved by Councillor Shishido, seconded by Councillor Schreiner
“THAT the January 16, 2023 Council Meeting minutes be adopted as circulated.”

CARRIED

Public Hearing Report January 16, 2023

Moved by Councillor Baird, seconded by Councillor Davyduke
“THAT the January 16, 2023 Public Hearing Report be adopted as circulated.”

CARRIED

DELEGATIONS

Superintendent Shawna Baher and Staff Sergeant Steve Mancini, Vernon North Okanagan Detachment, RCMP

Superintendent Shawna Baher gave an overview of the Vernon North Okanagan Detachment 4th Quarter Report for 2022.

Councillor Schreiner asked if there is an officer dedicated to Splatsin.

Supt. Baher responded that there is an officer who works in the Enderby office as a liaison to Splatsin, but that calls in the area are responded to by general membership.

Councillor Ramey asked if the large number of mental health calls in the Enderby area are from a smaller group who require assistance on a repeat basis.

Supt. Baher responded that there are people in the area that have required assistance on multiple occasions, but that there are also many calls from people requiring mental health assistance for the first time. Noted that she did not have the statistics on hand but that she could get those numbers and pass them along to Council.

Councillor Shishido asked about the recent decriminalization of some hard drugs, and how that is affecting policing.

Supt. Baher responded that she understands the reasoning behind decriminalization to aid in reducing the stigma, but that it will not, on its own, solve the problems with drugs in the area. Noted that this initiative does not address this issue of toxic drug supply.

Supt. Baher explained that the decriminalization does cause some issues for policing, but that she does not believe the amount of drug use will increase because of decriminalization.

Councillor Shishido asked why the stigma around using these drugs should be reduced.

Supt. Baher explained that the rationale is that with less stigma, people will be more likely to seek out support for addiction.

Enderby & District Museum Society, Sandra Farynuk, President and Jackie Pearase, Museum Administrator

Ms. Farynuk gave an overview of some of the items that are in possession of the Enderby and District Museum Society, including every original newspaper that has been produced in Enderby, over 8000 scanned photographs, and a property index that shows past owners of properties in Enderby.

Ms. Farynuk and Ms. Pearase gave an overview of some of the Museum Society's accomplishments over the last year, including a large amount of research for families in the area, some very successful fundraising, and social media posts that have received lots of attention and community engagement.

Ms. Pearase highlighted that the Museum has purchased a new server, and that work is ongoing on restoration of Enderby's first firetruck.

Ms. Farynuk reported that many hours of volunteer work that were put in by 16 volunteers at the Museum in the last year. A special thanks was given to Geri Danforth, 98 years young, who volunteered for 350 hours last year.

There is currently a display at the Museum featuring past technology, specifically phones and radios.

There will be a dinner and dance at the Drill Hall in September to celebrate the 50 year anniversary of the Enderby and District Museum Society.

There is a presentation at the Museum at 1:00 pm on February 18th about the Windy Rock Ski Hill.

Ms. Farynuk and Ms. Pearase thanked the Council for the annual operating grant that is given to the Enderby and District Museum Society.

Councillor Schreiner asked about the maintenance of the Muzebo.

Mr. Pearase responded that the Muzebo is blown out monthly to clear dust and debris, and that the addition of the fire truck once the restoration is complete will uplift the space.

Councillor Ramey asked if there is a back up for the Museum database.

Ms. Pearase responded that they museum will have its own server with the addition of the new computer.

The Shuswap Trail Alliance, Jen Bellhouse, Executive Director

Jen Bellhouse, Executive Director, gave an overview of the functions and goals of the Shuswap Trail alliance, and highlighted some past and future projects, including the Cliff Avenue Trail that is planned for Enderby.

Councillor Baird asked how the events hosted by the Shuswap Trail Alliance over the past weekend went.

Ms. Bellhouse reported that the Shuswap Trails Party was a huge success and that approximately 15,000 to 20,000 dollars were raised. The silent auction is ongoing until the 18th of February.

Chief Administrative Officer asked Ms. Bellhouse to explain the difference between funding for the Shuswap Trail Alliance and the funding being requested for the Shuswap Regional Trails Roundtable.

Ms. Bellhouse explained that the Shuswap Trail Alliance is focused on non-motorized trail usage, and that the Shuswap Regional Trails Roundtable is an opportunity to get together non-motorized and motorized user groups, as well as municipal leadership, Indigenous leadership, and other stakeholders in a neutral setting to discuss trail priorities and strategy. The funding for the Roundtable is used to pay the facilitator.

Ms. Pearase of Rivertalk asked about progress on the Rail Trail in the Enderby area.

Ms. Bellhouse responded that construction of sections of the trail between Sicamous and Mara, as well as an Enderby test section have been put out to tender, with the intention of starting construction this spring.

CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

Notice of Motion (Councillor Yerhoff): Inclusion of a Land Acknowledgement at the Commencement of Council Meetings

Council discussed land acknowledgements and the intention and meaning behind them. Council expressed a desire to have a Community to Community meeting between Enderby Council and Splatsin Kukpi7 and Tkwamipla7. Because there is an uncertain timeline on when that meeting might occur, Mayor Galbraith and Kukpi7 Thomas had a conversation about the land acknowledgement. Kukpi7 Thomas confirmed that it is a meaningful action and appreciated the opportunity to discuss the matter with Mayor Galbraith.

Moved by Councillor Schreiner, seconded by Councillor Davyduke
“*THAT Council directs the Corporate Officer to include a land acknowledgement at the commencement of Council Meetings.*”

CARRIED

BYLAWS

Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023 and Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023

Moved by Councillor Baird, seconded by Councillor Davyduke
“*THAT Council adopts City of Enderby Bylaw Notice Enforcement Bylaw No. 1581, 2015 Amendment Bylaw No. 1760, 2023;*

AND THAT Council adopts City of Enderby Municipal Ticketing Information (MTI) System Bylaw No. 1518, 2013 Amendment Bylaw No. 1761, 2023.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Will be attending a meeting of the Enderby and District Services Commission tomorrow.

Has met with the event coordinator to discuss easter events. The events coordinator is currently in the process of securing sponsors for the egg hunt.

Councillor Baird has attended some Vernon Winter Carnival events and has discussed with the event coordinator how some similar events could be incorporated in Enderby.

Councillor Ramey

Attended an Arts Council meeting. The Courtyard Gallery is attracting some excellent artists and there have been over 4000 visitors to the Arts Centre this year. The Arts Council is looking for board members.

Councillor Ramey will be attending an Okanagan Regional Library Board orientation in Kelowna and will report back to Council.

Councillor Schreiner

Attended a meeting with the Minister of Municipal Affairs that went well.

Attended a Hospital Board meeting. Adjusting of the budget is ongoing and Councillor Schreiner will report back when there is more information.

Attended a Rail Trail meeting. Reported that the test section through Enderby is proceeding.

Attended the RCMP Town Hall Meeting with Councillor Yerhoff. Noted that there was a Citizens on Patrol program in Enderby that was discontinued at the onset of the Pandemic. There is another program called Block Watch that could get the community involved. Will do more research on this and report back.

Councillor Davyduke

The deadline to register for the Enterprize Challenge with Community Futures is Wednesday, February 8th at noon. There will be a live presentation on May 18th for the businesses involved.

Has been having conversations with WorkBC regarding mental health challenges that are a barrier to some to re-entering the workforce.

Councillor Davyduke will also be meeting with Danielle Guetter from Community Futures who is in City Hall on a weekly basis, to discuss how things are going in Enderby.

Councillor Shishido

Councillor Shishido noted that it appears that the RCMP will have no authority to address issues with some hard drugs because of the decriminalization.

Chief Administrative Officer explained that the RCMP are still able to prosecute for trafficking and sales of hard drugs, but not possession for personal use.

Councillor Shishido spoke with Raquel Knust, who was a participant in the last public hearing via Zoom. Ms. Knust reported that during the public hearing it would have been nice to use the camera on the opposite side of council chambers so that she could see the applicant while he was speaking.

Chief Administrative Officer responded that it is possible to switch the camera during public hearings, and then switch back for the remainder of the meeting. Staff will take steps to implement this.

Councillor Ramey

Councillor Ramey asked if it would be appropriate to ask a representative of the Arts Council to attend a Council meeting to speak.

Chief Administrative Officer responded that yes, representatives from the Arts Council could attend a Council meeting as a delegation, and have done so historically prior to budget time.

Councillor Ramey also noted that the Arts Council will be hosting their first coffee house on February 17th.

Mayor Galbraith

Had a conversation with Kukpi7 Thomas regarding the proposed land acknowledgement.

Also spoke with a representative of the Legion who reported that the Legion roof is in need of repairs.

Councillor Baird responded that representatives from the Legion will report to Council.

Mayor Galbraith also reported that he attended the meeting with the Minister of Municipal Affairs and wrote a letter in follow up, thanking Minister Kang for the visit and commenting on healthcare workers who are not working because of government mandates.

Chief Administrative Officer

Requested that Council meet for a few hours before the next Council meeting for a budget input session that will give staff direction on Council priorities to aid in the creation of this year's budget. Chief Administrative Officer will circulate some background material to Council prior to the meeting.

There will be a pre-construction meeting for Peacher Crescent road works on February 13th, with work starting on February 27th subject to weather.

Working on standard operating procedure for bypassing reservoir #1 with the Systems Operator.

Working on finishing a grant for water treatment plant expansion

There is an Enderby and District Services Commission budget meeting tomorrow.

The concession operator contract for 2023 will be put out this week or early next.

Chief Administrative Officer plans to complete a preliminary review of road crossing designs for the Rail Trail this week.

Congratulations to the Planner, who has obtained a Local FireSmart Representative certification. This will allow the City to provide FireSmart home assessments in-house.

Council Inquiries

Councillor Ramey asked about the timeline for the new pool.

Chief Administrative Officer responded that construction of the pool will likely go out to tender this summer or fall. There is a re-budgeting process under way for the project in order to assess the costs in 2023 dollars, to help inform the next steps.

Mayor Galbraith asked if all of the City is connected to storm sewer.

Chief Administrative Officer responded that there are portions of the City not connected to storm. Explained that there are a few options for extending storm sewer to unserved portions of the City, but these options would occur at the same time that some very high cost road projects are completed.

Vernon North Okanagan Detachment: 4th Quarter (October to December) 2022

Moved by Councillor Schreiner, seconded by Councillor Baird
“THAT the Vernon North Okanagan Detachment: 4th Quarter (October to December) 2022 be received and filed”

CARRIED

Audit Planning Report for the Year Ended December 31, 2022

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT the Audit Planning Report for the Year Ended December 31, 2022 from BDO Canada LLP be received and filed.”

CARRIED

NEW BUSINESS

Shuswap Regional Trails Roundtable – 2023-26 Grant Funding

Moved by Councillor Schreiner, seconded by Councillor Baird
“THAT Council provides the Shuswap Regional Trails Roundtable with an annual operating grant of \$500 for 2023 through to 2026”

CARRIED

Disclosure of Contracts – Council

Moved by Councillor Shishido, seconded by Councillor Davyduke
“THAT Council receives and files this memorandum.”

CARRIED

Letter of Support for ParticipACTION

Moved by Councillor Shishido, seconded by Councillor Davyduke
“THAT Council provides a letter of support for ParticipACTION.”

CARRIED

Letter of Support for Rural and Northern Immigration Pilot

Moved by Councillor Baird, seconded by Councillor Davyduke

“THAT Council provides a letter of support to encourage Immigration, Refugees and Citizenship Canada to continue the Rural and Northern Immigration Pilot as a permanent program in existing and other regions of British Columbia.”

CARRIED

PUBLIC QUESTION PERIOD

Jackie Pearase, Rivertalk asked Council to follow up with the RCMP regarding the Town Hall Meeting and why it was scheduled mid-day on a weekday. Also noted that there was short notice given for the meeting.

CLOSED MEETING RESOLUTION

Moved by Councillor Baird, seconded by Councillor Davyduke
“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) (a) and (b) of the Community Charter.”

CARRIED

ADJOURNMENT

Moved by Councillor Schreiner, seconded by Councillor Ramey
“THAT the regular meeting of February 6, 2023 adjourn at 7:00 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, CAO
 From: Jennifer Bellamy, CFO
 Date: February 14, 2023
 Subject: Parks, Recreation and Culture Fees Bylaw

Recommendation

THAT Council gives first, second, and third readings of the bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1762, 2023".

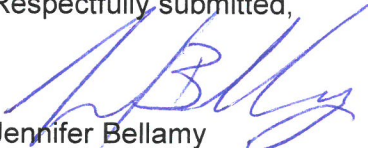
Background

At the February 7, 2023 meeting, the Enderby & District Services Commission approved the attached Parks, Recreation and Culture Fees Bylaw, which incorporates the following changes to cover the cost of increased wages:

Drop In (per visit)		
Not-for-profit licensed preschool or youth organization:		
	# of Youth/Preschool	Rate per Swim
	8-12	20.00 21.50
	13-20	32.50 34.75
	21-30	52.50 56.25
	30+	52.50 56.25 plus \$2.00 for each additional Youth/Preschool
Rentals (per hour)		
Up to 50 persons		75.50 80.75
51-85 persons		108.00 115.50
Swim club		28.50 30.50
Not-for-profit licensed preschool or youth organization		19.50 20.75 / instructor / hr

Although the Commission reviewed and approved the bylaw, the Commission does not have the delegated authority to enact the bylaw, as such, the bylaw is brought forward to Council to complete this process.

Respectfully submitted,


 Jennifer Bellamy
 Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY
BYLAW No. 1762**

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020";

AND WHEREAS Council wishes to amend the fees;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1762, 2023".
2. Schedule "C" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "C" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ____ day of _____, 2023.

READ a SECOND time this ____ day of _____, 2023.

READ a THIRD time this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Officer

SCHEDULE "C" – POOL FEES

Drop In (per visit)				
	Per Swim	10-Visit Pass	1-Month Pass	Season Pass
Public Swim – Adult	4.50	40.50	49.50	n/a
Public Swim – Youth or Senior	3.75	33.75	41.25	n/a
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50	n/a
Public Swim – 2yrs and under	Free	n/a	n/a	n/a
Public Swim – Family	12.00	108.00	132.00	n/a
Toonie Swim	2.00	n/a	n/a	n/a
Aqua Fit – Youth or Senior	6.00	54.00	69.25	225.00
Aqua Fit – Adult	7.00	63.00	80.75	250.00
Not-for-profit licensed preschool or youth organization:				
	# of Youth/Preschool	Rate per swim		
	8-12	21.50		
	13-20	34.75		
	21-30	56.25		
	30+	56.25 plus \$2.00 for each additional Youth/Preschool		
Rentals (per hour)				
Up to 50 persons			80.75	
51-85 persons			115.50	
Swim club			30.50	
SD #83			JOINT USE AGREEMENT	
Not-for-profit licensed preschool or youth organization			20.75 / instructor / hr	

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 14, 2023
Subject: Cemetery Fees Bylaw

Recommendation

THAT Council gives first, second, and third readings of the bylaw cited as the "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023".

Background

At the February 7, 2023 meeting, the Enderby & District Services Commission approved the attached Cemetery Amendment Bylaw. The only change from the current bylaw is an increase to the interment fee for a deeper depth burial to accommodate a second burial in the same lot.

Staff recently performed a deeper depth interment where it was identified that the fee charged for the interment is not adequate to cover the cost of the service. A deeper depth burial requires additional staff time (compared to a regular burial) and a mini-excavator rental, all of which totals \$1,170.00. The current fee in the bylaw is \$203.00. The attached bylaw amendment brings the fee up to the actual cost to provide the service.

As with all bylaws approved by the Commission, the Commission does not have the delegated authority to enact the bylaw, so it has been brought forward to Council to enact.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1733

A BYLAW TO AMEND CEMETERY REGULATION BYLAW NO. 1702

WHEREAS Council of the City of Enderby has adopted the "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020";

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

1. This bylaw may be cited as the "Enderby & District Cemetery Regulation Bylaw No. 1702, 2020 Amendment Bylaw No. 1733, 2023".
2. Schedule "A" of the " Enderby & District Cemetery Regulation Bylaw No. 1702, 2020" is deleted and Schedule "A" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ____ day of _____, 2023.

READ a SECOND time this ____ day of _____, 2023.

READ a THIRD time this ____ day of _____, 2023.

ADOPTED this ____ day of _____, 2023.

Mayor

Corporate Officer

Cliffside Cemetery
Schedule "A"
Fee Schedule

<u>CEMETERY LOTS</u>	<u>Lot Fees</u>	<u>Care Fund Portion</u>	<u>Total Fees</u>
Adult			
(Resident)	\$ 358.75	\$ 120.00	\$ 478.75
(Non Resident)	1,200.00	400.00	1,600.00
Child/Infant (up to 12 years)			
(Resident)	244.50	82.00	326.50
(Non Resident)	820.00	274.00	1,094.00
Cremated Remains			
(Resident)	174.00	58.00	232.00
(Non Resident)	580.00	194.00	774.00
Columbarium Niche			
(Resident)	Level I	573.00	57.50
	Level II	605.00	60.50
	Level III - V	668.50	67.00
(Non Resident)	Level I	1,910.00	191.00
	Level II	2,020.00	202.00
	Level III - V	2,230.00	223.00

CEMETERY SERVICES

Interment Services (Opening & Closing)

	<u>Fee</u>
Adult	\$ 522.75
Child/Infant	307.50
Cremated Remains (Regular)	246.00
Cremated Remains (if covered with concrete)	369.00
Columbarium Niche	63.75
Deeper Depth to Permit Second Burial in Same Grave (additional cost)	1,170.00
Premium/Overtime Charges	At cost

Exhumation / Disinterment Services

Adult	850.00
Child/Infant	500.00
Cremated Remains (Regular)	400.00
Cremated Remains (if covered with concrete)	600.00
Premium/Overtime Charges	At cost

Memorial Installation

Care Fund Contribution	30.50
Memorial Reinstallation	90.75
- Supplies / Materials	At cost

SUPPLIES

Grave Liner (Regular)	At cost
Grave Liner (Special - Small or Oversized)	At cost
Cremation Vault	At cost

SUNDRY

Transfer of Right of Interment	30.50
Cancellation of Right of Interment	30.50

TAXES

Provincial and Federal Taxes as legislated

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2023** Month: **01**

Folder Type	2023 / 01		2022 / 01		2023 to 01		2022 to 01		Building Value
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0
END - COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0
END - DEMOLITION	0	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0
END - PLUMBING	0	0	0	0	0	0	0	0	0
END - RETAINING WALL	0	0	0	0	0	0	0	0	0
END - SFD W/SUITE	1	2	0	0	0	1	0	0	300,000
END - SIGN	0	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	1	0	0	0	1	0	1	0	7,000
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0
Report Totals	2	2	2	1	672,641	2	2	307,000	672,641

AGENDA

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: February 16, 2023
Subject: Code of Conduct

RECOMMENDATION

THAT Council convenes a Committee of the Whole to review the existing elected official code of conduct in consideration of the *Principles for Codes of Conduct Regulation* and other relevant matters.

BACKGROUND

The *Community Charter* was amended in 2021 to require a municipal council, within six months of its first regular meeting following a general election, to decide whether to establish or review a code of conduct for elected officials (“the Code of Conduct”).

This requirement emerged from a broader “responsible conduct” initiative led by the Province and the Union of British Columbia Municipalities. The rationale for this initiative is described by the Province as follows:

How elected officials conduct themselves in their relationships with elected colleagues, staff and the public is directly connected to how a community is governed. These three groups play a significant role in helping local elected officials carry out their collective responsibilities as decision-makers of their communities.

Responsible conduct is grounded in elected officials conducting themselves according to principles such as integrity, accountability, respect, and leadership and collaboration in a way that furthers a local government’s ability to provide good governance to their community. Good governance includes:

- *Providing for the stewardship of a community’s public assets*
- *Providing services, laws and other matters for community benefit*
- *Acting in a way that is accountable, transparent, ethical, respectful of the rules of law, collaborative, effective and efficient*

If a local government faces issues related to less-than-responsible conduct, it may affect the local government's ability to provide good governance to their community.¹

While there is, to some extent, an existing Code of Conduct for the City of Enderby that encompasses the principles of responsible conduct identified by the Province (see attached), it is signed off by individual elected officials and has not been formally adopted by Council itself. As a result, it is essentially voluntary and individual in nature; it does not establish a standard of conduct to which Council, as a body, holds its members to account.

The *Community Charter* requires that that Council review its Code of Conduct in accordance with the above timeline and any prescribed matters. Prescribed matters are expressed in the *Principles for Codes of Conduct Regulation* (see attached).

In addition to establishing the Code of Conduct as a standard for Council, Staff note opportunities to improve the existing Code of Conduct, which include:

- 1) Improving procedural clarity and fairness, particularly with respect to the administration and enforcement of the Code of Conduct;
- 2) Considering the extent to which the existing Code of Conduct expresses, or may better express, the substance of the *Principles for Codes of Conduct Regulation*; and
- 3) Ensuring alignment with the new Council Procedure Bylaw, as well as other relevant policies and general governance matters.

Reviewing the Code of Conduct provides an opportunity to renew values and commitments as well as foster ownership of its principles.

Alternatively, Council may appoint a Select Committee to inquire into and report back to Council on the matter. Council may also decide not to review the existing Code of Conduct but must provide reasons to the public explaining its decision, as required by the *Community Charter*.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

¹ "Responsible Conduct of Locally Elected Officials," Government of B.C., <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/conduct-of-locally-elected-officials/responsible-conduct>

Community Charter

**PRINCIPLES FOR CODES
OF CONDUCT REGULATION**

B.C. Reg. 136/2022

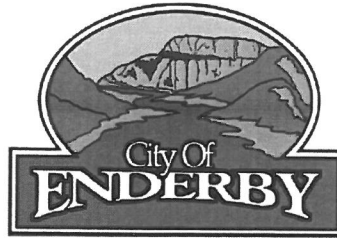
Definition

- 1** In this regulation, “**Act**” means the *Community Charter*.

Principles for codes of conduct

- 2** The following principles are prescribed for the purposes of sections 113.1 (2) (a) [*requirement to consider code of conduct*] and 113.2 (2) (a) [*reconsideration of decision respecting code of conduct*] of the Act as principles that a council must consider before making a decision under section 113.1 (1) or in a reconsideration under section 113.2 (1):
- (a) council members must carry out their duties with integrity;
 - (b) council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
 - (c) council members must be respectful of others;
 - (d) council members must demonstrate leadership and collaboration.

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CODE OF CONDUCT

Table of Contents

INTRODUCTION	2
Application and Interpretation	2
FOUNDATIONAL PRINCIPLES	3
STANDARDS OF CONDUCT.....	4
Integrity.....	4
Respect.....	4
Accountability.....	5
Leadership and Collaboration.....	5
Affirmation.....	6

INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the City of Enderby.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

APPLICATION AND INTERPRETATION

This Code of Conduct applies to the members of City of Enderby. It is each member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

FOUNDATIONAL PRINCIPLES

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

STANDARDS OF CONDUCT

INTEGRITY

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

RESPECT

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

ACCOUNTABILITY

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

LEADERSHIP AND COLLABORATION

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

Affirmation

I hereby affirm that I will apply the principles of the City of Enderby Code of Conduct in the discharge of my obligations, duties, and responsibilities as a member.

Signature _____

Name _____

Date _____