

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: December 16, 2024
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: 822 3738 8472
Passcode: 514531*

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

THAT the December 16, 2024 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of December 2, 2024

THAT the December 2, 2024 Council Meeting minutes be adopted as circulated.

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4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

5. BYLAWS

5.1 Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1805, 2024

THAT Council adopts the bylaw cited as "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1805, 2024".

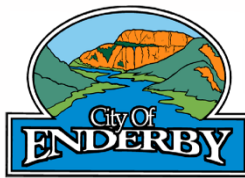
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6. REPORTS

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 – November 2024 Page 12
THAT Council receives and files the RDNO Building Permit Report – November 2024.
- 6.5 Council Strategic Plan Scorecard 2024 Page 13
 Memo prepared by Chief Administrative Officer dates December 8, 2024
THAT Council receives and files the memorandum, “Council Strategic Plan Scorecard 2024”.
- 7. NEW BUSINESS**
- 7.1 Reservoir #1 Notice of Preferred Proponent and Contract Execution Page 16
 Memo prepared by Chief Administrative Officer dated December 10, 2024
THAT Council authorizes the execution of a construction contract for Reservoir #1 to Carver Construction Ltd., with a value of \$2,913,275.00.
- 7.2 Christmas Carolling – Road Closure Application Page 24
 Memo prepared by Planner dated December 12, 2024
THAT Council receives the Christmas Carolling – Road Closure Application memorandum dated December 12, 2024 for information.
- 8. CORRESPONDENCE AND INFORMATION ITEMS**
 Mayor or Chair will provide an opportunity for any Council member to request that a Correspondence and Information Item be discussed separately.
THAT Council receives and files all Correspondence and Information Items.
- 8.1 Additional Grant Payment – Small Community Grant Page 27
 Correspondence from Joshua Craig, Director, Local Government Finance, Ministry of Municipal Affairs dated December 11, 2024
- 8.2 SILGA Call for Resolutions for 2025 Convention Page 28
- 8.3 SILGA Convention – Call for Nominations 2025 Page 30
- 8.4 SILGA Community Excellence Awards Page 32
- 9. PUBLIC QUESTION PERIOD**
- 10. CLOSED MEETING RESOLUTION**
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 (2) (b) and 90 (1) (c) of the Community Charter.
- 11. ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, December 2, 2024 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
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

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

Item 9.4 – *Safety Concerns Baird Hill (Intersection of Hwy 97 and Hwy 97B)* was added to the agenda as a late item.

Moved by Councillor Schreiner, seconded by Councillor Ramey
“*THAT the December 2, 2024 Council Meeting agenda be approved as amended.*”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of November 18, 2024

Moved by Councillor Shishido, seconded by Councillor Yerhoff
“*THAT the November 18, 2024 Council Meeting minutes be adopted as circulated.*”

CARRIED

DELEGATIONS

Leigha Horsfield, Executive Director, and Erin Jones, Business Advisor, Community Futures

Ms. Horsfield gave an overview of the mission and functions of Community Futures both in Enderby and the North Okanagan as a whole. A few programs offered by Community Futures include:

- Self-Employment Program
- Youth Entrepreneurship
- Enterprise Challenge
- Community Loan Fund
- Business Coaching, Training and Succession
- Disaster Recovery & Economic Assistance
- Employee Attraction and Retention
- The VIEW
- Rail Trail Readiness Project
- Rural & Northern Immigration Pilot

There was a focus on projects with a goal of attracting and retaining doctors and connecting North Okanagan residents with medical care.

Community Futures built houses in Vernon that have the capacity to house 8 medical residents and are using a retention plan that was developed by business students at Okanagan College to try to keep those doctors in the community long-term.

They have also worked on an application to the Ministry of Health for a Community Health Centre with a goal of attaching patients to healthcare. The Health Centre will focus on seniors, young mothers and babies, and rural community members.

Councillor Davyduke asked if the Youth Entrepreneur program is part of the high school curriculum.

Ms. Horsfield responded that it is not at this time, and that Community Futures must be invited into schools to provide this program.

Councillor Shishido asked if there is a way to know if providing housing to doctors will work to retain them in a small community like Enderby.

Ms. Horsfield responded that the project in Vernon is still in its infancy and there is no way to know yet if it will be effective long-term.

Ms. Jones gave an overview of the work she has been doing in Enderby. Reported that most of her work is with new start-ups in the community. Noted that the Business Walk helped to connect her with some established businesses in the City. Needs that came up for a number of business in town included attraction and retention of staff and marketing.

Reporting that Community Futures is planning to put on a staff attraction and retention workshop for businesses in Enderby in the new year.

DEVELOPMENT MATTERS AND RELATED BYLAWS

Amendment to Zoning Bylaw to Regulate Permitted Non-Farm Uses in the Agricultural Land Reserve

Moved by Councillor Baird, seconded by Councillor Schreiner
“THAT Council directs Staff to prepare an amendment to the City of Enderby Zoning Bylaw No. 1550, 2014 in order to prohibit particular ‘permitted non-farm uses’ for properties in the Agricultural Land Reserve, in accordance with Division 2 of Part 3 of the Agricultural Land Reserve Use Regulation.”

CARRIED

BYLAWS

Residential Garbage Collection Stickers

Moved by Councillor Shishido, seconded by Councillor Yerhoff
“THAT Council provides three readings to the bylaw cited as “The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1805, 2024”.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Reported that planning for Enderby’s Traditional Christmas event is going well.

Councillor Ramey

Attended a Library Board meeting.

Attended an Enderby & District Arts Council meeting and noted that there are concerns about the ability of the Arts Council to fund and organize music at the farmers market and Music by the River events for next year.

Attended an event at the Cardiff Miller Art Warehouse where the New York Museum of Modern Art was filming for a documentary. Reported that there was a great turn-out from the community.

Councillor Davyduke asked where funding for music events comes from in other communities.

The Chief Administrative Officer will reach out to some surrounding communities to get more information.

Councillor Ramey reported that a student president and vice-president have been elected at A.L. Fortune and that there is some interest from these students to understand the work that Council does. He has invited them to attend a Council Meeting.

Councillor Schreiner

Attended the Museum of Modern Art filming event at the Cardiff Miller Art Warehouse.

Attended the Business After Dark event at Askew’s and reported that it was a great event and that he had good conversations with members of the Chamber.

Attended the final service at the United Church.

Councillor Yerhoff

Attended the Museum of Modern Art filming event at the Cardiff Miller Art Warehouse.

Reported that there is a Business After 5 event this Thursday at Enderby Jewellers.

Councillor Davyduke

Attended an Interagency meeting and reported that there was a good turnout.

Reported that there will be another service provider fair in Enderby and that it is scheduled for September 2025.

Reported that the Medi-Rides program delivered by the Enderby & District Community Resource Centre has been going well.

Reported that the Winter Recreation Guide from Enderby Recreation is out now and that there are six free skating sessions per week.

Councillor Baird asked if the Enderby & District Community Resource Centre has a new location.

Councillor Davyduke responded that it is the Resource Centre's hope to remain in their current location until the property is sold.

Councillor Shishido

Spoke with Sheryl Hay and the ball user groups regarding the cement slab at Riverside Park and their need for more storage.

Met with Ben Eby regarding his plans for a basketball program and the interest he is seeing in the program across jurisdictions.

Mayor Galbraith

Attended the Turkey Day event at A.L. Fortune and talked with teachers and students about their student governance program.

Reported that he would like to deliver Christmas Cards to businesses again this year.

Chief Administrative Officer

Negotiations are being finalized with the preferred proponent for the Reservoir 1 rebuild. Because the project will continue through peak demand season regardless of start date, it is anticipated that the start date will be moved out of the coldest part of the year because of cost savings. A memo will be brought to Council at an upcoming meeting detailing risk management for operating on the bypass through peak demand season.

The cemetery's cremation garden fence extension was completed a few weeks ago and base gravel has been installed. Fabric and landscape rock will soon follow. Thanked Public Works for their efforts on this project.

The pool construction manager has issued tenders for various trades and supplies. They are now managing requests for information between the consultants and the construction manager to help clarify products and methods to ensure accurate bids. The district heating line pipe has arrived, and the various appurtenances are now getting assembled, so this aspect of the pool project can move forward. There will be some tree removal around the western edge of Barnes Park soon in preparation for the district heating line trench. Staff will be applying for a Tree Canada grant and, once the district heating line is realigned, there are plans to replant in the same general vicinity with site-appropriate trees.

Thanked four of the Enderby Fire Department members, Chief Bastiaansen and three firefighters, Nathan Bastiaansen, Ricky Burke, and Ben Melin, for volunteering their time to help install Christmas lights on the tree in front of Parkview Place. The residents are both thrilled by the lights and the fact that they came into the dining room after to wish the residents and staff a merry Christmas. Thanked Councillor Baird for equipment support and Judy, a volunteer at Parkview Place, who helped kick off the vision.

Public Works is putting up the Christmas tree downtown today. There will also be a smaller one on the southwest corner of City Hall, facing the highway. They also helped get things set up in the breezeway. Thanked Public Works for their work to bring Christmas cheer to the downtown core.

The arena is seeing what is likely its busiest season on record. Mechanically, everything is functioning well. Staff is working on some revisions to the Recreation Facility Maintenance Worker job description, including expanding it from one to three tiers, to aid with future recruitment, staff development, and succession planning.

NEW BUSINESS

Findings and Opinions of Public Art Select Committee

Councillor Baird and Councillor Ramey gave an overview of the process of the Public Art Select Committee in reviewing public art, and the recommendations they are bringing forward to Council.

Moved by Councillor Schreiner, seconded by Councillor Davyduke
“THAT Council receives the Findings and Opinions of Public Art Select Committee memorandum dated November 21, 2024;

AND THAT Council directs staff to create an implementation plan for all recommendations as outlined in Schedule 'A' of the Findings and Opinions of Public Art Select Committee memorandum dated November 21, 2024 to be further discussed at Strategic Planning in January.”

CARRIED

Appointments to the Okanagan Regional Library Board for 2025

Moved by Councillor Baird, seconded by Councillor Shishido

“THAT Council appoints Councillor David Ramey as Library Trustee and Mayor Huck Galbraith as Alternate Trustee to serve on the Okanagan Regional Library Board in 2025.”

CARRIED

City of Enderby Economic Development Initiatives

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council receives the City of Enderby Economic Development Initiatives memorandum dated November 27, 2024.”

CARRIED

Safety Concerns Baird Hill (Intersection of Hwy 97 and Hwy 97B)

Council discussed changes that have been made to the Hwy 97A/B junction in preparation for the Bruhn Bridge replacement project and the safety concerns associated with these changes.

Councillor Schriener explained that Area F Director Hopkins has requested the City of Enderby also send a letter to the Ministry of Transportation and Transit in support of her correspondence dated November 29, 2024.

Moved by Councillor Schreiner, seconded by Councillor Shishido
“THAT Staff sends a letter to the Ministry of Transportation expressing concerns with the changes to the Highway 97A/B junction and invites the Bruhn Bridge Project Team to the next Council meeting to discuss concerns.”

CARRIED

PUBLIC QUESTION PERIOD

Jackie Pearase asked for clarification on where the letter regarding safety concerns at the Highway 97A/B junction is being sent.

Chief Administrative Officer responded that the letter will be sent to the Bruhn Bridge Project Team with a copy to the District Manager of the Okanagan Shuswap District for the Ministry of Transportation and Transit.

CLOSED MEETING RESOLUTION

Moved by Councillor Shishido, seconded by Councillor Ramey
“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) (c) and (k) of the Community Charter.”

CARRIED

ADJOURNMENT

Moved by Councillor Davyduke, seconded by Councillor Yerhoff
“THAT the regular meeting of December 2, 2024 adjourn at 6:30 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1805

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO. 1479, 2010

WHEREAS Council of the City of Enderby has adopted "The City of Enderby Fees and Charges Bylaw No. 1479, 2010";

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

1. This bylaw may be cited as the "The City of Enderby Fees and Charges Bylaw No. 1479, 2010 Amendment Bylaw No. 1805, 2024".
2. Schedule "9" of the "City of Enderby Fees and Charges Bylaw No. 1479, 2010" is deleted and Schedule "9" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this 2nd day of December, 2024.

READ a SECOND time this 2nd day of December, 2024.

READ a THIRD time this 2nd day of December, 2024.

ADOPTED this ____ day of _____, 2024.

MAYOR

CORPORATE OFFICER

SCHEDULE 9

GARBAGE COLLECTION

The following rates shall be paid for the garbage collection and disposal and processing under the terms of this bylaw:

Garbage Collection:

- a) Garbage Collection: \$ 106.50 per residential premise per annum
- b) "Residential Garbage Collection" sticker: \$ 1.50 per sticker (2024)
\$ 3.00 per sticker (effective January 1, 2025)

Charges will be allocated amongst the number of billing periods in the year.

Where payment is not made on or before the due date established by the Chief Financial Officer for each billing period there shall be payable a penalty of three (3%) percent on the total balance outstanding.

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2024 **Month:** 11

Folder Type	2024 / 11		2023 / 11		2024 to 11		2023 to 11	
	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	1	2,500	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	1	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	1	25,000	1	0
END - COMMERCIAL BUILDING	1	0	10,000	0	5	1,289,524	3	1
END - DEMOLITION	0	0	0	0	2	1,500	2	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - INSTITUTIONAL	0	0	0	0	1	50,000	0	0
END - MANUFACTURED HOME	0	0	0	0	1	5,000	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	3	1,800,000	1	4
END - PLUMBING	0	0	0	0	0	0	2	0
END - RETAINING WALL	0	0	0	0	0	0	4	0
END - SFD W/SUITE	0	0	0	4	3	475,000	9	16
END - SIGN	0	0	0	0	1	6,000	5	0
END - SINGLE FAMILY DWELLING	0	0	0	1	7	1,412,022	11	4
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
OLD PIMS PERMITS	0	0	0	0	0	0	0	0
PLUMBING	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	1	0	13,500	0	4	113,231	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
Report Totals	2	0	23,500	6	30	5,521,776	38	25
								7,143,519

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 8, 2024
Subject: Council Strategic Plan Scorecard 2024

RECOMMENDATION

THAT Council receives and files the memorandum, "Council Strategic Plan Scorecard 2024".

BACKGROUND

At its regular meeting of August 19, 2024, Council adopted Strategic Plan 2023-26 - Update 2024 ("the Plan"). As described in the document, the Plan:

provides direction so that the resources are spent on the right objectives at the right time. A strategic plan also creates efficiency and effectiveness by providing clarity and alignment on decision-making and resource allocation throughout the entire municipal corporation.

The Plan identified strategic priorities and classified them as Critical, Important, or Desirable. The classifications are defined as follows:

CRITICAL priorities are essential objectives for which it is not possible to change the timeline – meaning that resources may need to be drawn from other objectives in order to complete the task.

IMPORTANT priorities are also objectives that provide significant positive value, but it is acceptable to extend the timeline in order to keep the resource costs fixed.

DESIRABLE priorities also provide positive value, but it is acceptable for both resources and timeline to be adjusted to balance the demands of higher priorities.

Below is a scorecard showing progress related to the Plan's 2024 objectives, as well as progress on objectives that were accomplished ahead of schedule. Progress was achieved on all 2024 objectives.

COMMITMENT	PRIORITY	ACTION	PROGRESS
STRATEGIC PRIORITY #1 - CITIZEN ENGAGEMENT			
Host a “Coffee with Mayor & Council” event	Desirable	Provide	Completed - hosted the event on October 8, 2024
Increase recognition of community volunteers	Desirable	Provide	Ongoing progress – awarded one Lifetime Civic Merit Award; recognized numerous community volunteers with thank you cards
Replace and add new banners to City streets and Highway 97A	Desirable	Provide	Completed
Re-evaluate existing public art in conjunction with the Enderby & District Arts Council	Important	Partner	Completed – Public Art Select Committee has reported to Council, which is evaluating next steps
STRATEGIC PRIORITY #2 - HEALTH AND WELL-BEING			
Increase engagement with owners of vacant commercial buildings to address safety concerns	Important	Provide	In progress
STRATEGIC PRIORITY #3 - ECONOMIC PROSPERITY			
Enhance holiday lights at City square intersection	Important	Provide	In progress – tree lit, future improvements being evaluated
Build and strengthen partnerships with Splatsin, Area F, and School District #83.	Important	Partner	Ongoing engagement efforts
STRATEGIC PRIORITY #4 - ATTAINABLE AND AFFORDABLE HOUSING			
Objectives deferred to 2025 Official Community Plan and Zoning Bylaw amendments			

COMMITMENT	PRIORITY	ACTION	PROGRESS
STRATEGIC PRIORITY #5 - WELL-MANAGED INFRASTRUCTURE			
Continue to invest in asset management annually	Critical	Provide	Ongoing progress
Create a grant-ready expansion and upgrade plan for the Water Treatment Plant	Critical	Provide	In progress – design completed and being reviewed
Evaluate need for additional staff and implement plan (2025 objective)	Important	Provide	Completed (ahead of schedule)

In accordance with the process described in the Plan, early in 2025, Council will meet for a strategic planning session to ensure that the Plan continues to meet the evolving and emerging priorities of Council and the broad community. This meeting will aid staff in developing a budget that funds Council’s priorities.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: December 10, 2024
Subject: Reservoir #1 Notice of Preferred Proponent and Contract Execution

RECOMMENDATION

THAT Council authorizes the execution of a construction contract for Reservoir #1 to Carver Construction Ltd., with a value of \$2,913,275.00.

BACKGROUND

The existing Reservoir #1 is a critical component of the City of Enderby drinking water system that is approaching failure due to age and condition. It is one of two reservoirs owned by City. System testing and design work in preparation for the reconstruction of Reservoir #1 have been occurring for the last several years.

The replacement reservoir (see composite utility plan, attached) will be a covered concrete structure partially below grade that is designed to meet post-disaster seismic requirements, address climatic challenges that hinder safe drinking water storage, improve stored water quality through changes in mixing technology, reduce cleaning and maintenance service interruptions through a two-chamber design, and increase storage capacity for future population growth and emergencies.

The proposed reservoir is sized based on contemporary best practices, which calculates total storage based on balancing storage (25% of maximum daily water demand) plus fire storage (highest fire demand for the service area as specified by the Fire Underwriters Society) plus emergency storage (25% of balancing storage plus fire storage). The size also includes a per capita allowance for projected future growth.

Construction Cost, Credits, and Financial Strategy

A request for proposals closed on October 29, 2024. The preferred proponent is Carver Construction Ltd. Carver has extensive experience in reservoir construction; they are also subcontracting with several Enderby businesses as part of the project.

Carver's bid price is \$2,913,275.00. The contract value will be decreased through a change order based on credits in design, schedule, and construction methodology that are in the

process of being identified by the design engineer, Carver, and the City. Credits and savings valued at \$220,000 have been identified thus far, including:

- Moving the construction start date to February 2025 to minimize or eliminate heating and hoarding costs (\$127,000);
- Changing the concrete waterproofing method (\$44,000);
- Adjusting the access hatch design (\$8,000);
- Shifting the valve chamber so that it is flush to the reservoir wall (\$21,000); and
- Having the City carry course of construction insurance rather than the contractor (net savings of approximately \$6,000).

The project will be funded through a combination of reserves, development cost charges, Growing Communities grant funding, surplus, and internal borrowing. Internal borrowing has already been contemplated for the project and Council has set aside \$13,400 since 2023 to transition in the costs of borrowing. Annual borrowing costs are expected to be \$19,000, leaving \$5,600 costs left to be incorporated in the 2025 budget. This increase will require a 1.7% increase to water frontage tax, which will amount to an increase of \$5.47 per home with 100 feet or more of frontage.

Progress to Date and Proposed Construction Schedule

In addition to the design work, significant progress has already been completed, including:

- Pre-demolition hazardous materials survey of the existing structure;
- Geotechnical drilling and analysis
- Permits for Fortis gas crossings and making physical changes to those crossings to allow for the crossing of heavy equipment;
- Developing and testing a water distribution bypass configuration that enables Booster #2 to move water directly to Reservoir #2 while Reservoir #1 is down;
- Configuring and testing a fire flow / pressure reducing valve in Booster #2 to ensure the automatic transfer of Reservoir #2 fire storage into Pressure Zone #1; and
- Interior Health Authority construction permit application.

Carver's proposed construction schedule would start with demolition, site excavation, and installing drain rock in February, with underslab piping installed and base/floor slabs to be poured in March. Reservoir walls will be poured in April and May, and the roof slab will be poured in June and July. There is a 28-day curing time between pouring the base/floor slabs, walls, and roof slab to ensure adequate concrete strength. Interior waterproofing will occur throughout, with exterior waterproofing and leak testing following the removal of the roof slab shoring. The structure will then be backfilled and the remaining mechanical and electrical works completed. The structure is expected to be commissioned in September.

Risk Management During Construction

During construction, the City will be solely reliant upon Reservoir #2 for water storage, in addition to water that is fed dynamically into the system from the Water Treatment Plant's distribution pumps.

Based on tests conducted earlier in 2024, the bypass system is able to keep up with ordinary peak season demands. Reservoir #2 was designed to store fire flows for the entirety of the community; it will continue to perform this role during and after construction.

However, as there will be only a single reservoir storing water, the decreased resiliency will result in a prolonged recovery period following any extraordinary event that causes the rapid depletion of stored water, such as a major water break or a structure fire. When storage capacity is reduced, there is less room to buffer consumer demand concurrent with replenishing stored water. As a result, recovery times may be as much as three days longer than usual, depending on consumer demand.

As a result of the prolonged recovery time, the following is proposed as a risk mitigation strategy:

1. From the time that Reservoir #1 is demolished, Stage 2 restrictions will be implemented in accordance with the City of Enderby Water Conservation and Drought Management Framework (attached).

This will provide for a moderate reduction in non-essential uses, which will help to manage the availability of stored water and reduce recovery times following an extraordinary event.

2. Annual fire hydrant testing will be deferred from the summer to the fall, after Reservoir #1 has been commissioned.
3. Use of water by external contractors, but for those under direct contract with the City of Enderby, will be reduced or eliminated depending on consumer demands.
4. Following an extraordinary event, the City will need to issue emergency water conservation measures until the water storage has been replenished, to ensure that there is adequate water for essential uses and emergencies.

These measures will be shorter in duration but more rigorous in nature to accelerate recovery; for instance, this could involve a brief prohibition on all outdoor watering except for that related to food security, as well as reducing or eliminating parks and public spaces irrigation and curtailing the operating hours of non-essential public facilities with high water use.

The risk management strategy proposed above will be communicated broadly in January 2025, using the utility bill newsletter insert, media, website, and other channels to raise public awareness.

Bylaw compliance resources will target education and awareness of the water conservation measures in the spring to foster supportive consumption habits prior to the onset of peak seasonal demand. Once peak seasonal demand starts, due to the criticality of recovery for the whole community, bylaw compliance will pivot to an enforcement emphasis.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tate Bengtson', written over the text 'Respectfully submitted,'.

Tate Bengtson
Chief Administrative Officer



December 11, 2024

File 1584.32

Tate Bengtson
City of Enderby
PO Box 400
Enderby BC V0E 1V0

via email: tbengtson@cityofenderby.com

Dear Mr. Bengtson,

**Re: 1584.32 COE – Reservoir 1 Reconstruction –
Notice of Preferred Proponent and Contract Execution Recommendation**

Proposals for the above captioned project were received by Monaghan Engineering and Consulting Ltd. (MEACL) on October 29, 2024. Seven proposals were received before the Closing Time and these proposals were forwarded to and reviewed by the Evaluation Committee. The final proposal scoring from the committee members was compiled by MEACL, together with the scoring for the pricing.

The final ranking of the Proponents after completing the scoring of the Proposals, from the highest ranked to the lowest ranked, is:

- Carver Construction Ltd.
- Maddocks Construction Ltd.
- Chapman Industries Ltd.
- Big Rock Construction Company Ltd.
- General Assembly Excavating Ltd.
- Regehr Contracting Ltd.
- Centerfire Construction Ltd.

The Evaluation Committee recommends the Proposal submitted by Carver Construction Ltd is the most advantageous to the City and per the terms in the RFP, the committee recommends the City proceed with execution of a contract with Carver Construction Ltd. Carver's Proposal Price is \$2,913,275.00, not including GST; however, we are currently negotiating changes in design and construction methodology, with savings of \$220,000.00 already recognized, and further savings are possible and these are being pursued with assistance from Carver. The savings are the result of changes to the construction schedule, methodology, as well as construction material changes. All

credits and changes will be executed via Change Order. Construction is expected to proceed in February, with completion anticipated in September of 2025.

Should you have any questions or require further clarification, please do not hesitate to contact the undersigned at your convenience.

Sincerely,

Monaghan Engineering & Consulting Ltd



Curtis Hodges, P.Eng
Project Manager

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	11/17/2022
2	ISSUED FOR BIDDING	11/17/2022
3	ISSUED FOR CONSTRUCTION	11/17/2022
4	ISSUED FOR RECORDS	11/17/2022
5	ISSUED FOR AS-BUILT	11/17/2022
6	ISSUED FOR FINAL REVIEW	11/17/2022
7	ISSUED FOR ARCHIVE	11/17/2022
8	ISSUED FOR CLOSURE	11/17/2022

LEGEND: 0001 200' GRAVEL ACCESS ROAD (SHEET 02 OF 03)

0002 1500 PERFORATED RIGID PVC (SHEET 02 OF 03)

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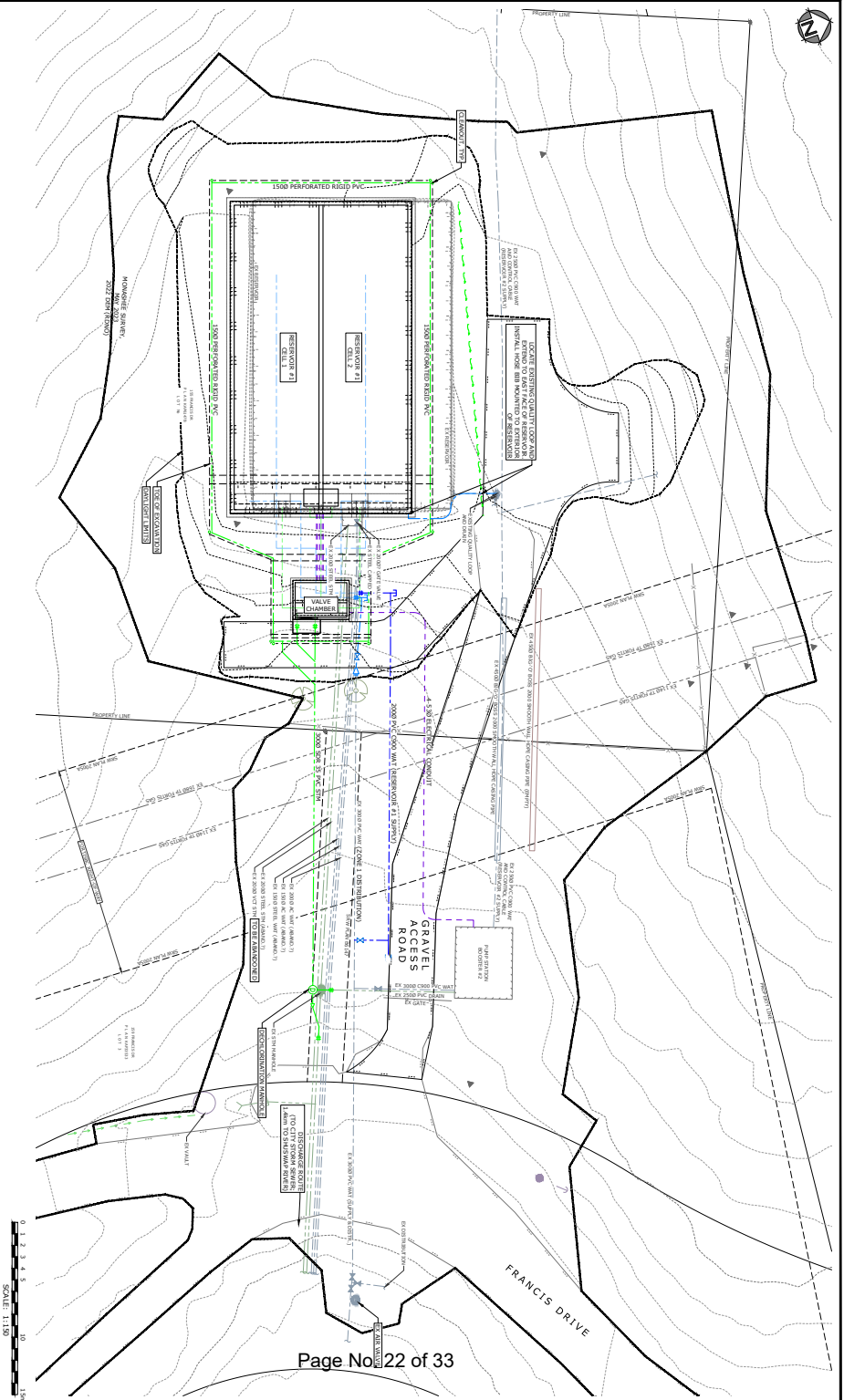
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CITY OF ENDERBY

RESERVOIR 1 RECONSTRUCTION
 COMPOSITE UTILITY
 PLAN

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	WATER CONSERVATION & DROUGHT RESPONSE FRAMEWORK			
	Stage 1	Stage 2	Stage 3	Stage 4
	Normal	Moderate	Acute	Severe
Lawns and Landscaping				
Sprinkler, Soaker Hose, Automatic (Underground) Irrigation	Even/Odd days Max 2hrs/day	2 days/week Max 2hrs/day	1 day/week Max 2hrs/day	Not Permitted
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	Even/Odd days Max 2hrs/day
Landscaping Plants, Trees, Shrubs, Flowers				
Sprinkler, Soaker Hose, Automatic (Underground) Irrigation	Even/Odd days Max 2hrs/day	2 days/week Max 2hrs/day	1 day/week Max 2hrs/day	Not Permitted
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	Even/Odd days Max 2hrs/day
Food-Producing Plants, Trees, Shrubs				
Sprinkler or Soaker Hose	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day
Drip Irrigation or Hand Watering	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day	7 days/week Max 2hrs/day
Other Outdoor Water Uses				
Washing boats or vehicles, refilling pools, walkways, driveways, windows, fences, building exteriors, etc.	Voluntary Reduction of 10% in non-essential uses	Voluntary Reduction of 25% in non-essential uses	Voluntary Reduction of 75% in non-essential uses	Essential health and safety uses only.
Businesses requiring or selling outdoor water use (non-irrigation)				
Public sports fields, parks, common or green spaces, and facilities	Reduction of 10%	Reduction of 25%	Reduction to the extent that public use or function not compromised	Reduction with prioritized closures or losses

Civic Address	Odd/Even	2 Days/Week	1 Day/Week
Odd-Numbered	Odd-Numbered Days	Tues, Sat	Tues
Even-Numbered	Even-Numbered Days	Wed, Sun	Thurs

Automatic (underground) irrigation is permitted between 12am-6am.
 All other irrigation must occur between 6-9am and 6-9pm.
 Exemption Permits available for multi-family lots, extraordinary circumstances, or new trees/lawns/plants.

AGENDA

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner
Date: December 12, 2024
Subject: Christmas Carolling - Road Closure Application

RECOMMENDATION

THAT Council receives the Christmas Carolling – Road Closure Application memorandum dated December 12, 2024 for information.

BACKGROUND

The City of Enderby Event Coordinator has submitted a Road Closure application (attached) which proposes to close Cliff Avenue from George Street to Vernon Street, and Belvedere Street from Cliff Avenue to Speers Lane, on Wednesday December 18, 2024 from 10:45 am – 11:15 am for the purposes of a Christmas carolling event involving local students. The carollers will be staged at the intersection of Cliff Avenue and Belvedere Street but the road closure is extending beyond this immediate area in order to enhance safety while still preserving traffic movement within the downtown. Council approved a Road Closure application for the same purpose in 2023.

The *Temporary Road Closures for Community Events Policy* has delegated authority to Staff to approve a Temporary Road Closure Application on behalf of Council, subject to the applicant meeting all of the requirements of the Policy. All first-time events must be approved by Council. As this is not a first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application subject to the applicant providing advance notice of the road closure to businesses in closest proximity to the road closure area.

Respectfully Submitted,



Kurt Inglis
Planner

Schedule A
Application for a Temporary Road Closure for a Community Event

Is this a first-time or relocated event? Yes No

Name of Sponsoring Organization The City of Enderby

Name of Contact Person Valerie Victoria Byrne

Telephone or Email _____

Name of Event Christmas Carolling

Date(s) of Closure Dec 10, 2024

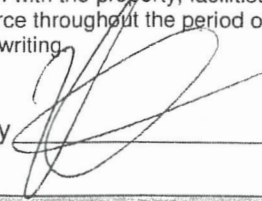
Start time for Closure ~~1pm~~ 10:45 am End time for Closure ~~2pm~~ 11:45 am

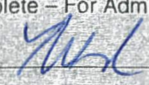
Location of Closure Macpherson/Sphere to Cliff Ave. Vernon St + Cliff Ave to Hwy 97 + cliff Ave

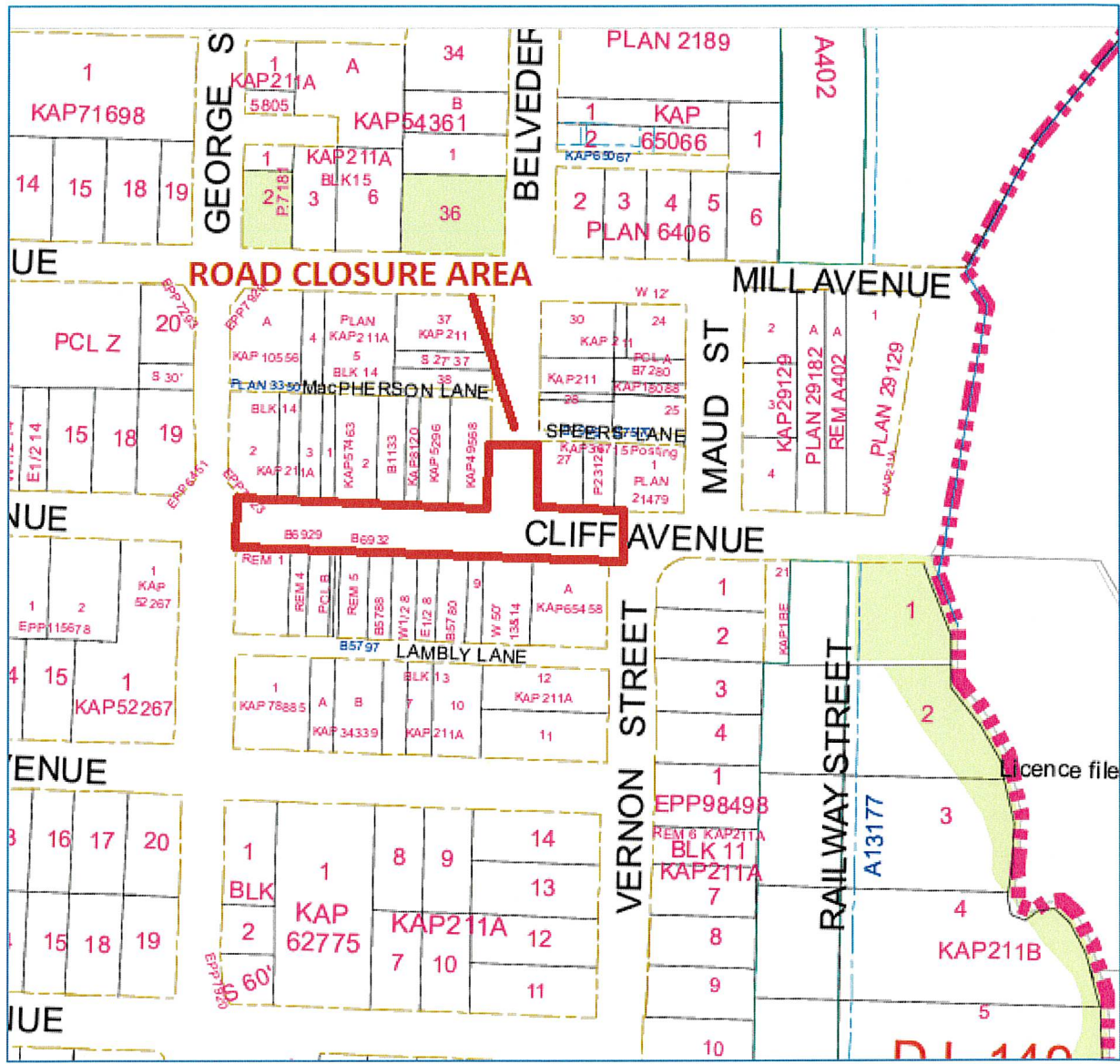
Required Attachments

- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable)

Indemnity: The applicant agrees to indemnify and save harmless the City of Enderby from and against any and all claims, including but not limited to harm, damage, injury, or loss to body or property caused by, arising from, or connected with any act or omission of the applicant or any agent, employee, customer licensee or invitee of the applicant, and against and from all liabilities, expense costs and legal or other fees incurred in respect of any such claims or any actions or proceedings brought thereon arising directly or indirectly from or in connection with the property, facilities, or services of the City. The applicant will be required to obtain and keep in force throughout the period of use insurance in a form specified by the City of Enderby unless waived in writing.

Authorized Signatory  Date Dec 12 2024

Do Not Complete - For Administrative Purposes			
Approved by		Date	<u>Dec 12, 2024</u>
Certificate of Insurance	<input checked="" type="radio"/> Yes	No	N/A
Map	<input checked="" type="radio"/> Yes	No	N/A
Petition of Affected Business Owners	<input checked="" type="radio"/> Yes	No	N/A





AGENDA

December 11, 2024

Jennifer Bellamy
City of Enderby
619 Cliff Ave
Enderby, BC V0E 1V0

Dear Jennifer Bellamy:

This letter is to advise you that an additional grant payment will be made on December 18, 2024 to your local government under the Small Community Grant program in the amount of \$50,700. The Province will email an electronic transfer notification confirming the payment to the email on file.

Please note, this is a one-time additional payment under the program. The regular formula for the Small Community Grant is not changing and your regular grant amount will be calculated again next year during the regular payment window. Please continue to use the regular grant amount for your budgeting purposes.

For further information on this payment, you may contact Joshua Galbraith by email at Joshua.galbraith@gov.bc.ca or by phone at (778) 698-1314.

Thank you,

A handwritten signature in black ink, appearing to be "J. Craig".

Joshua Craig,
Director, Local Government Finance
Ministry of Housing and Municipal Affairs

**Ministry of Housing and
Municipal Affairs**

Local Government Finance Unit

Mailing Address:
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Phone: 250.387.4060
Fax: 250.387.797

Location:
4th Floor - 800 Johnson Street
Victoria BC V8W 1N3

www.gov.bc.ca/muni



AGENDA

December 5, 2024

To: All SILGA Members

Call for Resolutions for 2025 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Merritt between April 29th to May 2nd, 2025. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 21, 2025 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2025 SILGA Convention, please forward by email your resolution to info@silga.ca. Any background information on the resolution would be helpful. Please be discerning when you submit a resolution as the volume of resolutions received becomes difficult to properly debate. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

- 1. If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**
- 2. Please note it is the responsibility of the local government to follow up with the appropriate ministry on the recommendation from the resolution after it has been endorsed by both SILGA and UBCM.**
- 3. The earlier you can submit a resolution, the better. In the past over 50% of the resolutions are received less than three days prior to the deadline. SILGA has a very short deadline to get the resolutions to UBCM.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

PO Box 27017 Cityview PO.
Kamloops, BC
V2E 0B2

tel: 250-851-6653
www.silga.ca
yoursilga@gmail.com



Resolutions not received by February 21, 2025 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.
- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA



AGENDA

December 5, 2024

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2025

As per the Constitution of the Southern Interior Local Government Association, the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2025/26 term. Elections will be held during the SILGA Convention from April 29th to May 2nd, 2025.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral



Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2025. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Aimee Grice, Town of Oliver.

All those interested in serving are asked to contact Councillor Grice by email at agrice@oliver.ca or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Grice and the SILGA office (info@silga.ca).

Alison Slater
General Manager, SILGA



SILGA Community Excellence Awards

AGENDA

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic well being of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, please provide a letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA General Manager. We request that you be prepared to provide good quality pictures of the projects or event. Nomination Letters must be received by February 1st, 2025. A high quality logo from the local government also needs to be provided.

1. Letters must clearly state which award the nomination is for.
2. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. This information should be in the third person. For the video, please provide 300 words written in the third person describing the scope of the project, the outcomes and the parties involved. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
3. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
4. Nomination letters can come from anyone representing a local government, and there is no limit on the number of nominations per community. An official resolution is not required.
5. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be officially recognized at the upcoming AGM.
2. Your local government will receive a beautiful plaque to permanently display at your government office.
3. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Script of around 300 words which succinctly describes the project. Story telling language why your project should win the award.

Please email your submission to the SILGA office at info@silga.ca

Good luck!