

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: September 2, 2025
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: 875 9118 4300
Passcode: 052946*

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 September 2, 2025 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of August 18, 2025

THAT the August 18, 2025 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 Permissive Tax Exemptions – 1110 Belvedere Street & 606 Regent Avenue

Memo prepared by Chief Financial Officer dated August 25, 2025

THAT Council gives first, second, and third readings of the bylaw cited as “City of Enderby 2024-2027 Tax Exemption Bylaw No. 1778, 2023 Amendment Bylaw No. 1822, 2025”.

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6. REPORTS

6.1 Mayor and Council Reports

6.2 Area F Director Report

6.3 Chief Administrative Officer Report

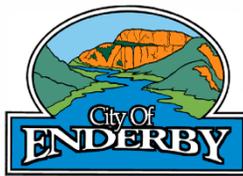
6.3.1 Council Inquiries

6.4 Riverside RV Park – July 31, 2025 Financial Update
Memo prepared by Chief Financial Officer dated August 22, 2025
*THAT Council receives the Riverside RV Park – July 31, 2025 Financial Update
for information.*

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7. PUBLIC QUESTION PERIOD

8. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, August 18, 2025 at 4:30 p.m. in Council Chambers.

Present: Mayor Huck Galbraith
Councillor Tundra Baird
Councillor Roxanne Davyduke
Councillor David Ramey
Councillor Sarah Yerhoff

Absent: Councillor Brian Schreiner
Councillor Shawn Shishido

Staff: Chief Administrative Officer – Tate Bengtson
Chief Financial Officer – Jennifer Bellamy
Manager of Planning, Community Safety and Bylaw Compliance – Kurt Inglis
Manager of Strategic Priorities and Community Services – Kelsey Campbell
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

Moved by Councillor Ramey, seconded by Councillor Baird
THAT the August 18, 2025 Council Meeting agenda be approved as circulated.

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of July 21, 2025

Councillor Yerhoff noted that the date of the Enderby & District Chamber of Commerce golf tournament was recorded incorrectly on page 4 of the minutes of the meeting of July 21, 2025 and clarified that the tournament will take place on September 10th.

Moved by Councillor Yerhoff, seconded by Councillor Baird
THAT the July 21, 2025 Council Meeting minutes be adopted as amended.

CARRIED

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit #0080-25-DVP-END

The Manager of Planning, Community Safety and Bylaw Compliance gave an overview of the application.

Moved by Councillor Baird, seconded by Councillor Yerhoff

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 20 BLOCK 8 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and located at 706 George Street, Enderby BC, to permit a variance to Section 310.3.f.ii of the City of Enderby Zoning Bylaw by permitting wall signs to be located within a distance of 6 m (19.68) from, i) a lot corner adjacent to the intersection of two public highways, and ii) a lot corner adjacent to a public highway and common on two lots.

CARRIED

Development Variance Permit #0081-25-DVP-END

Moved by Councillor Baird, seconded by Councillor Yerhoff

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as THAT PART OF DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT SHOWN RED ON PLAN DD4360 and located at 602 King Avenue, Enderby BC, to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 901.1 by permitting off-street parking spaces to be partially located on public land, as shown on the attached Schedule 'A';*
- *Section 901.2.b by not requiring maneuvering aisles for off-street parking spaces, as shown on the attached Schedule 'A';*
- *Section 901.2.c by permitting a parking design where vehicles are required to back out on to a highway, when more than 4 off-street parking spaces are provided, as shown on the attached Schedule 'A';*
- *Section 901.3 by reducing the minimum number of off-street parking spaces from 142 to 36, as shown on the attached Schedule 'A'; and*
- *Section 1001.6.c by not requiring an off-street loading space to be provided with curbing, as shown on the attached Schedule 'A'.*

CARRIED

REPORTS

Mayor and Council Reports

Councillor Davyduke

Reported that the Harvest Hut was busy in July with approximately 1400 lbs of food shared.

The river was very busy over the August long weekend with floaters and the Visitor Centre reported that over 300 people came in for information.

Reported that Friday Night Lights was great and well attended even with the rain.

Councillor Yerhoff

Reported that it was nice to see so much of the community out for Friday Night Lights.

Reported that she has received concerns from community members regarding traffic through the community.

The Enderby Legion is hosting a ham and turkey draw on October 4th.

Councillor Baird

The Enderby Legion is hosting a golf tournament fundraiser on August 31st.

Moved by Councillor Baird, seconded by Councillor Ramey
THAT Council sponsor a hole at the Enderby Legion Branch 98 Annual Golf Tournament.

CARRIED

Attended a Splitsin Homes grand opening in Vernon last week. Reported that a show home is planned to be built on Vernon Street.

Will be attending a Canadian Mental Health Association Foundry information session at Predator Ridge.

Reported that the fall recreation guide is out and there is lots of great programming available.

Councillor Ramey

Attended Friday Night Lights and reported that the band playing at the Cliff Avenue and Belvedere intersection was great.

Mayor Galbraith

Attended Friday Night Lights.

Attended Elders Day at Splitsin.

Has received requests for there to be a better walking path from the Splitsin Community Centre to downtown Enderby.

Had a meeting with the President of the Chamber of Commerce and reported that they plan to present to Council soon.

Chief Administrative Officer

Construction of the lower reservoir is on schedule. The roof has now been poured and is curing, and the valve chamber is being worked on. A revision to the mixing system design is currently being reviewed by Interior Health.

Granville construction is continuing on schedule. Service tie-ins have largely been completed, and work will now shift to building the road structure.

Pool construction is ongoing. Pouring foundations and basin excavation are both progressing. The basin is expected to arrive in late August followed by an aggressive assembly schedule. In the background, shop drawings for various components and products are being reviewed.

The last stage of the switch to a new server at City Hall will be completed on Thursday. For all or part of this day, City Hall will not be able to process transactions. Public notification will be going out shortly on this matter.

Thanked the many people involved in making Friday Night Lights happen, including the Manager of Strategic Priorities and Community Services, The Events Coordinator, Public Works and Office Staff, Mayor and Council, and the many volunteers and supporters.

Super Roller Disco is set for Saturday, August 23rd and the next iteration of Music By The River, the 70s Dance Party By The River, is scheduled for September 5th.

Thanked the Parks crew, who have been very busy this summer with an uptick in ball diamond use throughout August and an anticipated season extension into October. This puts the diamonds at close to 7 months of play. The pool season has also been extended into September and arena ice will be put in soon, so they are juggling a lot of extra demands.

Gave a special kudos to Dale Almaas, the newest Parks employee, who noticed on Sunday morning that a dewatering pump at the new pool had stopped operating and water was building up in the excavation. He quickly reported the matter, and it was addressed by the contractor on Sunday, so that they would not start their week pumping a large volume of water out of the excavation.

June 2025 Financial Report

Moved by Councillor Baird, seconded by Councillor Davyduke
THAT the June 2025 Financial Report from the Chief Financial Officer be received for information.

CARRIED

RDNO Building Permit Report – July 2025

Moved by Councillor Ramey, seconded by Councillor Yerhoff
THAT the RDNO Building Permit Report – July 2025 be received and filed.

CARRIED

NEW BUSINESS

North Okanagan Accessibility Plan

Moved by Councillor Baird, seconded by Councillor Davyduke
THAT Council receives and files the Regional District of North Okanagan correspondence dated July 22, 2025 and staff report dated July 16, 2025 respecting the North Okanagan Accessibility Plan;

AND THAT Council endorses the North Okanagan Accessibility Plan.

CARRIED

Disclosure of Contracts – Council

Moved by Councillor Ramey, seconded by Councillor Yerhoff
“THAT Council receives the Disclosure of Contracts – Council memorandum dated July 25, 2025 for information.”

CARRIED

Splatsin Development Corporation Golf Tournament & Cultural Event Attendance

Moved by Councillor Yerhoff, seconded by Councillor Baird
THAT Council authorizes Mayor Galbraith to attend the Splatsin Development Corporation Golf Tournament & Cultural Event attendance in lieu of Councillor Schreiner.

CARRIED

Water Treatment Plant Upgrade Resolution in Support of Strategic Priorities Grant Application

Moved by Councillor Baird, seconded by Councillor Ramey
THAT Council supports the proposed City of Enderby Water Treatment Plant Upgrade project and directs staff to proceed with an application to the Canada Community-Building Fund in BC’s Strategic Priorities Fund;

AND THAT Council confirms the City of Enderby’s willingness to provide overall grant management and support the funding of any cost overruns.

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

Moved by Mayor Galbraith, seconded by Councillor Baird
THAT Council receives and files the correspondence and information item titled:

- Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants dated August 8, 2025.

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Davyduke
THAT the regular meeting of August 18, 2025 adjourn at 5:14 p.m.

CARRIED

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 25, 2025
Subject: Permissive Tax Exemptions – 1110 Belvedere Street & 606 Regent Avenue

Recommendation:

THAT Council gives first, second, and third readings of the bylaw cited as “*City of Enderby 2024-2027 Tax Exemption Bylaw No. 1778, 2023 Amendment Bylaw No. 1822, 2025*”.

Background:

Attached is an amendment bylaw to the City’s permissive tax exemptions (PTEs) for the properties located at 1110 Belvedere Street and 606 Regent Avenue. These properties were previously owned by St. Andrew’s United Church and were transferred to the BC Conference Property Dev Council of United Church, a related party, when the congregation closed. Both of the properties have historically received permissive tax exemptions; however, in order to continue to provide the properties with tax exemptions, the City’s PTE bylaw must be amended to reflect the change in ownership. In addition, as there may be additional ownership transfers in late 2025, the bylaw must note the possible changes in order to provide continuity in the exemptions.

1110 Belvedere Street

This property has previously received a statutory tax exemption (a mandatory tax exemption provided to places of worship under the Community Charter), along with a PTE by Council (a PTE is at the discretion of Council and not mandatory). As the property is no longer used as a place of worship, the entire property is now fully taxable and would receive a PTE on the full property value. A portion of the property continues to be used by the Enderby & District Resource Center and the Enderby & District Garden Club. The Enderby Area Community Hub is looking to purchase the property and use the remainder of the building for community purposes.

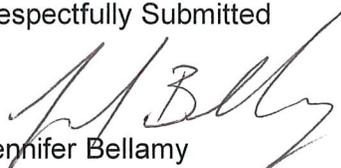
606 Regent Avenue

This property is used by Pioneer Place for parking and will continue to be used for this purpose. The primary property for Pioneer Place, located at 1104 Belvedere Street, is also provided with a PTE.

There is no new impact to property taxation for the provision of PTEs to these two properties given they have been recipients historically.

If Council chooses to continue to provide PTEs to the above properties, the exemptions must be advertised pursuant to the City’s public notice bylaw. Once public notice is provided, the bylaw will be brought forward to Council for adoption.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1822

A bylaw to amend the City of Enderby Tax Exemption Bylaw No. 1778, 2023

WHEREAS Section 224 of the Community Charter provides that Council may by bylaw grant exemptions from taxation of certain land or improvements or both;

AND WHEREAS Council of the City of Enderby has adopted “City of Enderby 2024-2027 Tax Exemption Bylaw No. 1778, 2023”;

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

1. This bylaw may be cited as “City of Enderby 2024-2027 Tax Exemption Bylaw No. 1778, 2023 Amendment Bylaw No. 1822, 2025”.
2. By removing the following properties under Property for Public Worship – 224(2)(f):
 - a. **Folio 208.0018.000** - Lot 31, Plan KAP211, DL 150 [PID 005-363-187] [1110 Belvedere Street]. Registered Owner and Occupier - **St Andrew’s United Church**.
 - b. **Folio 208.0298.000** - Lot 5, Block 16, Plan KAP211A, DL 150 [PID 005-363-195] [606 Regent Avenue]. Registered Owner and Occupier - **St Andrew’s United Church**.
3. By adding the following properties under Charitable, Philanthropic or other Not for Profit Organization – 224(2)(a):
 - a. **Folio 208.0018.000** - Lot 31, Plan KAP211, DL 150 [PID 005-363-187] [1110 Belvedere Street]. Registered Owner and Occupier – **BC Conference Property Dev Council of United Church** – exemption to extend to Enderby Area Community Hub in the event of a sale.
 - b. **Folio 208.0298.000** - Lot 5, Block 16, Plan KAP211A, DL 150 [PID 005-363-195] [606 Regent Avenue]. Registered Owner and Occupier – **BC Conference Property Dev Council of United Church** – exemption to extend to Turning Points Collaborative Society in the event of a sale.

READ A FIRST TIME this ____ day of _____, 2025;

READ A SECOND TIME this ____ day of _____, 2025;

READ A THIRD TIME this ____ day of _____, 2025;

ADOPTED this ____ day of _____, 2025.

MAYOR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 22, 2025
Subject: Riverside RV Park – July 31, 2025 Financial Update

RECOMMENDATION

THAT Council receives the Riverside RV Park – July 31, 2025 Financial Update for information.

BACKGROUND

Attached is a summary of the financial performance of Riverside RV Park to July 31, 2025.

Camp fee revenue has decreased from 2024, primarily due to the decrease in winter camping. There has also been a slight decrease in overall occupancy for the main season. Expenses have also decreased due to the reduction in utility costs related to winter camping. The beginning of the year winter camping season in 2024 saw an average of four occupants, whereas in 2025 the average was two occupants.

Other revenue has increased due to a \$8,066 insurance claim. Typically, other revenue includes sales of commodities such as wood and ice, and as of the report date has a value of \$7,157, which is a slight decrease from prior year.

At the end of July, the campground had a net profit of \$80,226, which is still on track to fund the 2025 operations of the Visitor Centre and community events, in addition to providing a contribution to the Community Enhancement Fund and build up funds for future financial needs. Although it appears revenues may not meet the targeted budget value, there is a sufficient allocation to the annual contingency amount to cover the revenue difference to still meet these funding objectives.

Reserves

The status of the two reserves for the RV Park are as follows:

1. Operating Reserve – The RV Park and the other functions it supports are all funded through camp fees. In underperforming years, these functions still need to be supported along with the fixed costs of the RV Park. One of the strategic priorities of the RV Park, is to build up enough savings to fund two consecutive years of operations. This target

value amounts to \$390,300 which is inclusive of the Visitor Centre and community events costs. As of 2024, the Operating Reserve had \$281,834 available, with \$108,466 still required to reach this target.

2. Capital Reserve – At the end of 2024, \$97,445 was available in this reserve for capital purposes. At this time, there is only one capital reserve established to cover asset management, along with future enhancements. Once the operating reserve is sufficiently built up, two capital reserves will be established to separate the funds for asset management and future enhancements. Note that these reserves will need to cover capital requirements of the Visitor Centre, in addition to the RV Park.

Overall, the RV Park is making progress on its strategic priorities and is on track to continue to do so for 2025.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

**Riverside RV Park
Financial Summary - July 31, 2025**

	2023 Actual	2024 Actual	2024 To July 31	2025 To July 31	2025 Budget	Variance \$	Variance %
Revenues							
Camp Fees	268,993	253,998	173,939	167,190	259,000	91,810	35%
Other Sales	11,660	12,004	7,415	15,223	11,600	- 3,623	-31%
Interest Earned	-	12,306	-	-	9,800	9,800	100%
Transfer from Reserves	-	-	-	-	-	-	0%
Transfer from Surplus	11,320	16,282	-	-	5,000	5,000	100%
Total Revenues	291,973	294,590	181,354	182,412	285,400	102,988	
Expenditures							
Operating	146,988	145,605	90,232	86,700	171,350	84,650	49%
Projects / Contingency	12,952	15,245	15,245	15,487	23,000	7,513	33%
Capital	-	-	-	-	-	-	0%
Transfer to Reserves	18,000	18,000	-	-	18,000	18,000	100%
Total Expenditures	177,940	178,850	105,477	102,187	212,350	110,163	
Net Profit	114,033	115,740	75,877	80,226	73,050	(7,176)	

Net Profit Allocation:

	2023	2024
Visitor Centre Operations	14,541	14,192
Community Events	24,378	25,391
Community Enhancement Fund	15,000	15,000
RV Park Operating Reserve	60,114	61,168
Total	114,033	115,752

Reserves:

	2023	2024
Operating Reserve		
Opening balance	160,552	220,666
Contributions	60,114	61,168
Closing balance	220,666	281,834
Capital Reserve		
Opening balance	54,961	75,614
Contributions	18,000	18,000
Interest earned	2,653	3,831
Usage	-	-
Closing balance	75,614	97,445