

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: November 3, 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: 846 6558 3993
Passcode: 955796*

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 November 3, 2025 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of October 20, 2025

THAT the October 20, 2025 Council Meeting minutes be adopted as circulated.

Page 4

4. DELEGATIONS

**4.1 Enderby & District Chamber of Commerce
Presentation by Jody Fowler, President**

Page 12

**5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES
AND DELEGATIONS**

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 Vernon North Okanagan Detachment: 3rd Quarter (July to September) 2025 Page 13
THAT Council receives and files the report titled Vernon North Okanagan Detachment: 3rd Quarter (July to September) 2025.

7. NEW BUSINESS

- 7.1 Acting Mayor and Succession Schedule 2026 Page 24
Staff Report prepared by Chief Administrative Officer dated October 2, 2025
THAT Council adopts the Acting Mayor and Succession Schedule for 2026.

- 7.2 Regular Meeting Schedule 2026 Page 27
Staff Report prepared by Chief Administrative Officer dated October 2, 2025
THAT Council approves the Notice of 2026 Regular Council Meetings;

AND THAT Council directs staff to post the Notice of 2026 Regular Council Meetings at the Public Notice Posting Place as defined in the City of Enderby Council Procedure Bylaw No. 1732, 2021;

AND FURTHER THAT Council directs staff to give notice of the 2026 Regular Council Meetings in accordance with section 127(1) of the Community Charter and the City of Enderby Public Notice Bylaw No. 1770, 2023.

- 7.3 Proposed 2026 Strategic Planning Date Page 30
Staff Report prepared by Chief Administrative Officer dated October 2, 2025
THAT Council approves its next strategic planning session to begin at 4:00pm on January 12, 2026.

- 7.4 Disclosure of Contracts - Council Page 31
Staff Report prepared by Chief Financial Officer dated October 27, 2025
THAT Council receives the Disclosure of Contracts – Council staff report dated October 27, 2025 for information.

- 7.5 Community Cards and Call for Submissions from Local Artists Page 32
Staff Report prepared by Manager of Strategic Priorities and Community Services dated October 29, 2025
THAT Council adopts the following framework for community cards issued by the City of Enderby:

- a. Community Recognition Cards featuring local artwork – used to welcome new businesses and recognize citizens for community service;*
- b. Event Cards featuring event-specific imagery – used to thank sponsor businesses and volunteers;*
- c. Christmas Cards featuring holiday-themed imagery – used to send holiday wishes to local businesses, not-for-profits, neighbouring local governments, and provincial and federal, elected representatives.*

AND THAT Council directs staff to place a call for submissions from local artists for two seasonal designs that celebrate the City of Enderby and associated natural features, for Community Recognition Cards.

- 7.6 Temporary Road Closure for Traditional Christmas Celebrations 2025 Page 35

Staff report prepared by Manager of Strategic Priorities and Community Services dated October 24, 2025
THAT Council receives the City of Enderby Event Coordinator's Temporary Road Closure for Traditional Christmas Celebrations 2025 for information.

- 7.7 Christmas Parade 2025 – Road Closure Application and Parade Route Approval Page 38
Staff Report prepared by Manager of Strategic Priorities and Community Services dated October 30, 2025
THAT Council receives the City of Enderby Event Coordinator's Road Closure application (Christmas Parade 2025) for information;

AND THAT Council approves the adjusted parade route.

- 7.8 Royal Canadian Legion Branch #98 Road Closure Application – Remembrance Day Ceremony 2025 Page 43
Staff Report prepared by Manager of Strategic Priorities and Community Services dated October 24, 2025
THAT Council receives and files the Royal Canadian Legion Branch #98's Road Closure application (Remembrance Day Ceremony) for information.

- 7.9 Riverside RV Park and Campground Proposed Rate Increase and Revised Administrative Policies Page 47
Staff Report prepared by Manager of Strategic Priorities and Community Services dated October 29, 2025
THAT Council approves the following campsite rates (inclusive of GST) at the Riverside RV Park and Campground for the 2026 camping season:

<i>Full-Service Pull-Through Site</i>	<i>\$ 47.00</i>
<i>Full-Service Back-In Site</i>	<i>\$ 45.00</i>
<i>Water and Power Site</i>	<i>\$ 42.00</i>
<i>Power Site</i>	<i>\$ 40.00</i>
<i>Unserviced Site</i>	<i>\$ 35.00</i>

AND THAT Council receives for information administrative policy changes regarding deposits and cancellation fees that will come into effect for the 2026 camping season.

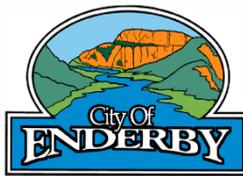
8. **CORRESPONDENCE AND INFORMATION ITEMS**
Mayor or Chair will provide an opportunity for any Council member to request that a Correspondence and Information Item be discussed separately.
THAT Council receives and files all Correspondence and Information Items.

- 8.1 2024 CEPF: Volunteer and Composite Fire Departments Equipment and Training – Enderby & District Fire Department SCBA Page 50
Correspondence from Sasha Prunn, Program Officer, UBCM dated October 23, 2025

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 (1) (k) and (g) of the Community Charter.

11. **ADJOURNMENT**



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, October 20, 2025 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
Manager of Planning, Community Safety and Bylaw Compliance – Kurt Inglis
Manager of Strategic Priorities and Community Services – Kelsey Campbell
Clerk-Secretary – Andraya Imrich

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 8.1 – *Enderby & District Chamber of Commerce REDIP Letter of Support* was added to the agenda as a late item.

Moved by Councillor Baird, seconded by Councillor Shishido
THAT the October 20, 2025 Council Meeting agenda be approved as amended.

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of October 6, 2025

Moved by Councillor Shishido, seconded by Councillor Ramey
THAT the October 6, 2025 Council Meeting minutes be adopted as circulated.

CARRIED

DELEGATIONS

Superintendent Blake Macleod, Staff Sergeant Ivan Lee, Sergeant Jeanne Vestergaard, Vernon North Okanagan Detachment, RCMP

Superintendent Blake Macleod introduced Staff Sergeant Ivan Lee, who is the new rural officer in charge for North Okanagan RCMP. He will be based in Armstrong.

S/Sgt Lee explained that he recently relocated from Surrey and has been serving with the RCMP for 18 years.

Councillor Ramey inquired about concerns he has received from parents in the community concerning hard drug use by teenagers.

Supt. Macleod responded that there are police officers on duty 24/7 in the community and asked Council to encourage these residents to call the police when there are crimes occurring.

Sgt. Vestergaard noted that she has looked at records of calls for Enderby in the last two months and that there was only one complaint on file from September that related to marijuana use. Explained that there are officers on duty but without a report it is difficult for them to be in the right place at the right time.

Councillor Ramey asked about reporting details of incidents to the public and expressed a desire for more information to be available when an incident takes place in or around the community.

Supt. Macleod responded that there is a Media Relations Officer who releases reports, but that reports of all incidents are not released if releasing of the information is deemed to have little value to the public. Supt. Macleod stated that matters of urgent and direct community concern are reported to the CAO. The CAO confirmed that these matters are reported to Council.

Area F Director Hopkins thanked Supt. Macleod, S/Sgt. Lee and Sgt. Vestergaard for their service.

Mayor Galbraith thanked Supt. Macleod, S/Sgt. Lee and Sgt. Vestergaard for their presentation.

Fire Chief Richard Bastiaansen and Deputy Chief Billy Doorn, Enderby & District Fire Department

Chief Bastiaansen reported that operations of the Fire Department are going very well. Reported that the Department currently has 25 members with 3 new recruits coming on board and that membership is very active.

Explained that call volume is increasing by approximately 6-7% year over year with the majority of calls related to motor vehicle incidents.

New racking has been installed at the Fire Hall this year allowing each member to have their own space for their gear and enabling it to dry more efficiently. A backup generator was also installed that will allow doors to operate during a power outage, among other things.

Reported that the addition of the new Rescue and Command vehicles have been a great improvement to the fleet and that new SCBA units have been added that improve safety for members.

Deputy Chief Doorn reported that he has enjoyed his transition to Deputy Chief and it has been positive experience.

Councillor Schreiner asked if there is anything else that the department needs.

Chief Bastiaansen responded that they appreciated how well their needs are being met and stated that he is working on budget items for 2026 alongside administration staff.

Councillor Baird asked when the next open house is scheduled.

Chief Bastiaansen responded that the next open house for the Enderby Fire Department will be scheduled for October 2026 and that they are done every other year.

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit #0084-25-DVP-END

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

There were no written submissions.

No members of the public wished to make representation.

Councillor Shishido asked if it is normal for an application to come forward before a property is sold.

Manager of Planning, Community Safety and Bylaw Compliance responded that this is a common practice as buyers of a property often look for certainty that their plans will be allowed to go forward before a purchase is completed.

Moved by Councillor Schreiner, seconded by Councillor Baird

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 31 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211, and located at 1110 Belvedere Street, Enderby BC, to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014, as shown on the attached Schedule 'A':

- *Section 901.2.b by waiving the requirement for right-angle off-street parking spaces to be serviced via an 8 m (26.25 foot) maneuvering aisle;*
- *Section 901.2.c by permitting a parking design where vehicles are required to back on to a highway, when more than 4 off-street parking spaces are provided; and*
- *Section 901.3 by reducing the minimum number of off-street parking spaces from 17 to 9,*

subject to the property owner registering a restrictive covenant on the title of the property which indemnifies, defends, and saves harmless the City of Enderby with respect to all matters arising from the issuance of Development Variance Permit 0084-25-DVP-END.

CARRIED

Development Variance Permit #0085-25-DVP-END

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

There was one written submission:

Mike and Vikki Marrs, 149 Riverdale Drive, Enderby BC

-In support of the application.

No members of the public wished to make representation.

Moved by Councillor Baird, seconded by Councillor Ramey
THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 25 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 12866, and located at 151 Riverdale Drive, Enderby BC, to permit a variance to Section 601.10.d of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum rear yard setback for a single family dwelling from 6 m (19.68 feet) to 2.74 m (9 feet), as shown on the attached Schedule 'A'.

CARRIED

REPORTSMayor and Council ReportsCouncillor Yerhoff

The Harvest Hut has wrapped up its season and had a very busy September.

Reported that the Good Food Box is going well and gave a reminder that this program is available to everyone.

The City's edible landscaping were well-harvested this year.

The Chamber is hosting a Business After 5 Event this week at Elevate Day Spa & Hair Studio and nominations for business excellence awards are open.

Councillor Davyduke

Will be attending a round table meeting on October 21st at the Senior Centre with Tara Wilson, the Senior Community Connector, regarding services that are available to Seniors in Enderby.

Attended the Salmon Arm Fish and Game Club Gun Show at the Splatsin Community Centre and reported there was a great turnout for the event.

Attended an Enderby & District Community Resource Centre board meeting last week and reported that planning is beginning for Family Day events for next year. Also reported that there have been some new participants at their Meal Mentoring for Moms program.

Councillor Baird

Reported that Christmas Committee planning for Enderby's Traditional Christmas event is in progress.

Attended Coffee with Mayor and Council event and reported that it went well. Concerns were expressed regarding speed on George Street on the north end of the City. Councillor Baird suggested that a permanent speed reader should be placed in his area.

Attended the Chamber of Commerce meet and great with the MLA and MP.

Attended the barbeque at Riverside RV Park and reported it was a great event.

Will be attending a ball user group meeting this Thursday.

Will be attending the Business Walk this Thursday.

Reported that there is a picnic table on the Riverwalk that is in need of repair or removal.

Councillor Ramey

Attended Coffee With Mayor & Council event and reported that a few concerns raised by attendees were speeds on George Street and that there are no mortgages allowed on mobile homes over 20 years old. Explained that this is a barrier to members of the community finding affordable housing.

Gave kudos to Recreation Services for their work in the community.

Asked if water testing is done near Tuey Park and if there are concerns of E. coli in the river water because of the cattle in the area.

Chief Administrative Officer responded that testing is done regularly at the outfall from the sewer treatment plant, which is downstream from Tuey Park, as well as north of the bridge near the water treatment plant and that there is no significant difference in E. coli levels between those two test areas.

Councillor Ramey suggested that there might be an opportunity to market the community by collecting videos of Enderby community members singing the "Come Discover Enderby" song. Also asked about community slogans and mascots.

Councillor Schreiner

Attended the Coffee with Mayor and Council even and will be attending the Business Walk this week.

Will be attending a Splatsin Landmark Unveiling event this Friday.

Expressed support for placing a permanent speed reader along George Street.

Councillor Shishido

Attended the Riverside RV Park wind-up event.

Attended Coffee with Mayor and Council event.

Attended the Salmon Arm Fish and Game Club Gun Show.

The Enderby & District Museum Society AGM is scheduled for November 22nd at 2 p.m.

Mayor Galbraith

Attended the Coffee with Mayor and Council Event and suggested that more events should be scheduled and more community engagement ahead of time may help to determine discussion topics and dates and times that may enable more of the public to attend.

Area F Director

Reported that there is an upcoming Celebrity Basketball Game that is a collaborative effort with Splatsin and that they are still looking for players.

Reported that the Salmon Arm Fish and Game Club Gun Show was very well attended.

Reported that the RDNO Board has concerns about proposed changes to the Heritage Act, and that she will be attending a UBCM webinar on November 7th regarding the changes. Encouraged members of Council to attend as well.

Reported that it was great to connect with everyone at UBCM and that the meeting with Splatsin regarding the youth basketball initiative went very well. Noted that there are plans to schedule another meeting regarding this initiative and include Staff to help explore grant opportunities.

Chief Administrative Officer

Reported that pool construction is proceeding. Most recently, the stainless-steel pool walls were fully installed and welded as of October 15th. The milestone for this week is the precast wall installation for the building. The first wall panel will arrive tomorrow morning, with all walls being stood within the week. The BC Hydro & Telus conduit crossing of King Avenue is now complete as well. After the walls are up, the roof structure will begin. There will be a concrete pour within the next week for the future shade sail pad footings and the concrete topping slabs for the stainless steel pools.

Lower reservoir construction is continuing. The leak test of the first cell occurred last week and identified several small areas where the concrete needs to be resealed. This will push back the end date for the project by around 1.5 weeks. Assuming everything goes as expected, the contractor will be backfilling around the reservoir beginning the week of November 3rd.

Granville Avenue is now substantially complete. There are some final tasks to wrap up, at which point the project will conclude. Total costs are expected to come in under budget.

Thanked Public Works for their work installing the Legion banners along various streets in the downtown core.

The Ministry of Transportation and Transit staff have reached out to inquire if Council is still interested in having a meeting, given that they were unable to accommodate our request at UBCM. If Council is interested, Ministry staff are asking for specific items of discussion so that

they can arrange for the appropriate staff to attend, and some proposed dates for the meeting so that they can work to accommodate our schedule. Asked Council to advise.

Councillor Schreiner suggested that the Ministry of Transportation and Transit meeting should be scheduled before a Council meeting if possible.

Council suggested the following topics to be discussed with the Ministry of Transportation and Transit:

- If there is any update on the Highway 97A project through Enderby.
- Placing a speed reader on George Street at the north end of the City.
- Adding an advance turn signal northbound at the intersection of Hwy 97A and Canyon Rd.
- Update on data collected from the camera that was placed at the intersection of George Street and Mill Avenue.
- The condition of the ditch in front of the Health Centre.

Reported that City Hall parking lot and the adjacent block of Mill Avenue will be closed from November 3rd to 7th, for soil monitoring. This will be the last closure of the year. Notice will go out next week.

The Business Walk is scheduled for Thursday, October 23rd.

RDNO Building Permit Report – September 2025

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

CARRIED

NEW BUSINESS

Council Remuneration Review 2025

Moved by Councillor Baird, seconded by Councillor Shishido
THAT Council receives the Council Remuneration Review 2025 memorandum dated October 10, 2025 for information;

AND THAT Council does not make any changes to Council remuneration;

AND FURTHER THAT Council approves the attached Council Remuneration Policy, which includes a new provision for future remuneration reviews.

CARRIED

Enderby & District Chamber of Commerce REDIP Letter of Support

Moved by Councillor Baird, seconded by Councillor Shishido
THAT Council authorize the issuance of a letter of support for the Enderby & District Chamber of Commerce in their REDIP grant application.

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

Moved by Councillor Baird, seconded by Councillor Ramey

THAT Council receives and files the correspondence and information items titled:

- Implementation of Small-Scale Multi-Unit Housing (SSMUH) dated October 9, 2025
- Public Safety Requirements to Protect Our Communities dated October 3, 2025

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

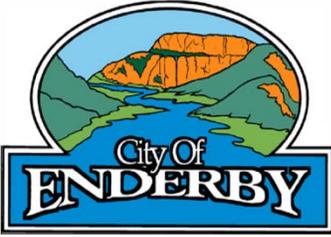
Moved by Councillor Shishido, seconded by Councillor Baird

THAT the regular meeting of October 20, 2025 adjourn at 6:05 p.m.

CARRIED

MAYOR

CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

On _____
Day Month Year

Date of Request _____

Name of Person Making Request _____

Name and Title of Presenter(s) _____

Contact Information _____

Details of Presentation _____

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Policy or Resolution

Please describe desired action in detail _____

Please attach any supporting documentation or presentation materials related to your delegation request. Please provide to staff at least one day in advance a digital copy of any presentation materials that you wish to have projected onto the conference screen.



VERNON NORTH OKANAGAN DETACHMENT

3rd Quarter (July to September) 2025

QUARTERLY POLICING REPORT

Committed to preserve the peace, uphold the law and provide quality service in partnership with our communities.

Superintendent Blake MacLeod

Officer in Charge

POLICING ACTIVITY REPORT ~ 3rd Quarter 2025

The Vernon North Okanagan Detachment is committed to our four priorities of *Public Safety*, *Vulnerable Victims*, *Community Outreach* and *Employee Excellence* to ensure our communities remain a safe place to live. We are dedicated to providing an outstanding police service by developing strong mental health and resiliency in our members, and building and maintaining trust through timely and accurate communication. We work collaboratively with our partners to assist vulnerable persons in the community. Most importantly, we foster safer communities through evidence based, targeted and collaborative enforcement.

PRIORITY ONE: PUBLIC SAFETY

The Vernon North Okanagan RCMP's primary focus is on the safety of the public within the communities we police.

Operations

The table below highlights the total number of calls for service for the 3rd quarter of 2025 as well as previous totals from 2024, 2023 and 2022 for comparison. The percentage changes are compared to the same quarter from the previous year.

Calls for Service – Quarter 3							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	5698	5083	4959	5181	-10.79%	-2.43%	+4.47%
Coldstream	443	378	405	421	-14.67%	+7.14%	+3.95%
Vernon Rural	478	544	484	518	+13.8%	-11.02%	+7.02%
Armstrong	329	348	336	275	+5.77%	-3.44%	-17.91%
Enderby	704	549	645	578	-22.01%	+17.48%	-10.38%
Falkland	205	272	252	220	+32.68%	-7.35%	-12.69%
Lumby	318	305	342	411	-4.08%	+12.13%	+20.17%
Spallumcheen	423	399	322	375	-5.67%	-19.29%	+16.45%
Westside	379	329	341	351	+3.6%	+3.64%	+2.93%
Total	8977	8025	8086	8330	-10.6%	+0.76%	+3.01%

The number of total calls for service will not equal the values reported below due to the location of where the offence occurred as it may be unknown or outside our policing jurisdiction.

Criminal Code Offences

The table below highlights the total number of Criminal Code offences for the 3rd quarter as well as previous totals from 2024, 2023 and 2022 for comparison; percentage changes are compared to the same quarter from the previous year. Total Criminal Code offences include persons and property offences.

Criminal Code Offences – Quarter 3							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	1646	1638	1725	1805	-0.48%	+5.31%	+4.63%
Coldstream	111	86	115	105	-22.52%	+33.72%	-8.69%
Vernon Rural	64	109	82	85	+70.31%	-24.77%	+3.65%
Armstrong	92	67	67	73	-27.17%	0%	+8.95%
Enderby	215	119	105	108	-44.65%	-11.76%	+2.85
Falkland	41	34	45	28	-17.07%	+32.35%	-37.77%
Lumby	115	50	66	95	-56.52%	+32%	+43.93%
Spallumcheen	101	63	50	73	-37.62%	-20.63%	+46%
Westside	113	96	73	100	-15.04%	-23.95%	+36.98%
Total	2498	2262	2328	2472	-9.44%	+2.91%	+6.18%

Criminal Code Offences include founded files only.

Violent Offences

The table below highlights the total number of violent crime offences for the 3rd quarter as well as previous totals from 2024, 2023 and 2022 for comparison; percentage changes are compared to the same quarter from the previous year. Total violent crime offences include homicides, assaults, sexual assaults, uttering threats and criminal harassment.

Violent Offences – Quarter 3							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	303	302	310	328	-0.33%	+2.64%	+5.8%
Coldstream	27	26	26	20	-3.7%	0%	-23.07%
Vernon Rural	18	29	20	23	+61.11%	-31.03%	+15%
Armstrong	19	23	26	22	+21.05%	+13.04%	-15.38%
Enderby	41	36	35	39	-21.19%	-2.77%	+11.42%
Falkland	10	10	6	6	0%	-40%	0%
Lumby	22	11	12	24	-50%	+9.09%	+100%

Spallumcheen	19	19	14	23	0%	-26.31%	+64.28%
Westside	15	21	30	36	+40%	+42.85%	+20%
Total	474	477	479	521	+0.63%	+0.41%	+8.76%

Total Violent Offences (Founded Files Only) Include: (1000 Series UCR - Crimes Against Person) Murder, Robbery, Assault, Harassing Communications, Utter threats against Person.

Property Crime

The table below highlights the total number of property crime offences for the 3rd quarter as well as previous totals from 2024, 2023 and 2022 for comparison; percentage changes are compared to the same quarter from the previous year. Total property crime offences include break and enter, theft, mischief, arson, fraud and possession of stolen property.

Property Crime – Quarter 3							
Area	2022	2023	2024	2024	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	1001	883	981	961	-11.78%	+11.09%	-2.03%
Coldstream	69	37	59	61	-46.37%	+59.45%	+3.38%
Vernon Rural	47	54	42	42	+14.89%	-22.22%	0%
Armstrong	34	31	28	35	-8.82%	-9.67%	25%
Enderby	56	63	55	42	+12.5%	-12.69%	-23.63%
Falkland	16	17	27	8	+6.25%	+58.82%	-70.37%
Lumby	48	29	39	51	+39.58%	+34.48%	+30.76%
Spallumcheen	44	26	27	36	-40.9%	+3.84%	+33.33%
Westside	49	48	32	42	-2.04%	-33.33%	+31.25%
Total	1364	1188	1290	1278	-12.9%	+8.58%	-0.93%

Total Property Crime (Founded Files Only): Include B&E (Residential, Business, Other, Seasonal Residence), Theft Over \$5000, Theft Under \$5000, Theft of MV, Theft from MV, Possession of Stolen Property, Fraud, Mischief, Arson.

Targeted Policing

Targeted Policing unit is comprised of a drug investigator and officers assigned to the Crime Reduction Unit. Targeted Policing manages many offender programs including prolific offenders, the Provincial Tactical Enforcement Priority (PTEP) where investigators identified two individuals or groups within Vernon during this targeting cycle, and the Repeat Violent Offending Intervention Initiative (ReVOII). During this quarter, the unit continued ongoing investigations as well as completed disclosure on previous investigations including:

- The 2024 investigation into a PTEP group for drug trafficking resulted in criminal charges of two individuals for possession for the purpose of trafficking and the civil forfeiture of a high-end vehicle utilized by the group.

- The investigation of a targeted residential shooting resulted in charges of conspiracy to commit murder and the arrest of three subjects for the 2024 incident.
- Following the successful arrest and conviction of an accused responsible for commercial break and enters earlier this year, Crime Reduction secured additional charges against the same offender who has since been arrested.
- Crime Reduction assisted in the investigation of a prolific offender for breach of a Conditional Sentence Order resulting in the return of the offender to incarceration for the duration of their sentence.

During this reporting period, the Crime Reduction Unit conducted enforcement action and executed 20 warrants of arrest and recommended 10 investigations for charge approval including failure to comply with release conditions.

Prolific Offenders

A Prolific Offender is identified as an adult or youth offender with an established pattern of persistent Criminal Code and/or Controlled Drugs and Substances Act offenders, identified by current intelligence to be criminally active and assessed by police and partner agencies as medium to high risk to re-offend. These offenders reside within our detachment area and are capable of causing a disproportionate amount of crime in the community.

At the conclusion of this reporting period, there were 11 Prolific Offenders identified for monitoring in the Vernon North Okanagan. Of those, four are currently in custody and seven are not in custody. Of the seven not in custody, three reside in, or are known to frequent, the City of Vernon, two reside in the North Rural, and two are in other communities.

Repeat Violent Offending Intervention Initiative (ReVOII)

ReVOII is a coordinated multi-agency initiative designed to intervene and address repeat violent offenders in communities across BC. The program is comprised of dedicated Crown prosecutors, probation officers, correctional supervisors and includes enhanced investigation and monitoring of repeat violent offenders by police agencies. There are currently four (4) subjects identified in the Vernon North Okanagan area with all four currently in custody.

Road Safety

The Vernon North Okanagan frontline officers contribute to safer roads through documented contacts with motorists to enforce the Province of British Columbia Motor Vehicle Act.

Traffic Contacts – Quarter 3							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	663	583	620	344	-12.06%	+6.34%	-44.51%
Coldstream	123	169	147	62	+37.39%	-13.01%	-57.82%
Vernon Rural	32	21	13	26	-34.37%	-38.09%	+100%
Armstrong	101	48	38	59	-52.47%	-20.83%	+55.26%

Enderby	37	35	88	71	-5.4%	+151.42%	-19.31%
Falkland	30	22	20	23	-26.66%	-9.09%	15%
Lumby	122	40	49	160	-67.21%	+22.5%	+226.53%
Spallumcheen	206	198	87	63	-3.88%	-56.06%	-27.58%
Westside	35	14	103	58	-60%	+635.71%	-43.68%
Total	1349	1130	1165	866	-16.23%	+3.09%	-25.66%

Total Traffic Contacts include violations tickets and written warnings.

During this quarter, frontline officers removed 77 impaired drivers from the roadway: 39 within Vernon/Coldstream and 38 from the surrounding areas.

PRIORITY TWO: VULNERABLE PERSONS

The Vernon North Okanagan RCMP works collaboratively with partner agencies to assist vulnerable persons in the community who are in the greatest need and are at risk of harm or exploitation.

Special Victim's Unit (SVU)

The Special Victim's Unit is comprised of three investigators within the Serious Crime Unit who are responsible for high-risk intimate partner violence investigations, high-risk missing person's investigations and crimes against children. To assist the frontline, SVU conducts file reviews in these areas and provides investigation guidance.

SVU facilitates the Integrated Case Assessment Team (ICAT) meetings involving many community partners in order to support high-risk victims through the police investigation and criminal court process. During this quarter, four new ICAT files were opened and currently there are an additional eight previous ICAT files which require file management, monitoring and victim support.

The BC Integrated Child Exploitation Unit (BC ICE) advised of eight reports of possession of child pornography within our jurisdiction. Each investigation requires a significant amount of time to complete production orders, execute search warrants and, where the evidence supports, prepare charge packages for Crown Counsel.

As highly trained interviewers, SVU conduct interviews with vulnerable child victims of crime. From July to September, 17 victims were interviewed with regards to sexual assault and crimes against children. The investigators work in partnership with the Oak Child and Youth Advocacy Centre to ensure the child is supported throughout the criminal process.

During this quarter SVU supported the frontline with several files including a multi-jurisdictional adult sexual assault investigation.

Mental Health Calls

The Integrated Crisis Response Team is comprised of a police officer from the Vernon North Okanagan RCMP partnered with a nurse from the Interior Health Authority who respond to calls for service involving persons in crisis. This quarter, ICRT responded to 99 calls for service and assisted frontline officers with follow-up on an additional 30 investigations.

Vernon/ Coldstream	MENTAL HEALTH FILES – Quarter 3						
	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Mental Health Files	261	328	480	434	+25.6%	+46.34%	-9.58%
Emergency Apprehension Section 28 (by Police)	44	47	38	44	+6.81%	-19.14%	+15.78%
Form 21, 10, 4 Apprehension (Issued by a Doctor or Nurse Practitioner)	25	34	30	47	+36%	-11.76%	+56.66%

North Okanagan Rural <i>(Armstrong, Enderby, Falkland, Lumby, Spallumcheen)</i>	MENTAL HEALTH FILES – Quarter 3						
	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Mental Health Files	107	103	93	108	-3.73%	-9.7%	+16.12%
Emergency Apprehension Section 28 (by Police)	11	15	9	13	+36.36%	-40%	+44.44%
Form 21, 10, 4 Apprehension (Issued by a Doctor or Nurse Practitioner)	3	1	3	3	-66.66%	+200%	0%

Toxic Drug Crisis Response

Frontline officers in the Vernon North Okanagan work to improve service for people suffering from addiction issues which often lead to an increased involvement in criminal behaviour. Through partnership with Interior Health, Mental Health and Substance Use and the BC Centre for Disease Control, the Vernon North Okanagan RCMP offer Naloxone kits to those at risk of overdose. During the course of their duties, frontline officers provide referrals to and information regarding local harm reduction services within the community.

PRIORITY THREE: COMMUNITY OUTREACH

The Vernon North Okanagan RCMP work to build and maintain relationships within our communities to increase public trust and confidence.

Youth Connection

With children heading back to school in September, frontline officers provided a presence in school zones reminding motorists to slow down and expect the unexpected. Police continue to attend schools to assist with safety drills and liaise with School District 22 staff regarding any issues within the schools.

Community Engagement



During this quarter, the Vernon North Okanagan Detachment participated in many events within the community including hosting a Coffee with a Cop recruiting initiative at a local coffee shop. In July, police assisted with Tim Horton's Camp Day to raise funds to send underprivileged children to summer camp (photo). Over the Labour Day long weekend, frontline officers provided a presence at the Interior Provincial Exhibition at the Armstrong fairgrounds. And, in September, officers cheered the Cops for Kids charity riders into town by hosting a landing event at the Vernon Detachment as well as participated with ARC Co-op's Fuel Good charity event which chose Cops for Kids as this year's recipient.

Community Safety Office (Vernon)

The ten active volunteers of the Community Safety Office (CSO) volunteered 442 hours and assisted 811 members of the public, fielded 130 phone calls and returned 248 Police Information Checks. In addition to their own duties, the volunteers with the Community Safety Office provided support to the Folks on Spokes and the Anti-tag Teams. The volunteers assisted with both the Fuel Good charity event and the Memory Café where they had a booth set up (photo). The CSO coordinator is actively involved



with the COOL and HART Action Teams as well as the City of Vernon’s Heat Response Plan, as the Building Safer Communities Steering Committee.

Vernon RCMP Volunteers

Currently, the Vernon RCMP Volunteers has 37 active participants with six being new recruits who began the core training in September. During this quarter, the Vernon RCMP Volunteers completed a total of 881 hours of work through their participation with the program. They drove 1900 kilometers, worked 33 Community Safety Patrol shifts and ran 2454 licence plates on the Stolen Auto Recovery program. The volunteers conducted 37 Speed Watch operations and slowed down 11,091 vehicles. As well, they conducted six marine vessel safety pre-check inspections on 47 boats at Paddlewheel Park boat launch. In addition, the volunteers provided a presence at the Sun Valley Cruise In event, and the Cops for Kids Charity Fuel Good Day where they handed out stickers.

Lumby RCMP Volunteers

The Village of Lumby and Electoral Area D supports a small RCMP volunteer program consisting of five operational volunteers and is facilitated by the Village of Lumby Community Safety Officer, Lee Elliott. These dedicated volunteers committed 87.5 hours of Speed Watch operations in the school zone at JQ Inglis Elementary on Shuswap Avenue, 400 block Mable Lake Road, the 500 and 100 blocks of Whitevale Road, and on Highway 6 at Milner Road and Vernon Street. Through their efforts the volunteers slowed down 7303 vehicles.

PRIORITY FOUR: POLICING EXCELLENCE

The Vernon North Okanagan RCMP is committed to supporting our police officers and support staff to build confidence, resiliency and empower our employees to reach their full potential.

Detachment Level Training

The Vernon North Okanagan is committed to providing local training opportunities for our police officers in order to enhance their skillset. During this quarter, the detachment offered annual firearms qualifications in both the pistol and the carbine rifle. In addition, guest presenters from the Canadian Institute for the Blind (CNIB), investigators with the Integrated National Security Enforcement Team, as well as the coordinators with the RCMP Southeast District Missing Person Section, attended to morning briefings to provide frontline officers with information regarding their areas of expertise.

Pacific Regional Training Centre (PRTC)

During this quarter, the Vernon North Okanagan Detachment sent four police officers to mandatory Operational Skills training. The Investigative Services Section had two serious crimes investigators attend Interview Team training and the Special Victim Unit investigators participated in workshops regarding Integrated Case Assessment Team as well as Child and Youth Advocacy Centres.

Human Resources - Established Levels

Vernon North Okanagan Detachment is currently at 107 Regular Members: 60 City of Vernon; 30 Provincial; 4 City of Armstrong; 7 District of Coldstream; 4 Township of Spallumcheen, 1 Splat'sin First Nation and 1 Okanagan Indian Band (OKIB).

RCMP MISSION, VISION, VALUES

Our Mission:

To preserve the peace, uphold the law, and provide quality service in partnership with our communities.

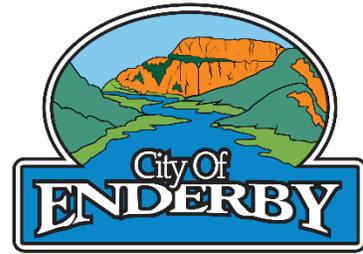
Our Vision:

The RCMP is a healthy and inclusive organization trusted by employees, partners and the public that keeps Canada safe by consistently delivering exceptional policing services and continually striving to grow and improve.

Our Values:

- **Act with integrity:** We conduct ourselves ethically, and do so with honesty, dignity and honour.
- **Show respect:** We treat all people with fairness. We value and promote reconciliation, diversity and inclusion by being considerate of the democratic rights, history and lived experiences of others.
- **Demonstrate compassion:** We care for each other and the communities we serve by approaching each situation with empathy and a genuine desire to help.
- **Take responsibility:** We are transparent about our decisions and actions and hold ourselves accountable for the results and impacts.
- **Serve with excellence:** We commit to continuous learning and work collaboratively with colleagues, communities and partners to provide and support innovative and professional policing services.

Staff Report



Date: October 2, 2025
To: Mayor and Council
From: Tate Bengtson, Chief Administrative Officer
Subject: Acting Mayor and Succession Schedule 2026

RECOMMENDATION

THAT Council adopts the Acting Mayor and Succession Schedule for 2026.

DISCUSSION

Section 130 of the *Community Charter* requires that Council designate an Acting Mayor from amongst its members. The Acting Mayor is responsible for acting in the place of the Mayor when the Mayor is absent or unable to act, or when the office of Mayor is vacant. The Acting Mayor has the same powers and duties as the Mayor in relation to the applicable matter.

The Acting Mayor role is designated on a rotating basis for short-term absences pursuant to section 10(1) of the City of Enderby Council Procedure Bylaw No. 1732, 2021 (“the Council Procedure Bylaw”). In the event of a foreseeable absence greater than 90 days or when the office of Mayor becomes vacant, Council would elect a non-rotating Acting Mayor by ballot from amongst its members pursuant to section 10(2) of the Council Procedure Bylaw.

The attached Acting Mayor and Succession 2026 document is provided for Council discussion and adoption. Council may change the duration of a given period or the member designated to serve during a given period. Council may resolve to amend the Acting Mayor and Succession Schedule at any point in time.

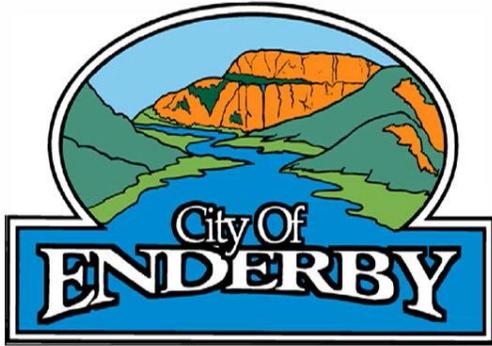
Council should note that there is a local government election in October 2026; the inaugural meeting of the new Council will be the first Monday in November 2026. In accordance with section 119 of the *Community Charter*, in the event that there is a delay in the taking of office for some or all of the new Council, or if the number of incoming Councillors is less than a quorum, transitional measures provide for the continuation of some or all of the previous Council. On that basis, an Acting Mayor from the current Council has been designated for November and December in the unlikely event that transitional measures are required to maintain continuity of the offices. If the transitional measures are not triggered, the term will end immediately before the inaugural meeting and Acting Mayors will be designated by the new Council.

In the event that both the Mayor and Acting Mayor are absent or unable to act, a rolling order of succession is specified based on the length of tenure of the elected official and then alphabetically by last name. Under the rolling order of succession, the succeeding member of Council would assume the role of Acting Mayor.

ATTACHMENTS

- Acting Mayor and Succession 2026

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025



**619 Cliff Avenue Enderby,
BC VOE 1V0**

Phone: 250-838-7230

Fax: 250-838-6007

Email: info@cityofenderby.com

Website: www.cityofenderby.com

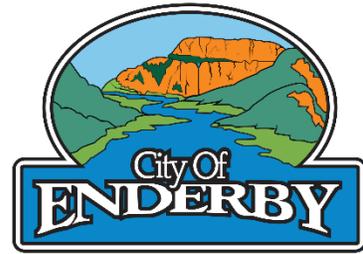
ACTING MAYORS 2026

Period	Councillor
January	Baird
February	Davyduke
March	Schreiner
April	Shishido
May	Ramey
June	Yerhoff
July 1-15	Baird
July 16-31	Davyduke
August 1-15	Schreiner
August 16-31	Shishido
September	Ramey
October	Yerhoff
November	Baird
December	Davyduke

ORDER OF SUCCESSION

- Councillor Baird
- Councillor Davyduke
- Councillor Schreiner
- Councillor Shishido
- Councillor Ramey
- Councillor Yerhoff

Staff Report



Date: October 2, 2025
To: Mayor and Council
From: Tate Bengtson, Chief Administrative Officer
Subject: Regular Meeting Schedule 2026

RECOMMENDATION

THAT Council approves the Notice of 2026 Regular Council Meetings;

AND THAT Council directs staff to post the Notice of 2026 Regular Council Meetings at the Public Notice Posting Place as defined in the City of Enderby Council Procedure Bylaw No. 1732, 2021;

AND FURTHER THAT Council directs staff to give notice of the 2026 Regular Council Meetings in accordance with section 127(1) of the *Community Charter* and the City of Enderby Public Notice Bylaw No. 1770, 2023.

DISCUSSION

Each year, Council must approve a schedule of Regular Council Meetings and give notice to the public of that approval.

The schedule of Regular Council Meetings is based on section 5 of the City of Enderby Council Procedure Bylaw No. 1732, 2021 (“the Council Procedure Bylaw”):

- (2) Regular Council meetings must:
 - (a) be held on the first and third Monday of each month during February, March, April, May, June, September, October, November and December;
 - (b) be held on the third Monday of January, July and August;
 - (c) begin at 4:30 p.m.;
 - (d) [...]
 - (e) when such meeting falls on a statutory holiday, be held on the next day City Hall is open which is not a statutory holiday; and
 - (f) only be held on the first Monday of the month in October of a general election year.

Attached is the Notice of 2026 Regular Council Meetings.

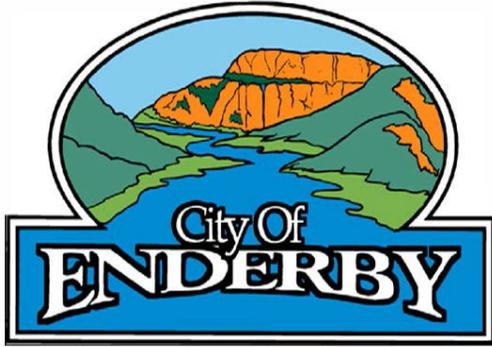
A special meeting may be called should a need arise between regular meetings.

The procedural and statutory requirements of notice are contained in section 127(1) of the *Community Charter*, section 6 of the Council Procedure Bylaw, and section 2 of the City of Enderby Public Notice Bylaw No. 1770, 2023.

ATTACHMENTS

- Notice of 2026 Regular Council Meetings

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025



619 Cliff Avenue
Enderby, BC
VOE 1V0

Phone: 250-838-7230

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Email: info@cityofenderby.com

Website: www.cityofenderby.com

NOTICE OF 2026 REGULAR COUNCIL MEETINGS

Regular Council Meetings are held at 4:30 p.m. on the dates specified below in the Council Chambers of Enderby City Hall (619 Cliff Avenue, Enderby BC).

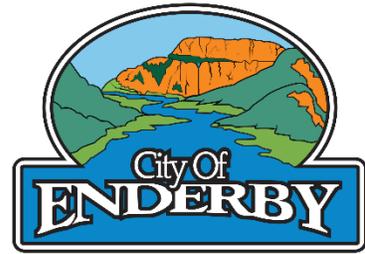
The public may attend meetings in person or by means of electronic facilities.

Access codes to attend meetings electronically can be found at the top of each meeting agenda, posted to www.cityofenderby.com/mayor-council/agendas/.

January 19
February 2
February 17 (Tuesday; Family Day)
March 2
March 16
April 7 (Tuesday; Easter Monday)
April 20
May 4
May 19 (Tuesday; Victoria Day)
June 1
June 15

July 20
August 17
September 8 (Tuesday; Labour Day)
September 21
October 5
No meeting on October 19
November 2
November 16
December 7
December 21

Staff Report



Date: October 2, 2025
To: Mayor and Council
From: Tate Bengtson, Chief Administrative Officer
Subject: Proposed 2026 Strategic Planning Date

RECOMMENDATION

THAT Council approves its next strategic planning session to begin at 4:00pm on January 12, 2026.

DISCUSSION

In accordance with Council’s Strategic Plan, January of each year is targeted for its next strategic planning session.

Staff are proposing that Council’s next strategic planning session begin at 4:00pm on Monday, January 12, 2026.

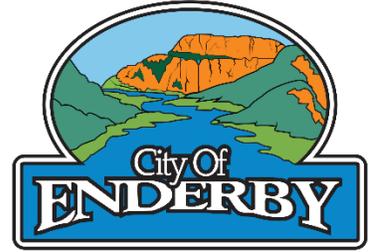
Typically, the initial strategic planning session of a new term is an all-day meeting, while the subsequent sessions serve as a “check in and update” beginning in the late afternoon and concluding later in the evening.

ATTACHMENTS

- None
-

Approved for Inclusion by..... Tate Bengtson
Agenda Council, Regular, November 3, 2025

Staff Report



Date: October 27, 2025
To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Subject: Disclosure of Contracts – Council

RECOMMENDATION

THAT Council receives the Disclosure of Contracts – Council staff report dated October 27, 2025 for information.

DISCUSSION

Section 107 of the *Community Charter* requires that any contract entered into by the City, that would provide a member of Council with a direct or indirect financial interest, be reported at a Council meeting that is open to the public.

It is the responsibility of each elected official to inform the Corporate Officer of any contracts that must be reported. Section 107(3) of the *Community Charter* states that a person who does not report their contracts will be disqualified from holding office, unless the contravention was done inadvertently, or an error of judgement was made in good faith. Staff will prepare this disclosure report based on the information provided by the elected official; however, if there any contracts missing from this report that should be included, the elected official is to let the Corporate Officer know as soon as possible so this can be reported correctly.

During the said period, the City of Enderby entered into the following contracts:

July 1, 2025 to September 30, 2025

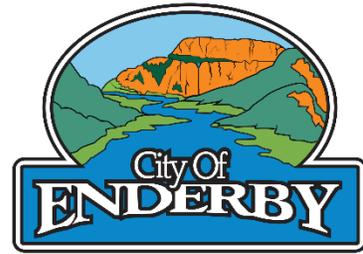
Council Member	Supplier	Amount
Councillor Baird	Baird Bros Ltd	\$ 5,531.47

ATTACHMENTS

- None

Approved for Inclusion byTate Bengtson, Chief Administrative Officer
Agenda.....Council, Regular, November 3, 2025

Staff Report



Date: October 29, 2025
To: Tate Bengtson
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Community Cards and Call for Submissions from Local Artists

RECOMMENDATION

THAT Council adopts the following framework for community cards issued by the City of Enderby:

- a. Community Recognition Cards featuring local artwork – used to welcome new businesses and recognize citizens for community service;
- b. Event Cards featuring event-specific imagery – used to thank sponsor businesses and volunteers;
- c. Christmas Cards featuring holiday-themed imagery – used to send holiday wishes to local businesses, not-for-profits, neighbouring local governments, and provincial and federal, elected representatives.

AND THAT Council directs staff to place a call for submissions from local artists for two seasonal designs that celebrate the City of Enderby and associated natural features, for Community Recognition Cards.

DISCUSSION

In 2023, two community recognition card designs were commissioned from a local artist.

These community recognition cards have been used for a variety of reasons including, but not limited to:

- Welcome cards for new businesses
- Appreciation cards for those who provide a community service
- Volunteer recognition
- Community event sponsor and volunteer acknowledgement
- Christmas cards

The card inventory has dwindled, and Council has included in its strategic plan the following objective as Desirable for 2025:

Commission at least one new design for community recognition cards.

In order to provide clear definition on the call for artists, staff are proposing a framework to clarify the intended purpose and offer solutions to address the range of ways in which Mayor and Council, and the City generally, acknowledges its appreciation for those who help to make the community a special place to live, work, and play.

The proposed framework is as follows:

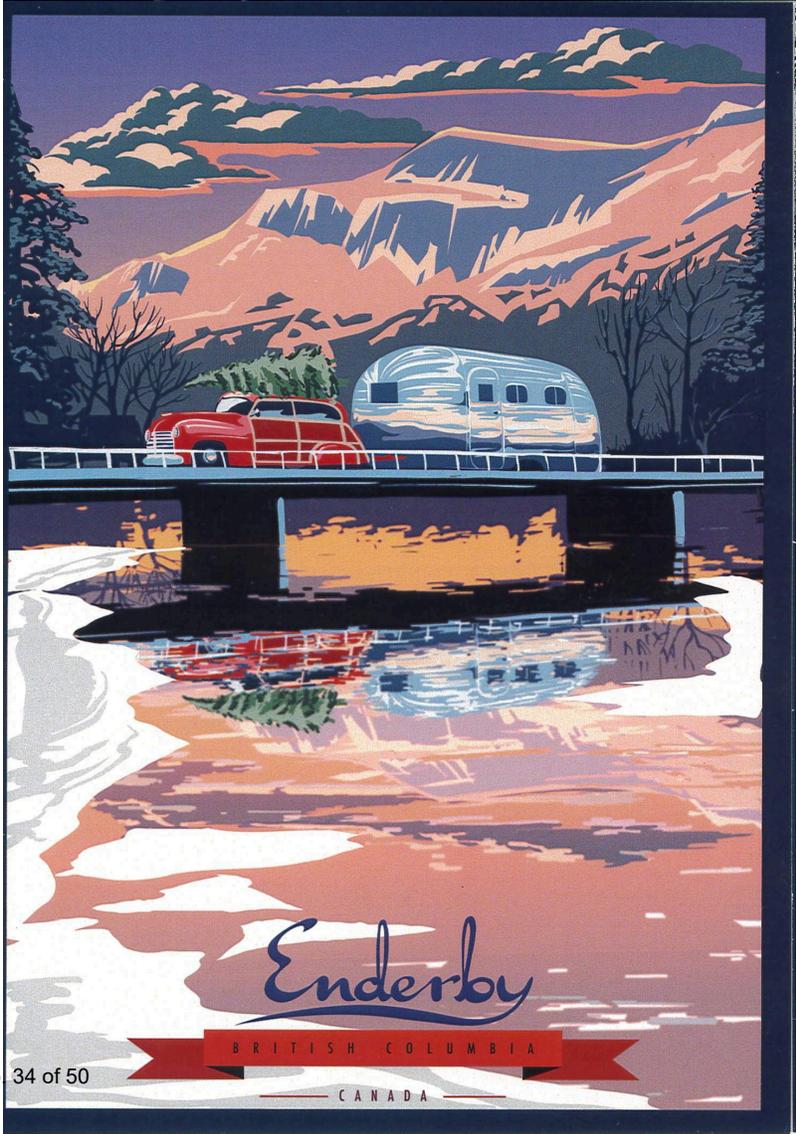
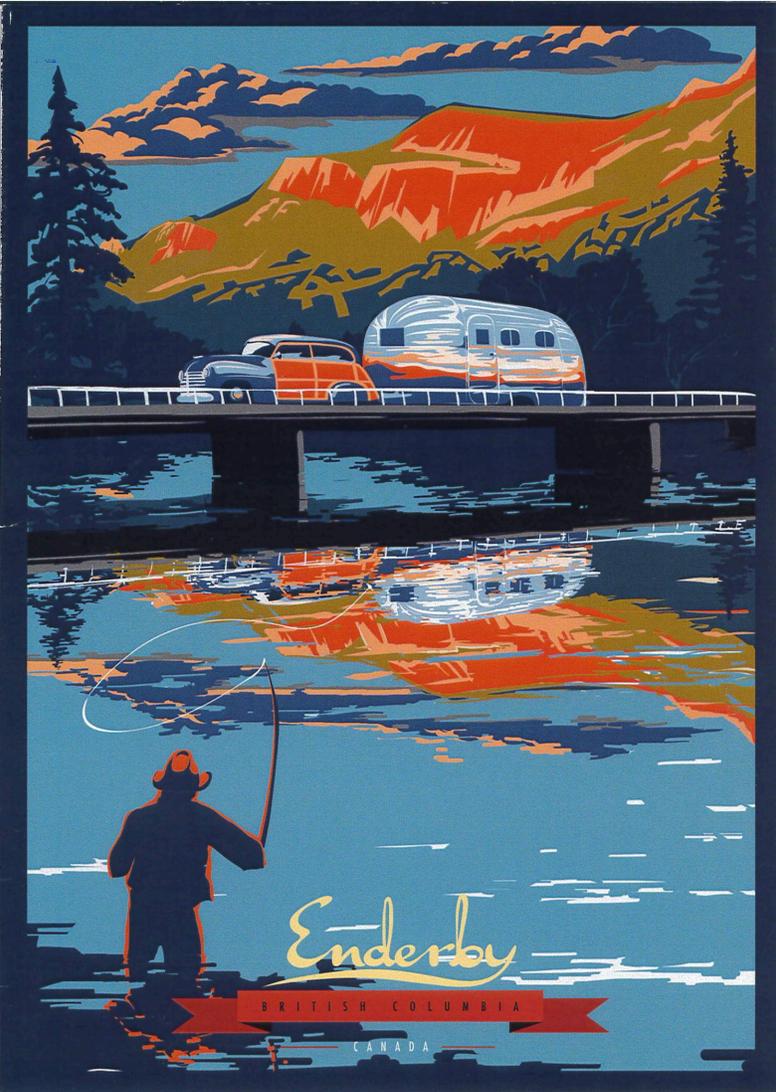
- a. Community Recognition Cards featuring local art – used to welcome new businesses and recognize citizens for community service. Community Recognition Cards would be issued at Council’s call. These cards would be printed by an external supplier, typically in a larger quantity, so that the value of the artwork purchase is realized, while still ensuring that the cards are used for special purposes.
- b. Event Cards featuring event-specific imagery – used to thank sponsor businesses and volunteers. Event Cards would typically be issued as part of the City’s event management function. Event Cards can be produced in-house, typically in smaller quantities, using event imagery and will have a printed thank you statement and room for hand-written acknowledgements by event staff.
- c. Christmas Cards featuring holiday-themed imagery – used to send holiday wishes to local businesses, not-for-profits, neighbouring local governments, and provincial and federal elected representatives. Christmas Cards, as is typical in other communities and among provincial and federal elected representatives, typically feature the elected officials. Christmas Cards can be produced in-house, with a quantity that that can be flexible to match distribution requirements and would typically be signed by Mayor and Council. In the recent past, the Christmas Cards have been distributed through a mixture of hand delivery and mail.

Should Council adopt the proposed framework, staff will arrange for a Christmas Card portrait of Mayor and Council to be taken prior to the next Council meeting, should all members be available.

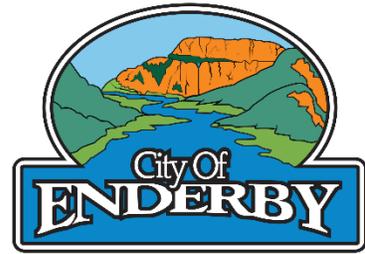
ATTACHMENTS

- 2023 Community Recognition Card designs

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025



Staff Report



Date: October 24, 2025
To: Tate Bengtson
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Temporary Road Closure for Traditional Christmas Celebrations 2025

RECOMMENDATION

THAT Council receives the City of Enderby Event Coordinator’s Temporary Road Closure for Traditional Christmas Celebrations 2025 for information.

DISCUSSION

The City of Enderby Event Coordinator has submitted a Road Closure application (attached) related to the annual traditional Christmas festivities in downtown Enderby. The applicant is proposing to close Belvedere Street between Mill Avenue and Cliff Avenue, and Cliff Avenue between George Street (Highway 97A) and Vernon Street on December 5, 2025, between 7pm and 9pm.

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.

ATTACHMENTS

- Christmas Committee Application for Temporary Road Closure

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025

**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 / The Christmas Committee

Name of Contact Person Vallene Byrne

Telephone or Email [REDACTED]

Name of Event Enderby's Traditional Christmas Celebrations

Date(s) of Closure Dec 5/25

Start time for Closure 7pm End time for Closure 9pm

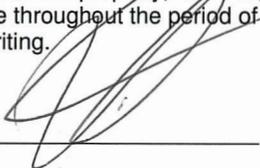
Location of Closure Mill Ave / Belvedere to Cliff Ave / Belvedere
Belvedere / Chfl Ave to Cliff Ave / Hwy Belvedere / Cliff to Vernon St

Required Attachments

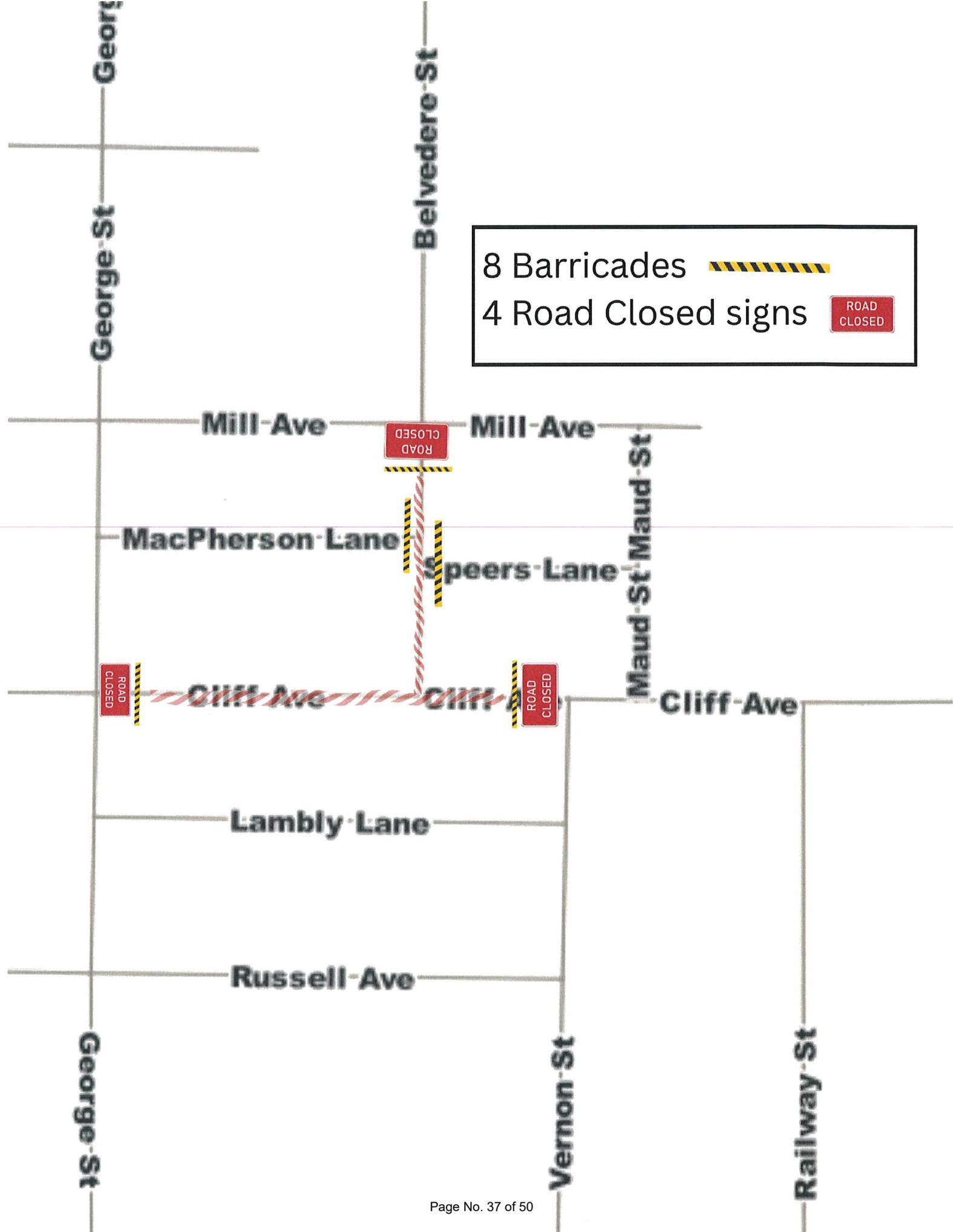
- Map showing closure and emergency access route
- Petition of affected business owners (if applicable)
- Certificate of insurance (if applicable)

see attached

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.

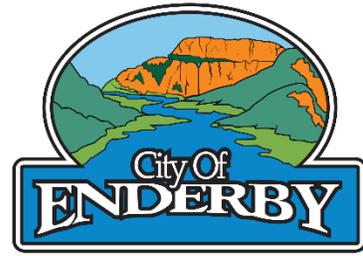
Authorized Signatory  Date Oct 20/25

Do Not Complete – For Administrative Purposes			
Approved by	<u>K Campbell</u>	Date	<u>October 24, 2025</u>
Certificate of Insurance	Yes	No	<u>N/A</u>
Map	<u>Yes</u>	No	<u>N/A</u>
Petition of Affected Business Owners	Yes	No	<u>N/A</u>



8 Barricades 
 4 Road Closed signs 

Staff Report



Date: October 30, 2025
To: Chief Administrative Officer
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Christmas Parade 2025 – Road Closure Application and Parade Route Approval

RECOMMENDATION

THAT Council receives the City of Enderby Event Coordinator’s Road Closure application (Christmas Parade 2025) for information;

AND THAT Council approves the adjusted parade route.

DISCUSSION

Road Closure

The City of Enderby Event Coordinator has submitted a Road Closure application (attached) related to the annual Christmas parade. For the parade, the applicant is proposing to close portions of Railway Street, Cliff Avenue, Belvedere Street, and Regent Avenue between the hours of 5pm and 6:30pm on Friday, December 5.

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.

Adjusted Parade Route

The existing parade route has proven challenging to manage. The volume of non-parade traffic driving counterflow through the marshalling area on Kate Street poses safety concerns. Certain locations, particularly the Brickyard/Howard/Belvedere/Evergreen/Park intersection, consume considerable volunteer resources.

The proposed adjustment to the parade route will have it start on Railway Street where there is more room to marshal without traffic conflicts. The parade would proceed in a generally northbound direction before turning east on Regent Avenue, in order to use Brickyard Road between Howard Avenue and Regent Avenue as a place where the floats can be dismantled

safely. As is the case with the existing parade route, most parade viewers are expected to continue gathering in the downtown area in order to be in close proximity to the other event activities.

The proposed adjustment to the parade route will address traffic control challenges in the marshalling area and at the Brickyard five-way intersection, while helping to manage the volunteer demand generally. It will also reduce the volume of traffic that stacks up on the Bawtree Bridge, as the period of its closure can be reduced due the northerly direction of the adjusted parade route and there will be room for this traffic to egress on Railway Street earlier, without having to drive through a crowded downtown area as parade viewers relocate to experience other event activities.

Options

Should Council not support the proposed adjustment to the parade route, it can be kept with the same direction and alignment; however, there are challenges with the route that have broader implications for the parade and volunteer safety and retention.

ATTACHMENTS

- Christmas Parade 2025 Road Closure Application

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025

**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 / The Christmas Committee

Name of Contact Person Valerie Byrne

Telephone or Email 

Name of Event Enderby Christmas Parade

Date(s) of Closure Friday, December 5th

Start time for Closure 5pm End time for Closure 6:30pm

Location of Closure Parade Route 2025

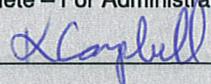
Railway St, Cliff Ave, Belvedere St, Regent Ave

Required Attachments

- Map showing closure and emergency access route *see attached*
- 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 Oct 24/25

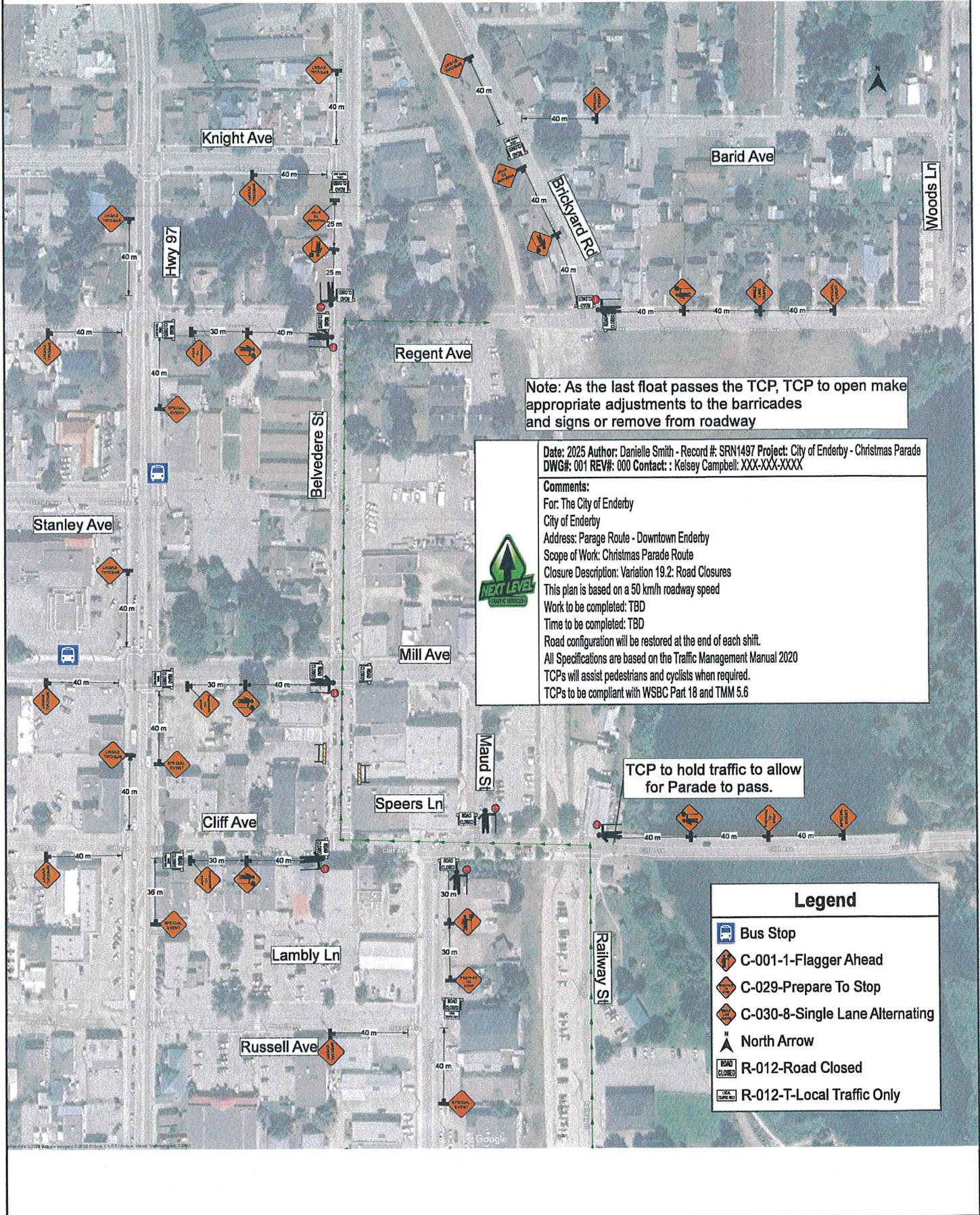
Do Not Complete – For Administrative Purposes			
Approved by		Date	<u>Oct 24, 2025</u>
Certificate of Insurance	Yes	No	N/A
Map	Yes	No	N/A
Petition of Affected Business Owners	Yes	No	N/A



2025 Christmas Parade

ENDERBY, BC





Note: As the last float passes the TCP, TCP to open make appropriate adjustments to the barricades and signs or remove from roadway

Date: 2025 **Author:** Danielle Smith - **Record #:** SRN1497 **Project:** City of Enderby - Christmas Parade
DWG#: 001 **REV#:** 000 **Contact:** Kelsey Campbell: XXX-XXX-XXXX

Comments:
 For: The City of Enderby
 City of Enderby
 Address: Parade Route - Downtown Enderby
 Scope of Work: Christmas Parade Route
 Closure Description: Variation 19.2: Road Closures
 This plan is based on a 50 km/h roadway speed
 Work to be completed: TBD
 Time to be completed: TBD
 Road configuration will be restored at the end of each shift.
 All Specifications are based on the Traffic Management Manual 2020
 TCPs will assist pedestrians and cyclists when required.
 TCPs to be compliant with WSBC Part 18 and TMM 5.6

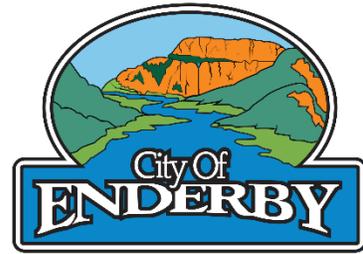


TCP to hold traffic to allow for Parade to pass.

Legend

- Bus Stop
- C-001-1-Flagger Ahead
- C-029-Prepare To Stop
- C-030-8-Single Lane Alternating
- North Arrow
- R-012-Road Closed
- R-012-T-Local Traffic Only

Staff Report



Date: October 24, 2025
To: Tate Bengtson
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Royal Canadian Legion Branch #98 Road Closure Application – Remembrance Day Ceremony 2025

RECOMMENDATION

THAT Council receives the Royal Canadian Legion Branch #98’s Road Closure application (Remembrance Day Ceremony) for information.

DISCUSSION

The Royal Canadian Legion Branch #98 has submitted a Road Closure application (attached) related to the annual Remembrance Day ceremony. The applicant is proposing to close portions of Mill Avenue and Belvedere Street on Monday November 11, 2025 between the hours of 9:30am and 12pm; the applicant has confirmed that the routing and traffic management will be identical to that of previous years.

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.

ATTACHMENTS

- Legion Remembrance Day Application for Temporary Road Closure
-

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, November 3, 2025

**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

ROYAL CANADIAN LEGION BA 98

Name of Contact Person

LINDSAY GOWIN

Telephone or Email

(250) 858-7283

enderbylegion@gmail.com

Name of Event

REMEMBRANCE DAY 2025

Date(s) of Closure

NOVEMBER 11, 2025

Start time for Closure

9:30

End time for Closure

12:00

Location of Closure

As Per Attached Map

(Belvedere + VETERANS WAY)

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.

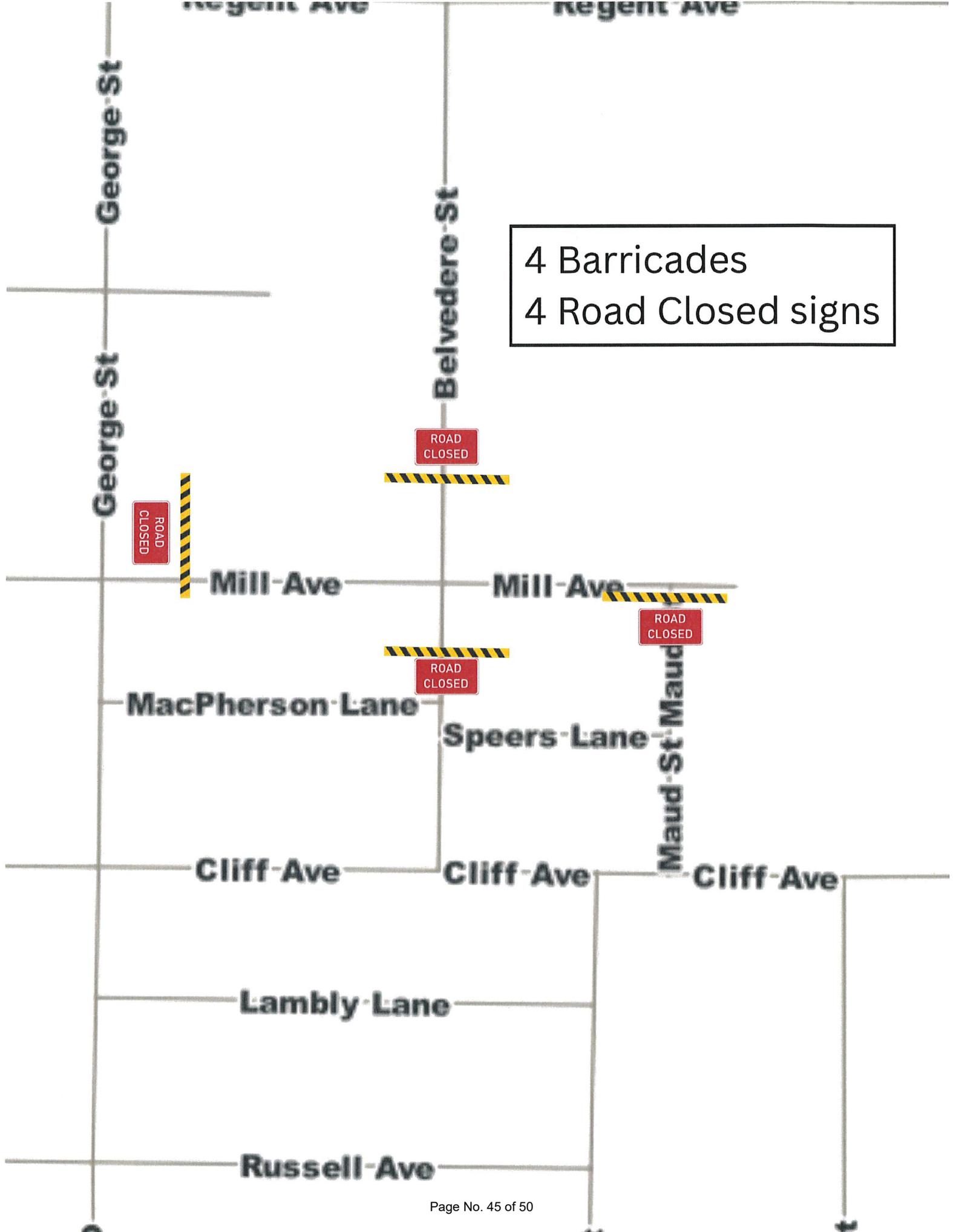
Authorized Signatory

[Signature]

Date

21 OCTOBER 2025

Do Not Complete - For Administrative Purposes			
Approved by	<u>[Signature]</u>		
Date	<u>October 24, 2025</u>		
Certificate of Insurance	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Map	<input checked="" type="radio"/> Yes	<input type="radio"/> No	N/A
Petition of Affected Business Owners	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A



4 Barricades
4 Road Closed signs



Group Commercial Insurance Program
The Royal Canadian Legion - BC/Yukon Command

REMEMBER • JOIN • GIVE

CERTIFICATE OF INSURANCE

Certificate Holder: City of Enderby
619 Cliff Avenue, P.O. Box 400, Enderby, BC V0E 1V0

Name of Insured: The Royal Canadian Legion – BC/Yukon Command Branch #98 Enderby
909 Belvedere St, Enderby, BC V0E 1V0

Regarding: Evidence of Insurance

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims/expenses.

SCHEDULE OF INSURANCE

Type of Insurance	Company & Policy No.	Policy Dates	Limit of Liability Amount
Commercial General Liability Insurance including Non-Owned Automobile Liability	Intact Insurance Co. Policy No. 534460098	Effective: March 1, 2025 Expiry: March 1, 2026 12:01 AM, Standard Time at the Mailing Address of the Named Insured as stated herein	\$5,000,000. Each Bodily Injury or Property Damage Occurrence
Particulars of Insurance			
<ul style="list-style-type: none"> • Premises, Property and Operations • Products and Completed Operations • Blanket Contractual • Occurrence Bodily Injury and Property Damage • Broad Form Property Damage • Contingent Employers Liability 		<ul style="list-style-type: none"> • Employees As Additional Insureds • Professional Liability Exclusion • 30 Days Notice of Cancellation or Material Change • Cross Liability • Deductible: \$2,500. Each Property Damage or Bodily Injury Occurrence 	

Only with respect to the above and arising out of the Named Insured operations are the following name(s) added to the policy as Additional Insured as their interest may appear: **City of Enderby**. The policy limits are not increased by the addition of such Additional Insured(s) and remain as stated above.

Terms & Conditions:

This Certificate is issued for convenience only. All of the terms and conditions of the policies referred to are contained in the original document which are not modified or amended by this Certificate. With respect to Liability Insurance coverages, where an Aggregate Limit applies, the Certificate Holder is advised that the limit shown may apply to products/completed operations or projects other than shown on this Certificate and the limit may be reduced by Claims/Expenses.

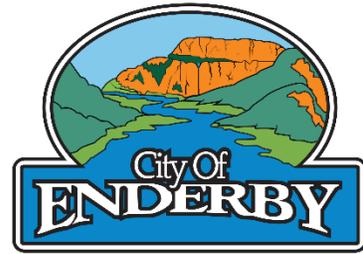
Authorized Representative
E. &O.E.

Dated: June 24, 2025/pg



Axis Insurance
#400 – 555 Burrard Street, Box 275, Vancouver, BC. V7X 1M8

Staff Report



Date: October 29, 2025
To: Tate Bengtson
From: Kelsey Campbell, Manager of Strategic Priorities & Community Services
Subject: Riverside RV Park and Campground Proposed Rate Increase and Revised Administrative Policies

RECOMMENDATION

THAT Council approves the following campsite rates (inclusive of GST) at the Riverside RV Park and Campground for the 2026 camping season:

Full-Service Pull-Through Site	\$ 47.00
Full-Service Back-In Site	\$ 45.00
Water and Power Site	\$ 42.00
Power Site	\$ 40.00
Unserviced Site	\$ 35.00

AND THAT Council receives for information administrative policy changes regarding deposits and cancellation fees that will come into effect for the 2026 camping season.

DISCUSSION

Campsite Fees

Revenues from Riverside RV Park and Campground fund its own operations as well as tourism initiatives and community events. Any profits realized over and above these functions are either contributed to the operational and capital reserves of Riverside RV Park and Campground or to Council's community enhancement fund.

The proposed increase to campsite rates will ensure that rates remain competitive while keeping pace with inflationary pressures that affect operating costs. The following campsite rates are recommended for the 2026 season:

Site	Current Rate	Proposed Rate	Increase (\$)	Increase (%)
Full-Service – Pull-Through	46.00	47.00	1.00	2.2%
Full-Service – Back-In	44.00	45.00	1.00	2.3%
Water and Power	42.00	42.00	0.00	0%
Power	40.00	40.00	0.00	0%
Unserviced	33.00	35.00	2.00	6.1%

*Above prices are inclusive of GST

The proposed rates have been compared against nearby campgrounds to ensure they remain competitive and have been reviewed with the manager. The last fee increase implemented was for the 2025 season.

Administrative Policy Changes

The administrative policy changes listed below are designed to streamline management functions, reduce customer confusion, and ensure that there is a reasonable balance between business best practices and customer expectations that are aligned with industry standards. The administrative policies are intended to come into effect for the 2026 camping season:

- The existing cancellation policy for Riverside RV Park is as follows:
 - Reservations that are cancelled 30+ days before check-in receive a full refund.
 - Reservations that are cancelled 29-15 days before check-in are charged at 50% of the full booking.
 - Reservations that are cancelled 14 days or less before check-in are charged at 100% of the booking.

In addition to these existing cancellation rates, cancellations 30+ days before check-in will be subject to a \$5 cancellation fee. This fee will offset the costs incurred for processing and refunding payments. The other cancellation rates remain unchanged.

- Customers will pay 100% of the reservation cost at time of booking. Up until this year, customers paid a 50% deposit at time of booking and the remaining 50% would be paid at check-in. The term “deposit” has led to confusion and at times a customer expectation of a refund despite the existing cancellation policy. This change will reduce confusion over the cancellation policy and improve transparency for customers around campground policies.
 - An exception to the 100% payment at booking is for those customers who book for multiple month-long stays during the camping season (May-October). They will be expected to pay for one full month at time of booking and then pay in full

for the next month's stay on the 15th of each month.

- Long-term Winter Campers will be required to pay a \$200 deposit to hold their Full-Service Pull-Through campsite at time of application approval. The deposit will be credited to their April payment, as the agreement for long-term camping is for October 1 to April 30. The deposit will be forfeited if the applicant cancels, leaves during agreement period or is asked to leave due to breach of Riverside RV Park policies before April 30.

ATTACHMENTS

- None

Approved for Inclusion by..... Tate Bengtson
Agenda Council, Regular, November 3, 2025

October 23, 2025

Mayor Huck Galbraith and Council
City of Enderby
PO Box 400
619 Cliff Avenue
Enderby, BC V0E 1V0

Reference: LGPS-11145

RE: 2024 CEPF: Volunteer and Composite Fire Departments Equipment and Training– Enderby & District Fire Department SCBA

Dear Mayor Galbraith and Council,

Thank you for providing a final report and financial summary, revised October 22, 2025, for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total expenditure of \$47,008.00. Based on this, a payment in the amount of \$19,940.00 will follow shortly by electronic funds transfer. This amount represents full payment of the grant and is based on 100% of the total eligible expenditure (to a maximum of the approved grant of \$39,880.00) minus the initial payment of \$19,940.00 made in February 2025.

I would like to congratulate the City of Enderby for undertaking this project and responding to the opportunity to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

As a reminder, the next intake of the Volunteer and Composite Fire Departments Equipment and Training funding stream has an application deadline of October 31, 2025.

If you have any questions, or if we can provide any assistance, please contact cepf@ubcm.ca.

Sincerely,



Sasha Pryn
Program Officer

cc: *Tate Bengtson, CAO, City of Enderby*

The Community Emergency Preparedness Fund is funded by the Province of BC