

**REGULAR MEETING OF COUNCIL  
AGENDA**

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**DATE:** October 6, 2025  
**TIME:** 4:30 p.m.  
**LOCATION:** Council Chambers, Enderby City Hall

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*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: 841 4947 0066  
Passcode: 602883*

*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/](http://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 October 6, 2025 Council Meeting agenda be approved as circulated.*

**3. ADOPTION OF MINUTES**

**3.1 Meeting Minutes of September 15, 2025**

Page 3

*THAT the September 15, 2025 Council Meeting minutes be adopted as circulated.*

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

**5. BYLAWS**

**5.1 2024-2027 Tax Exemption Bylaw No. 1778, 2023 Amendment Bylaw No. 1822, 2025**

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*THAT Council adopts the bylaw cited as "City of Enderby 2024-2027 Tax Exemption Bylaw No. 1778, 2023 Amendment Bylaw No. 1822, 2025".*

**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

**7. NEW BUSINESS**

7.1 Cardiff Miller Strengthening Tourism Request Page 13

Memo prepared by Manager of Strategic Priorities and Community Services dated September 24, 2025

*THAT Council receives Strengthening Tourism Together request from Cardiff Miller Art Warehouse for information;*

*AND THAT Council directs staff to indicate forthcoming plans of a Tourism Strategic Plan and offer to include Cardiff Miller in the list of stakeholders.*

7.2 Road Closure Application – Halloween Witches Dance Page 15

Memo prepared by Manager of Strategic Priorities and Community Services dated October 1, 2025

*THAT Council approves the City of Enderby Event Coordinator's Temporary Road Closure application for the closure of Cliff Avenue from George Street to Belvedere Street on Friday, October 31, 2025, from 3:10pm-3:40pm, for the purposes of a Halloween Witches Dance during the City of Enderby's Halloween Treat Trail.*

7.3 City of Enderby Development Corporation Annual Information Meeting 2025 Page 20

Memo prepared by Chief Executive Officer dated September 17, 2025

*THAT Council, in its capacity as the sole shareholder of the City of Enderby Development Corporation, resolves:*

1. *THAT, in accordance with Article 10.2 of the City of Enderby Development Corporation's Articles of Incorporation, the shareholder consents to the business to be transacted at the annual general meeting, such that it is deemed to be held by this resolution and on the date of this resolution.*
2. *AND THAT the annual reference date for the City of Enderby Development Corporation is October 6, 2025.*
3. *AND THAT, in accordance with Article 10.3 of the City of Enderby Development Corporation's Articles of Incorporation, and in lieu of the annual general meeting, an annual information meeting is hereby held on October 6, 2025 with notice given in substantially the same form as that required for notice of special meetings under section 9 of the City of Enderby Procedure Bylaw No. 1732, 2021.*
4. *AND THAT, as there were no financial transactions for the City of Enderby Development Corporation for the fiscal year ended December 31, 2024 and the City of Enderby Development Corporation has no assets, liabilities and equity:*
  - a) *The appointment of auditors for the City of Enderby Development Corporation is waived in accordance with section 200 of the Business Corporations Act; and*
  - b) *The production and publication of financial statements for the City*

*of Enderby Development Corporation is waived in accordance with section 203(2) of the Business Corporations Act.*

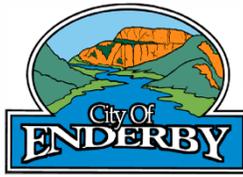
5. *AND THAT that the following persons, each of whom has consented in writing to act as a director, are appointed as directors of the City of Enderby Development Corporation, to hold office in the manner specified until the next annual general meeting of the City of Enderby Development Corporation or until their successors are appointed, subject to Article 14.6 of the City of Enderby Development Corporation's Articles of Incorporation:*

*Tate Bengtson (Chief Executive Officer)  
Jennifer Bellamy (Chief Financial Officer)*

6. *AND FURTHER THAT all lawful acts, contracts, appointments, and payments of money by the directors of the City of Enderby Development Corporation, if any, since the last annual reference period, which coincides with the date of the recognition of the City of Enderby Development Corporation, and which have previously been disclosed to the shareholder, are hereby adopted, ratified, and confirmed.*

**8. PUBLIC QUESTION PERIOD**

**9. ADJOURNMENT**



## THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, September 15, 2025 at 4:30 p.m. in Council Chambers.

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Present: Mayor Huck Galbraith  
Councillor Roxanne Davyduke  
Councillor David Ramey  
Councillor Brian Schreiner  
Councillor Shawn Shishido  
Councillor Sarah Yerhoff

Absent: Councillor Tundra Baird

Staff: Chief Administrative Officer – Tate Bengtson  
Chief Financial Officer – Jennifer Bellamy  
Manager of Planning, Community Safety and Bylaw Compliance – Kurt Inglis  
Clerk-Secretary – Andraya Imrich

Other: Press and Public

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### **LAND ACKNOWLEDGEMENT**

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

### **APPROVAL OF AGENDA**

Moved by Councillor Schreiner, seconded by Councillor Shishido  
*THAT the September 15, 2025 Council Meeting agenda be approved as circulated.*

CARRIED

### **ADOPTION OF MINUTES**

Meeting Minutes of September 2, 2025

Moved by Councillor Ramey, seconded by Councillor Shishido  
*THAT the September 2, 2025 Council Meeting minutes be adopted as circulated.*

CARRIED

### **DELEGATIONS**

Leah Horsfield, Executive Director, Community Futures

Ms. Horsfield gave an overview of the mission and functions of Community Futures both in Enderby and the North Okanagan as a whole.

Noted that Hal Mueller, Business Advisor works in Enderby City Hall on Thursdays and has had 60 meetings with businesses since April, of which he is actively working with 14 local businesses.

The annual Business Walk is coming up in October.

Gave an update on the Rural Community Immigration Pilot that supports economic development and labour market needs by fast tracking citizenship for immigrants who work in priority sectors. Seven Enderby businesses have applied so far to take part in the program.

Another project that is ongoing is the Rail Trail Readiness project. This project is focused on working with businesses in Armstrong, Enderby, and Sicamous to assist them to capitalize on the economic opportunity of the Rail Trail. There will be workshops and one-on-one assistance available to business owners.

### **DEVELOPMENT MATTERS AND RELATED BYLAWS**

#### **Development Variance Permit #0083-25-DVP-END**

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

There were no written submissions.

Mayor Galbraith asked if any member of the public would like to make representation.

#### **Philipp Wambold, on behalf of the Applicant**

Explained that the building that is being legalized as a detached secondary suite has been reviewed by the RDNO and is built to code but for these variances.

Councillor Ramey expressed appreciation to the applicant for their efforts to properly legalize this dwelling.

Moved by Councillor Ramey, seconded by Councillor Shishido

*THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 1 SECTION 26 TOWNSHIP 18 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN KAP67097 and located at 116/118 Salmon Arm Drive, Enderby BC, to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:*

- *Section 603.10.c. by reducing the minimum setback between buildings from 3 m (9.842 feet) to 2.11 m (6.92 feet), as shown on the attached Schedule 'A'; and*
- *Section 603.10.d by reducing the rear yard setback for a detached secondary suite from 3.0 m (9.842 feet) to 2.94 m (9.65 feet), as shown on the attached Schedule 'A'.*

CARRIED

#### **Development Variance Permit #0082-25-DVP-END**

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

There were two written submissions:

**Jeffrey Czepil & Anthony Schartner, Applicants**

- Planning to subdivide and transfer the new lot into their names.
- Unsure about future development plans at this time, so would like to defer servicing until the building permit stage.

**Ian Wilson, General Manager, Strategic and Community Services, RDNO**

- Writing on behalf of RDNO and CSRD, owners of the rail trail properties.
- Suggested that the owners may wish to fence property for industrial use because it is adjacent to an active transportation corridor.
- Noted that there should be no parking within adjacent rail trail lands.

Moved by Councillor Ramey, seconded by Councillor Schreiner

*THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT A DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN KAP78580 and located at 201 Vernon Street, Enderby BC, to permit variances to the following Sections of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000, as part of the proposed subdivision shown on the attached Schedule 'A':*

- *Section 6.0 of Schedule "A" by not requiring the provision of street lighting as part of the proposed subdivision; and*
- *Section 7.0 of Schedule "A" by not requiring the provision of underground wiring for power, telephone, and cablevision as part of the proposed subdivision.*

*AND THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT A DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN KAP78580 and located at 201 Vernon Street, Enderby BC, to permit variances to the following sections of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 as part of the proposed subdivision shown on the attached Schedule 'A':*

- *Section 2.0 of Schedule "A" by not requiring that portion of Vernon Street adjacent to the proposed lots to be constructed to the centreline of the road;*
- *Section 3.0 of Schedule "A" by not requiring the proposed northern lot to be connected to the City's community water supply system;*
- *Section 4.0 of Schedule "A" by not requiring the proposed northern lot to be connected to the City's community sanitary sewer system;*
- *Section 5.0 of Schedule "A" by not requiring the design and construction of a storm drainage system, as part of the proposed subdivision;*
- *Section 7.0 of Schedule "A" by not requiring the provision of electrical power services for the proposed northern lot; and*
- *Section 7.0 of Schedule "A" by not requiring the provision of telephone services for the proposed northern lot,*

*subject to the property owner registering a restrictive covenant on the title of the proposed northern lot which:*

- i. Prohibits any principal uses from occurring on the property, or any construction on the property, until such time as the property owner has provided the City of Enderby with a cash-in-lieu value for the construction of Vernon Street to the centreline of the road for that portion of Vernon Street adjacent to lot, with the cash-in-lieu value to be calculated in accordance with the bylaw standards in effect at that time;*
- ii. Prohibits any construction on the property until such time as the servicing requirements of Section 3.0, 4.0, and 7.0 of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 (or equivalent bylaw standards in effect at the time) have been satisfied, unless otherwise varied; and*
- iii. Requires the existing lot grading and surface permeability of the property to be maintained, unless an alternate grading plan is accepted in writing by the City of Enderby.*

CARRIED

**BYLAWS**

AAP Results – Water Treatment Plant Upgrade Loan Authorization Bylaw No. 1818, 2025

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*THAT Council receives the AAP Results – Water Treatment Plant Upgrade Loan Authorization Bylaw No. 1818, 2025 memo dated September 9, 2025 for information;*

*AND THAT Council adopts the Water Treatment Plant Upgrade Loan Authorization Bylaw No. 1818, 2025.*

CARRIED

**REPORTS**

Mayor and Council Reports

Councillor Davyduke

Reported that the sign at the Arena looks awesome and that it’s great to see so much activity there so early in the season.

There is an Early Years fair coming up October 7<sup>th</sup> at the Splatsin Community Centre from 4:30-6:30pm.

Programs are starting up again at the Enderby & District Community Resource Centre for the fall including Seniors Tech Connect, Med Rides, Meal Mentoring for Moms, as well as some youth programs.

Looking forward to attending UBCM.

Councillor Yerhoff

Reported that the Harvest Hut has been very busy and that next year they will be open Tuesdays instead of Mondays to better align with the Food Bank.

Received great feedback from the community about the 70s Dance Party by the River.

Attended the Whack and Roll Golf Tournament hosted by the Chamber of Commerce. They will be starting up their Morning Coffee and Business After 5 events again this fall.

Attended Enderby Lit Con and visited the new bookstore, The Frayed Page, and new flower shop, Enderby Flower & Gift Shop.

#### Councillor Schreiner

Attended a meeting of the Enderby & Area Community Hub.

Attended an RDNO meeting and reported that Enderby & District Arts Centre will be receiving \$4000 from the COVID Restart Grant funds.

Attended the Whack and Roll Golf Tournament hosted by the Chamber of Commerce and will be attending the SDC Golf Tournament this week.

#### Councillor Ramey

Attended the Whack and Roll Golf Tournament hosted by the Chamber of Commerce and will be attending the SDC Golf Tournament this week.

Visited the new flower shop, Enderby Flower & Gift Shop, and reported that the shop is an expansion of the Armstrong Flower Shop.

Has received great feedback from community members about the new managers of Riverside RV Park. Also reported community members are very excited about the progress of the Rail Trail and expressed that rail trail users being able to access businesses from the trail safely should be a priority.

#### Councillor Shishido

Attended an Enderby & District Services Commission meeting and a tour of the new pool construction. Reported that construction is looking good so far and that the basin will be arriving early this week. Expressed appreciation for the working relationship with Area F Director Hopkins.

Spoke to the Librarian Dawn Wierzbicki about concerns with the public washrooms at the Enderby Library and asked about providing a public washroom.

Chief Administrative Officer explained that this is a concern discussed previously and that the City favors bathrooms within existing buildings, such as the Visitor Centre or the Museum, because it discourages abuse of the facilities.

Councillor Shishido asked if a potential solution for the Library would be to hire security.

Councillor Ramey responded that hiring security would be a huge cost to the Library, and that they instead focus on providing support and training for staff. Noted that supporting the

Okanagan Regional Library's request for more funding from the Provincial Government is an important way the City can help.

#### Mayor Galbraith

Attended the tour of the new pool construction.

Attended the opening of the Sicamous section of the Rail Trail and reported that the temporary ferry is seeing lots of use.

Had a meeting with Chris Sims and Julia Davenport of Interior Health. Reported that they will be attending a Council meeting as a delegation in the near future.

#### Chief Administrative Officer

Thanked Recreation Services and the pool lifeguard team for another excellent season.

Reported that the pool basin is expected to arrive this week, which is why the parking lot and driveway access area is cordoned off. Access to the parking area is only expected to be interrupted briefly, while the shipping containers are being unloaded. The basin installation team has arrived and is performing their site orientation. As the basin starts to be assembled, this project is going to transform drastically in terms of visible progress.

The spray park season will be extended longer given the unseasonably warm weather. As usage declines and temperatures drop, shut down will be arranged.

The arena is up and running. This was a challenging ice installation due to the difficulty of creating ice in early September when it was still very hot outside, which puts undue strain on the system internally. The three-phase power transformer blew as well. Once things did get up and running, some loose fittings were discovered on the brine system that had to be retightened. Despite those early challenges, the ice looks great and the arena's opening weekend for the season was a success.

The lower reservoir construction is continuing on schedule. Work is focused on the valve chamber and installing piping.

Granville construction has moved into road building. The piece of old pipe discovered in the highway, immediately outside of the original project extent, has been removed and replaced. Thanked the Ministry of Transportation and Transit staff, who were very helpful and accommodating.

70s Dance Party By The River was another success. Thanked the Events Coordinator and the Manager of Strategic Priorities and Community Services for their efforts, as well as Public Works for their support.

Coffee with Mayor and Council is set for October 8th from 9:30-11:00 am. Marketing for this event will begin shortly.

The City Hall parking lot and adjacent block of Mill Avenue will be closed September 15-26, excluding weekends, for soil monitoring.

There will be a river clean-up challenge running from September 21-28th for BC Rivers Day. Participants are invited to submit photos to enter a draw, which will take place on Monday, September 29th.

The grant application for the Water Treatment Plant upgrade was submitted on Friday. Reported that the application is strong, and credited Ray and Damon with Public Works as well as Mountain View Electric, who were all instrumental in bringing their expertise and insight into the process.

Councillor Schreiner asked for a review of meetings scheduled for UBCM.

Chief Administrative Officer responded that one meeting has been approved with the Minister of Tourism, Arts, Culture and Sport. This meeting is to discuss opportunities for funding for youth recreation through the lens of reconciliation. A briefing note will be going out to Council later this week.

RDNO Building Permit Report – August 2025

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

CARRIED

Bylaw Enforcement Statistics for Second Period of 2025 (May-Aug)

Moved by Councillor Schreiner, seconded by Councillor Shishido  
*THAT Council receives and files the memorandum titled “Bylaw Enforcement Statistics for Second Period of 2025 (May-Aug)”.*

CARRIED

**NEW BUSINESS**

Update on Request for Installation of Crosswalk at the Intersection of Brickyard Road and Pleasant Avenue

Council discussed their appreciation for the students from A.L. Fortune bringing this request before Council.

Council discussed concerns about a crosswalk introducing more danger because of the presumed pedestrian right-of-way, and concerns about students crossing Evergreen Street.

Moved by Councillor Shishido, seconded by Councillor Schreiner  
*THAT Council defers the consideration of the installation of a crosswalk at the intersection of Brickyard Road and Pleasant Avenue until Brickyard Road is due for renewal;*

*AND THAT Council directs Staff to install ‘School Area’ signs near the intersection of Brickyard Road and Pleasant Avenue.*

CARRIED

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**ADJOURNMENT**

Moved by Councillor Schreiner, seconded by Councillor Shishido  
*THAT the regular meeting of September 15, 2025 adjourn at 4:46 p.m.*

CARRIED

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**MAYOR**

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**CORPORATE 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

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**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 2nd day of September, 2025;

**READ A SECOND TIME** this 2nd day of September, 2025;

**READ A THIRD TIME** this 2nd day of September, 2025;

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR

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

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kelsey Campbell, Manager of Strategic Priorities & Community Services  
Date: September 24, 2025  
Subject: Cardiff Miller Strengthening Tourism Request

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**RECOMMENDATION**

THAT Council receives *Strengthening Tourism Together* request from The Cardiff Miller Art Warehouse for information;

AND THAT Council directs staff to indicate forthcoming plans of a Tourism Strategic Plan and offer to include Cardiff Miller in the list of stakeholders.

**BACKGROUND**

Destanne Norris, Manager of The Cardiff Miller Art Warehouse has submitted a request for the City of Enderby to promote their business as part of a broader tourism strategy.

In 2025-26, staff will be developing a Tourism Strategic Plan. A terms of reference for this initiative is being drafted. As part of the strategic planning process, various stakeholders will be consulted, including those in the arts and culture sector.

In response to the letter from the Cardiff Miller Art Warehouse, it would be appropriate at this time to indicate to them the City's forthcoming plans and offer to include them in the list of stakeholders, given their contributions to arts and culture and their expressed interest in bolstering this sector's connection to the City's broader tourism initiatives.

Respectfully submitted,



Kelsey Campbell  
Manager, Strategic Priorities & Community Services



507 Granville Ave, Enderby, BC

[www.cardiffmillerartwarehouse.ca](http://www.cardiffmillerartwarehouse.ca)

***Subject: Strengthening Tourism Together – The Cardiff Miller Art Warehouse***

Dear Mayor Huck Galbraith and Esteemed Council Members,

Since opening our doors on **July 29, 2023**, the **Cardiff Miller Art Warehouse** has welcomed **over 7,000 visitors** from across Canada and around the globe. These guests have not only experienced the internationally acclaimed installations of Janet Cardiff and George Bures Miller but have also contributed to the local economy—dining in Enderby’s restaurants, shopping in our stores, and staying in our accommodations.

The Warehouse has quickly become one of Enderby’s cultural jewels, frequently mentioned alongside the Cliffs and the Deep Creek Tool Museum on platforms like TripAdvisor. Visitors regularly tell us how delighted they are to discover such a world-class experience in our small but vibrant community.

We believe there is an incredible opportunity for Enderby to **enhance its tourism profile** by featuring the Cardiff Miller Art Warehouse more prominently on the City’s tourism website and in marketing materials. Doing so would help strengthen our collective outreach and ensure that potential visitors—near and far—can discover all that Enderby has to offer.

To express our commitment to working hand in hand with the city to grow our cultural and economic impact, we are enclosing a **complimentary one-year membership** for each councillor which entitles you and a guest unlimited entry for a year. We warmly invite you to visit—or revisit—the Warehouse, to experience firsthand why people travel here from so far away to engage with these extraordinary installations.

Enderby has a rare opportunity to shine as both a **nature and culture destination**, and we would be honoured to collaborate with the city in realizing that vision.

With appreciation and excitement for what we can build together,

Warm regards,

A handwritten signature in cursive script that reads "Destanne Norris".

**Destanne Norris**

Manager, Cardiff Miller Art Warehouse

THE CORPORATION OF THE CITY OF ENDERBY



MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kelsey Campbell, Manager of Strategic Priorities & Community Services  
Date: October 1, 2025  
Subject: Temporary Road Closure Application – Halloween Witches Dance

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**RECOMMENDATION**

THAT Council approves the City of Enderby Event Coordinator’s Temporary Road Closure application for the closure of Cliff Avenue from George Street to Belvedere Street on Friday, October 31, 2025, from 3:10pm-3:40pm, for the purposes of a Halloween Witches Dance during the City of Enderby’s Halloween Treat Trail.

**BACKGROUND**

The City of Enderby Event Coordinator has submitted a Temporary Road Closure application (attached) for the Halloween Witches Dance scheduled for Friday, October 31, 2025.

The applicant is proposing to close Cliff Avenue (from George Street to Belvedere Street) from 3:10pm-3:40pm to support a safe gathering in the street for the *Rec Services*-led Witches Dance amidst the Halloween Treat Trail.

Previously, this dance has appeared as an informal flash mob in the three-way intersection at Cliff Avenue and Belvedere Street. The adjustment this year will support pedestrian safety improvements, community participation in the dance and ensure continuous traffic flow (East onto Cliff Ave. and North onto Belvedere Street) through the intersection.

As this is considered a relocated event pursuant to the *Temporary Road Closures for Community Events Policy*, the road closure application must be accompanied by a petition of affected business owners, and the application must be considered by Council. Attached is a copy of the petition that was circulated by the applicant to affected business, with all of the businesses indicating they were in support of the road closure.

Staff have reviewed the accompanying traffic management plan and have no concerns. It is recommended that that Council approve the road closure application.

Respectfully Submitted,

A handwritten signature in cursive script that reads "K Campbell".

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Kelsey Campbell  
Manager, Strategic Priorities & Community Services

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

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

Name of Sponsoring Organization The City of Enderby

Name of Contact Person Vallene Byrne

Telephone or Email 250 859 4494 Vallenebyrne@gmail.com

Name of Event Halloween Treat Trail

Date(s) of Closure Oct 31 2025

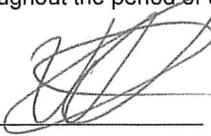
Start time for Closure 3:10 End time for Closure 3:40pm

Location of Closure Hwy + Cliff Ave to  
Cliff ave + Belvedere

**Required Attachments**

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

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

Authorized Signatory  Date Sept 29/25

Do Not Complete – For Administrative Purposes			
Approved by	<u>K Campbell</u>	Date	<u>SEPT 29/25</u>
Certificate of Insurance	<input type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> N/A
Map	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> N/A
Petition of Affected Business Owners	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> N/A

Policy Title	Temporary Road Closures for Community Events
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Adopted:  August 13, 2012	<u>Authorized By:</u> Mayor and Council Regular Meeting of August 13, 2012	Replaces:  Not applicable
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**PURPOSE:**

The City will consider approving the temporary closure of municipal roads for a community event.

**POLICY:**

Temporary road closures will only be considered for community events which are sponsored by a recognized organization.

The Chief Administrative Officer or designate is granted the authority to approve a Temporary Road Closure Permit on behalf of Council, subject to the applicant meeting all the requirements of this policy. First time events must be approved by City Council.

A completed Schedule A, "Application for Temporary Road Closure," shall be submitted to City Hall at least 21 days prior to the closure. The application must include a map of the proposed road closure and emergency access through the closure. Applications for first-time or relocated events requiring Council approval must be submitted two months prior to the closure.

The organizer shall notify and consult with business owners within a one-block radius of the proposed road closure and residents adjacent to the proposed road closure. The organizer agrees to take reasonable steps to mitigate disruption for affected business owners and residents. Failure to adequately notify and consult affected businesses and residents may result in revocation of permit or refusal of future applications. Unless exempted by Council, all first-time or relocated event applications must include a petition signed by a majority of affected business owners agreeing to the proposed event.

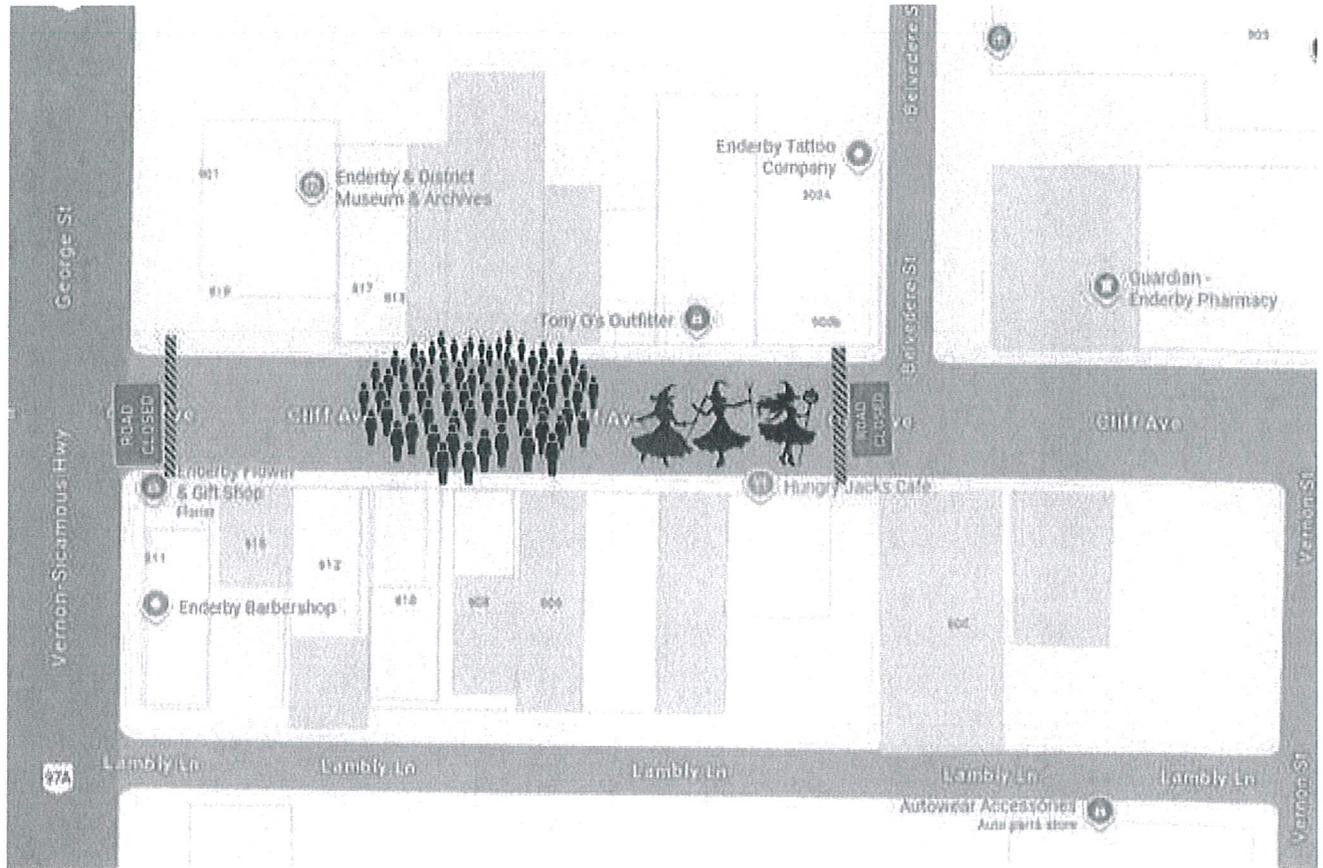
The applicant for a Temporary Road Closure must submit proof of public liability and property damage insurance in a form acceptable to the City. The applicant may request that insurance requirements be waived based on the risk profile of the event. Such waiver does not affect any other responsibility of the applicant to obtain insurance.

The applicant shall be responsible for all traffic management, including the provision, set up, and removal of signs and barricades on the same day as the road closure.

The applicant shall be responsible for ensuring that all food service establishments, including but not limited to mobile vending units, food services at temporary events, and sellers of home-prepared foods, shall have the appropriate authorization or permit from Interior Health.

The applicant shall be responsible for emptying municipal garbage receptacles and cleaning up litter from the road closure area on the same day as the closure.

As a condition of permit, the City of Enderby will not be liable or otherwise responsible for any scheduling conflict, revocation, refusal, maintenance closure or other damage or harm related to the issuance of this permit.



**Halloween Treat Trail  
Petition – all in support**

Park View

Public Health

Memorial Tower

Enderby Autobody

RCMP

Valley Mercantile

Williamson Automotive

Enderby Rentals

Gilbert Parts Depot

Kal Tire

Okanagan Fertilizer

G and B

Enderby Dental

Sweet Iron Cafe

Vision Doors

Mountain View Electric.

Work BC

Parkview Upholstery

Ramblin Barbers

Lordco

TMS

Autowear Accessories

Small axe

Enderby Country Store

The Frayed Page

IDA

Dans Chinese Restaurant

Bull pen

EDF

Frog friendly coffee

Dollar dollar

Enderby Legion

Courtyard gallery

CanHealth and Dental

Guardian

Red Apple

Enderby Tattoo

Rossworn Henderson

Cheeky tones if open

Mel's pizza

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, Chief Executive Officer  
Date: September 17, 2025  
Subject: City of Enderby Development Corporation Annual Information Meeting 2025

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**RECOMMENDATION**

THAT Council, in its capacity as the sole shareholder of the City of Enderby Development Corporation, resolves:

1. THAT, in accordance with Article 10.2 of the City of Enderby Development Corporation's Articles of Incorporation, the shareholder consents to the business to be transacted at the annual general meeting, such that it is deemed to be held by this resolution and on the date of this resolution.
2. AND THAT the annual reference date for the City of Enderby Development Corporation is October 6, 2025.
3. AND THAT, in accordance with Article 10.3 of the City of Enderby Development Corporation's Articles of Incorporation, and in lieu of the annual general meeting, an annual information meeting is hereby held on October 6, 2025 with notice given in substantially the same form as that required for notice of special meetings under section 9 of the City of Enderby Procedure Bylaw No. 1732, 2021.
4. AND THAT, as there were no financial transactions for the City of Enderby Development Corporation for the fiscal year ended December 31, 2024 and the City of Enderby Development Corporation has no assets, liabilities and equity:
  - a) The appointment of auditors for the City of Enderby Development Corporation is waived in accordance with section 200 of the Business Corporations Act; and
  - b) The production and publication of financial statements for the City of Enderby Development Corporation is waived in accordance with section 203(2) of the Business Corporations Act.

5. AND THAT that the following persons, each of whom has consented in writing to act as a director, are appointed as directors of the City of Enderby Development Corporation, to hold office in the manner specified until the next annual general meeting of the City of Enderby Development Corporation or until their successors are appointed, subject to Article 14.6 of the City of Enderby Development Corporation's Articles of Incorporation:

Tate Bengtson (Chief Executive Officer)  
Jennifer Bellamy (Chief Financial Officer)

6. AND FURTHER THAT all lawful acts, contracts, appointments, and payments of money by the directors of the City of Enderby Development Corporation, if any, since the last annual reference period, which coincides with the date of the recognition of the City of Enderby Development Corporation, and which have previously been disclosed to the shareholder, are hereby adopted, ratified, and confirmed.

## **BACKGROUND**

The City of Enderby formed the City of Enderby Development Corporation in 2019 ("the Company"), with the approval of the Province's Inspector of Municipalities. The intent of the Company is to pursue economic and social development for the community, as well as generate non-tax revenue streams.

The Company is intended to enable the development of non-tax revenue streams while insulating the taxpayer from the risks associated with a business venture; an example of this could be a community forest, for instance. As there are administrative and cost burdens associated with a fully active municipal development corporation, the Company is being kept in a state of dormancy until those business opportunities arise. In other words, the significant groundwork involved in creating the Company has been completed so that it can be activated quickly, when the need arises.

There are a series of procedural requirements that need to be fulfilled on an annual basis to maintain the Company as a legal entity; these requirements are relatively minimal for so long as the Company is dormant but increase once it has been activated.

Two directors are appointed and hold office as Chief Executive Officer and Chief Financial Officer; the directors of the Company are not sufficient to meet quorum and are limited to: activities related to maintaining the Company's corporate status; calling a meeting for the purposes of enabling the shareholder to elect or appoint directors to fill vacancies; and managing or supervising the business and affairs of the Company, if any.

Pursuant to section 182(1) of the Business Corporations Act, the Company must hold an annual general meeting at least once in each calendar year and not more than 15 months after the annual reference date for the preceding calendar year. The Company's Articles of Incorporation provide that an annual general meeting may be waived if an annual information meeting is held.

Pursuant to section 200 of the Business Corporations Act, directors are relieved from the obligation to produce financial statements if there is a unanimous resolution of the shareholders.

Similarly, pursuant to section 203(2) of the Business Corporations Act, a unanimous resolution of the shareholders waives the requirement to appoint an auditor for one financial year.

The above shareholder resolution is intended to complete the annual obligations of the Company. This approach minimizes costs until an opportunity arises for the Company to engage in business, at which point it will need to fund its expenses from its own revenues or receive assistance from the City of Enderby pursuant to its partnering agreement.

Respectfully submitted,



Tate Bengtson  
Chief Executive Officer