

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: February 2, 2026
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: 864 5882 1850
Passcode: 253530*

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 February 2, 2026 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of January 19, 2026

THAT the January 19, 2026 Council Meeting minutes be adopted as circulated.

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4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

5. REPORTS

5.1 Mayor and Council Reports

5.2 Area F Director Report

5.3 Chief Administrative Officer Report

5.3.1 Council Inquiries

5.4 Vernon North Okanagan Detachment: 4th Quarter (October to December) 2025

THAT Council receives and files the report titled Vernon North Okanagan

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Detachment: 4th Quarter (October to December) 2025.

- 5.5 Bylaw Enforcement Statistics for Third Period of 2025 (September to December) Page 20
Staff report prepared by Manager of Planning, Community Safety and Bylaw Compliance
THAT Council receives the report titled “Bylaw Enforcement Statistics for Third Period of 2025 (September to December)” for information.

6. NEW BUSINESS

- 6.1 MFA Early Debt Repayment – Issue 139 Page 24
Staff report prepared by Chief Financial Officer dated January 21, 2026
THAT Council directs staff to notify the Municipal Finance Authority that the City of Enderby would like to be considered for the early debt repayment option for Issue 139;

AND THAT the early debt repayment is included in the 2026 Financial Plan, to be funded out of prior year surplus.

- 6.2 Disclosure of Council Contracts, October to December 2025 Page 26
Staff report prepared by Chief Financial Officer dated January 27, 2026
THAT Council receives the “Disclosure of Council Contracts, October to December 2025” staff report for information.

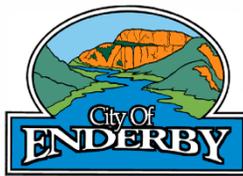
- 6.3 Privacy Management Program and Artificial Intelligence (AI) Use Policy Page 27
Staff report prepared by Chief Administrative Officer dated January 28, 2026
THAT Council receives and files the staff report titled “Privacy Management Program and Artificial Intelligence (AI) Use Policy.”

- 6.4 Rail Trail Business Readiness Update and Guidebook Page 46
Staff report prepared by Manager of Strategic Priorities and Community Services dated January 28, 2026
THAT Council receives and files the report titled “Rail Trail Business Readiness Update and Guidebook”.

- 6.5 Digital Billboard Sponsorship Application – Shuswap Minor Lacrosse Association Page 53
Staff report prepared by Manager of Strategic Priorities and Community Services dated January 28, 2026
THAT Council authorizes a digital billboard sponsorship for the Shuswap Minor Lacrosse Association.

7. PUBLIC QUESTION PERIOD

8. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, January 19, 2026 at 4:30 p.m. in Council Chambers.

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
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

Moved by Councillor Ramey, seconded by Councillor Davyduke
THAT the January 19, 2026 Council Meeting agenda be approved as circulated.

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of December 15, 2025

Moved by Councillor Shishido, seconded by Councillor Schreiner
THAT the December 15, 2025 Council Meeting minutes be adopted as circulated.

CARRIED

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit #0087-25-DVP-END

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

There was one written submission.

Denise Ackerman, Community Parks and Recreation Coordinator, CSRD

Advised that no private usage of adjacent Rail Trail lands is permitted, including, but not limited to, parking of vehicles, the placement or storage of snow, or the placement or storage of any other materials.

Mayor Galbraith invited members of the gallery to speak to the application.

Eric Borhaven of Tonka Contracting, representing the applicant, explained that the property is occupied by Polycraft International, which is an operation with only three employees and minimal parking requirements.

Moved by Councillor Schreiner, seconded by Councillor Shishido

THAT Council authorizes the issuance of a Development Variance Permit for the properties legally described as i) LOT 10 BLOCK 11 DISTRICT LOTS 149 AND 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A and ii) LOT 11 BLOCK 11 DISTRICT LOTS 149 AND 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 211A, and located at 607 Vernon Street, Enderby BC, to permit variances to the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 501.1.5 by increasing the maximum lot coverage from 60% to 61.1%, as shown on the attached Schedule 'A';*
- *Section 901.2(a) by increasing the maximum allowable percentage of small-car spaces from 40% to 44%, as shown on the attached Schedule 'A';*
- *Section 901.2(b) by reducing the minimum width of an unobstructed maneuvering aisle from 8 m (26.25 feet) to 6.71 m (22 feet), as shown on the attached Schedule 'A';*
- *Section 901.3 by reducing the minimum number of off-street parking spaces from 12 to 9, as shown on the attached Schedule 'A'; and*
- *Section 1001.4(a)(ii) by reducing the minimum number of off-street loading spaces from 2 to 1, as shown on the attached Schedule 'A'.*

CARRIED

REPORTS

Mayor and Council Reports

Councillor Shishido

Attended an Enderby & District Museum Society meeting and their strategic planning. Reported that the museum is looking for more volunteers. Noted that they are exploring adding more interpretive signage to the Muzebo to help people understand the artifacts on display.

Councillor Davyduke

The deadline to apply for the Enterprize Challenge, put on by Community Futures, is January 31st. There are 12 businesses signed up so far, and Councillor Davyduke has volunteered to participate as a mentor.

There is a Rail Trail Readiness workshop hosted by Community Futures at the Splatsin Development Corporation building on January 20th.

Attended a meeting with Minister of State Brittny Anderson and Mayor Galbraith and reported that the meeting went very well. The Minister of State's role is to strengthen relationships between the Provincial Government and Municipal Governments.

Suggested that Council bring a resolution to UBCM to encourage the province to broaden the scope of section 276(1) of the *Community Charter* to require earlier and direct consultation with local governments, through UBCM, on provincial legislation that has a material impact on local government authority, responsibilities, or capacity.

Chief Administrative Officer confirmed that he would follow up with UBCM and return to Council with a proposed resolution on amending section 276(1) of the *Community Charter*.

Councillor Yerhoff

Attended MP Mel Arnold's Open House in December.

Will be attending the Garden Club Open House.

The Chamber of Commerce is commencing Business After 5 events for the year with the first one hosted by the Curling Club. There is also an ongoing membership drive. Results from the First Impressions project that the Chamber participated in will be available soon. They are also working on a monthly newsletter.

Councillor Schreiner

Attended the Splatsin Homes Showhome Groundbreaking Ceremony.

Attended a Regional Growth Management Advisory Committee meeting where housing and infrastructure capacity challenges were discussed. Reported that the City of Enderby was the only municipality to respond to the Committee's request for feedback regarding concerns about infrastructure deficits caused by mandated increases in housing. Noted that the infrastructure report was discussed and well-received by Committee members.

Councillor Ramey

Attended the Splatsin Homes Showhome Groundbreaking Ceremony.

Mayor Galbraith

Attended the meeting with Minister of State Brittny Anderson.

Attended the Splatsin Homes Showhome Groundbreaking Ceremony.

Will be meeting with a new Splatsin Health Centre doctor tomorrow.

Will attend the Rail Trail Readiness Workshop.

Chief Administrative Officer

Thanked Council for their engagement in the strategic planning update on January 12th.

Sgt. Vestergaard, the Enderby detachment commanding officer, has accepted a new position inside the Vernon/North Okanagan detachment. Staff Sergeant Lee will be introducing the new commanding officer for the Enderby detachment in the coming weeks. Thanked Sgt. Vestergaard for her very responsive and collaborative approach.

Thanked Public Works for the temporary repair of the 721 Cliff Avenue water break the week before last. The entire service line needs to be renewed from the main, on the other south of the street, to the property line on the north side. These works will be scheduled in the spring when the excavation can be properly repaved, unless new leaks emerge on the service line in the meantime.

The Lower Reservoir was brought into commission last week. Everything is functioning well so far, and Staff are continuing to monitor the overall system for characterization of the stored water and tweaks to operational settings. Some of these tweaks will not occur until peak seasonal demand. For this coming summer, the City will be able to return to Stage 1 restrictions. As discussed when Council initially approved the construction contract, Staff worked with the involved parties on some value engineering savings. \$176,000 in savings were realized on the construction contract.

On January 13th, Chief Administrative Officer and Public Works hosted the Interior Health Drinking Water Officer that is responsible for the City's drinking water system, as well as a Medical Health Officer. In addition to touring the Water Treatment Plant, the group also visited the reservoir. Interior Health played an important role from start to finish on the reservoir project, so it was nice to be able to show it to them when it was a day out from going into service.

Pool construction is continuing. The crew is focusing on the building, and will return to the basin and deck in the early spring. Staff are working through coordinating the next steps as it relates to various owner-supplied items that need to be installed.

The fire department is holding a recruitment drive for paid-on-call firefighters. Interested people can submit an application at www.cityofenderby.com/firefighter. This page also includes a revised information package for people who are contemplating joining the team. Thanked the Fire Chief and the Manager of Strategic Priorities and Community Services for their work on the revised information package.

There is a Commission budget meeting scheduled for February 9. It is expected that this meeting will also offer a first look at the results of the Barnes Park Public Engagement Survey, which closed last week. Thanked the Manager of Strategic Priorities and Community Services for her work on the Barnes Park file.

Two new fire inspectors have received their technical training and will begin their on-boarding training under the guidance of the Manager of Planning, Community Safety and Bylaw Compliance, who is completing work on a playbook that will help to promote fire inspector consistency in interpreting the BC Fire Code. The new fire inspectors are Tyler Offer and Dalton Gregerson, both firefighters.

Utility bills will be mailed out this week.

Councillor Shishido reported that there is some damage in the players boxes at the arena.

Chief Administrative Officer will report this to Parks.

Councillor Ramey asked if there has been any response from Ministry of Transportation and Transit regarding a list of concerns submitted to them.

Chief Administrative Officer reported he has not received response regarding these concerns and that he will follow up with the Ministry.

Fire Department 2025 Call Volume & Incident Summary

Moved by Councillor Ramey, seconded by Councillor Shishido
THAT Council receives and files the report titled 2025 Call Volume & Incident Summary.

CARRIED

RDNO Building Permit Report – December 2025

Moved by Councillor Schreiner, seconded by Councillor Davyduke
THAT the RDNO Building Permit Report – December 2025 be received and filed.

CARRIED

NEW BUSINESS

Code of Conduct 2026 Reaffirmation

Moved by Councillor Schreiner, seconded by Councillor Ramey
THAT Council reaffirms the code of conduct for elected officials for 2026.

CARRIED

Strategic Plan 2023-26 – Update 2026

Moved by Councillor Shishido, seconded by Councillor Davyduke
THAT Council adopts the City of Enderby Strategic Plan 2023-2026 – Update 2026.

CARRIED

Community Digital Billboard Sponsorship Renewal for 2026

Councillor Yerhoff asked when the digital billboard was purchased.

Chief Administrative Officer responded that it was purchased in approximately 2012. Noted that repairs to the sign have been done in past and that is approaching end of life. Planning is ongoing for replacement when necessary.

Moved by Councillor Schreiner, seconded by Councillor Shishido
THAT Council renews the annual community digital billboard sponsorships for the year 2026.

CARRIED

Proposed Dates for 2026 Community Events

Moved by Councillor Shishido, seconded by Councillor Yerhoff
THAT Council approves the proposed dates and locations for the City-organized community events for 2026.

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

CLOSED MEETING RESOLUTION

Moved by Councillor Davyduke, seconded by Councillor Shishido
THAT pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (a), (b) and (k) of the Community Charter.

CARRIED

ADJOURNMENT

Moved by Councillor Shishido, seconded by Councillor Ramey
THAT the regular meeting of January 19, 2026 adjourn at 5:35 p.m.

CARRIED

MAYOR

CORPORATE OFFICER



VERNON NORTH OKANAGAN DETACHMENT

4th Quarter (October to December) 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 ~ 4th 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 4th 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.

Total Calls for Service – Quarter 4							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	4594	4189	4179	4281	-8.8%	-0.2%	+2.4%
Coldstream	321	321	315	346	0%	-1.8%	+9.8%
Vernon Rural	413	381	384	427	-7.7%	+0.7%	+11.1%
Armstrong	254	267	277	254	+5.1%	+3.7%	-8.3%
Enderby	466	406	423	433	-12.8%	+4.1%	+2.3%
Falkland	119	189	185	188	+58.8%	-2.1%	+1.6%
Lumby	239	237	248	288	-0.8%	+4.6%	+16.1%
Spallumcheen	330	282	288	277	-14.5%	+2.1%	-3.8%
Westside	219	232	309	258	+5.9%	+33.1%	-16.5%
Total	6955	6504	6608	6752	-6.4%	+1.5%	+2.1%

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 4th 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 4							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	1314	1346	1466	1574	+2.4%	+8.9%	+7.3%
Coldstream	50	58	88	92	+16%	+51.7%	+4.5%
Vernon Rural	54	63	84	71	+16.6%	+33.3%	-15.4%
Armstrong	60	69	65	74	+15%	-5.7%	+13.8%
Enderby	124	64	94	97	-48.3%	+46.8%	+3.1%
Falkland	22	24	29	30	+9.0%	+20.8%	+3.4%
Lumby	73	42	60	72	-42.4%	+42.8%	+20%
Spallumcheen	69	49	60	60	-28.9%	+22.4%	0%
Westside	69	63	87	65	-8.69%	+38%	-25.2%
Total	1835	1739	2033	2135	-5.2%	+16.9%	+5.0%

Criminal Code Offences include founded files only.

Violent Offences

The table below highlights the total number of violent crime offences for the 4th 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 4							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	237	229	261	241	-3.3%	+13.9%	-7.6%
Coldstream	11	20	20	18	+81.8%	0%	-10%
Vernon Rural	19	20	27	15	+5.2%	+35%	-44.4%
Armstrong	12	11	14	26	-8.3%	+27.2%	+85.7%
Enderby	23	33	32	27	+43.4%	-3%	+15.6%
Falkland	7	5	9	8	-28.5%	+80%	-11.1%
Lumby	9	12	22	16	+33.3%	+83.3%	-27.2%

Spallumcheen	14	20	8	14	+42.8%	-60%	+75%
Westside	22	14	29	21	-36.3%	+107.1%	-27.5%
Total	354	364	422	386	+2.8%	+15.9%	-8.5%

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 4th 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 4							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	698	795	846	968	+13.8%	+6.4%	+14.4%
Coldstream	28	22	60	47	-21.4%	+172.7%	-21.6%
Vernon Rural	27	36	45	48	33.3%	+25%	+6.6%
Armstrong	28	15	31	33	-46.4%	+106.6%	+6.4%
Enderby	40	27	33	56	-32.5%	+22.2%	+69.6%
Falkland	8	9	12	15	+12.5%	+33.3%	+25%
Lumby	22	18	33	41	-18.1%	+83.3%	+24.2%
Spallumcheen	31	22	44	38	-29%	+100%	-13.6%
Westside	30	34	42	35	+13.3%	+23.5%	-16.6%
Total	912	978	1146	1281	+7.2%	+18.3%	+11.7%

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 (2) individuals or groups within Vernon during this targeting cycle, and the Repeat Violent Offending Intervention Initiative (ReVOII).

During this quarter, the unit continued on-going investigations as well as completed disclosure on previous investigations including:

- In October, the Crime Reduction Unit arrested an accused person for dangerous driving stemming from a previous incident. The search incidental to the arrest resulted in the seizure of trafficking quantities of cocaine and methamphetamine.
- In October, the Crime Reduction Unit conducted a traffic stop with an individual designated as a ReVOII Offender. The individual was arrested for failure to comply with a Probation Order and driving while prohibited. Police located and seized a firearm from the vehicle. The accused pled guilty and remains in custody serving his sentence.
- In November, the Crime Reduction Unit arrested a ReVOII Offender for several offences including Failure to Comply with Probation Order, Possession of Weapon for Dangerous Purpose and Possession of Prohibited Weapons. The individual was released from custody bound by several court-imposed conditions pending trial. The matter is before the courts.

During this reporting period, the Crime Reduction Unit conducted enforcement action and executed 23 warrants of arrest and recommended four (4) 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 (4) are currently in custody and seven (7) are not in custody. Of the seven not in custody, three (3) reside in, or are known to frequent, the City of Vernon, two (2) reside in the North Rural, and two (2) 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 six (6) subjects identified in the Vernon North Okanagan area with four (4) currently in custody and two reside in the Vernon area.

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 4							
Area	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Vernon	583	722	544	433	+23.8%	-24.6%	-20.4%
Coldstream	118	175	146	52	+48.3%	-16.5%	-64.3%

Vernon Rural	28	2	11	29	-92.8%	+450%	+163%
Armstrong	143	60	34	156	-50.0%	-43.3	+358%
Enderby	38	55	27	112	+44.7%	-50.9%	+314%
Falkland	11	15	12	17	+36.3%	-20%	+41.6%
Lumby	71	11	13	97	-84.5%	+18.1%	+646%
Spallumcheen	119	102	46	129	-14.2%	-54.9%	+180%
Westside	38	144	42	79	+278.9%	-70.8%	+88%
Total	1149	1286	865	1104	-11.9%	-32.7%	+27.6%

Total Traffic Contacts include violations tickets and written warnings.

During this quarter, frontline officers removed 69 impaired drivers from the roadway: 33 within Vernon/Coldstream and 36 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, six (6) new ICAT files were opened and currently there is an additional one (1) previous ICAT files which require file management, monitoring and victim support.

- In December, the Serious Crime Unit conducted a warned statement of an accused person in custody with regards to a high-risk intimate partner violence investigation.

The BC Integrated Child Exploitation Unit (BC ICE) advised of 16 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.

- In November, SVU executed a search warrant at a residence in the North Okanagan and seized property to substantiate the allegation of possession of child sexual abuse images.
- In December, SVU assumed conduct of a complex possession of child sexual abuse and exploitative material investigation associated to a social media platform.

As highly trained interviewers, SVU conduct interviews with vulnerable child victims of crime. From October to December, 15 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.

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 100 calls for service and assisted frontline officers with follow-up on an additional 32 investigations.

Vernon/ Coldstream	MENTAL HEALTH FILES – Quarter 4						
	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Mental Health Files	292	360	493	371	+23.28%	+36.9%	-24.7%
Emergency Apprehension Sec 28 (by Police)	48	26	29	22	-45.83%	+11.5%	-24.1%
Form 21, 10, 4 Apprehension (Issued by a Doctor or Nurse Practitioner)	16	19	20	44	+18.75%	+5.2%	+120%

North Okanagan Rural <i>(Armstrong, Enderby, Falkland, Lumby, Spallumcheen)</i>	MENTAL HEALTH FILES – Quarter 4						
	2022	2023	2024	2025	2022-2023 % change	2023-2024 % change	2024-2025 % change
Mental Health Files	59	76	79	83	+28.81%	+3.9%	5.0%
Emergency Apprehension Sec 28 (by Police)	5	10	10	5	+100%	0%	-50%
Form 21, 10, 4 Apprehension (Issued by a Doctor or Nurse Practitioner)	1	3	2	3	+200%	-33.3%	+50%

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



Throughout the quarter, frontline officers maintained a presence in the schools and marked units patrolled school zones reminding motorists to drive responsible. Police continue to attend schools to assist with safety drills and liaise with School District 22 staff regarding any issues within the schools. One highlight from the quarter was a food drive in support of the Salvation Army Food Bank at one of the elementary schools in December.

Community Engagement

The Vernon North Okanagan Detachment participated in many events within the community including the Halloween trick or treat trail handing out candy to little ghouls and goblins, Remembrance Day services though out the area honoring those who sacrificed so much for our freedoms, and the Elks hall pancake breakfast toy drive to support Santa's Anonymous to bring Christmas cheer. As well, our officers cooked a taco fiesta for the OKIB elder luncheon and served Christmas dinner at the Enderby's Senior Centre.



Community Safety Office (Vernon)

The nine (9) active volunteers of the Community Safety Office (CSO) volunteered 423 hours and assisted 534 members of the public, fielded 94 phone calls and made 820 entries to Operation Cat's Paw. The CSO volunteers and coordinator participated in many events including the Vernon Homeless Memorial, the OKIB Youth Conference, the Trick or Treat Trail, and 'Frostop'. In December, the CSO celebrated its' volunteers with a banquet where the long service volunteers were recognized by the RCMP and the City of Vernon.

Vernon RCMP Volunteers

The Vernon RCMP Volunteers has 37 participants. During this quarter, the Vernon RCMP Volunteers completed a total of 656 hours of work through their participation with the program. They drove 2626 kilometers, worked 43 Community Safety Patrol shifts and ran 3565 licence plates on the Stolen



Auto Recovery program. Some highlights of the shifts include advising first responders of illegal warming fires, locating an unresponsive person, being the first on scene to a motor vehicle accident, and locating a stolen unattended vehicle. As well, the volunteers conducted 3 Speed Watch

operations and slowed down 944 vehicles. On November 27th, eight volunteers conducted foot patrols during the Downtown Vernon Association's light-up event 'Frostop' which saw the downtown core transform into a cheerful street festival with music, fire dancers, vendors and food trucks.

Lumby RCMP Volunteers

The Village of Lumby and Electoral Area D supports a small RCMP volunteer program consisting of 5 operational volunteers and is facilitated by the Village of Lumby Community Safety Officer, Lee Elliott. These dedicated volunteers committed 12 hours of Speed Watch operations over six dates including three in the school zone at JW Inglis Elementary and three in Electoral Area D. Through their efforts the volunteers slowed down 1813 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 to enhance their skillset. During this quarter, the detachment completed annual firearms qualifications in both the pistol and the carbine rifle. New recruits participated in training for the Alcohol Screening Device and the Tire Deflation Device. In addition, guest presenters from the RCMP Victim Services, the coordinator from the Southeast District Missing Person Section, and investigators

from the Canada Border Services Agency attended to the detachment to provide information to the frontline officers.

Pacific Regional Training Centre (PRTC)

During this quarter, the Vernon North Okanagan Detachment had five (5) police officers attend for Operational Skills training to certify in use of force options and three (3) new recruits attended for crisis intervention and de-escalation training. From the frontline officers, the detachment sent one police officer to become a police and public safety instructor, one attended training to become an emergency response team member, and one attended the pre-selection course to become a tactical police medic to provide support to specialized teams including the ERT and RCMP Tac Team. From GIS, one supervisor attended the major crime investigative techniques course, and one received enhanced training in the interception of private communications.

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 Splotsin 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.

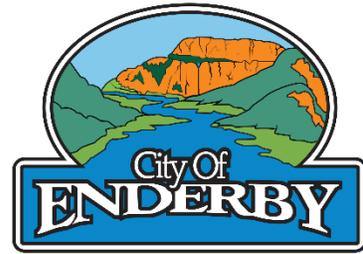
Our Vision:

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: January 28, 2026
To: Chief Administrative Officer
From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance
Subject: Bylaw Enforcement Statistics for Third Period of 2025 (September – December)

RECOMMENDATION

THAT Council receives the report titled “Bylaw Enforcement Statistics for Third Period of 2025 (September – December)” for information.

DISCUSSION

The bylaw enforcement statistics for the third period of 2025 (September - December) are attached to this memorandum as Appendix "A".

The highlights of these statistics are as follows:

- A total of 27 complaints were received between September 1, 2025 and December 31, 2025, which is a 50% decrease from the 54 complaints that were received for the third period of 2024.
- The most common complaints were related to excessive barking, dogs at large, and unsightly properties (combined 48.1% of complaints).
- Of the 27 complaints, 14 (51.9%) were resolved through voluntary compliance or were already compliant upon investigation.
- The following enforcement measures were undertaken:
 - 18 Bylaw Notices issued;

Note: These Bylaw Notices were heavily concentrated, with most issued to a single vehicle owner (abandoned vehicle on public street) and one dog owner (repeated dog-at-large offenses)
 - 6 Warnings issued; and
 - 5 Orders to Comply issued.

ATTACHMENTS

- Appendix "A" – Bylaw Complaint Statistics for Third Period of 2025 (Sept-Dec)

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, February 2, 2026

Appendix "A" - BYLAW COMPLAINT STATISTICS FOR THIRD PERIOD OF 2025 (SEPT-DEC)

BREAKDOWN OF COMPLAINTS		
Category	No. of Complaints	Percentage of Complaints
Dogs	9	33.3%
Parking/Traffic	7	25.9%
Property	6	22.2%
Nuisance	2	7.4%
Zoning	2	7.4%
Public Spaces	1	3.7%
TOTAL	27	
Identified By	Bylaw Enforcement / Staff	Public
	12 (44.4%)	15 (55.6%)

DOG COMPLAINTS		
Type	No. of Complaints	Percentage of Dog Complaints
Excessive barking	5	55.6%
Dog at large	3	33.3%
Dog on dog attack	1	11.1%
TOTAL	9	
Complaints Per Jurisdiction	Enderby	Area 'F'
	4 (44.4%)	5 (55.6%)

PARKING/TRAFFIC COMPLAINTS		
Type	No. of Complaints	Percentage of Parking/Traffic Complaints
Unlawful parking	2	28.6%
Derelict vehicle on roadway	1	14.3%
Detached trailer on roadway	1	14.3%
Material impeding sight lines for vehicles	1	14.3%
Unlawful signage	1	14.3%
Vegetation overhanging on to sidewalk	1	14.3%
TOTAL	7	

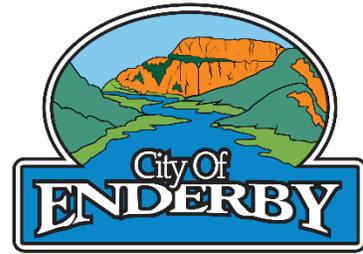
PROPERTY COMPLAINTS		
Type	No. of Complaints	Percentage of Property Complaints
Unsightly property	5	83.3%
Rubbish overflowing from container	1	16.7%
TOTAL	6	

NUISANCE COMPLAINTS		
Type	No. of Complaints	Percentage of Nuisance Complaints
Unlawful burning	2	100.0%
TOTAL	2	

ZONING COMPLAINTS		
Type	No. of Complaints	Percentage of Zoning Complaints
Unlawful use	2	100.0%
TOTAL	2	

PUBLIC SPACES COMPLAINTS		
Type	No. of Complaints	Percentage of Public Spaces Complaints
Taking abode in a public space	1	100.0%
TOTAL	1	

Staff Report



Date: January 21, 2026
To: Tate Bengtson, Chief Administrative Officer
From: Jennifer Bellamy, Chief Financial Officer
Subject: MFA Early Debt Repayment – Issue 139

RECOMMENDATION

THAT Council directs staff to notify the Municipal Finance Authority that the City of Enderby would like to be considered for the early debt repayment option for Issue 139;

AND THAT the early debt repayment is included in the 2026 Financial Plan, to be funded out of prior year surplus.

DISCUSSION

One of the City's long-term loans with the Municipal Finance Authority (MFA) is coming up for renewal on October 6, 2026. The loan is for Issue 139, which was for the upgrading of Cliff Avenue, from George Street to Railway Street in 2016. As of October 6, 2026, there will be \$267,760.76 outstanding on this loan.

The City is able to put in a request to repay the remainder of the loan at this time. The MFA must receive this request by March 15, 2026. The loan currently has an interest rate of 2.1%, which amounts to total annual debt payments of \$27,196. If the early repayment option is not exercised, the loan will renew at an estimated interest rate between 2.85% and 3.40%. This would increase the total annual debt payments to an amount between \$30,689 - \$33,258 and would require a 0.2%-0.3% increase to property taxation to fund the increase. The early repayment can be funded through prior year surplus.

It is important to note that approval of the early repayment option is ultimately decided by the MFA, as it can have a significant negative effect on the actuarial payments to the remaining borrowers in that issue; however, this is more likely to come into play for loans over \$2,000,000.

Alternate Resolution

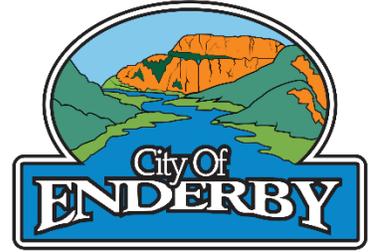
THAT Council does not exercise the early repayment option with the Municipal Finance Authority for Issue 139.

ATTACHMENTS

- None

Approved for Inclusion by..... Tate Bengtson
Agenda Council, Regular, February 2, 2026

Staff Report



Date: January 27, 2026
To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Subject: Disclosure of Council Contracts, October to December 2025

RECOMMENDATION

THAT Council receives the “Disclosure of Council Contracts, October to December 2025” staff report 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:

October 1, 2025 to December 31, 2025

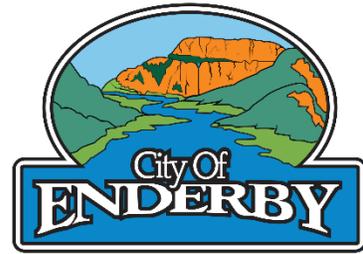
Council Member	Supplier	Amount
Councillor Baird	Baird Bros Ltd	\$ 16,953.20

ATTACHMENTS

- None

Approved for Inclusion by Tate Bengtson, Chief Administrative Officer
Agenda..... Council, Regular, February 2, 2026

Staff Report



Date: January 28, 2026
To: Mayor and Council
From: Tate Bengtson, Chief Administrative Officer
Subject: Privacy Management Program and Artificial Intelligence (AI) Use Policy

RECOMMENDATION

THAT Council receives and files the staff report titled “Privacy Management Program and Artificial Intelligence (AI) Use Policy.”

DISCUSSION

This report provides Council with two administratively adopted documents related to the City’s Privacy Management Program and the appropriate and responsible use of artificial intelligence tools. Both documents are attached to this report.

Privacy Management Program

The Freedom of Information and Protection of Privacy Act (FOIPPA) requires the designated Head of a Public Body to establish and maintain a Privacy Management Program in accordance with legislative requirements and ministerial direction. The Chief Administrative Officer is the designated Head of the Public Body under the City of Enderby Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014 and has adopted the City of Enderby’s Privacy Management Program in that capacity.

The Privacy Management Program consolidates the City’s existing privacy-related practices into a single, formal framework that supports compliance with FOIPPA and clarifies internal roles and responsibilities.

Artificial Intelligence (AI) Use Policy

Administration has also adopted an Artificial Intelligence (AI) Use Policy to provide guidance to staff on the appropriate and responsible use of AI tools in the workplace. The AI Use Policy establishes expectations for staff use of AI tools, with an emphasis on:

- Privacy protection;
- Information security;
- Ethical use; and

- The continued exercise of professional judgment.

A 2025 study of Canadian public sector organizations by KPMG found that public sector employees are adopting artificial intelligence tools faster than organizations are developing formal AI policies. This trend presents increasing risk and underscores the need for clear governance, oversight, and training. The AI Use Policy addresses these risks by setting out principles for privacy, security, ethics, and professional judgment to guide staff’s use of AI.

Conclusion

Council approval is not required for either document; however, both are being presented for information and public transparency.

ATTACHMENTS

- City of Enderby Privacy Management Program
- Artificial Intelligence (AI) Use Policy

Approved for Inclusion by..... Tate Bengtson
Agenda Council, Regular, February 2, 2026

City of Enderby

Privacy Management Program

1. Purpose

The purpose of this Privacy Management Program (PMP) is to establish a framework with guidelines to ensure that the City of Enderby manages personal information in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and applicable Ministerial Direction.

The Ministerial Direction (02/2022) describes the objectives of the PMP as assisting public bodies in:

- setting expectations for privacy accountability; and
- supporting compliance with the privacy requirements of FOIPPA.¹

The *Privacy Management Program Guidance for B.C. Public Bodies* describes a PMP as: “an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle.”²

2. Scope

2.1 Application

This PMP applies to all City of Enderby employees, elected officials, contractors, volunteers, and service providers who collect, use, disclose, retain, or dispose of personal information in the custody or control of the City.

2.2 Relationship to Other Bylaws and Policies

This PMP is intended to be read in conjunction with City bylaws, including but not limited to the City of Enderby Freedom of Information and Protection of Personal Privacy Bylaw No. 1546, 2014 (“the Privacy Bylaw”), the City of Enderby Retention and Destruction of Records Bylaw No. 1496, 2012 (“the Records Bylaw”), and the Artificial Intelligence (AI) Use Policy (“the AI Use Policy”).

3. Roles and Responsibilities

3.1 Head of the Public Body

The Head of the Public Body for the City of Enderby is designated in the Privacy Bylaw.

¹ [Privacy Management Program Direction \(02/2022\)](#), Minister of Citizens’ Services, 2.

² [Privacy Management Program Guidance for B.C. Public Bodies](#), December 2022 (Version 1), 3.

The Head of the Public Body is responsible for:

- Ensuring the City has a PMP that meets statutory requirements;
- Providing oversight and direction on privacy compliance;
- Supporting employee privacy awareness and training;
- Ensuring appropriate reporting to the Office of the Information and Privacy Commissioner (OIPC) and affected individuals where required;
- Retaining overall accountability for privacy management while delegating day-to-day administration as set out below; and
- Designating or serving as the Acting Privacy Officer, in the absence of the Privacy Officer.

3.2 Privacy Officer

The Privacy Officer is the same as the designated Coordinator in the Privacy Bylaw.

The Privacy Officer is responsible for:

- Acting as the primary point of contact for all privacy-related matters;
- Coordinating the response to privacy breaches (see Schedule A), including containment, harm assessment, documentation, and notification to the Head of the Public Body, affected individuals, and the OIPC where required;
- Coordinating and documenting Privacy Impact Assessments and Information Sharing Agreements, as required (see Schedule B);
- Receiving, documenting, and coordinating responses to privacy complaints (see Schedule C);
- Reporting to the Head of the Public Body on privacy risks, incidents, and the effectiveness of the PMP; and
- Serving as the Acting Head of the Public Body, in the absence of the Head of the Public Body.

4. Program Components

4.1 Collection, Use, and Disclosure of Personal Information

- The City collects, uses, and discloses personal information only where authorized under FOIPPA and only to the extent necessary to carry out municipal programs and services;
- Employees must ensure that individuals are informed of the purpose for which personal information is collected, where required; and
- The use of artificial intelligence tools must be consistent with the AI Use Policy.

4.2 Privacy Impact Assessments (PIAs)

- PIAs are required for new or significantly changed programs, systems, or initiatives that involve personal information;
- PIAs will be scaled to the level of privacy risk and complexity of the initiative; and
- Staff are responsible for completing PIA Screening Checklists and the Privacy Officer is responsible for coordinating and retaining completed PIAs (see Schedule B).

4.3 Information Sharing Agreements (ISAs)

- Written ISAs are required before personal information is shared with external organizations or service providers, unless otherwise authorized by law; and
- ISAs must clearly define the purpose, authority, safeguards, and responsibilities of each party.

4.4 Privacy Breaches

- The City maintains a documented privacy breach response process (see Schedule A) that emphasizes notification only when significant harm is reasonably expected; and
- All employees must immediately report suspected or actual privacy breaches to the Privacy Officer.

4.5 Privacy Complaints

- The City maintains a documented process for receiving and responding to privacy complaints (see Schedule C), including:
 - How complaints may be submitted;
 - Roles and responsibilities for review and response; and
 - Documentation of outcomes and any corrective actions.

4.6 Training and Awareness

- Privacy awareness training is mandatory for all employees and will be provided at onboarding and periodically thereafter; and
- Training will be scaled to employee roles and responsibilities.

4.7 Service Providers and Contractors

- Contracts that involve access to personal information must include appropriate privacy and confidentiality clauses; and
- Service providers are required to protect personal information in accordance with FOIPPA and City requirements.

4.8 Records Retention and Disposal

- Personal information is retained and disposed of in accordance with the Records Bylaw and applicable legislation.

5. Monitoring and Review

- The Privacy Officer will periodically review the effectiveness of this PMP;
- The Privacy Officer will identify lessons learned from privacy incidents and complaints in order to improve practices; and
- The Privacy Officer will report to the Head of the Public Body on effectiveness, lessons learned, and improvements to this PMP.

6. Adoption and Amendment

- In accordance with section 36.2 of FOIPPA, the PMP is adopted by the Head of the Public Body; and
- The Head of the Public Body may amend the PMP to ensure alignment with emerging best practices and lessons learned, technological change, Ministerial Direction, revised provincial guidance, and legislative or regulatory changes.

Schedule A – Privacy Breach Response Procedure

1. Purpose

To provide a practical, step-by-step process for identifying, containing, assessing, and responding to privacy breaches.

2. Definition of a Privacy Breach

A privacy breach occurs when personal information in the custody or control of the City is accessed, collected, used, disclosed, retained, or disposed of in a manner not authorized under FOIPPA.

Examples include:

- Loss or theft of records or devices containing personal information;
- Unauthorized access to personal information;
- Disclosure of personal information to an incorrect recipient; or
- Improper disposal of records containing personal information.

3. Immediate Reporting

- Employees must report any suspected or confirmed breach immediately to the Privacy Officer; and
- If the Privacy Officer is unavailable, report to the Head of the Public Body.

4. Containment

- Secure or recover records or equipment;
- Suspend affected system access or credentials;
- Correct erroneous disclosures if possible; and
- Prevent further unauthorized access or disclosure.

5. Harm Assessment

The Privacy Officer will assess:

- Sensitivity of information (e.g., medical, financial, personal identifiers);
- Number of affected individuals;
- Likelihood of misuse;

- Potential harm (financial, reputational, emotional, or health/safety); and
- Whether notification is necessary based on significant harm threshold.

6. Notification

If significant harm is reasonably expected:

- Notify affected individuals promptly and without unreasonable delay;
- Notification may be direct (letter, email, phone) or indirect if direct contact is impractical or unsafe;
- Notification must include:
 - Date the breach was discovered;
 - Name of the public body (City of Enderby);
 - Description of the breach;
 - Type of personal information involved;
 - Steps taken to mitigate the breach;
 - Steps individuals can take to protect themselves;
 - Contact information for further inquiries; and
 - Information on how to escalate concerns to the OIPC; and
- Notify the Commissioner for the OIPC, which must include all required details:
 - Date breach discovered;
 - Number of affected individuals;
 - Summary of information involved;
 - Containment actions; and
 - Planned notifications.

7. Exceptions to Notification

Notification to individuals is not required if:

- The breach is minor and unlikely to cause significant harm;
- Effective safeguards (e.g., encryption) render the information unintelligible to unauthorized parties;

- Direct notification could itself cause significant harm; and
- All affected individuals have already been notified appropriately.

8. Documentation

All breaches must be documented using a checklist that includes:

- Description of the breach;
- Date/time discovered;
- Information involved;
- Containment actions;
- Harm assessment and rationale for notification decisions;
- Notifications issued and timing;
- Corrective measures implemented; and
- Any escalation or follow-up communications.

9. Corrective Actions and Prevention

- Identify root causes;
- Recommend corrective actions (policy, procedure, training); and
- Monitor to prevent recurrence.

Schedule B – Privacy Impact Assessment (PIA) Procedure

1. Purpose

This Privacy Impact Assessment (PIA) Procedure is used to help the City of Enderby determine whether a PIA is required for a new or significantly changed program, service, system, or initiative that involves personal information.

2. Procedure

1. When the City is contemplating a new or significantly changed program, service, system, or initiative that involves personal information, the person responsible must complete the Screening Checklist.
2. If one or more of the Screening Checklist questions are answered affirmatively, the Screening Checklist must be submitted to the Privacy Officer. The Privacy Officer will consider the Screening Checklist and determine whether a PIA is required (“the Screening Outcome”).
3. The Screening Outcome may be no PIA, a scaled or partial PIA, or a full PIA. Should the Screening Outcome be a full PIA, the PIA template for non-ministry public bodies, as provided by the province, should be used.

3. Screening Checklist

Answer **Yes** or **No** to each question.

1. Will the initiative involve the collection, use, disclosure, or retention of personal information?
2. Will new types of personal information be collected, or will existing information be used for a new purpose?
3. Will personal information be collected directly from individuals using a new form, system, or process?
4. Will personal information be shared with another public body, private organization, or service provider?
5. Will personal information be stored, accessed, or processed outside of Canada, including through cloud-based services?
6. Will the initiative involve new or significantly changed technology, including software, databases, or surveillance tools?

7. Could the initiative result in a privacy risk to individuals if information were accessed, misused, or disclosed improperly?
8. Will the initiative involve large volumes of personal information or information about vulnerable individuals?
9. Will personal information be retained longer than under existing practices or schedules?
10. Is there uncertainty about the legal authority to collect, use, or disclose the personal information?

4. Documentation and Retention

- Completed Screening Checklists, Screening Outcomes, and PIAs must be retained in accordance with the Records Bylaw; and
- When PIA is required, the Screening Checklist and Screening Outcome must be attached to the PIA documentation.

5. Assistance

Employees who are unsure how to answer any question or who are uncertain about privacy implications must consult the Privacy Officer before proceeding.

Schedule C – Privacy Complaints Procedure

1. Purpose

This procedure provides a documented process for receiving, investigating, and resolving privacy complaints in compliance with FOIPPA.

2. Definition

A privacy complaint is any expression of concern regarding the City's collection, use, disclosure, or handling of personal information.

3. Filing a Complaint

- Complaints may be submitted to the Privacy Officer in writing, by email, or in person; and
- The complaint should include the nature of the concern, affected personal information, and any relevant details.

4. Acknowledgment

The Privacy Officer will acknowledge receipt within 5 business days, and provide a timeline for investigation.

5. Investigation

- The Privacy Officer investigates complaints, gathering relevant facts and documents;
- Persons to whom this PMP applies may be asked to provide information; and
- Confidentiality of the complainant and personal information will be maintained to the greatest degree that is reasonably possible without compromising the purposes of the investigation.

6. Resolution and Response

- The Privacy Officer determines corrective or remedial actions and notifies the Head of the Public Body prior to implementation; and
- The Privacy Officer will provide a written response to the complainant, including findings and any corrective or remedial actions taken with respect to the PMP and its implementation.

7. Escalation

- If the complainant is not satisfied, they may escalate the matter to the Head of the Public Body or the OIPC.

8. Documentation and Retention

- All complaints, investigations, and outcomes will be documented and retained in accordance with the City's records management policies.

Policy Title:

Artificial Intelligence (AI) Use Policy

Adopted: January 28, 2026	Adopted by: Administration	Replaces: N/A
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Purpose

The purpose of this policy is to provide guidance to City of Enderby staff on the appropriate, responsible, and ethical use of Artificial Intelligence (AI) tools. This policy is intended to support innovation and efficiency while protecting privacy, ensuring accountability, and maintaining public trust.

Scope

This policy applies to all City of Enderby employees who use AI tools in the course of their work for the City.

This policy applies to both:

- AI tools provided, licensed, or approved by the City (an “Approved AI Tool”); and
- Publicly available AI tools used for City-related work (a “Public AI Tool”).

Definitions

Artificial Intelligence (AI) refers to computer systems or software that perform tasks normally requiring human intelligence, including but not limited to:

- Generating text, images, or data summaries;
- Analyzing information or identifying patterns;
- Assisting with drafting documents, reports, or communications; and
- Automating routine tasks.

Approved AI Tool is an AI system, application, or platform that has been reviewed and authorized by the City for use with City information. Approved AI Tools must be designated by management prior to use and are listed in Schedule “A”. Approved AI Tools may be subject to specific conditions, limitations, or approved use cases, and are expected to:

- Comply with the Freedom of Information and Protection of Personal Privacy Act (FOIPPA) and the City's Privacy Management Program;
- Have appropriate contractual, security, and data protection controls; and
- Limit data retention, reuse, or external model training (e.g. the AI learning from City data), as required by the City.

Public AI Tool is an AI system, application, or platform that is publicly available and not specifically approved by the City, including free or consumer versions of generative AI tools. Public AI Tools:

- Typically have terms of service that may permit data retention or reuse; and
- Must only be used with non-personal, non-confidential, and non-sensitive information.

Guiding Principles

The City's approach to AI use is based on emerging best practices:

- **People Stay Responsible:** AI is a tool to assist staff. City employees remain responsible for their work, decisions, and advice.
- **Protect Privacy:** Do not put personal, confidential, or sensitive information into AI tools unless it is an Approved AI Tool.
- **Check the Work:** AI-generated content must always be reviewed, corrected, and verified before it is used or shared.
- **Be Able to Explain It:** Staff must be able to explain how AI was used and stand behind the final output in a public-sector setting.
- **Use Judgment:** Higher-risk or more sensitive tasks require more caution, oversight, or approval.
- **Use AI to Help, Not Replace:** AI should support efficiency and service delivery, not replace professional judgment or decision-making.

Permitted Uses

Staff may use AI tools for the following purposes, provided this policy is followed:

- Drafting or editing reports, memos, bylaws, policies, and correspondence;
- Summarizing large documents or datasets;

- Brainstorming ideas, options, or approaches;
- Improving clarity, grammar, or formatting of written materials;
- Research support, provided sources are independently verified; and
- Administrative efficiency and workflow support.

Prohibited and Restricted Uses

The following uses of AI are not permitted:

- Entering personal information, confidential records, or protected data into Public AI Tools;
- Using AI to make final decisions affecting individuals, employment matters, enforcement actions, or financial approvals without human review;
- Representing AI-generated content as official City positions without appropriate review;
- Using AI in a manner that could mislead the public or Council; and
- Uploading copyrighted, licensed, or third-party materials to Public AI Tools.

Privacy, Security, and Data Protection

The following requirements must be met when using AI tools:

- Staff must comply with all applicable privacy legislation, including the Freedom of Information and Protection of Privacy Act (FOIPPA);
- Personal information, confidential records, or sensitive data must not be entered into Public AI Tools;
- Prior to designating an Approved AI Tool, management must consider the principles in Schedule “A”; and
- When uncertainty exists regarding an AI tool, staff must presume that it is a Public AI Tool.

Accuracy and Quality Control

- AI-generated content must be reviewed, edited, and validated by staff before being used or shared;
- Staff are responsible for confirming factual accuracy, calculations, legal references, and policy alignment; and
- AI outputs must not be relied upon as authoritative legal, financial, or technical advice.

Transparency and Disclosure

- Staff must be able to explain when and how AI tools were used to support a work product;
- AI-assisted content must be reviewed, edited, and approved by a City employee before release;
- AI use must not obscure authorship, responsibility, or decision-making; and
- Formal Council reports, bylaws, policies, and official public communications remain subject to existing review and approval processes and are the responsibility of staff.

Training and Awareness

The City will:

- Provide guidance and training on acceptable AI use, including implementation of this policy; and
- Update this policy as technologies, risks, and best practices change.

Staff are encouraged to raise questions or concerns regarding AI use with their supervisor or the CAO.

Compliance

Failure to comply with this policy may result in corrective action in accordance with City policies and procedures.

Review and Updates

This policy will be reviewed periodically to reflect:

- Updates to FOIPPA, related provincial legislation, and the City's Privacy Management Program;
- Guidance, best practices, and advisories issued by relevant government and government-adjacent organizations; and
- Lessons learned from the City's use of AI tools.

Policy updates, including Schedule "A", may be approved administratively by the CAO.

Schedule “A” – Approved AI Tools

Designation Principles

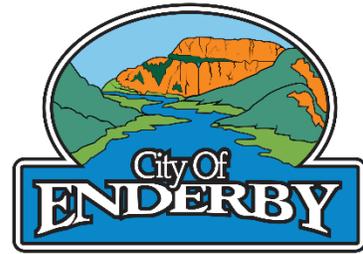
Management must consider the following principles when evaluating an AI Tool for approval:

- Data residency requirements are understood and consistent with the City’s Privacy Management Program and FOIPPA;
- Information is not retained, reused, or used for external model training unless explicitly authorized; and
- Security controls are appropriate to the sensitivity of the information.

List of Approved AI Tools

- None at this time.

Staff Report



Date: January 28, 2026
To: Chief Administrative Officer
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Rail Trail Business Readiness Update and Guidebook

RECOMMENDATION

THAT Council receives and files the report titled “Rail Trail Business Readiness Update and Guidebook”.

DISCUSSION

Thanks to mild weather conditions and the resolution of an adjacent land use matter, construction of the Shuswap North Okanagan Rail Trail is reportedly making strong progress.

To assist local businesses in benefitting from the Shuswap North Okanagan Rail Trail, Community Futures North Okanagan has retained a consultant to develop a Rail Trail Business Development Guidebook. Attached to this report is the Executive Summary of the 137-page Guidebook, produced by First Journey Consulting.

The full Guidebook can be found via this URL: <https://www.futuresbc.com/rail-trail-readiness-program/>.

Despite only limited sections of the Rail Trail being open last year, the Sicamous trail counter recorded 13,148 users between May and September 2025.

As part of First Journey Consulting’s contract with Community Futures, group workshops and one-to-one consulting services are being offered to businesses to ensure that they are maximizing the economic potential expected to arise from the Rail Trail.

The Guidebook was released in tandem with the offering of three workshops for the communities most well-positioned to see economic growth from Rail Trail users: Enderby, Splatsin, Armstrong, Spallumcheen and Sicamous.

Community Futures North Okanagan reported that there were 22 people in attendance at Enderby/Splatsin’s workshop on January 20, which included eight business owners or representatives from Enderby and Armstrong, members of Enderby City Council, and Destination BC. There were 23 attendees at Armstrong’s workshop on January 21 and 25 in Sicamous on January 22.

Local business owners were most interested in the user group demographic details presented in the workshop and in the Guidebook. There were also questions about the permitting process for business pop-ups along the Rail Trail.

The next Rail Trail Readiness workshops will be virtual and held on February 20 and 23, 2026. Businesses are invited to RSVP via www.futuresbc.com/workshop-calendar/.

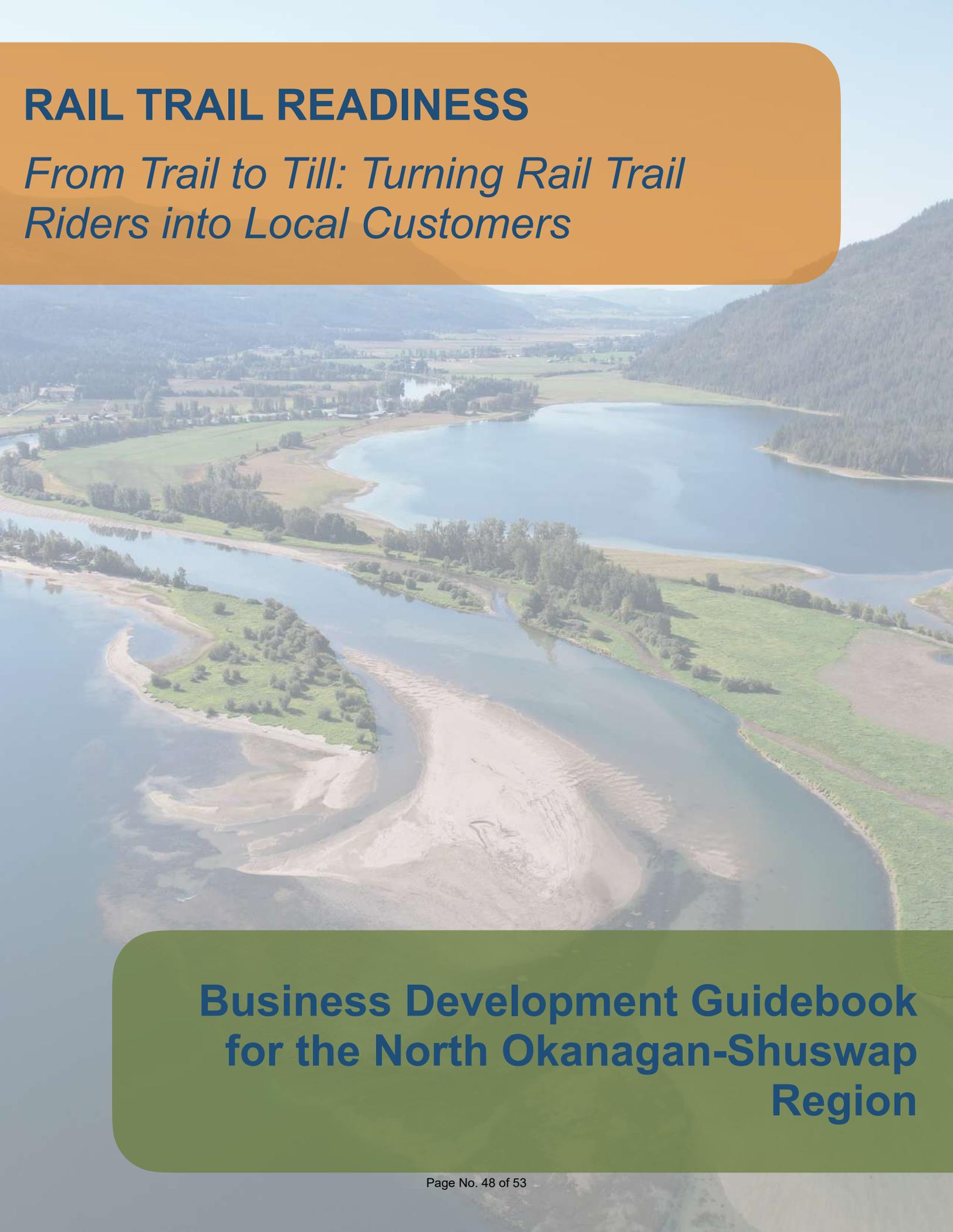
ATTACHMENTS

- Rail Trail Business Development Guidebook - Executive Summary

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, February 2, 2026

RAIL TRAIL READINESS

From Trail to Till: Turning Rail Trail Riders into Local Customers



**Business Development Guidebook
for the North Okanagan-Shuswap
Region**

SECTION 1 — Executive Summary

The **Splatsin te Secwépemc Shuswap North Okanagan Rail Trail** is more than a recreational corridor. It is a once-in-a-generation catalyst for economic growth, small business innovation, and community connection across Sicamous, Splatsin/Enderby, Armstrong, Spallumcheen, Mara Lake, and the many rural pockets that bind them together. As each new section of the trail opens, it brings with it the unmistakable pattern seen in rail trails across Canada and beyond: people arrive, they spend, and communities are strengthened by a steady flow of new visitors seeking food, rest, experiences, and connection.

This Business Development Curriculum is designed to help local businesses embrace that opportunity **not someday, but now**.

Between May and September 2025 alone, the Sicamous trail counter recorded **13,148 users¹**, averaging nearly **300 users per day**. And this is before the trail is even fully connected, before the Bruhn Bridge opens in 2027, and before anticipated surges tied to regional tourism recovery trends. Regional visitation data shows strong indicators: higher ADR and RevPAR² in accommodations, rising international stays, and a tourism workforce now exceeding 52,000 people in the Thompson Okanagan region. The market is there. The trail is becoming a defining asset of the region. And businesses that prepare early will lead.

This project has been designed deliberately as a **business readiness initiative**, not a tourism marketing campaign. Community Futures North Okanagan (CFNO) created the Rail Trail Readiness Project to equip local businesses with practical tools, sector-specific strategies, and collaborative frameworks that translate trail traffic into real economic outcomes. According to the project contract, the aim is clear: increase visibility, strengthen the customer experience, and support businesses in becoming trail-friendly through workshops, one-on-one coaching, and long-term strategy support.

At the centre of this work is the leadership of **Splatsin te Secwépemc**, whose vision, stewardship, and advocacy made the rail trail possible. Across the corridor, the trail is situated within Secwépemc territory, and the Splatsin community's early leadership, investment, and long-term commitment remain foundational. This curriculum honours that leadership and offers practical pathways for businesses to build respectful, meaningful relationships with Indigenous partners.

¹ Shuswap Trail Alliance, 2025 Trailcounter Data

² ADR measures the average revenue generated per occupied room, while RevPAR assesses the hotel's ability to fill available rooms at the average rate

What This Curriculum Provides

This guidebook is an actionable, sector-friendly tool for every business along the corridor, from cafés and restaurants to lodging operators, retail shops, wineries, agritourism ventures, service providers, and emerging trail-based experiences. It includes:

- A clear overview of the Rail Trail Readiness Project and its purpose
- A practical introduction to Indigenous partnership and protocol
- A detailed explanation of the trail economy and spending patterns
- Trail user personas grounded in actual cycling and sector research
- Sector-specific business playbooks (F&B³, Lodging, Retail, Agritourism, etc.)
- Worksheets, simple diagrams, and implementation tools
- Winter-use insights and how businesses can adapt through all four seasons
- Marketing guidance, digital visibility strategies, and collaborative models
- A long-range roadmap reflecting future opportunities, including EV tourism trends
- Appendices summarizing maps, trail concept plans, business data, and partner contacts

Every chapter translates research into real-world strategies. This curriculum is not theoretical. It is built for immediate use, designed so that businesses can begin making changes the moment they finish reading.

Why This Matters for Local Economies

Trail users are high-value visitors. According to sector research, cyclists are motivated by scenery, food culture, safety, and accessible amenities. Their spending patterns are consistent: food and beverage, local retail, accommodations, experiences, and transportation. The Destination BC Cycling Sector Profile identifies cycling visitors as a growing, motivated market with above-average engagement in active travel, regional touring, and experiential activities.

Across Canada and the U.S., rail trails have demonstrated their ability to uplift rural economies. The Kettle Valley Rail Trail, Confederation Trail, and Le P'tit Train du Nord have shown that trail traffic supports restaurants, lodgings, shuttles, breweries, museums, rental shops, and even farmstands, an opportunity the SNO trail now mirrors with local permits available for on-trail farmstand vending.

The economic future is already visible in the Okanagan: EV tourism is rising sharply, and many cyclists now travel with EVs, planning trips around charging availability and trail access points. The synergy between EV travel and cycling is a significant growth market⁴.

³ Food & Beverage, A Glossary of Terms & Acronyms can be found on pages 106 to 108

⁴ Cycle & Charge: 8 Great Bike Trails

The Role of Splatsin te Secwépemc

In every workshop and throughout this curriculum, Splatsin is recognized as a central partner, rightful steward, and key leader of this corridor. Their governance role, cultural guidance, and economic development priorities are integral to the Rail Trail Readiness Project. The curriculum encourages businesses to build cultural understanding, develop welcoming practices, and learn how their operations can contribute to a respectful and collaborative trail culture.

A Note on Timing: The Opportunity Is Now

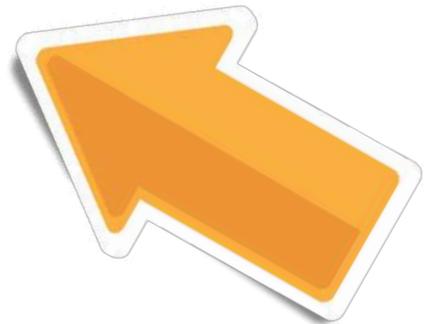
The trail is not yet complete, yet use is already high, helped by innovations such as the **Sicamous Ferry Society's shuttle loop**, connecting downtown Sicamous to the new rail trail section six days a week. This is a glimpse of what is coming. Each new bridge and section will add momentum.

Communities do not have to wait for full trail completion.

Trail users are already here. The opportunity is already here. The businesses that prepare now will define the next decade of local economic growth.

The message throughout this guidebook, for every business in every sector, is simple and urgent:

OWN IT



Splatsin te Secwépemc - Shuswap North Okanagan Rail Trail

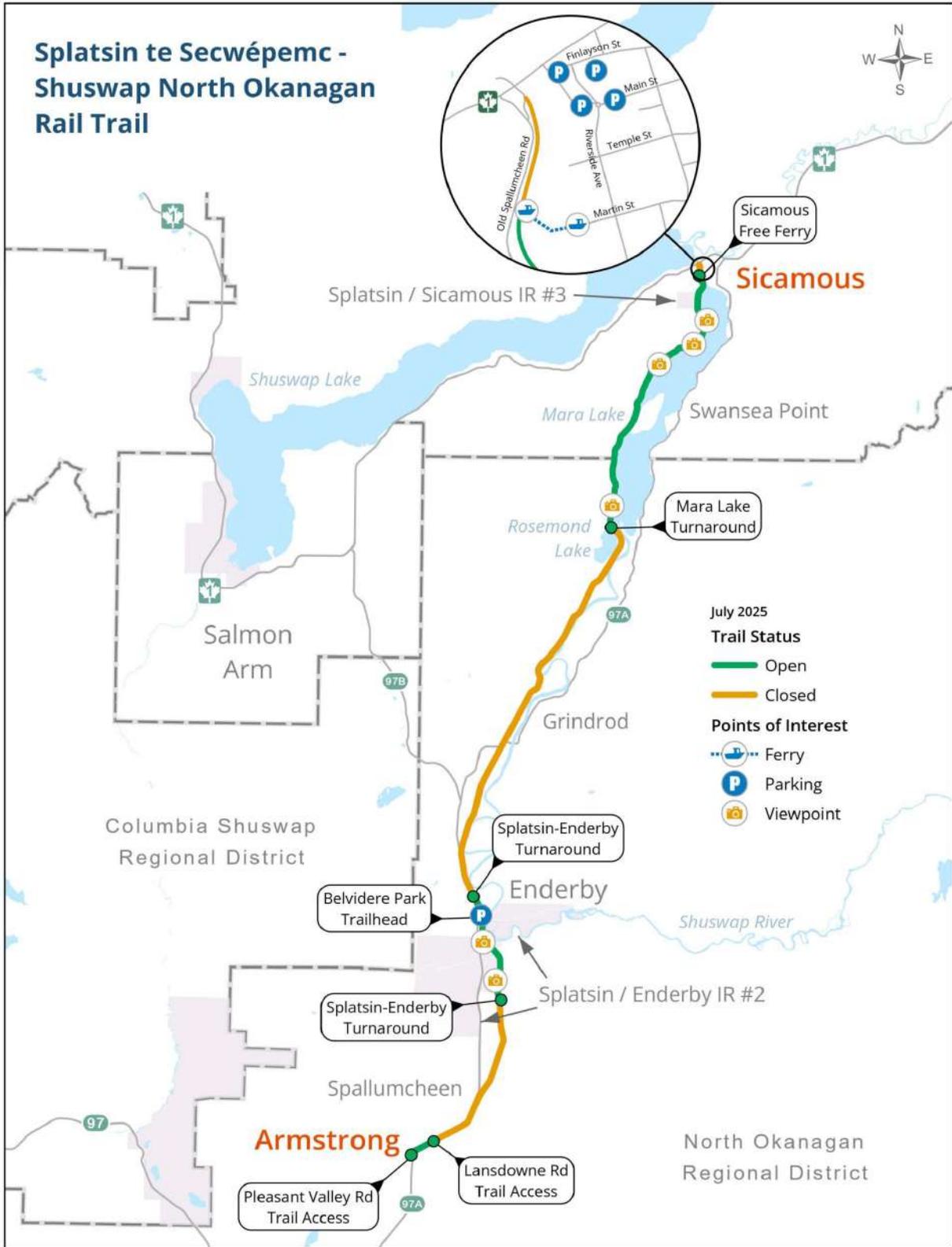
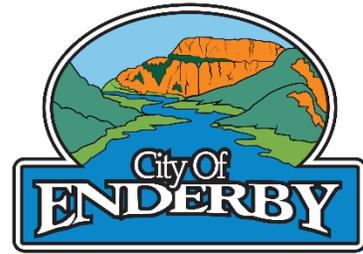


IMAGE: SPLATSIN TE SECWÉPEMC - SHUSWAP NORTH OKANAGAN RAIL TRAIL SICAMOUS TO ARMSTRONG (MAP BY SHUSWAP TRAIL ALLIANCE)

Staff Report



Date: January 28, 2026
To: Chief Administrative Officer
From: Kelsey Campbell, Manager of Strategic Priorities and Community Services
Subject: Digital Billboard Sponsorship Application - Shuswap Minor Lacrosse Association

RECOMMENDATION

THAT Council authorizes a digital billboard sponsorship for the Shuswap Minor Lacrosse Association for \$2,100 in-kind.

DISCUSSION

The Shuswap Minor Lacrosse Association (SMLA) has submitted a Digital Billboard Sponsorship Application and is requesting an in-kind sponsorship valued at \$2,100 for messaging related to child and youth lacrosse programming that runs at the John Pritchard Memorial Sports Complex and MV Beattie Elementary.

While based in Salmon Arm, SMLA hosts practices, games, special events and tournaments in Enderby. SMLA is a registered not-for-profit organization and therefore qualifies for a digital billboard sponsorship from Council.

ATTACHMENTS

- None
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Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda Council, Regular, February 2, 2026