REGULAR MEETING OF COUNCIL
AGENDA

DATE:	**November 16, 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: 839 6819 9048
Passcode: 401934

If you would like to attend this meeting by means of electronic facilities and do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

When applicable, public hearing materials are available for inspection at www.cityofenderby.com/hearings/

1. LAND ACKNOWLEDGEMENT

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

2. APPROVAL OF AGENDA

THAT the November 16, 2026 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of November 2, 2026 Page 4

THAT the November 2, 2026 Council Meeting minutes be adopted as circulated.

4. DEVELOPMENT MATTERS AND RELATED BYLAWS

4.1 Zoning Text Amendment #0018-26-ZTA-END Page 14

Legal: LOT 14 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 200
Address: 603 King Avenue, Enderby BC
Applicants: Wings & Roots Childcare Inc.
Owners: Harry Crick and Jon Ibsen

THAT City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1838, 2026 which proposes to amend the Zoning Bylaw to add 'day care school' as a permitted use for the property legally described as LOT 14 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 200, and located at 603 King Avenue, Enderby BC, be given First and Second Reading and forwarded to a Public Hearing.

5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

6. BYLAWS

6.1 Naming of Pavelich Lane — Page 29
Staff report prepared by Chief Administrative Officer dated November 8, 2026
THAT Council gives three readings to City of Enderby Lane Naming Bylaw No. 1839, 2026.

7. REPORTS

7.1 Mayor and Council Reports

7.2 Area F Director Report

7.3 Chief Administrative Officer Report

7.3.1 Council Inquiries

7.4 RDNO Building Permit Report – October 2026 — Page 32
THAT the RDNO Building Permit Report – October 2026 be received and filed.

8. NEW BUSINESS

8.1 Code of Conduct Review 2026 — Page 33
Staff report prepared by Chief Administrative Officer dated October 22, 2026
THAT Council, having considered the prescribed principles under the Principles for Codes of Conduct Regulation pursuant to section 113.1 of the Community Charter, resolves to review the City of Enderby Elected Official Code of Conduct;

AND THAT Council confirms that the City of Enderby Elected Official Code of Conduct remains sufficient and that no amendments are required at this time.

8.2 Inclusion of 1110 Belvedere Street (St. Andrew's United Church) in City of Enderby Community Heritage Register — Page 46
Staff report prepared by Manager of Planning, Community Safety and Bylaw Compliance dated November 10, 2026
THAT in accordance with Section 598 (1) of the Local Government Act, Council resolves to include the property legally described as LOT 31, PLAN KAP211, DISTRICT LOT 150, KAMLOOPS DIV OF YALE LAND DISTRICT, and located at 1110 Belvedere Street, Enderby BC, in the City of Enderby Community Heritage Register;

AND THAT Council endorses the attached Statement of Significance for the St. Andrew's United Church building at 1110 Belvedere Street, Enderby BC;

AND FURTHER THAT in accordance with Section 598 (3) of the Local Government Act, Council directs Staff to give notice to the heritage minister and the property owner of the inclusion of 1110 Belvedere Street, Enderby BC in the City of Enderby Community Heritage Register.

8.3 Proposed Dates for 2027 City-organized Community Events — Page 51
Staff report prepared by Manager of Strategic Priorities and Community Services

dated November 5, 2026
THAT Council approves the proposed dates and locations for the City-organized community events for 2027.

8.4 Permission to Locate Rail-Trail Vault Toilet on City Property Page 54
Staff report prepared by Chief Administrative Officer dated November 12, 2026
THAT Council supports the Shuswap-North Okanagan Rail-Trail Owner's request to locate a vault toilet on a parcel of land owned by the City of Enderby, as indicated on the attached map, subject to the following conditions:

1. *Agreement on the precise location and finished grade of the parcel; and*

2. *Agreement on the terms of a license of occupation with the Shuswap-North Okanagan Rail-Trail Owner (or its authorized legal entity) that addresses its obligations, including:*

    a) *Capital costs and regulatory approvals;*
    b) *Maintenance, safety, and cleanliness;*
    c) *Not permitting or condoning nuisance;*
    d) *Preventing wastage or spoilage of the land;*
    e) *Indemnification, insurance, and prime contractor status; and*
    f) *Removal of assets and restoration of the land to its original condition upon cancellation or expiration of the license of occupation.*

AND THAT Council authorizes the Chief Administrative Officer to execute a license of occupation with the Shuswap-North Okanagan Rail-Trail Owner (or its authorized legal entity) upon the above conditions being met.

9. CORRESPONDENCE AND INFORMATION ITEMS

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

9.1 Request to Reinstate the Northern and Rural Homeowner Benefit Page 58
Correspondence from Daniella Veach, Mayor, Village of Pouce Coupe dated November 3, 2026

10. PUBLIC QUESTION PERIOD

11. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, November 2, 2026 at 4:30 p.m. in Council Chambers.

Present: Mayor Roxanne Davyduke
Councillor Tundra Baird
Councillor David Lancaster
Councillor Greg McCune
Councillor Shawn Shishido
Councillor Ryan Sheepwash
Councillor Sarah Yerhoff

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

Other: Press and Public

LAND ACKNOWLEDGEMENT

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

WELCOMING ADDRESS

Kukpi7 Felix and Tkwamipla7 Felix congratulated Mayor and Council on a successful election and look forward to a positive working relationship between Enderby and Splatsin this coming term.

OATH OF OFFICE

Oath of Office – Administered by the Corporate Officer.

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Shishido
THAT the November 2, 2026 Council Meeting agenda be approved as circulated.

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of October 5, 2026

Moved by Councillor Shishido, seconded by Councillor Yerhoff
THAT the October 5, 2026 Council Meeting minutes be adopted as circulated.

CARRIED

REPORTS

Enderby RCMP

Moved by Councillor Baird, seconded by Councillor Yerhoff
THAT Council receives and files the report titled Vernon North Okanagan Detachment: 3rd Quarter (July to September) 2026.

CARRIED

Enderby Fire Department

Chief Bastiaansen congratulated Mayor and Council on a successful election.

Reported that the Department currently has 26 members and that the membership is very active. Noted that there are 4 new members awaiting training, but that a new standard operating guideline has allowed them to train and work in a limited capacity until they receive their formal training. Reported that camaraderie and morale at the Fire Department is excellent.

The number of calls responded to by the fire department has increased year over year with an increase from 165 calls in 2022 to 211 calls in 2025. Motor vehicle accidents account for the largest portion of the calls received.

The Enderby Fire Department recently hosted its semi-annual open house with invited guests Vernon Search and Rescue, Ranchero Fire Department, Armstrong/Spallumcheen Fire Department, RCMP, BC Ambulance Service, the Enderby Icemen, and a FireSmart booth. The event was a massive success and had several hundred attendees.

Members of the Enderby Fire Department were deployed to the Bradley Creek and Quilpituk Creek wildfires this summer.

Technical training is ongoing at the Fire Department with a recent focus on rope rescues. These skills helped with several calls this summer, including a rescue from Enderby Cliffs and one at the natural waterslides.

Fundraising continues for the Fire Department and grants have been obtained to purchase air packs, high-volume pumps, and a second set of auto extrication gear.

Councillor Baird noted that there is nowhere in Enderby where smoke detectors can be purchased and asked if there are programs available to make them more accessible to the community.

Chief Bastiaansen responded that an application was made for a program to supply free smoke detectors, but that it was unsuccessful.

Councillor McCune asked if there is a way to transition faster to having traffic control companies manage traffic during an incident so that firefighters can leave the scene sooner once emergency operations conclude.

Chief Bastiaansen responded that he has worked on building connections with AIM and the Ministry of Transportation and Transit and that response times for traffic control to accident scenes have improved.

Chief Administrative Officer added that the Ministry of Transportation has recently made a change where they will contact himself and Public Works if they have to re-route traffic through the community, in order to help identify best routes and areas in the City that may need extra traffic control.

Mayor Davyduke thanked Chief Bastiaansen for his presentation and all the work the Fire Department does for the community.

Mayor and Council Reports

Councillor Shishido

Attended an Enderby & District Museum meeting and reported that there are concerns about signage at the Cemetery. The AGM and Christmas Bake Sale are coming up. The museum recently acquired two new computers.

Attended a ball user group meeting along with Councillor Lancaster. A new policy for prime-time bookings was approved. Noted there was discussion about expansion of diamond 4 and that extra netting should be added to protect spectators near the Lions Gazebo from foul balls. Also reported there is a request to open the diamond 4 dugouts to allow better airflow.

Councillor Yerhoff

Reported that she is excited to serve for another term.

Attended a Legion Meat Draw for the Food Bank and reported the Legion is looking for more volunteers for the Poppy Fund.

Reported that Feed Enderby & District has an account at the bottle depot that allows people to donate proceeds from their bottles.

Enderby Icemen hockey games continue to draw large crowds with the last game having approximately 300 spectators.

Attended the Fall Family Fun Day event at Shuswap Cider.

Attended Halloween events in Enderby and at Quilakwa Campground.

Will attend Indigenous Veterans Day hosted by Splatsin.

Councillor Lancaster

Nothing to report.

Councillor McCune

Reported he is excited to be back at the council table and has enjoyed engaging with the public since the election.

Councillor Baird

Attended the Cornerstone Garden clean-up and noted that because it was held on a market day there were many visitors to the garden that day who were able to connect with Garden Club members.

Christmas planning is ongoing with the Christmas Committee.

Reported that there was a tribute to John Pavelich at the last Enderby Icemen home game.

Reported that Santas Workshop is in need of donations of men's and women's gifts.

Attended a Meat Draw for the Food Bank at the Enderby Legion.

Councillor Sheepwash

Reported that he is excited to serve as a Councillor.

Mayor Davyduke

Attended the Business After 5 event at Elevate Day Spa & Hair salon during Small Business Week.

Attended the ball user group along with Councillor Shishido and Councillor Lancaster and reported it was a very productive meeting.

Handed out candy at the downtown treat trail and has received great feedback from community members about Halloween in Enderby. Thanked the Enderby Lions for providing hot dogs.

Attended an Interagency meeting October 28th.

Will be volunteering at Santas Workshop.

Will attend Indigenous Veterans Day hosted by Splatsin.

Asked Council who is available November 11th to read the Honour Roll at the Veterans Park Remembrance Day Ceremony.

Chief Administrative Officer

Congratulated new and returning elected officials.

Thanked all of the volunteers and organizers who made the community Halloween event a success this year.

Thanked election staff for their work during the recent local government election, particularly the Chief Election Officer and Deputy Chief Election Officer.

Thanked the Enderby & District Fire Department for hosting their semi-annual open house on October 17th. It was very well-attended and the new activities and equipment showcases went over very well.

Public Works have been very busy with fall clean-up tasks and sewer flushing. They will be clearing catch basins soon. All of the small asphalt patches for the year have been completed. The meeting at the wastewater plant with the Ministry of Environment has been completed and staff have been preparing responses to some of their follow-up information requests. A community-wide leak detection program was recently completed, as part of efforts to characterize the condition of the water distribution system. The final report is still forthcoming, but overall, the system was described as being in very good condition for its age. Two significant water leaks were discovered where the water was not coming to surface, one on Brickyard Road and the other inside of the campground. As of last week, both major leaks have been repaired by Public Works. The 1-year maintenance inspection on the new lower reservoir is scheduled for later this week.

Parks has been very involved in winterizing irrigation and other seasonal facilities including the new pool, which is overlapping with their other responsibilities including a very busy arena schedule. Various projects are being finished right now at the new pool, including the installation of the spray features, getting the bubbler bench ready, finishing the work around the outdoor lockers, and addressing a blockage in one of the plumbing pipes in the change area. Still to come are the permanent door frames, some remediation to the precast exterior, a permanent pump pit access platform, finalizing the installation of the exterior lights to permit dusk operations, getting a final resolution on two replacement variable frequency drives, as well as finishing validation of the winterization method. A pre-demolition hazardous materials survey has been completed on the old pool, as this is one of the steps required for its eventual demolition.

The Veterans Park sign contractor is making the replacement sign. Provided the rest of its manufacture keeps on track, the new sign should be ready for installation prior to Remembrance Day.

As of September 14, the Riverside RV Park has collected $268,595, which exceeds its $265,800 budget for camp fees by $2,795.

Arrangements are being made with the supplier of the downtown Christmas tree and selection will be finalized in mid-November. The Manager of Strategic Priorities and Community Services is hard at work taking Candy Cane Lane to the next level, with some very exciting enhancements.

Councillor Shishido asked if the hot tub and spray features at the new pool have been tested.

Chief Administrative Officer confirmed that the spray features and hot tub have been tested and are functional.

Councillor Baird asked if Chief Administrative Officer could request that the pothole on Old Salmon Arm Road be repaired.

Chief Administrative Officer will report the pothole to AIM as it is outside of City limits.

Councillor Lancaster asked about discoloration on the concrete from the outdoor showers at the pool.

Chief Administrative Officer responded that the construction manager will be removing the stains from the concrete.

Enderby RCMP

Staff Sergeant Ivan Lee arrived and asked if Council had any questions concerning the Vernon North Okanagan Detachment: 3rd Quarter (July to September) 2026 Report.

Councillor McCune noted that there were large percentage increases in files in many of the categories represented in the report from the same period last year. Asked if S/Sgt Lee could provide some context.

S/Sgt Lee explained that there is an increase in numbers across the region and not only in Enderby. Also noted that the number of files in Enderby is relatively low and an increase of only a few files can translate to a high percentage increase.

Councillor Sheepwash asked if multiple files are generated for a single incident if multiple offenses are occurring.

S/Sgt Lee responded that only one file is created per incident and may include primary and secondary offenses.

Councillor McCune asked what the procedure is when a mental health call is received.

S/Sgt Lee explained that police will attend and evaluate but can only apprehend someone if they are a danger to themselves or others.

Councillor McCune asked about issues of minors on e-bikes in the community.

S/Sgt Lee responded that this issue is difficult because they are unable to chase suspects and they often will not stop for police. Enderby RCMP does not have a traffic unit, so capacity is an issue as well.

Councillor McCune asked how many staff members are employed for this area.

S/Sgt Lee explained there are 22 members that cover 4 watches.

Mayor Davyduke thanked S/Sgt Ivan Lee for his presentation and work in the community.

2026 Local Government Election Results

Moved by Councillor Baird, seconded by Councillor Yerhoff
THAT Council receives the 2026 Local Government Election Results for information.

CARRIED

RDNO Building Permit Report – September 2026

Moved by Councillor Yerhoff, seconded by Councillor Shishido
THAT Council receives and files the report titled RDNO Building Permit Report – September 2026.

CARRIED

NEW BUSINESS

Regular Meeting Schedule for 2027

Moved by Councillor Baird, seconded by Councillor McCune
THAT Council approves the Notice of 2027 Regular Council Meetings;

AND THAT Council directs staff to post the Notice of 2027 Regular Council Meetings at the Public Notice Posting Place as defined in the City of Enderby Council Procedure Bylaw No. 1732, 2021;

AND FURTHER THAT Council directs staff to give notice of the 2027 Regular Council Meetings in accordance with section 127(1) of the Community Charter and the City of Enderby Public Notice Bylaw No. 1770, 2023.

CARRIED

Acting Mayor Schedule November 2026 through December 2027

Moved by Councillor Sheepwash, seconded by Councillor Baird
THAT Council adopts the Acting Mayor and Succession Schedule for November 2026 through December 2027.

CARRIED

Council Appointments 2026

Moved by Councillor Baird, seconded by Councillor Yerhoff
THAT Council appoints Mayor Davyduke as the City of Enderby Municipal Director to the Regional District of North Okanagan pursuant to s. 198 of the Local Government Act;

AND THAT Council appoints Councillor McCune as the City of Enderby Alternate Municipal Director to the Regional District of North Okanagan pursuant to s. 200 of the Local Government Act;

AND THAT Council appoints Councillor Baird and Councillor Shishido to serve on the Enderby & District Services Commission pursuant to Section 12 of the Corporation of the City of Enderby Service Extension and Commission Delegation Bylaw, No. 1446, 2009;

AND THAT Council appoints the Area F Director and Alternate Director to the Enderby & District Services Commission pursuant to Section 12 of The Corporation of the City of Enderby Service Extension and Commission Delegation Bylaw, No. 1446, 2009.

AND THAT Council appoints Councillor Lancaster to serve as the Library Trustee and Councillor Baird to serve as the Alternate Library Trustee on the Okanagan Regional Library Board;

AND THAT Council appoints Councillor Sheepwash to serve as Voting Delegate and Councillor Shishido and Councillor Baird to serve as Alternate Delegates to the Municipal Insurance Association of BC;

AND THAT Council appoints Councillor Baird to serve as liaison to the Enderby & District Arts Council;

AND THAT Council appoints Councillor Shishido to serve as liaison to the Enderby & District Museum Society;

AND THAT Council appoints Councillor Yerhoff to serve as liaison to Feed Enderby & District (Food Bank) and Food Action Committee for Today and Tomorrow (FACT);

AND THAT Council appoints Councillor Yerhoff to serve as liaison to Enderby & District Community Resource Centre Early Years;

AND THAT Council appoints Mayor Davyduke to serve as liaison to the Interagency Group.

AND FURTHER THAT Council appoints Councillor Sheepwash and Councillor Yerhoff to serve as liaisons to the Enderby & District Chamber of Commerce.

CARRIED

Appointment of Banking Signatory

Moved by Councillor Shishido, seconded by Councillor Yerhoff
THAT Council appoints Mayor Davyduke to be added as a signatory for the General and Cemetery Care Fund Accounts in the name of the Corporation of the City of Enderby held with Enderby & District Financial;

AND THAT former Mayor Ellis Galbraith be removed as a signatory for the General and Cemetery Care Fund Accounts in the name of the Corporation of the City of Enderby held with Enderby & District Financial.

CARRIED

Council Portfolios Policy Update

Councillor Shishido asked for some history of Council portfolios and how they have worked in past.

Councillor McCune explained that in past members of Council were assigned to focus in on issues that they were passionate about, and bring information regarding those topics to a Committee of The Whole meeting that occurred before each regular Council Meeting.

Chief Administrative Officer explained that the update to the policy eliminates mention of Committee of The Whole meetings to allow more flexibility for how information is reported to Council. Also explained that being assigned to a portfolio does not give that Councillor any formal decision-making power nor does it appoint them as a representative of the will of Council. All decisions must still be brought to Council.

Moved by Councillor Baird, seconded by Councillor Shishido

THAT Council approves the Council Portfolios Policy update, replacing the version adopted on December 1, 2014.

CARRIED

Elected Official Corporate Email Address Accounts Policy

Councillor Shishido asked about phones being issued to Council members in other communities.

Chief Administrative Officer explained that in some local governments, devices may be issued to Council members. Enderby has not historically done this and instead provides a technology allowance that an elected official could use for the purchase of a device.

Moved by Councillor Sheepwash, seconded by Councillor Baird
THAT Council adopts the Elected Official Corporate Email Address Accounts Policy.

CARRIED

Disclosure of Council Contracts 2026 3rd Quarter

Moved by Councillor McCune, seconded by Councillor Baird
THAT Council receives the Disclosure of Council Contracts 2026 3rd Quarter staff report dated October 23, 2026 for information.

CARRIED

Kalamalka Starfish Society – Grant Request

Moved by Councillor Shishido, seconded by Councillor Baird
THAT Council refers the grant request from Kalamalka Starfish Society to 2027 budget deliberations.

CARRIED

Tuey Park Second Life Ring

Moved by Councillor Baird, seconded by Councillor Lancaster
THAT Council approves a financial contribution of $340 to Royal Canadian Marine Search & Rescue Station 105 (Shuswap) to cover travel and installation costs for a second life ring station at Tuey Park, to be funded from the City Parks operating budget.

CARRIED

Christmas Celebration 2026 – Temporary Road Closure Application

Moved by Councillor Baird, seconded by Councillor Shishido
THAT Council receives the City of Enderby Event Coordinator's Traditional Christmas Celebration 2026 Temporary Road Closure Application for information.

CARRIED

Christmas Parade 2026 – Route Approval and Temporary Road Closure Application

Councillor Shishido asked if there have been concerns raised by parade entrants about the parade route being too short.

Manager of Strategic Priorities and Community Services responded that there were a few concerns last year, but that a much more common request from the community as a whole is to keep parade routes consistent. That being said, this route has been lengthened compared to Christmas last year by opening Regent Avenue to spectators based on the success of the Canada Day parade.

Moved by Councillor Shishido, seconded by Councillor Lancaster
THAT Council approves the 2026 Christmas Parade Route from Regent Avenue to Railway Street;

AND THAT Council receives the City of Enderby Event Coordinator's Christmas Parade 2026 – Temporary Road Closure Application for information.

CARRIED

Christmas Sleigh Rides 2026 – Temporary Road Closure Application

Moved by Councillor Baird, seconded by Councillor Shishido
THAT Council receives the City of Enderby Event Coordinator's Christmas Sleigh Rides Road Closure Application 2026 for information.

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Lancaster
THAT the regular meeting of November 2, 2026 adjourn at 6:31 p.m.

CARRIED

MAYOR **CORPORATE OFFICER**

Staff Report

Date: November 10, 2026

To: Chief Administrative Officer

From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance

Subject: Zoning Text Amendment Application – 0018-26-ZTA-END (Wings & Roots Childcare Inc.)

RECOMMENDATION

THAT City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1838, 2026 which proposes to amend the Zoning Bylaw to add 'day care school' as a permitted use for the property legally described as LOT 14 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 200, and located at 603 King Avenue, Enderby BC, be given First and Second Reading and forwarded to a Public Hearing.

DISCUSSION

This report relates to a Zoning Text Amendment application for the property located at 603 King Avenue, Enderby BC. The applicant is proposing to convert an existing two-family dwelling (duplex) on the property into a day care school. Given that a day care school is not a permitted use under the property's Service Commercial (C.4) zoning designation, the applicant is seeking to amend the Zoning Bylaw to add 'day care school' as a permitted use for the property.

Property Information

Applicant	Wings & Roots Childcare Inc.
Owners	Harry Crick and Jon Ibsen
Civic Address	603 King Avenue, Enderby BC
Legal Description	LOT 14 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 200
P.I.D. #	010-771-875
Property Size	663 m^2 (0.164 acres)

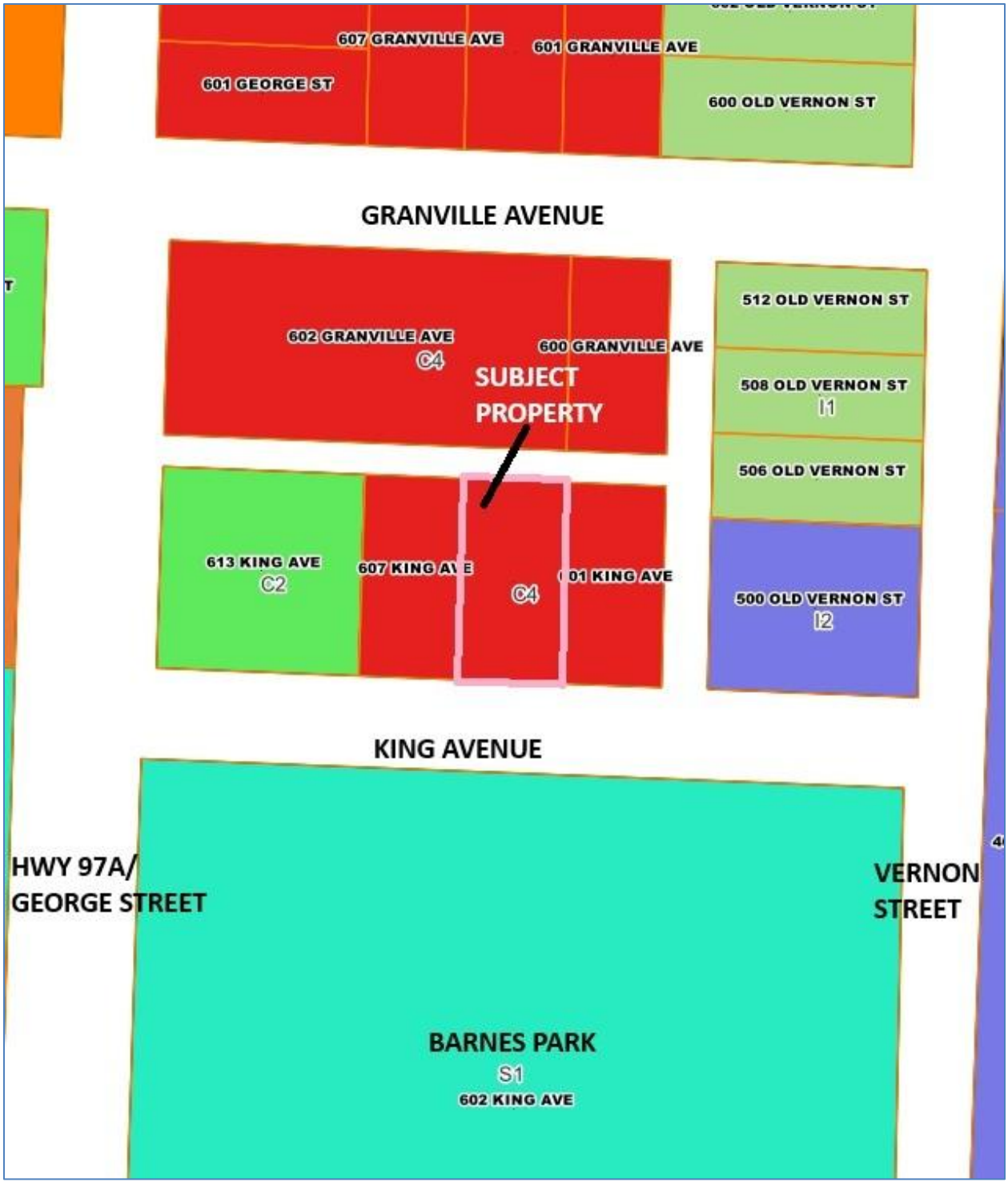
Zoning Designation	Service Commercial (C.4)
Official Community Plan Designation	Highway and Tourist Commercial

Site Context

The 663 m2 (0.164 acres) property is located on King Avenue, east of the Highway 97A/George Street corridor and west of Vernon Street. Directly south of the property is the Enderby Outdoor Pool and Barnes Park. A two-family dwelling, built in 1961, is located in the central portion of the property. The property is relatively flat and access is gained via a driveway off King Avenue.

The subject property and properties to the north, east and west are zoned Service Commercial (C.4) and are designated in the Official Community Plan (OCP) as Highway and Tourist Commercial. The property to the south (Barnes Park) is zoned Assembly, Civic and Public Service (S.1) and is designated in the OCP as Park.

The following map shows the Zoning designation of the subject and surrounding properties:



Red – Service Commercial (C.4)
Bright Green – Highway and Tourist Commercial (C.2)
Teal – Assembly, Civic and Public Service (S.1)
Light Green – Light Industrial (I.1)
Blue – General Industrial (I.2)

The following orthophoto of the subject and surrounding properties was taken in 2026:



NOTE: The property lines shown above are not an accurate representation of their true locations and are intended for display purposes only.

Proposal

The applicant is currently operating a licensed home-based child care program out of one half of the two-family dwelling (duplex) on the property, which has 8 children in care. In addition, the applicant operates an after-school child care program at the St. Ann's Catholic Church, which has 16 children in care. Currently, the operation has a total of 3 full-time staff positions and 2 part-time positions.

The applicant is proposing to convert the existing two-family dwelling on the property into a standalone day care school (i.e. no residential use would occur on the property), which would involve consolidating and expanding their existing child care programs. Given that a day care school is not a permitted use under the property's Service Commercial (C.4) zoning designation, the applicant is seeking to amend the Zoning Bylaw to add 'day care school' as a permitted use for the property. The proposed amendment would only apply to the subject property.

As outlined in the applicant's program overview (attached as Schedule 'B'), the proposed day care school would offer three child care programs:

- Multi-Age Program – Maximum of 8 children (up to 3 children under the age of 3)
- Ages 3-5 Program – Maximum of 10 children
- School-Age Program – Maximum of 20 children

The proposed day care school would have 5 full-time staff positions and 1 part-time staff position, with operating hours of 7:00 am – 5:00 pm. School-age care would be offered before school from 7:00 am – 8:00 am and after-school care would be provided from 2:00 pm – 5:00 pm, and for full-days when school is not in session. In addition, school-age care would be expanded to run throughout the summer months and over winter/spring breaks.

A site plan showing the proposed parking configuration is attached as Schedule 'A'. The site plan proposes 8 off-street parking spaces, which does not meet all of the off-street parking requirements of the Zoning Bylaw and thus a Development Variance Permit application is also required. Council is therefore being asked to make two decisions, in sequence. The first, through this Zoning Text Amendment application, is whether a 'day care school' is an appropriate land use for the subject property. The second, through the Development Variance Permit application, is whether the proposed variances to the off-street parking requirements are acceptable. If Council supports the day care use proposed through this Zoning Text Amendment and gives the amendment bylaw First and Second Readings, the Development Variance Permit application would be brought forward for Council's consideration at the same meeting where the amendment bylaw is considered for Third Reading and Adoption.

Zoning Bylaw

The subject property is zoned Service Commercial (C.4) and uses within this zone include:

- Accessory buildings and structures
- Accommodation, limited to one dwelling unit for the owner, operator, or an employee

- Civic use
- Auditoriums, youth centres, and social halls
- Educational facilities and professional studios (e.g. business colleges, art, dance and music studios, trade schools)
- Entertainment and recreation facilities (e.g. arcades, bowling alleys, health spas, social and sports clubs)
- Food service (e.g. bakeries, caterers, coffee shops, restaurants)
- Office and commerce facilities (e.g. professional offices, funeral homes, real estate, veterinarians)
- Public service use
- Retail sales, including vehicle, equipment, building supply, garden, and general merchandise sales (excluding liquor)
- Service and repair, including personal services, vehicle and equipment servicing, light industrial services, and warehousing
- Transportation facilities (e.g. commercial parking, passenger depots, taxi dispatch)
- Cannabis-related business

The only zone where day care schools are a permitted use is the Assembly, Civic and Public Service (S.1) zone.

While day care schools are not a permitted use in the Service Commercial (C.4) zone, the Zoning Bylaw permits home occupations within dwelling units in all zones. This provision allows the applicant to operate a home-based child care program from the dwelling unit they occupy on the property, subject to the home occupation regulations in the Zoning Bylaw. Home-based daycares are also limited in the number of children they may care for under Interior Health licensing requirements. The proposed Zoning Text Amendment is therefore not needed for the current home-based child care program to continue, it is needed only if the applicant wishes to operate beyond the limits set by the home occupation provisions of the Zoning Bylaw and/or Interior Health licensing.

<u>Non-Conforming Status</u>

The property owner has advised that the residential building on the property is currently used as a two-family dwelling (duplex). A two-family dwelling use does not conform with the permitted uses of the property's base zoning designation of Service Commercial (C.4) and no evidence has been located or provided to demonstrate that the two-family dwelling use was, in fact, lawfully established. Consequently, the building does not have a 'lawful non-conforming use' status under the *Local Government Act*.

Where it has been determined that a lawful non-conforming status does not exist, the use of the property is governed by the base zoning designation.

If the proposed Zoning Text Amendment is approved and the building is converted to a day care school, the two-family dwelling use would cease. Once the use has been discontinued for six

continuous months, any potential claim to a lawfully non-conforming status for the two-family dwelling use would be lost notwithstanding the prospects of discovering evidence indicating that it was, in fact, lawful at one point in time. All future use of the property would need to conform to the Zoning Bylaw.

Official Community Plan

Policies contained within the Official Community Plan which apply to this development include:

- *Policy 3.3.a* - Council recognizes that social well-being of all citizens and positive social development is vital to a healthy community and will act to support these through its planning and day-to-day decisions.

- *Policy 3.3.c* - Council recognizes that development of land has social impacts and will act through the approval process to minimize negative and maximize positive impacts.

- *Policy 5.3.b* - Council will review land use bylaws and policy in support of mixed uses in commercial, industrial and growth areas aimed at strengthening the existing business sector and attracting new business and industry.

- *Policy 5.3.f* - Council will develop strategies and tools to encourage and facilitate infill and redevelopment within existing developed areas of the community.

- *Policy 12.3.c* - Council encourages and supports creative and innovative infilling, development, redevelopment and renovation of existing buildings in order to maintain a strong focus on commercial activity in commercial areas.

- *Policy 20.3.f* - Council will encourage infill, redevelopment and brownfield strategies that focus growth towards areas with existing infrastructure.

Referral Comments

The subject application was referred for comment to the City of Enderby Public Works Manager, Building Inspector, and Fire Chief. No comments of concern were received in response to the referral.

Planning Analysis

Community Need and Benefit

The proposed day care school would be operated by the applicant, Wings & Roots Childcare Inc., which is a licensed child care provider that has operated in Enderby since February 2022. The applicant currently provides 24 licensed spaces from two locations: a home-based child care program for up to 8 children in one-half of the two-family dwelling (duplex) on the subject property, and an after-school program at the St. Ann's Catholic Church which has 16 children.

The home-based day care operation in particular is limited in the number of children it can serve, given the City's Zoning Bylaw requirements and Interior Health's licensing restrictions for home-based operations. The proposed Zoning Text Amendment would allow the applicant to expand its child care operation into the entirety of the building on the property and consolidate its programs at this location; this would in turn increase the applicant's total number of licensed child care spaces from 24 to 38, which represents a 58.3% increase.

Consolidating the child care programs to one location would also allow the applicant to expand its services. The after-school program at St. Ann's Catholic Church cannot currently run on professional development days or during the summer months. Under the proposal, the child care programming would be expanded such that school-age children would have access to care year-round. The applicant also reports a current waitlist of 6 spaces for infants/toddlers and expects to be able to accommodate 3 of these children in the proposed Multi-Age Program if their application is supported and they are able to expand into the entirety of the building on the property.

These outcomes support the community needs identified in the City's Child Care Action Plan (2020). The Plan found that infants/toddlers and school-age children had the lowest availability of licensed care in the community, and it identified these two age groups as needing the greatest number of new child care spaces in order to accommodate the community needs. The applicant serves children across many age groups, but the proposed expansion would particularly support these two age groups. The proposal would create new infant and toddler spaces for families currently on the child care provider's waitlist, and it would extend school-age care to professional development days and the summer months. The Child Care Action Plan also found that a lack of suitable space was a leading constraint for local providers, and the most common challenge operators reported was being unable to expand. This proposal responds directly to that constraint by allowing an established local child care provider to consolidate its programs into a single facility and expand its services.

Employment and Economic Development

The expansion would increase the applicant's staff from 3 full-time and 2 part-time employees to 5 full-time and 1 part-time employees. That is a modest gain in total positions, from 5 to 6, but a significant increase in full-time positions. The applicant also notes that a single site would allow educators to support one another and gain experience across different programs and age groups.

The broader economic benefit from the proposal comes from the availability of child care itself. The City's Child Care Action Plan found that the limited availability of child care kept some parents out of the workforce entirely. Year-round school-age care is particularly relevant, since gaps on professional development days and over the summer are among the most difficult for working parents to fill. Child care also shapes where families choose to live; when care is unavailable, families may decide not to move to the community, or those who already live in a community may choose to move to a different community where child care opportunities are more readily available. Expanding local child care capacity helps the City attract and retain

working families, and the employers who depend on them. This aligns with OCP policies supporting a diverse local economy that meets local demand, and with the OCP objective that residents be able to live, work and play within the community.

Suitability of the Site

A Service Commercial (C.4) zone is not a typical location for a standalone child care operation; however, the subject property already accommodates a home-based day care and the location offers benefits for a child care operation. Barnes Park is directly across the street, providing convenient access to green space, play areas and recreation programming. The Child Care Action Plan's survey found that outdoor parks and recreation services were the two amenities to which parents most wanted their child care program to be near; few sites in the community are able to offer that to the extent of the subject property.

Licensed child care facilities must provide outdoor play space that meets provincial licensing standards. Although Staff can confirm that outdoor play space is available on the property, compliance with outdoor play space requirements will be confirmed by the child care operator and Interior Health through the latter's licensing process.

The current context around the property is largely residential, with Barnes Park directly south and a motel and autobody shop nearby. The C.4 zone, however, permits more intensive service commercial uses to occur. If neighbouring properties develop to those more intensive uses over time, there is potential for conflict with the proposed child care operation. Should Council support this application, the applicant should be aware of this possibility, as the decision before Council today would not and should not have the effect of preventing redevelopment of neighbouring parcels in the zone to another permitted use.

Long-Term Land Use Direction

The proposal would remove two potential dwelling units from the City's housing stock. One of these units is currently vacant and the other is occupied by the applicant for its child care program, so the conversion would not displace any existing residential tenancies. Having said that, the loss of two (non-conforming) dwelling units that could potentially be legalized should be considered by Council, as the OCP directs that land use decisions be evaluated against the housing targets in the Interim Housing Needs Report. Staff provide the following considerations, in this regard:

1. The potential loss of two dwelling units is small relative to the 211 units needed over the five-year horizon, as outlined in the OCP. This is offset by the property's residential development potential under its current zoning and OCP designation, as described in the following two points.
2. Converting the building to a day care school would not rule out housing on the property in the future under C.4 zoning, one dwelling unit for an owner, operator or employee would be permitted as part of any future development, so long as it is above or behind the principal commercial use.

3. If the property were rezoned to Highway and Tourist Commercial (C.2), in keeping with its OCP designation, the C.2 zone would permit residential development of up to 60 units per hectare above or behind a principal commercial use; with the subject property's area of 663 m², this equates to 3 dwelling units, which is one more than the property contains today.

Staff do not anticipate that supporting this proposal would limit how the property develops in the future. The proposal relies on the existing building and does not involve the construction of new buildings that would tie the property to a particular form of development. Over time, the property could be redeveloped for a purpose-built day care school, which would allow the applicant to continue serving the community with a building designed for that use. Alternatively, the property could be redeveloped to a typical commercial or mixed-use development. Supporting the proposal keeps both options open, while putting the existing building to productive use in a manner consistent with OCP policies related to redevelopment.

Lastly, if the Zoning Text Amendment application is approved and the building is converted to a day care school, the property would be used in full conformity with the Zoning Bylaw, fully and finally resolving any question as to the lawfully non-conforming status of the two-family dwelling by discontinuing that use. This would give the owner certainty about how the building can be used, maintained and improved, free from any restrictions that apply to a potential non-conforming use under the *Local Government Act*.

Parking and Site Operations

A site plan showing the parking arrangement for the proposed development is attached as Schedule 'A'. Elements of this parking arrangement do not meet the Zoning Bylaw's minimum off-street parking requirements. Having said that, the applicant has made efficient use of the available land and any meaningful addition to off-street parking could only be achieved by demolishing and relocating the existing building, which is not a viable option for this proposal.The purpose of this application is for Council to consider whether a day care school is an appropriate use of the property. The details of the parking proposal will be assessed through the forthcoming Development Variance Permit application. At this stage, Staff have not identified any parking issue that would warrant not supporting the Zoning Text Amendment on the basis of parking.

As with any commercial development, the owner/operator will be responsible for snow clearing and for ensuring adequate on-site snow storage, or removal of snow from the site, so that required parking remains usable through the winter.

Conclusion and Recommendation

Staff support this application because it expands the type of child care programming that is most needed in the community, through a proven local operator, on a site already well suited to the use. The day care school would allow the operator to grow beyond the limits of a home-based business, consolidate its programs on a site where it already operates, and expand care

for infants/toddlers and school-age children, which are the age groups the City's Child Care Action Plan identifies as most underserved. The proposal would add full-time employment, help the community attract and retain working families, and put an existing building to productive use directly across from Barnes Park and the outdoor pool. The loss of two dwelling units is a trade-off, but residential use was never the long-term intent for this commercially designated property and the potential for residential units to be added remains available within the current zoning as well as its likely future zoning to align it with its future land use designation in the OCP. The potential for conflict with future service commercial uses is also real, though not certain given that many C.4 uses are low-impact, and the OCP's Highway and Tourist Commercial designation points toward less intensive C.2 zoning in this area over time. Parking will be addressed through a separate Development Variance Permit.

Given the above, Staff recommend that Council give First and Second Reading to City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1838, 2026 and forward the bylaw to a Public Hearing. A Public Hearing gives all persons who believe that their interest in property is affected (which is given a broad interpretation) an opportunity to make their views of the proposal known to Council before it makes a decision. Following the Public Hearing, Council will consider the bylaw for third reading and adoption. Should the Zoning Text Amendment bylaw be adopted, a building permit will be required to convert the building from a two-family dwelling to a day care school, and the building will need to meet the BC Building Code requirements that apply to that change of occupancy. As well, the operator will need to meet any Interior Health Authority licensing requirements that may come with a change to the size and scope of the child care program.

ATTACHMENTS

- Subject Property Map
- City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1838, 2026
- Schedule 'A' – Site Plan
- Schedule 'B' – Written Overview of Proposed Child Care Programs

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Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

THE CORPORATION OF THE CITY OF ENDERBY

ZONING TEXT AMENDMENT APPLICATION

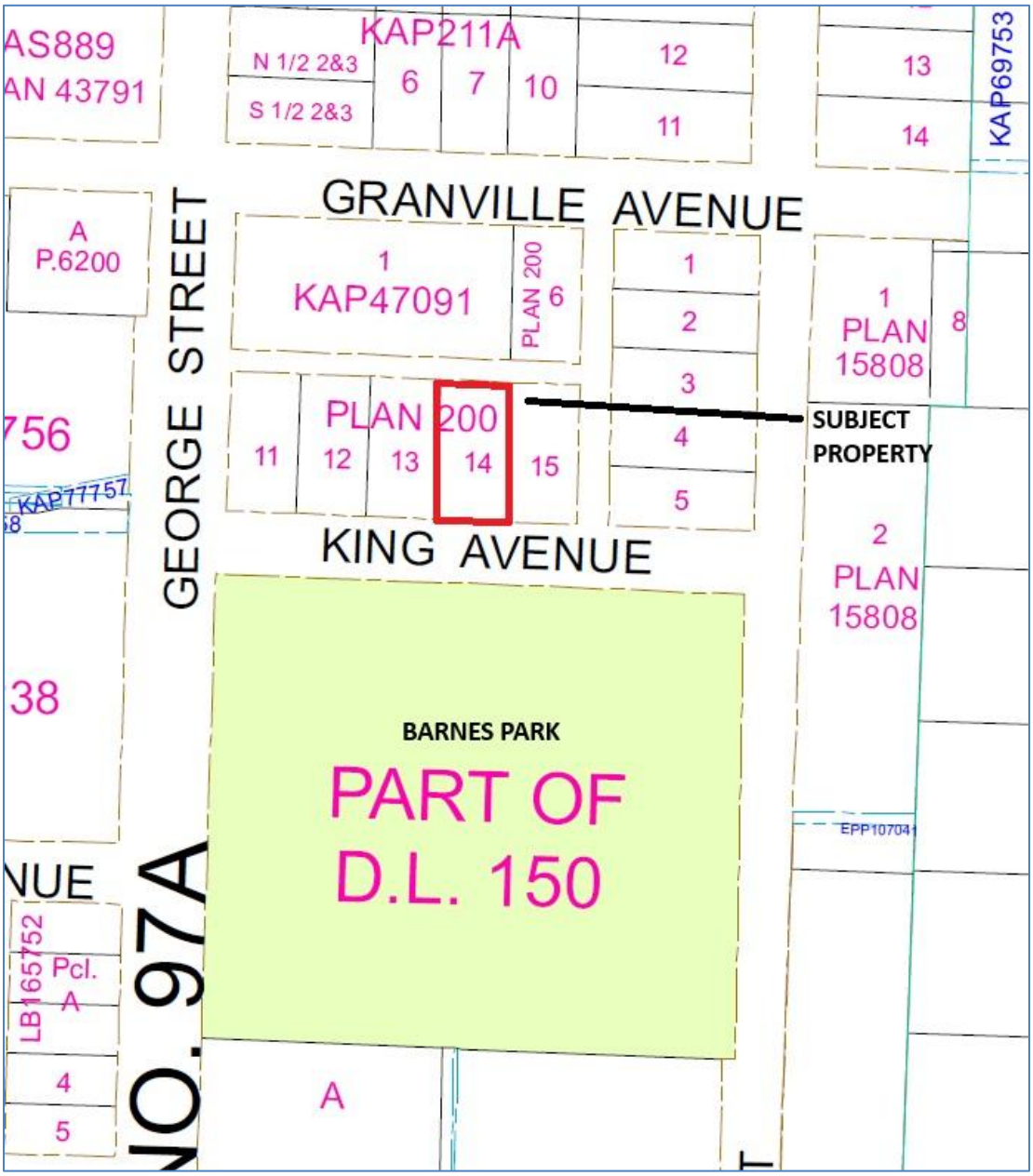
SUBJECT PROPERTY MAP

File: **0018-26-ZTA-END (Wings & Roots Childcare Inc.)**

Applicant: **Wings & Roots Childcare Inc.**

Owners: **Harry Crick and Jon Ibsen**

Location: **603 King Avenue, Enderby BC**



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1838

A BYLAW TO AMEND THE CITY OF ENDERBY ZONING BYLAW NO. 1550, 2014

WHEREAS pursuant to Section 479 of the *Local Government Act*, Council of the City of Enderby may, by bylaw, divide the whole or part of the City of Enderby into zones, name each zone, establish boundaries for the zones and regulate uses within those zones;

AND WHEREAS Council has created zones, named each zone, established boundaries for those zones and regulated uses within those zones by Bylaw No. 1550, cited as “The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014”;

WHEREAS Council of the City of Enderby has determined to make an amendment to "The Corporation of the City of Enderby Zoning Bylaw No. 1550, 2014”;

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

1. This bylaw may be cited as the “City of Enderby Zoning Bylaw No. 1550, 2014 Amendment Bylaw No. 1838, 2026”.

2. DIVISION FOUR – COMMERCIAL ZONES (C.4) is hereby amended by adding Section 403.11.h as follows:

   Notwithstanding the permitted uses outlined in Section 403.1 of this Bylaw, ‘day care school’ is a permitted use for the property legally described as LOT 14 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 200, and located at 603 King Avenue, Enderby BC.

READ a FIRST time this day of , 2026.

READ a SECOND time this day of , 2026.

Public notice provided in an edition of the local/regional print newspaper on the day of , 2026 and posted on the City of Enderby website on the day of ,2026, and a Public Hearing held pursuant to the provisions of Section 464 of the Local Government Act on the day of , 2026.

READ a THIRD time this day of , 2026.

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____day of _____, 20____

_____
for Minister of Transportation & Transit

ADOPTED this day of , 2026.

_____ _____
MAYOR CORPORATE OFFICER

Schedule 'A'



FILE LOCATION: C:\Users\JustinKruken\OneDrive - alpineengineering.ca\Alpine Civil Engineering Consultants Ltd. - Documents\Production\2026-539 603 King Ave - Enderby\04-CAD\01-Production\539_SITE01.dwg
PRINTED ON: 10/30/2025 8:44 PM

LEGAL DESCRIPTION: LOT 14, PLAN KAP200, DISTRICT LOT 150, KDYD

BENCHMARK: MONUMENT NO: VERTICAL DATUM: ELEVATION:
LOCATED AT:

NO.	DESCRIPTION	DR	CH	DATE	APP
1	ISSUED FOR APPROVALS	JK	JA	2025-10-13	JBK
2	RE-ISSUED FOR APPROVALS	JK	JA	2025-10-16	JBK
3	RE-ISSUED FOR APPROVALS	JK	JA	2025-10-30	JBK

ALPINE
408 CEDAR AVENUE, KELOWNA BC, V1Y 4X3
TEL: (250) 980-3728, E-MAIL: info@alpineengineering.ca
PERMIT TO PRACTICE: 1000176

CLIENT: **THOMAS KONRAD**
ADDRESS:
TEL: 1 (250) 306 - 7649

PROJECT: **603 KING AVENUE**
ADDRESS: 603 KING AVENUE, ENDERBY, B.C. V0E 1V0
PID: 010 - 771 - 875

SEAL

The location of existing underground utilities are shown in an approximate way only & have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work, and agrees to be fully responsible for any and all damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

TITLE: **SITE PLAN**

DESIGN: JA	SCALE: 1:50
DRAWN: JK	
CHECK: JA	ALPINE FILE 2026-539
APP'D: JBK	
DATE 2026-10-09	SHEET NO. C01 / REV 3

Schedule 'B'

Wings & Roots Childcare Inc.

Mission Statement and Proposed Expansion

Wings & Roots Childcare Inc. is committed to providing a safe, nurturing and inclusive environment where children can learn, explore and grow through play. Our mission is to give children strong roots through caring relationships and consistent support, while encouraging the confidence and curiosity they need to spread their wings.

We are seeking to expand by bringing our three current childcare programs together in one building. This will support continuity of care for families and provide a central location for children at different stages of development. The proposed programs are:

- **Multi-Age Program:** A maximum of 8 children.
- **Ages 3–5 Program:** A maximum of 10 children.
- **School-Age Program:** A maximum of 20 children.

The proposed operation will have five regular staff members and one casual staff member, with operating hours from **7:00 a.m. to 5:00 p.m.**

School-age care will be offered before school from **7:00 a.m. to 8:00 a.m.**, after school from **2:00 p.m. to 5:00 p.m.**, and for full days when school is not in session.

Through this expansion, we aim to provide reliable childcare that supports working families and meets the needs of children in our community.

Staff Report

Date: November 8, 2026

To: Mayor and Council

From: Tate Bengtson, Chief Administrative Officer

Subject: Naming of Pavelich Lane

RECOMMENDATION

THAT Council gives three readings to City of Enderby Lane Naming Bylaw No. 1839, 2026.

DISCUSSION

Following the passing of community volunteer John "JP" Pavelich, Council directed staff to report back on naming the unnamed laneway adjacent to his property "Pavelich Lane."

Emergency dispatch services verified that "Pavelich Lane" presents no conflicts for emergency response coordination and aligns with municipal addressing standards. Assigning this street name will also provide clear civic addressing (e.g., "### Pavelich Lane") for any future infill or secondary residential units facing the laneway.

Pursuant to section 39(a) of the *Community Charter*, Council may, by bylaw, assign a name to a highway; attached is a bylaw that will give effect to the name, "Pavelich Lane."

ATTACHMENTS

- City of Enderby Lane Naming Bylaw No. 1839, 2026

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1839

A BYLAW TO NAME A DEDICATED LANEWAY WITHIN THE CITY OF ENDERBY

WHEREAS Section 39 of the *Community Charter* enables local governments to, by bylaw, assign a name to a highway;

AND WHEREAS the City of Enderby wishes to assign a name to a dedicated laneway within the community;

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

1. This bylaw may be cited as the “City of Enderby Lane Naming Bylaw No. 1839, 2026”.

2. The dedicated laneway running east/west between Crescent Drive and Kate Street, and between Kildonan Avenue and Polson Avenue, as shown bolded in red on the attached Schedule “A”, is hereby named ‘Pavelich Lane’.

READ a FIRST time this day of , 2026.

READ a SECOND time this day of , 2026.

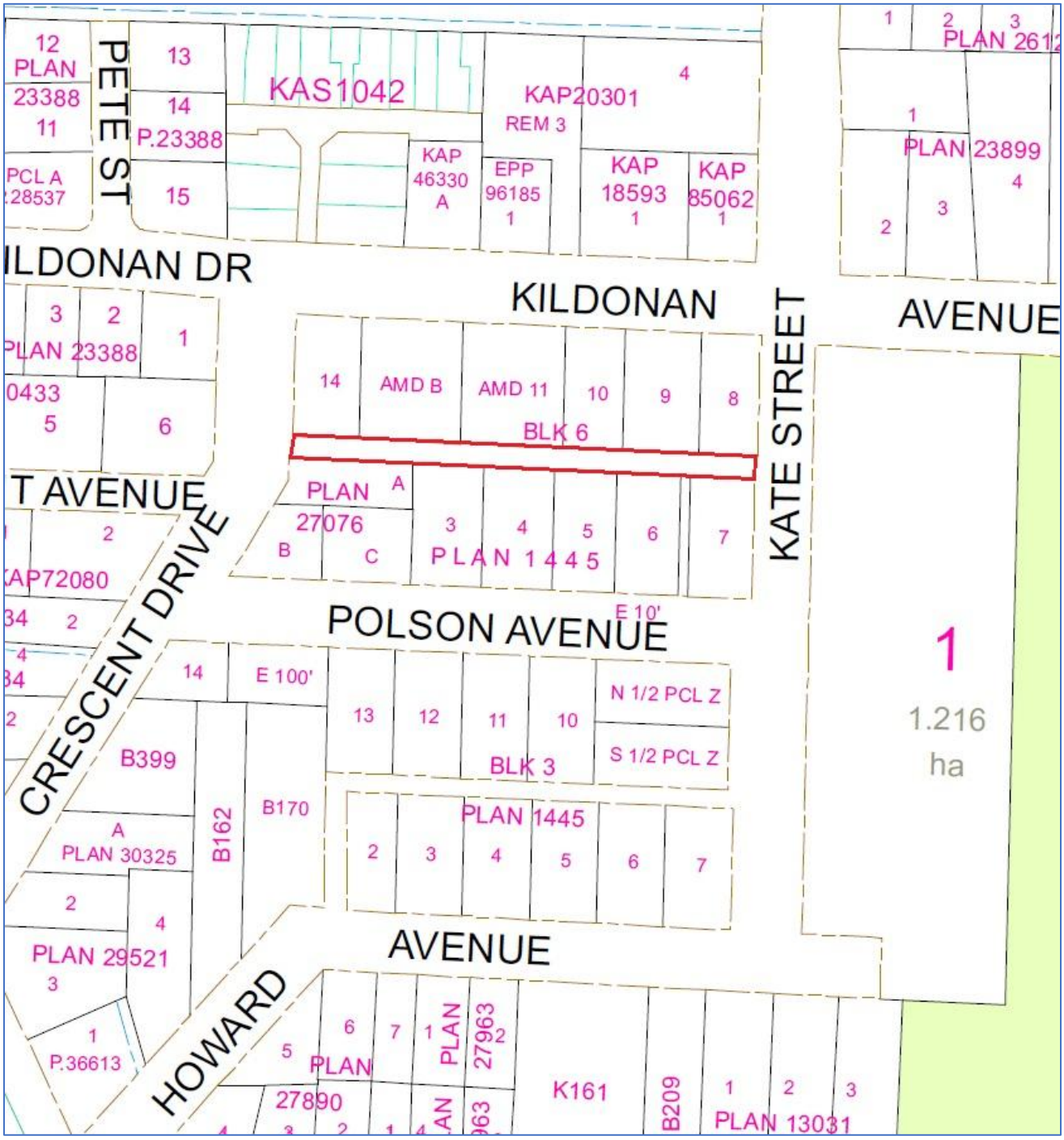
READ a THIRD time this day of , 2026.

ADOPTED this day of , 2026.

_____ _____

MAYOR CORPORATE OFFICER

Schedule "A"


KAS1042
KAP20301
REM 3
KAP 46330 A
EPP 96185 1
KAP 18593 1
KAP 85062 1
PLAN 23899
PLAN 2612
PETE ST
ILDONAN DR
KILDONAN AVENUE
KATE STREET
PLAN 23388
BLK 6
AMD B
AMD 11
PLAN 27076
PLAN 1445
T AVENUE
CRESCENT DRIVE
POLSON AVENUE
E 10'
E 100'
N 1/2 PCL Z
S 1/2 PCL Z
BLK 3
B399
B162
B170
PLAN 30325
PLAN 29521
P.36613
HOWARD AVENUE
PLAN 27963
PLAN 27890
K161
B209
PLAN 13031
1
1.216 ha

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY **Category:** BUILDING PERMITS **Year:** 2026 **Month:** 10

Folder Type	2026 / 10 - Permits Issued	2026 / 10 - Res. Units Created	2026 / 10 - Building Value	2025 / 10 - Permits Issued	2025 / 10 - Res. Units Created	2025 / 10 - Building Value	2026 to 10 - Permits Issued	2026 to 10 - Res. Units Created	2026 to 10 - Building Value	2025 to 10 - Permits Issued	2025 to 10 - Res. Units Created	2025 to 10 - Building Value
ACCESSORY BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	0	0	0	0	0	0	1	0	7,000	4	0	201,632
END - COMMERCIAL BUILDING	0	0	0	0	0	0	2	0	477,370	3	3	1,310,000
END - DEMOLITION	0	0	0	0	0	0	0	0	0	1	0	0
END - DUPLEX	0	0	0	0	0	0	2	6	1,050,000	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	3	0	1,430,000	1	0	700
END - INSTITUTIONAL	0	0	0	0	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	1	1	300,000	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	4	0	377,000
END - PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0
END - POOL	0	0	0	0	0	0	2	0	7,000	1	0	4,000,000
END - RETAINING WALL	0	0	0	0	0	0	3	0	40,500	0	0	0
END - SFD W/SUITE	0	0	0	0	0	0	0	0	0	1	2	540,000
END - SIGN	0	0	0	0	0	0	0	0	0	2	0	12,000
END - SINGLE FAMILY DWELLING	1	0	100,000	0	0	0	6	4	1,691,700	5	1	385,596
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	1	0	6,250	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0	0	0	0	0
Report Totals	**1**	**0**	**100,000**	**0**	**0**	**0**	**21**	**11**	**5,009,820**	**22**	**6**	**6,826,928**

Tempest Software

Staff Report

Date: October 22, 2026

To: Mayor and Council

From: Tate Bengtson, Chief Administrative Officer

Subject: Code of Conduct Review 2026

RECOMMENDATION

THAT Council, having considered the prescribed principles under the *Principles for Codes of Conduct Regulation* pursuant to section 113.1 of the *Community Charter*, resolves to review the City of Enderby Elected Official Code of Conduct;

AND THAT Council confirms that the City of Enderby Elected Official Code of Conduct remains sufficient and that no amendments are required at this time.

DISCUSSION

The *Community Charter* requires Council, within six months of its first regular meeting following a general election, to decide whether to review its code of conduct for elected officials ("the Code of Conduct"). The current Code of Conduct, as established in 2023, is attached. While the Code of Conduct is of continuing effect, Council has formally reaffirmed its commitment to the current Code of Conduct annually.

Council must review the Code of Conduct in light of the attached *Principles for Codes of Conduct Regulation* and any other matters that it deems relevant. Should Council's review find the current Code of Conduct sufficient, the above recommendation will fulfill the balance of the statutory requirements. Notwithstanding the legislative requirement to review the Code of Conduct following a general local election, Council may make changes to the Code of Conduct at any point during the term if a need arises.

Council may also, as part of its review, identify a need to amend or remove the Code of Conduct. In that event, the below Alternate Resolution #1 provides for the convening of a Committee of the Whole meeting to discuss potential changes and implications. Should Council wish to pursue Alternate Resolution #1, a general indication of the desired change should be expressed so that adequate preparation and analysis may be undertaken prior to the committee meeting. The current Code of Conduct remains effective until the formal adoption of changes by Council.

Council may also decline to review the Code of Conduct. In that event, the below Alternate Resolution #2 provides a legislatively compliant basis to do so. While the current Code of Conduct remains in effect, should Council choose Alternate Resolution #2, it must provide reasons that are available to the public upon request; moreover, a mandatory reconsideration of this decision must occur before January 1, 2029. The legislative intention of this provision is to prevent passive acquiescence to a Code of Conduct by a new Council by ensuring the public availability of a rationale for Council's decision to decline to review the Code of Conduct.

Alternate Resolution #1 – Consider Changing the Code of Conduct

THAT Council, having considered the prescribed principles under the *Principles for Codes of Conduct Regulation* pursuant to section 113.1 of the *Community Charter*, resolves to review the City of Enderby Elected Official Code of Conduct;

AND THAT Council directs staff to convene a Committee of the Whole meeting to review potential changes to the City of Enderby Elected Official Code of Conduct.

Alternate Resolution #2 – Decline to Review the Code of Conduct

THAT Council declines to review the City of Enderby Elected Official Code of Conduct;

AND THAT Council provides the following reason(s) for its decision: _____, which will be provided to the public upon request.

ATTACHMENTS

- Principles for Codes of Conduct Regulation
- City of Enderby Elected Official Code of Conduct

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

PRINCIPLES FOR CODES OF CONDUCT REGULATION

B.C. Reg. 136/2022

Definition

1 In this regulation, **"Act"** means the *Community Charter*.

Principles for codes of conduct

2 The following principles are prescribed for the purposes of sections 113.1 (2) (a) *[requirement to consider code of conduct]* and 113.2 (2) (a) *[reconsideration of decision respecting code of conduct]* of the Act as principles that a council must consider before making a decision under section 113.1 (1) or in a reconsideration under section 113.2 (1):

(a) council members must carry out their duties with integrity;

(b) council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;

(c) council members must be respectful of others;

(d) council members must demonstrate leadership and collaboration.

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ELECTED OFFICIAL CODE OF CONDUCT

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Introduction 2
Application and Interpretation 2
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Affirmation 10

Introduction

As local elected representatives serving the City of Enderby ("members"), we recognize that responsible conduct is essential to providing good governance for the City of Enderby.

We further recognize that responsible conduct is based on the following principles:

(a) members must carry out their duties with integrity;

(b) members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;

(c) members must be respectful of others;

(d) members must demonstrate leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves in accordance with the highest ethical standards by ensuring that these principles, and the standards of conduct set out below, are followed in all of our decisions and interactions with every person, including other members, staff, and the public.

APPLICATION AND INTERPRETATION

This Code of Conduct applies to the members. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Members must conduct themselves in accordance with the law. This Code of Conduct is intended to be applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law, and any other legal obligations which apply to members individually or as a council.

To the extent that there is a conflict between this Code of Conduct and other legal obligations, the other legal obligations shall prevail.

Principles

1. Integrity – means conducting oneself honestly and ethically.

2. Respect – means valuing the perspectives, wishes, and rights of others.

3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions.

4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

Standards of Conduct

INTEGRITY

Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.
- Members will not use local government resources for their personal benefit.
- Members will behave in a manner that promotes public confidence in all of their dealings, which includes making fair and impartial decisions and abiding by Division 6 of Part 4 [*Conflict of Interest*] of the *Community Charter*.
- Members will not retaliate against a complainant or other members and staff who are involved in a complaint or co-operate in a resolution or investigation of an alleged breach of this Code of Conduct.
- Members will not make complaints under this Code of Conduct that are vexatious, frivolous, or in bad faith.

RESPECT

Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people's beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor and Councillor dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff and adhere to the one-employee governance model.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

ACCOUNTABILITY

Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.

- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.

- Members will correct any mistakes or errors in a timely and transparent manner.

- Members will accept and uphold that the council is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.

- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.

- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

LEADERSHIP AND COLLABORATION

Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.
- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary.
- Members will create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
- Members will foster positive working relationships between elected officials, staff, and the public.
- Members will commit to building mutually beneficial working relationships with indigenous persons and communities to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.
- While communicating on behalf of the City or Council, members will endeavour to communicate the corporate or council position accurately.
- Members will clearly indicate when a statement made to the public or media is individual or personal in nature.

Complaint Handling and Remedies

Any member who has identified or witnessed conduct by another member that they reasonably and in good faith believe to have breached this Code of Conduct may address the breach by:

- Seeking an informal resolution to the matter by discussing the breach with the other member, or
- Referring the matter in writing to the Chief Administrative Officer (or Deputy Chief Administrative Officer, if it involves the Chief Administrative Officer) and the Mayor (or Acting Mayor, if it involves the Mayor).

In the event that a complaint or allegation is referred, the following steps will be taken:

- The Chief Administrative Officer and Mayor (or their respective alternates) will attempt to remedy the matter within thirty (30) days of the referral. Remedies may include:
    - An informal resolution;
    - A consent agreement with the respondent member; and/or
    - A report to Council, with or without a recommended action, or set of actions, that Council may take in order to advance or remedy the complaint or allegation.
- If the matter requires further investigation, an independent third party will be retained by the Chief Administrative Officer (or Deputy Chief Administrative Officer, if it involves the Chief Administrative Officer) to investigate the complaint or allegation and provide a written report to Council summarizing the facts, findings, and available remedies.
- Decisions authorizing specific remedies are made by Council, and should always consider fairness, proportionality, and reasonableness. Remedies may include, but are not limited to:
    - Dismissing the complaint or allegation;
    - A request for a written apology by the respondent member to Council and/or the complainant;
    - Removal from committee or commission memberships;
    - Removal of portfolio or external liaison appointments;
    - Prohibition from representing the City or Council publicly, including at events, conventions, and conferences, and a corresponding restriction placed upon travel, registration, and other incidental expenses;
    - Restrictions on how the member may access confidential or private information;
    - Public censure; and/or
    - Such other recommendations as proposed by the third-party investigator.
- Confidentiality, but not anonymity, will be maintained while the complaint or allegation is being handled to the extent that is reasonably possible while still furthering the purposes of

this Code of Conduct. While the confidentiality of the complaint, report, and remedies will be held in confidence when possible, certain remedies are necessarily or unavoidably public.

- At all times, the right to procedural fairness will be maintained for both the complainant and the respondent. This includes the right of the respondent to know of the complaint or allegation and to be provided with a reasonable opportunity to prepare and provide a response to the complaint or allegation, a summary of the findings of any report related to the complaint, as well as any proposed disciplinary remedy, prior to Council making a decision.
- The disciplinary remedies described above may be applied by Council for reasons other than a breach of this Code of Conduct, and their inclusion above in no way abrogates Council's general authority to govern itself outside of the scope of this Code of Conduct nor replace other remedies available through statute or common law.

Affirmation

I hereby affirm that I will apply the principles of the City of Enderby Elected Official Code of Conduct in the discharge of my obligations, duties, and responsibilities.

Signature _____

Name _____

Date _____

Staff Report

Date: November 10, 2026

To: Chief Administrative Officer

From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance

Subject: Inclusion of 1110 Belvedere Street (St. Andrew's United Church) in City of Enderby Community Heritage Register

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RECOMMENDATION

THAT in accordance with Section 598 (1) of the *Local Government Act*, Council resolves to include the property legally described as LOT 31, PLAN KAP211, DISTRICT LOT 150, KAMLOOPS DIV OF YALE LAND DISTRICT, and located at 1110 Belvedere Street, Enderby BC, in the City of Enderby Community Heritage Register;

AND THAT Council endorses the attached Statement of Significance for the St. Andrew's United Church building at 1110 Belvedere Street, Enderby BC;

AND FURTHER THAT in accordance with Section 598 (3) of the *Local Government Act*, Council directs Staff to give notice to the heritage minister and the property owner of the inclusion of 1110 Belvedere Street, Enderby BC in the City of Enderby Community Heritage Register.

DISCUSSION

A Community Heritage Register is a heritage planning tool that identifies local places which embody a community's heritage values and character-defining elements. The Register provides information regarding the heritage value of the place, while improving education and awareness of local heritage within a community. A Register does not, on its own, provide heritage protection or prevent an owner from altering, redeveloping or demolishing improvements on a property.

In 2019, the City of Enderby Community Heritage Register was formally established, with the Drill Hall and City Hall buildings being included. The Register was intended to focus on civic properties, while also allowing for property owners to request that their non-civic properties be added, with those requests to be referred to the Enderby & District Heritage Commission for input and evaluation. Since that time, one additional property has been added to the Register, a single-family dwelling at 117 Cliffview Drive.

In 2025, the Enderby Area Community Hub Society (EACH Society) purchased 1110 Belvedere Street, which is the former St. Andrew's United Church property. Since acquiring the former St.

Andrew's United Church, the Society has retained the building and its heritage features while renovating the interior to support its new role as a community hub, offering space for local groups, events and programming. The building also continues to house the Enderby & District Community Resource Centre.

Attached is correspondence from the EACH Society requesting that the City includes 1110 Belvedere Street in the City of Enderby Community Heritage Register. The purpose of this inclusion is to celebrate and communicate the heritage value of the St. Andrew's United Church building, assist the EACH Society in its application to the Canada Revenue Agency to receive Charitable Tax Status, and make the Society eligible for heritage conservation grant programs that may require the building to have its heritage status formally recognized.

A Statement of Significance is a document prepared for each property on the Community Heritage Register that describes the historic place, explains its heritage value, and identifies the character-defining elements that embody that value. Section 598 of the *Local Government Act* requires the Register to identify why each property has heritage value or heritage character, and the Statement of Significance is where those reasons are documented. Attached to this staff report is a Statement of Significance for the St. Andrew's United Church building which was prepared by Bob Cowan, Secretary for the EACH Society, and also the former chair of the Enderby & District Heritage Commission. Bob Cowan has prepared the Statements of Significance for all of the properties that are currently included in the City's Register.

As demonstrated in the attached Statement of Significance, the St. Andrew's United Church building has significant heritage value with a wide range of character-defining elements. Given this, Staff are recommending that Council resolves to include 1110 Belvedere Street in the City of Enderby Community Heritage Register, and that Council endorses the attached Statement of Significance. Should Council support inclusion, Staff must give notice of the inclusion to the heritage minister and property owner in accordance with Section 598 (3) of the *Local Government Act*. Following notice to the heritage minister, the Province may enter the property on the BC Register of Historic Places and, once its documentation is complete, the Canadian Register of Historic Places.

It should be noted that, typically, requests for inclusion in the City's Community Heritage Register are referred to the Enderby & District Heritage Commission for comment. However, the EACH Society is dealing with compressed timelines associated with its application to the Canada Revenue Agency to receive Charitable Tax Status and thus a referral to the Heritage Commission is not practical. Having said that, the St. Andrew's United Church building is recognized as a prominent part of Enderby's history for 120 years with substantial heritage-defining elements, the request for inclusion comes from the property owner, and the Statement of Significance was prepared by a former chair of the Heritage Commission who has authored the Statements of Significance for every property currently on the Register.

ATTACHMENTS

- Correspondence from Enderby Area Community Hub dated October 30, 2026

- Statement of Significance – St. Andrew's United Church (1110 Belvedere Street, Enderby BC)

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

30 October 2026

Bob Cowan, Secretary
Enderby Area Community Hub Society
Box 427
Enderby, B.C.
VOE 1VO

Mayor and Council
City of Enderby
Box 400
Enderby, B.C.

Dear Mayor Davyduke and Council:

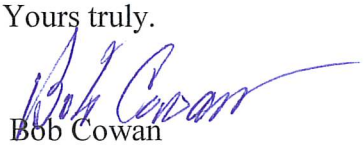
As you are aware the Enderby Area Community Hub Society has purchased the former St. Andrews United Church building on the southwest corner of Belvedere and Regent Streets. We have actively been renting space for a variety of local groups for the past eight months.

We are in the process of applying to Revenue Canada for Charitable Tax Status. We have engaged a Kelowna lawyer to advise and assist us. One of his recommendations was to apply to you to be put on the City's Heritage Register similar to the status you have given to the Drill Hall and City Hall.

We started this process by meeting with Kurt on October 29. Joining me for that meeting were two other board members, Jeff Czepil and Randy Cockrill. We had a very fruitful hour. In the end, Kurt recommended we send a letter to council for you to consider our application.

Please consider our application to be included in your Heritage Register along with City Hall and the Drill Hall. We trust Kurt to answer any of your questions, but we will be in attendance when you consider our request and answer any other questions you might have.

Yours truly.



Bob Cowan
Secretary

St. Andrew's United Church

Location: 1110 Belvedere Street, Enderby BC

Other Names: St. Andrew's Presbyterian Church; Enderby Area Community Hub.

Description

St. Andrew's United Church was built in 1906 as St. Andrew's Presbyterian Church, constructed with Enderby bricks for $3,300. The front entry has double wooden doors and immediately above it is a bell tower. The bell was cast in New York and donated to the church by Bathia Fortune, the wife of one of the earliest settlers in the North Okanagan. It has a basement with a kitchen in it. An education wing was built on the west side of the building in 1963. It too has a basement connecting the original building and is used as offices. The historic place includes the entire building at 1110 Belvedere Street, comprising the original 1906 church and the 1963 education wing.

Heritage Value

The building has served as a spiritual refuge for Protestant worshippers from its inception, through the union of Enderby's Presbyterian and Methodist congregations as St. Andrew's United Church in 1925, until declining numbers caused the church to close permanently at the end of 2024.

It is located in the heart of the town and was built directly across Belvedere Street from the major industry of the early years, the R.P. Rithet Columbia Flouring Mills. A manse was built next door in 1951. In 1971, members of St. Andrew's led the development of Pioneer Place, low-cost seniors' housing just south of the church, and the manse was relocated in 2000 to allow its final phase.

St. Andrew's United Church is also valued as an early example of brick construction in Enderby, built from locally produced brick, and its imposing form and bell tower make it a prominent landmark in the town centre. Its ongoing use as a community hub, home to the Enderby & District Community Resource Centre, continues its long role as a gathering place for local residents.

Character-Defining Elements

- Imposing brick building form and massing
- Construction materials locally produced, including the bricks
- Late 19th Century Christian Church style, including a pitched roof and bell tower extending beyond the roof line another seven feet with a cross on it
- Sanctuary well lit with large windows, an elevated stage for the former choir, and a stained glass window behind the choir
- The re-purposed building continues to house the Enderby & District Community Resource Centre and all of its many programs

Staff Report

Date: November 5, 2026

To: Chief Administrative Officer

From: Kelsey Campbell, Manager of Strategic Priorities and Community Services

Subject: Proposed Dates for 2027 City-organized Community Events

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RECOMMENDATION

THAT Council approves the proposed dates and locations for the City-organized community events for 2027.

DISCUSSION

In preparation for the 2027 community events season, staff are seeking Council approval of the proposed dates and locations for City-organized community events.

Early approval allows staff to secure event locations, establish work plans, prepare budgets, coordinate resources, engage volunteers and sponsors, and begin event marketing. It also provides residents, visitors, local businesses and other event organizers with advance notice of the City's event calendar, helping to minimize scheduling conflicts and support broader community planning.

Event	Proposed Date	Proposed Location
Enderby Easter Celebrations	Sunday, March 28, 2027	Riverside Park
Music by the River #1	Friday, June 18, 2027	Belvidere Park
Canada Day 2027	Thursday, July 1, 2027	Downtown
Music by the River #2	Friday, July 16, 2027	Belvidere Park
Friday Night Lights 2027	Friday, August 20, 2027	Downtown
Halloween Business Trick-or-Treating	Friday, October 29, 2027	Downtown
Halloween Fireworks	Sunday, October 31, 2027	Riverside Park
Christmas Light-Up & Parade	Friday, December 3, 2027	Downtown

By receiving early approval from Council for the entire 2027 calendar year, residents and visitors to Enderby will be able to plan their participation and other event organizers will have a clearer understanding of scheduling opportunities and risks of overlap.

Reasoning for Date/Location Refinements

Enderby Easter Celebrations

No changes proposed. The event will continue to be held on Easter Sunday at Riverside Park.

Music by the River #1

Moving from September to June. The September event is being moved to the third Friday in June, positioning it as a summer kick-off event rather than a summer closing event. This change is also intended to avoid competing with the numerous community events and activities that traditionally take place throughout September. Scheduling conflicts experienced in September 2026 are expected to continue into 2027.

Canada Day 2027

For the past two years, Enderby's Canada Day has been hosted in Riverside Park. However, Riverside Park will be unavailable for Canada Day celebrations in 2027 and for the subsequent three years due to scheduling conflicts with Enderby Funtastic.

For 2027, staff are proposing a downtown event footprint using a similar road closure and event layout as Friday Night Lights. The proposed footprint would incorporate sections of Cliff Avenue, Belvedere Street and Russell Avenue.

This approach provides an opportunity to bring Canada Day celebrations into the downtown core, while making use of an established event footprint and existing experience with downtown event operations.

Music by the River #2

Moving from the second to the third Friday in July. This adjustment creates a greater buffer between Canada Day celebrations and Music by the River, allowing additional time for event promotion, marketing, sponsor coordination and operational planning between the City's two July events.

Friday Night Lights 2027

No changes proposed. Friday Night Lights will continue to be held on the third Friday of August in the downtown core.

Halloween Business Trick-or-Treating

With Halloween falling on a Sunday in 2027, staff are proposing to move the downtown Business Trick-or-Treating event to Friday, October 29, aligning the activation with regular business hours. It is anticipated that this date will align with when MV Beattie Elementary School hosts its Halloween Parade.

The event is coordinated and promoted by the City, but its success relies on the participation of more than 60 local businesses. Hosting the event on a Friday allows businesses to participate during their regular operating hours, while providing Enderby children and families with a safe, accessible and free Halloween experience in the downtown core.

Halloween Fireworks

No changes proposed. The event will continue to be held the evening of October 31 at Riverside Park.

Christmas Light-Up & Parade

No changes proposed. The Christmas Light-Up and Parade will continue to be held on the first Friday of December in the downtown core.

Alternate Resolution

THAT Council directs staff to evaluate for the following changes to the proposed 2027 event dates and/or locations and report back to Council: _____.

ATTACHMENTS

- None

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

Staff Report

Date: November 12, 2026

To: Mayor and Council

From: Tate Bengtson, Chief Administrative Officer

Subject: Permission to Locate Rail-Trail Vault Toilet on City Property

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RECOMMENDATION

THAT Council supports the Shuswap-North Okanagan Rail-Trail Owner's request to locate a vault toilet on a parcel of land owned by the City of Enderby, as indicated on the attached map, subject to the following conditions:

1. Agreement on the precise location and finished grade of the parcel; and

2. Agreement on the terms of a license of occupation with the Shuswap-North Okanagan Rail-Trail Owner (or its authorized legal entity) that addresses its obligations, including:

    a) Capital costs and regulatory approvals;
    b) Maintenance, safety, and cleanliness;
    c) Not permitting or condoning nuisance;
    d) Preventing wastage or spoilage of the land;
    e) Indemnification, insurance, and prime contractor status; and
    f) Removal of assets and restoration of the land to its original condition upon cancellation or expiration of the license of occupation.

AND THAT Council authorizes the Chief Administrative Officer to execute a license of occupation with the Shuswap-North Okanagan Rail-Trail Owner (or its authorized legal entity) upon the above conditions being met.

DISCUSSION

Attached to this staff report is a request from a representative of the Shuswap-North Okanagan Rail-Trail Owner ("SNORT") to install a vault toilet on a parcel of land owned by the City of Enderby. The parcel in question is adjacent to the Rail-Trail and Cliff Avenue and is shown on the attached map, along with an arrow indicating the approximate location of the proposed vault toilet. The parcel has no improvements, is unencumbered, does not have a civic address, and has been put to no use in the recent past except as a location where mobile vendors may, with the permission of Council, be permitted to operate. The parcel is zoned General Commercial (C.1), which does permit civic uses, which would be consistent with the proposed

vault toilet. Due to the small size of the parcel and its limited road access, its development potential is negligible.

Should the vault toilet be located on this City-owned parcel, the responsibility for operating it would remain with SNORT. The request would be facilitated through a license of occupation, which is a form of permission to enter on and use public land for a specific purpose without granting exclusive possession or another interest in land; a license of occupation therefore does not trigger statutory requirements associated with a disposition of land under section 26 of the *Community Charter*. The license would specify conditions that address SNORT's obligations, including:

a) Capital costs and regulatory approvals;
b) Maintenance, safety, and cleanliness;
c) Not permitting or condoning nuisance;
d) Preventing wastage or spoilage of the land;
e) Indemnification, insurance, and prime contractor status; and
f) Removal of assets and restoration of the land to its original condition upon cancellation or expiration of the license of occupation.

In addition to the license terms, approval of the project will be governed by agreement on the precise location and finished grade of the parcel following the installation of the vault toilet; these items will be determined after it is known whether Council supports the proposal. Grading will be based on good engineering practices for drainage and safety.

ATTACHMENTS

- Correspondence from Splatsin Development Corporation dated November 9, 2026
- Proposed Pit Toilet Location Map

Approved for Inclusion by..... Tate Bengtson, Chief Administrative Officer
Agenda ..... Council, Regular, November 16, 2026

Tate Bengtson

From: Jordan Nolan <jordan.nolan@splatsindc.com>
Sent: November 9, 2026 12:31 PM
To: tbengtson@cityofenderby.com
Cc: Jeromy Schuetze; Raphael Clermont; Phil McIntyre-Paul
Subject: new toilet location
Attachments: Proposed New Pit Toilet Location - Enderby.pdf

Hi Tate,

Jeromy had asked if I could provide some context on why we are requesting the new location for the pit toilet along the SNORT.

SDC, on behalf of the SNORT ownership group, is requesting permission to place a pit toilet on City land, as shown in the attached drawing.

The previously selected location resulted in a complaint from the adjacent landowner. The landowner has since paid SDC for the cost of relocating the pit toilet. Upon further consideration, the location presented in the attached drawing was deemed to be ideal.

The adjacent property is owned by SDC and is used as commercial space. The selected location fits well with the planned information kiosk, parking lot, trail entrance, and the Landmark art piece already installed. SDC sees potential to create a small public space between the SDC property and the rail trail, and the proposed location would complement any future public use of this space. We also feel it is far enough south on the parcel that it would complement a food vendor or similar future land use.

If the City determines at some future date that this asset needs to be removed, arrangements can be made to remove it and restore the site.

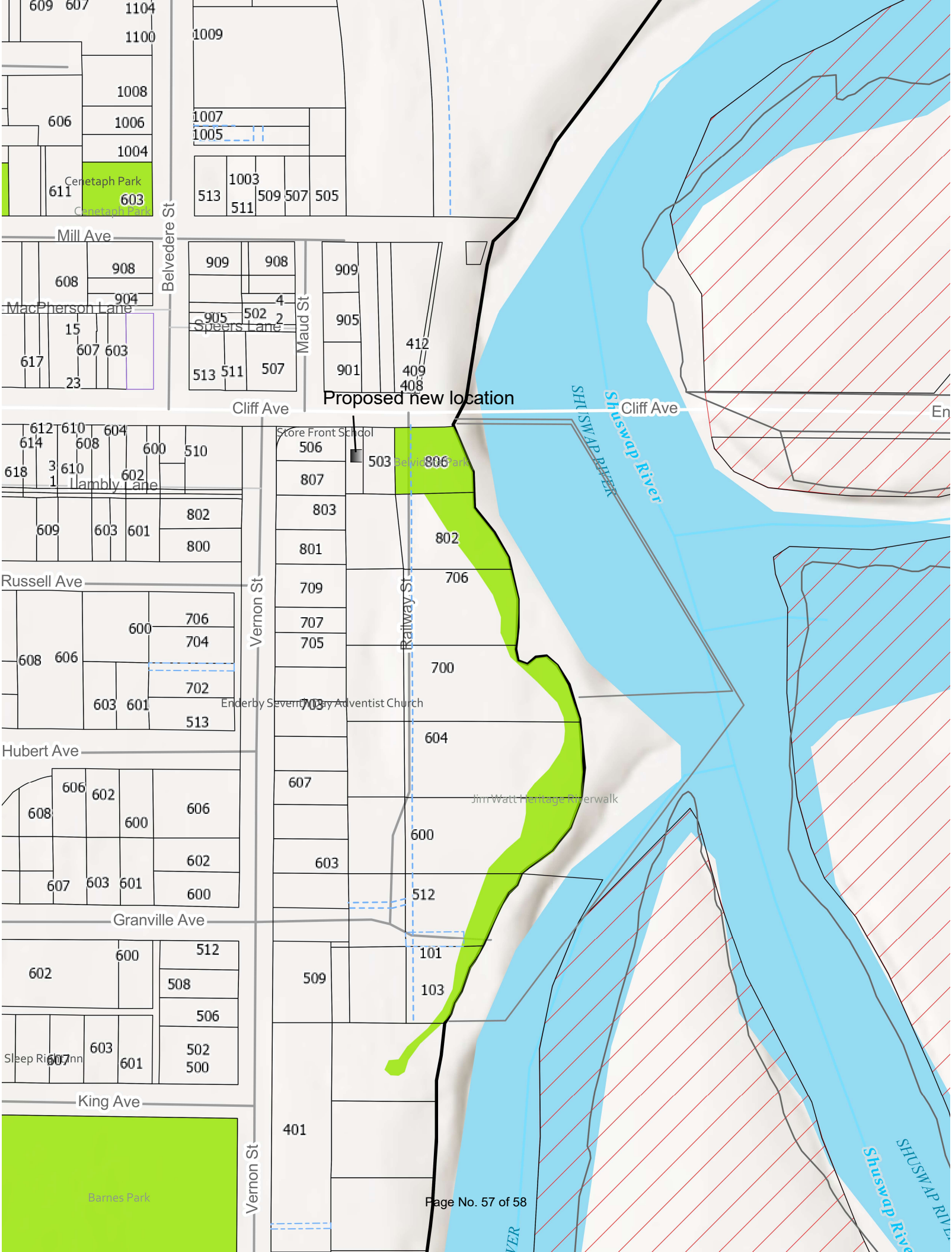
Kukwstsámc | *Thank you,*

Jordan Nolan
Project Coordinator
Yucwmenlúcwu (*Caretakers of the Land*) LLP
5655 Hwy 97A, Enderby, BC V4Y 4M6
C: (778) 987-6041



Website | Facebook | Instagram | LinkedIn

Please be advised that SDC will never request personal, banking, financial, or other sensitive information via email, nor will we ask to change banking details through email. Always exercise caution and verify the authenticity of any communication before sharing such information.


Proposed new location
Cliff Ave
Mill Ave
Belvedere St
Maud St
MacPherson Lane
Speers Lane
Lambly Lane
Russell Ave
Vernon St
Railway St
Hubert Ave
Granville Ave
King Ave
Cenotaph Park
Store Front School
Enderby Seventh-day Adventist Church
Jim Watt Heritage Riverwalk
Barnes Park
Shuswap River
SHUSWAP RIVER

CORPORATION OF THE VILLAGE OF POUCE COUPE
PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

November 3, 2026

Minister responsible for Municipal Affairs
Province of British Columbia

RE: Request to Reinstate the Northern and Rural Homeowner Benefit

Dear Minister,

On behalf of the Council of the Village of Pouce Coupe, I write to reaffirm Pouce Coupe's call for reinstatement of the $200 Northern and Rural Homeowner Benefit and to request an update on the Province's plans and anticipated timeline for reinstatement. We also invite you to meet with Council to discuss how this priority can be advanced.

The Village's June 2, 2026, letter to the Union of BC Municipalities (UBCM) confirmed our support for and co-sponsorship of the City of Prince George's Northern-Rural Homeowners Grant resolution. The resolution received wide support at the North Central Local Government Association (NCLGA) convention and was subsequently endorsed at the 2026 UBCM Convention. This broad support demonstrates the importance of the benefit to northern and rural communities.

Our concerns remain unchanged. In recent years, residents of Pouce Coupe have faced higher transportation and heating costs, longer supply chains, and fewer nearby services. Loss of the benefit would mean $200 less in annual property tax relief for eligible homeowners, while the additional costs of living in a rural community remain.

Moreover, Council remains concerned that eliminating the benefit achieves provincial savings at the direct expense of northern and rural homeowners, who would pay an additional $200 annually without any corresponding increase in local services. Council asks that reinstatement remain a priority as provincial and local governments begin their new terms.

We are sharing this letter with British Columbia municipalities, our local MLA, UBCM and NCLGA to reaffirm the Village's position and encourage continued, coordinated advocacy. We appreciate the City of Prince George's leadership on this issue and the support expressed by local governments through NCLGA and UBCM.

We look forward to your response outlining the Province's intended next steps and would welcome an opportunity to meet and discuss this matter further at a mutually convenient time.

Sincerely,

Danielle Veach
Mayor, Village of Pouce Coupe

cc: UBCM Membership; MLA Larry Neufeld; UBCM President; NCLGA President; Office of the Premier.