

**REGULAR MEETING OF COUNCIL
AGENDA**

DATE: March 17, 2025
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

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

The City of Enderby uses Zoom for its electronic facilities and encourages those who are unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

The access codes for this meeting are:

*Meeting ID: 856 0530 8720
Passcode: 827083*

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 March 17, 2025 Council Meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of March 3, 2025

THAT the March 3, 2025 Council Meeting minutes be adopted as circulated.

Page 4

4. DEVELOPMENT MATTERS AND RELATED BYLAWS

4.1 Development Variance Permit #0078-25-DVP-END

Legal: LOT 2 DISTRICT LOT 226 KDYD PLAN KAP40397
Address: 205 Brickyard Road, Enderby BC
Applicants: Judy Fischer
Owners: Judy Fischer

Page 10

4.1.1 Public Input – Development Variance Permit #0078-25-DVP-END

4.1.2 Permit Issuance – Development Variance Permit #0078-25-DVP-END

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 40397 and located at 205 Brickyard Road, Enderby BC, to permit

variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 314.4.d.iv by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet), as shown on the attached Schedule 'A';
- Section 314.d.g by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4, as shown on the attached Schedule 'A'; and
- Section 314.d.i by waiving the requirement to provide screening for shipping containers, as shown on the attached Schedule 'A'.

5. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

6. BYLAWS

- 6.1 Subdivision Servicing and Development Bylaw Amendment Page 22
Memo prepared by Chief Administrative Officer dated March 12, 2025
THAT Council gives three readings to City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 Amendment Bylaw No. 1808, 2025”.

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 – February 2025 Page 35
THAT Council receives and files the RDNO Building Permit Report – February 2025.

8. NEW BUSINESS

- 8.1 Enderby & District Chamber of Commerce – Membership Application Page 36
Correspondence from Jody Fobe, President, Enderby & District Chamber of Commerce dated March 12, 2025.
THAT Council provides direction to staff on whether to join the Enderby & District Chamber of Commerce as a member.

- 8.2 Enderby Farmers Market – Revised Road Closure Application for 2025 Market Season Page 39
Memo prepared by Manager of Planning, Community Safety and Bylaw Compliance dated March 12, 2025
THAT Council receives the revised Enderby Farmers Market’s Road Closure Application (2025 market season) for information.

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 Funding Approval - 2024 CEPF Volunteer and Composite Fire Departments
Equipment and Training Page 44
Correspondence from Sasha Pryn, Program Officer, Union of BC Municipalities
dated January 27, 2025.

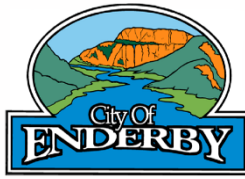
9.2 Infrastructure Support for Specified Municipalities Page 46
Correspondence from Ross Siemens, Mayor, City of Abbotsford dated February
28, 2025.

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

*THAT pursuant to Section 92 of the Community Charter, the regular meeting
convene In-Camera to deal with matters deemed closed to the public in accordance
with Section 90 (1) (k) of the Community Charter.*

12. ADJOURNMENT



THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, March 3, 2025 at 4:30 p.m. in Council Chambers.

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

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

Other: Press and Public

LAND ACKNOWLEDGEMENT

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

APPROVAL OF AGENDA

Moved by Councillor Baird, seconded by Councillor Ramey
“THAT the March 3, 2025 Council Meeting agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Meeting Minutes of February 18, 2025

Moved by Councillor Shishido, seconded by Councillor Schreiner
“THAT the February 18, 2025 Council Meeting minutes be adopted as circulated.”

CARRIED

DELEGATIONS

Enderby & District Arts Council

Mr. Fidler presented the Enderby & District Arts Council annual report and financial statements and requested funding in 2025 of \$5000.

Gave an overview of the work the Arts Council has done in the community over that last year and reported that the Arts Council has recorded over 7000 interactions with the community including attendance at their coffee house events and visitors to the Arts Centre.

Councillor Schreiner asked about increased revenues and what percentage the Arts Centre earns on sale of art.

Georgia Atwood, Treasurer, responded that 22% of a sale from the Arts Centre is kept by the Arts Council and the remainder is paid to the artist. Also noted that costs of workshops have increased to keep up with the rising cost of arts supplies.

Councillor Schreiner asked if there are any plans to bring back the Arts Festival.

Mr. Fidler responded that there are not enough volunteers to put on an event of that scale, but that the Arts Council continues to reach more people than ever before even without this event.

Ms. Atwood added that they are working closely with the library and schools in the community to put on more programs for kids and youth this year.

Ms. Atwood invited Council to visit the exhibition hall of the Arts Centre in March to see an exhibit celebrating Runaway Moon Theatre's 25th anniversary.

DEVELOPMENT MATTERS AND RELATED BYLAWS

Development Variance Permit #0077-25-DVP-END

There were no written submissions.

There were no members of the public who wished to make representation.

Council discussed the brightness of the sign and potential to impact neighbouring residences.

Chief Administrative Officer explained that the sign will have a photocell and dimmer to adjust its brightness based on the ambient light. Also explained that this sign was designed to accommodate a residential neighbourhood.

Moved by Councillor Ramey, seconded by Councillor Baird

“THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 1 DISTRICT LOT 150 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN KAP58637 and located at 1605 Kate Street, Enderby BC, to permit variances the following sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- *Section 310.3.b by permitting an animated sign, as shown on the attached Schedule ‘A’; and*
- *Section 310.4.b by increasing the maximum copy area for a sign from 45% of the sign area to 100% of the sign area, as shown on the attached Schedule ‘A’.”*

CARRIED

BYLAWS

Parks, Recreation and Culture Fees Bylaw

Moved by Councillor Shishido, seconded by Councillor Yerhoff
“THAT Council adopts the bylaw cited as “The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1806, 2025”.”

CARRIED

REPORTS

Mayor and Council Reports

Councillor Baird

Nothing to report.

Councillor Ramey

Attended an Okanagan Regional Library Board meeting and reported that there is a new Administrative Services Manager. Also reported that the Chief Executive Officer of Okanagan Regional Library will be visiting Council again in the near future. There will be a summer reading program for kids this year. There was also a model of the new library that will be built in Scotch Creek.

Councillor Schreiner

Attended a Regional District of North Okanagan budget meeting.

Councillor Yerhoff

Attended the Seed Swap and reported that it was a well attended event.

Reported that the Chamber of Commerce is continuing their coffee events at Enderbeans.

Councillor Davyduke

Attended an Inter-Agency meeting at the end of February and reported that the next Service Provider fair is planned for Spring of 2026 with the intention to put on the event every other year.

Reported that there is a new Career Advisor at WorkBC in Enderby.

The tax clinic for senior and low-income individuals will be opening soon at the Seniors Centre.

The Enderby & District Resource Centre annual hanging basket fundraiser is happening again this year, and baskets can now be ordered. They are \$42 each and will be delivered before Mother's Day.

Councillor Shishido

Attended the Seed Swap where he discussed the edible landscaping initiative with Dawn Wierzbicki, who advocated for the program.

Council discussed different ways this program could be expanded in the community, as well as the potential for using more of the area behind the Harvest Hut to expand the community garden.

Councillor Ramey noted that there were many people downtown this past weekend enjoying the public spaces and that the community had a very vibrant feel.

Mayor Galbraith

Reported that doctors training at UBCO are doing training rotations in nearby communities and he is hopeful he will have more information soon about students coming to Enderby.

Chief Administrative Officer

Reservoir demolition will begin soon. The old Reservoir has been drained to 40% and the community is now being provided with water through the bypass program. The general contractor will drain the remainder from the old Reservoir via the storm sewer. Truck traffic will be going up Stanley and exiting via Mill Avenue. Starting May 1st, stage 2 water restrictions will be in effect. In addition, if there is a water break or other extraordinary water use, emergency measures may be required on a temporary basis until water storage has been replenished.

The new pool's shop drawing review is proceeding but is taking longer than anticipated. Once that has been completed, the Construction Permit from Interior Health should follow and work can begin. Work is expected to begin in approximately 4 weeks.

The campground manager opportunity closes this Friday. Multiple proposals have already been received.

Detailed design for Granville Avenue is in progress and a request for proposals is expected to be issued in April.

Final review of the water treatment plant expansion concept design is in progress. Once the last revisions are made, engagement with Interior Health and other key partners will begin to seek their support.

The Manager for Strategic Priorities and Community Services position has been filled. The successful candidate is Kelsey Campbell, who brings a background in communication, project management, and contract management. Her first day is March 31st.

Met with the Chief Financial Officer and Events Coordinator this morning to discuss 2025 events, the first being Easter. As Barnes Park is expected to be implicated in pool construction by that time, the event will be held at Riverside Park instead. The new location will bring with it some changes, but it will still be a great day for families.

Met with the grounds contractor last week to discuss projects for this year. The edible landscape initiative will continue this year. There will be a focus on the permanent plantings for the Veterans Park raised beds, replanting entrance signs, and installing planters in the City Hall parking lot median. The planters located on the landscaped slope outside of the Health Centre will be relocated, as they are interfering with the maintenance of the landscaped slope by Interior Health.

Councillor Ramey asked if the demolition of the Reservoir will be documented for the Museum.

Chief Administrative Officer has communicated to the contractor that he would like to be present to photograph the demolition.

Councillor Ramey asked about the highway failure in front of the Health Centre.

Chief Administrative Officer responded that the City has reported its concern to AIM Roads since last summer. AIM Roads provided an email response after the road failure explaining that they are waiting on approval of their plan from the Ministry.

Councillor Ramey asked about an update on having the Grad 2022 sign removed from the highway.

Chief Administrative Officer will follow up as the A.L. Fortune Principal on this as the sign is located on Splatsin reserve land.

NEW BUSINESS

License of Occupation with Sweet Iron Café

Moved by Councillor Shishido, seconded by Councillor Baird
“THAT Council authorizes the Corporate Officer to execute the attached license of occupation with Sweet Iron Café, Ltd.”

CARRIED

Date for Annual Our Enderby Clean-Up Challenge

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council endorses Saturday April 26, 2025 as the date for the Annual Our Enderby Clean-Up Challenge.”

CARRIED

Enderby Farmers Market – Road Closure Application for 2025 Market Season

Moved by Councillor Schriener, seconded by Councillor Shishido
“THAT Council receives the Enderby Farmers Market’s Road Closure Application (2025 market season) for information.”

CARRIED

City of Enderby Public Art Sculpture Program

Council discussed the proposed compensation for the artist and how this number was decided on. Asked if this project could be funded from the Community Enhancement Fund.

Chief Financial Officer explained that the Community Enhancement Fund is intended to fund one-off projects. If the sculpture program is intended to be an ongoing cost, it should be funded through taxation.

Councillor Ramey spoke to the impact of sculptures in public spaces and the appeal they add to the community. Noted that in future, the program could be discontinued if funding became an issue.

Moved by Councillor Baird, seconded by Councillor Shishido
“THAT Council approves the Terms and Conditions of the City of Enderby Public Art Sculpture Program, attached as Schedule ‘A’, and directs Staff to proceed with issuing a Call for Artists;

AND THAT Council tasks the Public Art Select Committee with evaluating the applications received through the Public Art Sculpture Program Call for Artists and identifying a preferred submission for Council consideration;

AND FURTHER THAT Council gives early budget approval to fund this initiative through taxation, valued at \$2,000 for the sculpture lease value and \$1,000 for installation and related costs.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Councillor Baird, seconded by Councillor Schriener
“THAT the regular meeting of March 3, 2025 adjourn at 5:45 p.m.”

CARRIED

MAYOR

CORPORATE OFFICER

CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION

AGENDA

File No.: 0078-25-DVP-END

March 11, 2025

APPLICANT/OWNER: Judy Fischer

LEGAL DESCRIPTION: LOT 2 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 40397

P.I.D #: 012-383-937

CIVIC ADDRESS: 205 Brickyard Road, Enderby BC

PROPERTY SIZE: 10,603 m² (2.62 acres)

ZONING: General Industrial (I.2)

O.C.P DESIGNATION: General Industrial

PROPOSAL: Bring the current placement of shipping containers on the property into conformity with the Zoning Bylaw

PROPOSED VARIANCES: Reduce the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m to 3 m; increase the maximum number of shipping containers per property, in an industrial zone, from 2 to 4; waive the requirement to provide screening for shipping containers

RECOMMENDATION:

THAT Council authorizes the issuance of a Development Variance Permit for the property legally described as LOT 2 DISTRICT LOT 226 KAMLOOPS (FORMERLY OSOYOOS) DIVISION YALE DISTRICT PLAN 40397 and located at 205 Brickyard Road, Enderby BC, to permit variances to the following Sections of the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 314.4.d.iv by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet), as shown on the attached Schedule 'A';
- Section 314.d.g by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4, as shown on the attached Schedule 'A'; and
- Section 314.d.i by waiving the requirement to provide screening for shipping containers, as shown on the attached Schedule 'A'.

BACKGROUND:

This report relates to a Development Variance Permit application for the property located at 205 Brickyard Road, Enderby. In order to bring the current placement of shipping containers on the property into conformity with the City of Enderby Zoning Bylaw No. 1550, 2014, the applicant is requesting to vary the following sections of the Bylaw:

- Section 314.4.d.iv by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet);
- Section 314.d.g by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4; and
- Section 314.d.i by waiving the requirement to provide screening for shipping containers.

Site Context:

The 10,603 m² (2.62 acre) property is located on the east side of Brickyard Road, which is identified as a Municipal Minor Collector road in the Official Community Plan (OCP). The property is relatively flat with an industrial building, constructed in 1993, located in the northwest corner of the property. The building is split into three units, each of which are used for various industrial purposes. To the immediate south of the building are four 6.01 m (20 foot) long shipping containers that are located approximately 1 m (3.28 feet) from the edge of the building. Arched coverall structures span the tops of the shipping containers in order to form two outdoor, covered working areas for employees.

Access to the property is gained via a gravel driveway off of Brickyard Road. The property is located within the 1:200 year floodplain.

The subject property and properties to north and south are zoned General Industrial (I.2) and are designated in the OCP as General Industrial. The properties to the east are zoned Light Industrial (I.1) and are designated in the OCP as General Industrial. The property to the west is zoned Transportation Corridor (S.2) and is designated in the OCP as Transportation Corridor.

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

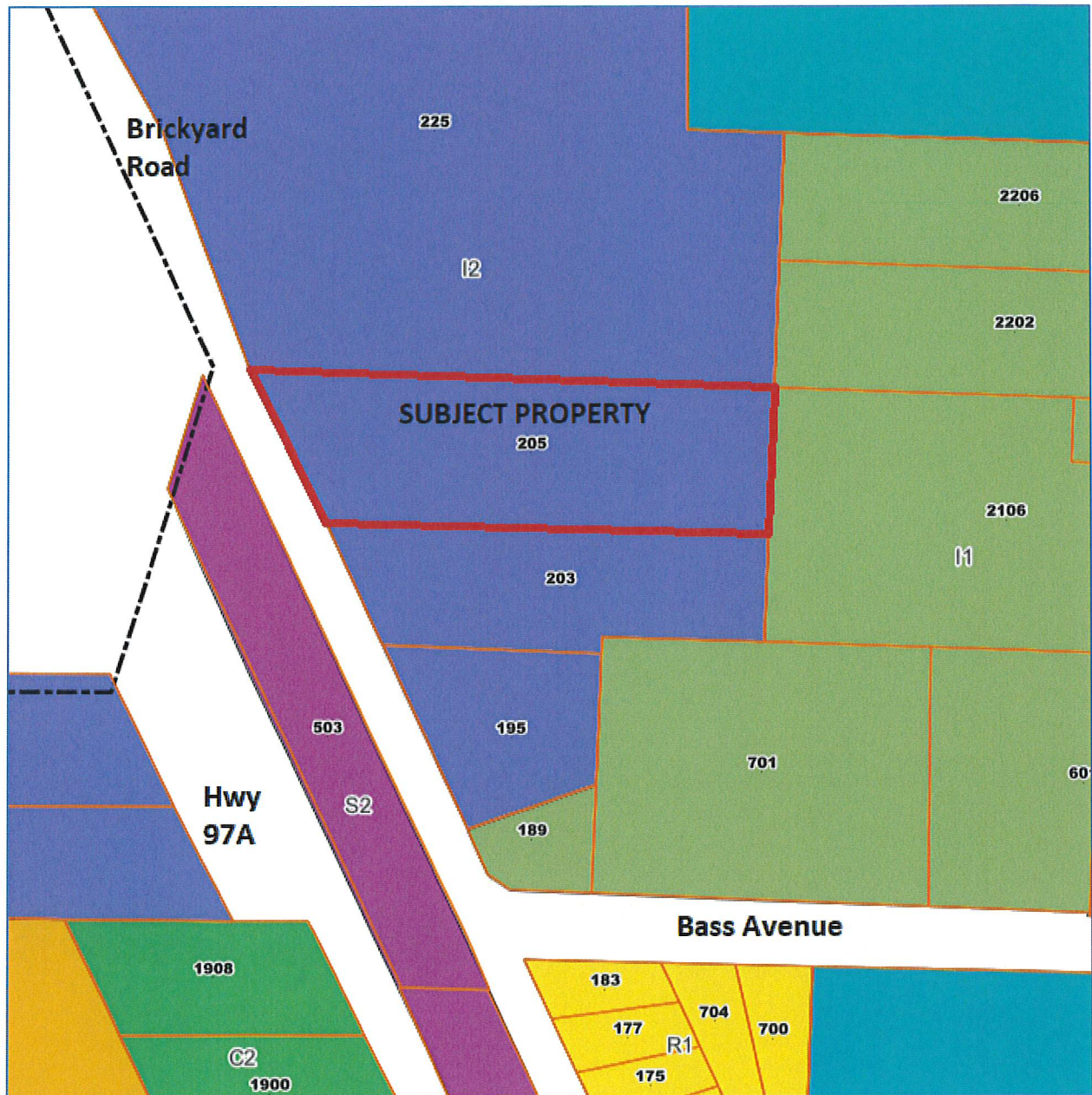


Figure 1: Zoning Map

The following orthophoto of the subject and surrounding properties was taken in 2024:



Figure 2: Orthophoto

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

History/Proposal

As part of recent inspections that were completed for a business on the property, it was determined that four 6.01 m (20 foot) long shipping containers had been placed on the property and were not in compliance with the City's Zoning Bylaw or Shipping Container Health and Safety Policy.

Once this was brought to the applicant's attention, they submitted a Development Variance Permit application seeking the following variances in order to bring the current placement of shipping containers on the property into conformity with the City of Enderby Zoning Bylaw No. 1550, 2014:

- Section 314.4.d.iv by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet);
- Section 314.d.g by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4; and
- Section 314.d.i by waiving the requirement to provide screening for shipping containers.

The applicant intends to shift the shipping containers approximately 2 m (6.56 feet) to the south in order to bring them into conformity with Section 314.4.d.iii of the Zoning Bylaw which requires shipping containers to be sited at least 3 m (9.84 feet) from any other building or structure.

Should the Development Variance Permit application be successful, the applicant would still need to make alterations to the shipping containers in order to bring them into compliance with City's Shipping Container Health and Safety Policy (install venting, install a wind turbine device, etc.). Notwithstanding the bringing of the shipping containers into the conformity with the City's Zoning Bylaw and Shipping Container Health and Safety Policy, the applicant would still be required to obtain a Building Permit in order to legalize the coverall structures which are attached to the shipping containers.

The following is a photo of the shipping containers that are the subject of the application:



Figure 3: Shipping Containers at 205 Brickyard Road

ZONING BYLAW:

The subject property is zoned General Industrial (I.2) and the permitted uses within this zone include:

- Accessory buildings and structures;
- Accommodation including one (1) dwelling unit for the owner, operator, or employee of the principal and permitted use;
- Civic use;
- Food service including bakeries and coffee shops;
- Limited agricultural use subject to the regulations of Section 501.10.e. of the Zoning Bylaw;
- Public service use;
- Retail sales (including parts and accessories) of automobiles, building supplies, chemicals, farm equipment (including service), gasoline and motor oil, heavy equipment and machinery, irrigation equipment (including service), lumber, mobile homes (including service), tools and small equipment, trucks, and other products manufactured or processed on site;
- Service and repair including automobile body and paint shops, automobile service and repair, battery shops, boat service and repair, bottling plants, car wash, crematoriums, cold storage

plants, frozen food lockers, greenhouses, heavy equipment and machinery, laboratories, machine shops, mini storage facilities, nurseries, petroleum distribution installations, printing shops, recreation vehicle servicing and rental, service stations, sign shops, taxidermists, tire shops, tools and small equipment servicing and rental, trade contractors offices including storage, truck service and repair, truck wash, trucking yards and terminals including cartage and freighting, upholstery shops, warehousing (wholesale and distribution), weigh scales, and welding shops;

- Transportation facilities including passenger transportation depots and taxi dispatch offices;
- Retail sales (including parts and accessories) of heavy equipment and machinery;
- Service and repair including automobile wrecking and junk yards, bulk storage plants, contractors for general and heavy construction, machinery and heavy equipment repair;
- Manufacturing, processing, and storage.

The proposal as compared to the Zoning Bylaw requirements for shipping containers is as follows (highlighted items require a variance):

CRITERIA	ZONING REQUIREMENTS	PROPOSAL
Permitted zones	Industrial (I.1, I.2), Service Commercial (C.4), Country Residential (C.4), Assembly, Civic and Public Service (S.1)	General Industrial (I.2)
Setback from other buildings or structures (min.)	3 m (9.84 feet)	< 3 m (9.84 feet) NOTE: Although the current siting of the shipping containers does not meet this minimum setback, the applicant is intending to shift the shipping containers south in order to meet this setback requirement
Front yard setback (min.)	8 m (26.25 feet)	> 8 m (26.25 feet)
Rear yard setback (min.)	1.5 m (4.92 feet)	> 1.5 m (4.92 feet)
Side yard setback (min.)	1.5 m (4.92 feet)	> 1.5 m (4.92 feet)
Separation between the shipping container and the exits, windows or unprotected openings of any other building or structure (min.)	6 m (19.69 feet)	3 m (9.84 feet)

CRITERIA	ZONING REQUIREMENTS	PROPOSAL
Number of shipping containers on an industrial property (max.)	2	4
Screening	Required for all permanent shipping containers	No screening
Located between the principal building and the front lot line	No	No
Orientation of shipping containers	Doors face away from any other building or structure	Doors face away from any other building or structure

OFFICIAL COMMUNITY PLAN:

The following policies from the City of Enderby Official Community Plan relate to this development:

Policy 2.2.b - To maintain and enhance the City of Enderby as a sustainable, diverse, vibrant, unique and attractive community.

Policy 2.2.c - To maintain and enhance the social well-being, development, and the quality of life for all citizens of Enderby.

Policy 2.2.f - To respect and preserve a process of open, flexible and participatory decision making in the ongoing planning and day-to-day decisions of the City.

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.

REFERRAL COMMENTS:

The application was referred to the City’s Public Works Manager, Fire Chief and Building Inspector for comment.

The City’s Fire Chief provided the following comments:

“I have no concerns with this application.”

The City’s Building Inspector provided the following comments:

“Proposal must be in conformance with the BC Building Code and City of Enderby Building Bylaw. Building Permit required for Coverall structures.”

PLANNING ANALYSIS:

Separation Between Shipping Container and the Exits, Windows or Unprotected Openings of a Building or Structure

The City of Enderby Planner has no concerns with the applicant's request to vary Section 314.4.d.iv of the City of Enderby Zoning Bylaw No. 1550, 2014 by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet), as shown on the attached Schedule 'A'. The City's Fire Chief has advised that he does not have any concerns with this variance request from a fire fighting perspective.

Furthermore, the applicant has limited ability to shift the shipping containers further south without significantly restricting parking and access to the eastern portion of the lot. For these reasons, it is recommended that Council support the variance request.

Maximum Number of Shipping Containers

The City of Enderby Planner has no concerns with the applicant's request to vary Section 314.d.g of the City of Enderby Zoning Bylaw No. 1550, 2014 by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4, as shown on the attached Schedule 'A'. Given the property is relatively large at 10,603 m² (2.62 acres) and is located in the centre of the City's northern industrial park (i.e. property does not interface with less intensive land uses), it is not anticipated that increasing the maximum number of shipping containers for the property from 2 to 4 would detract from the character of the neighbourhood nor negatively impact the use and enjoyment of the subject or surrounding properties.

Screening

The City of Enderby Planner has no concerns with the applicant's request to vary Section 314.d.i by waiving the requirement to provide screening for shipping containers, as shown on the attached Schedule 'A'. It is not anticipated that a lack of screening will result in visual impacts that detract from the character of the neighbourhood, given that the property is located in an industrial area and the shipping containers are setback approximately 50 m (164 feet) from the road. Furthermore, it is not anticipated that the lack of screening will result in visual impacts to the neighbouring properties to the north (principal building acts as a visual buffer), east (shipping containers are setback ~100 m (328 feet) from the property line, and south (neighbouring property is used as a storage yard). For these reasons, it is recommended that Council support the variance request.

SUMMARY

This report relates to a Development Variance Permit application for the property located at 205 Brickyard Road, Enderby. In order to bring the current placement of shipping containers on the property into conformity with the City of Enderby Zoning Bylaw No. 1550, 2014, the applicant is requesting to vary the following sections of the Bylaw:

- Section 314.4.d.iv by reducing the minimum separation between the exits, windows or unprotected openings of a building or structure and a shipping container from 6 m (19.69 feet) to 3 m (9.84 feet);
- Section 314.d.g by increasing the maximum number of shipping containers per property, in an industrial zone, from 2 to 4; and
- Section 314.d.i by waiving the requirement to provide screening for shipping containers.

The City of Enderby Planner recommends that Council supports the variance requests.

Prepared By:



Kurt Inglis, MCIP, RPP
Manager of Planning, Community Safety and Bylaw Compliance

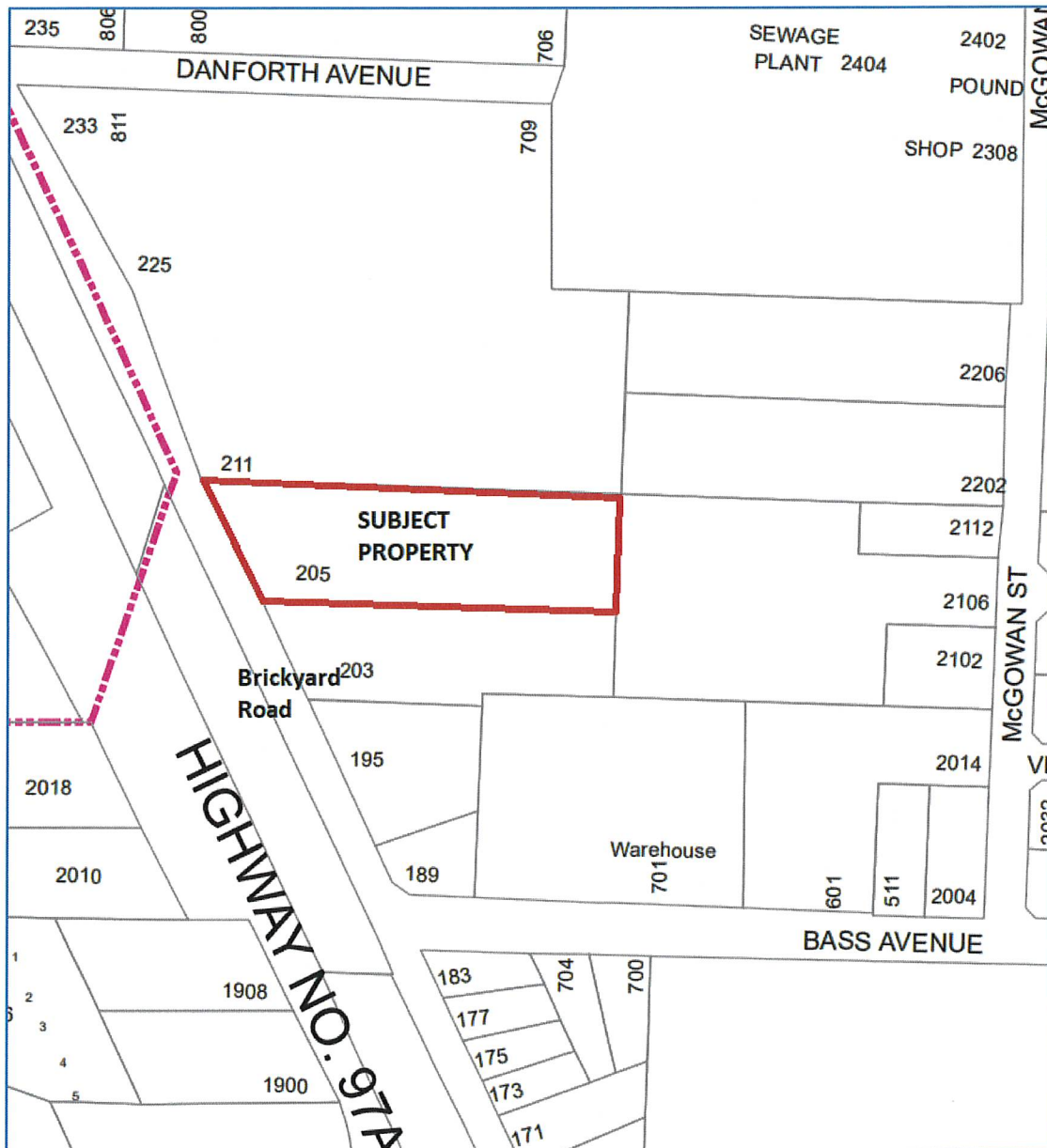
Reviewed By:



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY
DEVELOPMENT VARIANCE PERMIT APPLICATION
SUBJECT PROPERTY MAP

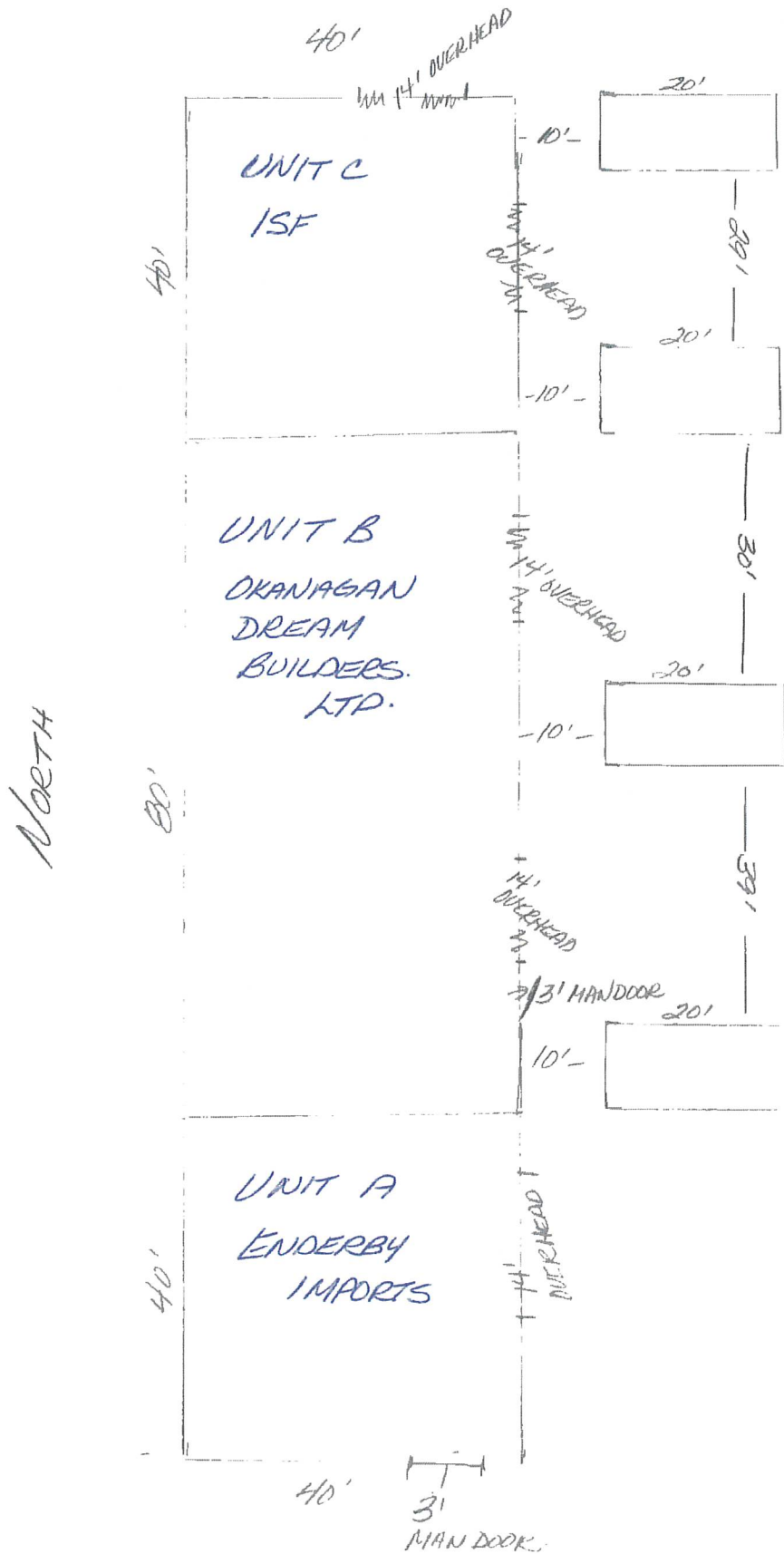
File: 0078-25-DVP-END
Applicant/Owner: Judy Fischer
Location: 205 Brickyard Road, Enderby BC



Schedule 'A'

PROPOSED SITE PLAN
205 BRICKYARD ROAD

NOT TO SCALE



MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: March 12, 2025
Subject: Subdivision Servicing and Development Bylaw Amendment

RECOMMENDATION

THAT Council gives three readings to City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 Amendment Bylaw No. 1808, 2025.

BACKGROUND

The City of Enderby Subdivision Servicing and Development Bylaw (“the Bylaw”) provides an administrative framework for subdivisions as well as standards for works and services (e.g. infrastructure) within the City of Enderby.

While the City is anticipating a new version of the Bylaw in 2026, recent legislative changes, evolving standards of practice, and a review of areas where further specification will provide more certainty to the development community while reducing unnecessary development variances has motivated an amendment to the Bylaw.

But for the changes arising from the density impacts and related new authorities granted to local governments in light of the Provincial housing legislation, the amendment bylaw does not propose new powers, authority, or processes; rather, it clarifies requirements and implementation practices. To the extent that there is a material change, the amendment bylaw proposes exemptions for classes of low-impact subdivisions and developments so that a development variance process is not required in cases where the servicing requirements are, on the face of it, in excess of the attributable impact. Council should note that applicants pursuing a non-exempt class of subdivision or development may still apply for a development variance permit, which would be evaluated on a case-by-case basis.

As the Bylaw is 165 pages in length and the proposed changes are limited in nature, an annotated version of the Bylaw is attached to this memorandum for reference purposes, along with a clean version of the amendment bylaw.

Respectfully submitted,


Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1808, 2025

A BYLAW TO AMEND THE TEXT OF THE CITY OF ENDERBY SUBDIVISION SERVICING AND DEVELOPMENT BYLAW NO. 1278, 2000

WHEREAS the Council of the City of Enderby has adopted the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 to regulate the provision of Works and Services in connection with the Subdivision and Development of land within the City of Enderby, pursuant to the powers granted by the *Local Government Act*;

AND WHEREAS Council of the City of Enderby has determined to make an amendment to of the City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000;

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

CITATION

1. This bylaw may be cited as the "City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 Amendment Bylaw No. 1808, 2025".

AMENDMENTS

2. City of Enderby Subdivision Servicing and Development Bylaw No. 1278, 2000 Amendment Bylaw No. 1808, 2025 is hereby amended as follows:

- a) Section 4.0 is amended by adding the following definition:

"SERVICING OFFICER" means the Chief Administrative Officer, Manager of Development Services, or Public Works Manager. The Servicing Officer is authorized, in respect of building permits, to require land for new highway, widening existing highway, or alternative forms of transportation in respect of building permits, as well as other authorities granted pursuant to the *Local Government Act* or as described in this Bylaw.

Commented [TB1]: Must be designated by bylaw under s. 3 of the Planning and Land Use Regulation to fulfill the requirements of ss. 513.2 and 513.2 of the Local Government Act, which involve impacts to transportation infrastructure related to higher permitted densities under Provincial housing legislation.

- b) Section 4.0 is amended by replacing the definition of "Zone" as follows:

"ZONE" means a zone as provided for the City of Enderby Zoning Bylaw No. 1550, 2014.

Commented [TB2]: Updates the reference to the City's current Zoning Bylaw.

- c) Section 5.2(b) is replaced as follows:

The Servicing Officer of the City of Enderby where works and services are to be provided as a condition of building permit issuance.

Commented [TB3]: Authorizes a Servicing Officer to administer the Bylaw.

- d) Schedule "A" Standard Drawing S12 [Rainfall Intensity/Duration/Frequency Data, dated February 2000] is replaced with the attached Short Duration Rainfall Intensity-Duration-Frequency Data curve, dated March 26, 2021.

Commented [TB4]: Updates the rainfall curve to reflect current data.

e) Schedule "B", reference to "City of Enderby Zoning Bylaw No. 966, 1987 and amendments thereto" is replaced by "City of Enderby Zoning Bylaw No. 1550, 2014."

Commented [TB5]: Updates the reference to the City's current Zoning Bylaw.

f) Schedule "B", definition of R³, is replaced as follows:

means required as an extension of existing walkway system or as needed for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation, at the discretion of the Approving Officer or Servicing Officer.

Commented [TB6]: Updates the required works and services related to transportation infrastructure in accordance with Provincial housing legislation and new density impacts.

g) Schedule "B", column heading "R.3" is replaced with "R.3 or R.3-A."

h) Schedule "B", column I.3, is deleted.

i) Schedule "B", row 5. Sidewalks, columns R.1, R.1-A, R.2, and R.3 or R.3-A are changed to R³.

Commented [TB7]: Updates table to reflect current zones.

j) Add the following to the end of Schedule "B":

REQUIRED WORKS AND SERVICES

If works are required as a condition of Subdivision, the Owner must provide the works required under this Bylaw: on a highway adjacent to the parcel being subdivided up to the centreline of the highway in accordance with section 506.03 of the *Local Government Act*, and on the parcel itself.

If works are required as a condition of Building Permit, the Owner must provide the works required under this Bylaw: on a highway adjacent to any parcel being developed up to the centreline of the highway in accordance with section 506.03 of the *Local Government Act*, and on the parcel itself.

Commented [TB8]: Clarifies when on and off-site works and services are required, subject to the below exemptions or a development variance permit.

DESIGN STANDARDS

The design, construction, installation, and connection of all works must conform to:

- a) the design drawings or servicing plan as accepted by the City;
- b) the provisions of this Bylaw and all other bylaws of the City;
- c) the most recent version of the MMCD [Master Municipal Construction Documents]; and
- d) good engineering practice.

Commented [TB9]: Clarifies the references that should be used when designing a subdivision or development.

EXEMPTIONS FROM REQUIRED OFFSITE WORKS AND SERVICES

An Approving Officer or Servicing Officer may exempt the following classes or types of subdivision and development:

- a) Boundary lot adjustment subdivisions or consolidations that do not create additional parcels, provided the parcels continue to be

Commented [TB10]: Clarifies when on and offsite works are not required as a condition of subdivision or development. The exemptions address cases where there is no significant attributable impact. It is anticipated that these provisions will reduce the need for development variances and streamline time and costs for the development community, where there are no significant impacts to community infrastructure. Development variances may still be sought for subdivisions or developments that are not subject to the exemptions.

- serviced with the pre-existing services and there is no substantial change in use;
- b) Frontage adjacent to a remainder parcel that has potential for further subdivision under the existing zoning designation, provided there is no substantial change in use of the remainder parcel;
 - c) The construction, addition, or alteration of a single-family or two-family dwelling, or an associated accessory building;
 - d) A renovation to a building where there is no increase to the floor area unless there is a significant change in use;
 - e) A development where there is no significant change in use from historical uses;
 - f) A development where a new use is consistent with the current level of works and services in the area, provided the works and services are of an age and condition such that they will not be impacted by the new development; and
 - g) Public services provided by the City.

PAYMENT IN LIEU OF PROVIDING WORKS AND SERVICES

If the Approving Officer or Servicing Officer determines, on the basis of sound engineering practice or cost considerations, that the works or services should be constructed or altered at a later time, the Approving Officer or Servicing Officer may require an Owner to pay to the City, in lieu of constructing or altering all or a portion of the works and services required by this Bylaw, cash in an amount not to exceed 100% of the cost of designing and constructing or altering the works and services as of the time of approval of the subdivision or issuance of the building permit, including contingency. The City shall deposit the funds into an asset reserve fund established for the construction or alteration of the works and services. The cost estimate shall be based on an opinion of probable cost provided by the Owner's engineer or other qualified professional acceptable to the Approving Officer or Servicing Officer. The City has sole discretion over the timing and design of the future works and services for which it collects payment in lieu of providing works and services.

Commented [TB11]: Articulates the basis for requiring cash-in-lieu rather than requiring works and services to be installed in a piecemeal fashion.

SITE AND LOT GRADING

Rough grading and retaining as detailed on the Site Grading Plan shall be completed by the Owner as a condition of subdivision approval. Rough grading shall be completed within +/- 100mm of the final approved pre-grade.

At the discretion of the Approving Officer, rough grading and retaining may be deferred to building permit subject to an acceptable Site Grading Plan and the registration of a covenant to the satisfaction of the Approving Officer.

Lot grading may be deferred to building permit.

Commented [TB12]: Specifies site and lot grading requirements, and when and how these may be deferred.

- k) Schedule "C" is deleted in its entirety and all references thereto shall be changed to Schedule "C" of the City of Enderby Official Community Plan Bylaw No. 1549, 2014.

Commented [TB13]: Removes an outdated road classification map, which has been superseded by Schedule C of the Official Community Plan.

- l) Appendix "A", Section A.1, the sentence "Record drawing transparencies shall be 3 mil double matte mylar" is replaced with the following:

Record drawings shall be submitted with two stamped and sealed paper versions, one sealed Portable Document Format (PDF) version, and one Computer-Aided Design (CAD) version in UTM coordinates.

Commented [TB14]: Updates the requirement for drawing submissions to contemporary standards.

- m) Appendix "A", Section A.3, the following is added to the end:

The horizontal coordinates shall be referenced to the UTM Zone 11 North coordinate system.

Commented [TB15]: Updates the requirement for GPS references to contemporary standards.

- n) Appendix "A", add the following as Section A.4.6.a:

Site Grading and Lot Grading Plans

Commented [TB16]: Describes the typical content expected of site and lot grading plans so that a clear project scope can be provided to surveyors.

A Site Grading Plan is required for all subdivisions unless exempted by the Approving Officer.

A Lot Grading Plan is required for all development unless exempted by the Servicing Officer or a Building Official.

A Site Grading Plan shall illustrate final road and lot grading, lot access locations, and grades. Site Grading Plans shall include existing contours, bedrock outcroppings, existing and proposed elevations, building envelopes with proposed grades, building grades including minimum/maximum finished floor elevations, lot slopes, location and extent of retaining walls, location and grading of statutory rights-of-way and easements, cut/fill areas, areas of fill exceeding 1.0 meters in depth, limits of engineered fill, safe building setbacks (where required), lot constructability, drainage features including overland flow routes and swales, riparian areas, and conformity to City design standards and good engineering practices.

Lot Grading Plans shall detail the location and nature of existing and proposed development on a given lot. Plans shall detail any proposed changes to the accepted Site Grading Plan. Plans shall provide adequate information to confirm overland flow patterns and routes, building elevations, retaining walls, cut and fill slopes, impacts to adjacent lots, driveway and boulevard slopes, lot constructability, and conformity to City design standards and good engineering practices. All lots shall be graded to drain away from building foundations.

READ a FIRST time this __ day of _____, 2025.

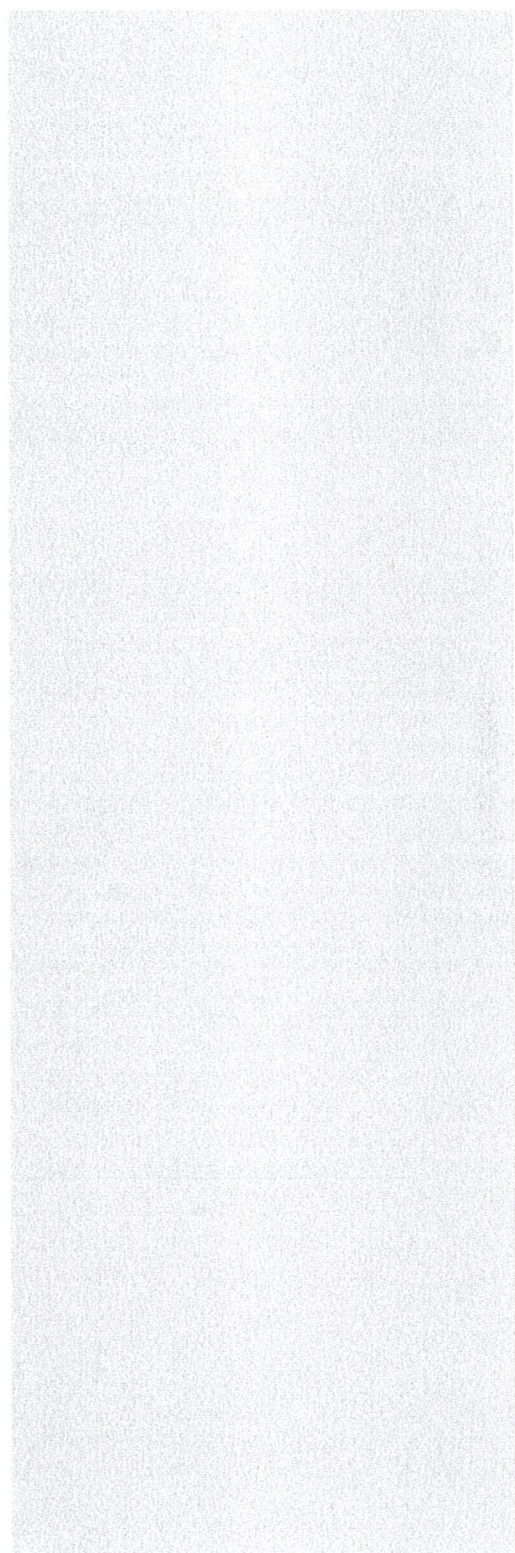
READ a SECOND time this __ day of _____, 2025.

READ a THIRD time this __ day of _____, 2025.

ADOPTED this __ day of _____, 2025.

MAYOR

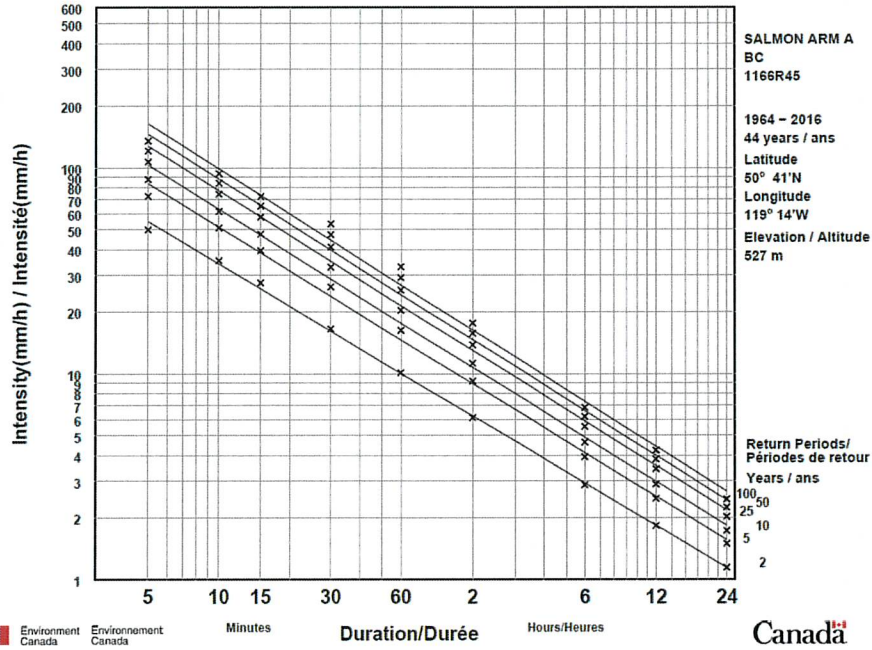
CORPORATE OFFICER



Short Duration Rainfall Intensity–Duration–Frequency Data

2021/03/26

Données sur l'intensité, la durée et la fréquence des chutes de pluie de courte durée



THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1808, 2025

A BYLAW TO AMEND THE TEXT OF THE CITY OF ENDERBY SUBDIVISION SERVICING
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- j) Add the following to the end of Schedule "B":

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Lot grading may be deferred to building permit.

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READ a FIRST time this ___ day of _____, 2025.

READ a SECOND time this ___ day of _____, 2025.

READ a THIRD time this ___ day of _____, 2025.

ADOPTED this __ day of _____, 2025.

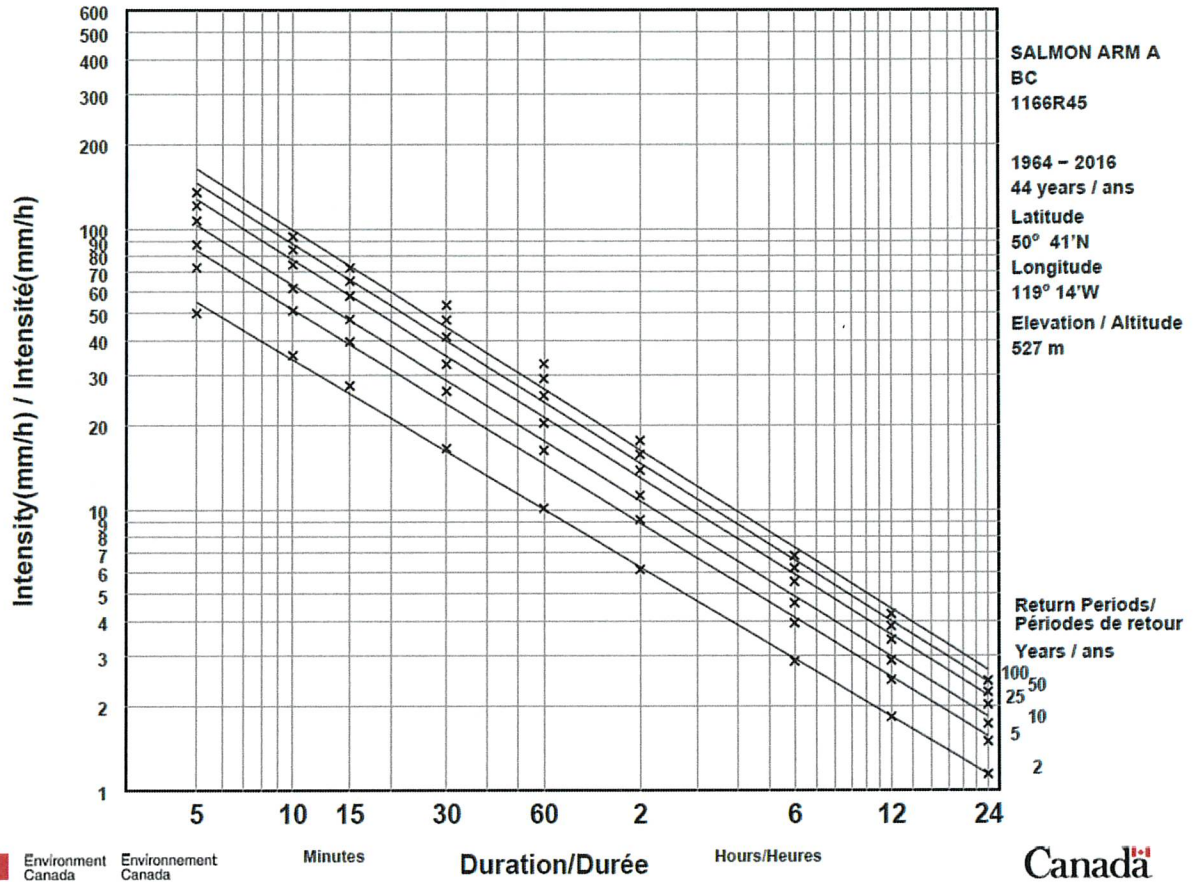
MAYOR

CORPORATE OFFICER

Short Duration Rainfall Intensity–Duration–Frequency Data

2021/03/26

Données sur l'intensité, la durée et la fréquence des chutes de pluie de courte durée



RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: CITY OF ENDERBY

Category: BUILDING PERMITS

Year: 2025 **Month:** 02

Folder Type	2025 / 02		2024 / 02		2025 to 02		2024 to 02	
	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created	Building Value	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	0	0	0	0	0	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	0	0	0	0
DEMOLITION	0	0	0	0	0	0	0	0
END - ACCESSORY BUILDING	1	0	86,632	1	0	86,632	1	0
END - COMMERCIAL BUILDING	0	0	0	1	0	80,000	0	0
END - DEMOLITION	0	0	0	0	0	0	0	0
END - INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
END - INSTITUTIONAL	0	0	0	0	0	0	0	0
END - MANUFACTURED HOME	0	0	0	0	0	0	0	0
END - MODULAR HOME	0	0	0	0	0	0	0	0
END - MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
END - PLUMBING	0	0	0	0	0	0	0	0
END - POOL	0	0	0	0	0	4,000,000	0	0
END - RETAINING WALL	0	0	0	0	0	0	0	0
END - SFD W/SUITE	0	0	0	0	0	0	0	0
END - SIGN	0	0	0	0	0	0	0	0
END - SINGLE FAMILY DWELLING	1	0	600	3	1	240,600	0	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	0	0	0	0	0	0
MANUFACTURED HOME	0	0	0	0	0	0	0	0
MODULAR HOME	0	0	0	0	0	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	0	0	0	0
OLD PIMS PERMITS	0	0	0	0	0	0	0	0
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	0	0	0	0
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
Report Totals	2	0	87,232	1	0	25,000	6	1
						4,407,232		0
								25,000

Tate Bengtson

AGENDA

From: Enderby Chamber President <president@enderbychamber.com>
Sent: March 12, 2025 9:48 AM
To: Tate Bengtson
Subject: Chamber Membership
Attachments: EDCC-Membership-Application-2025.pdf

Good Morning Tate.

First, thank you for your time last week. I appreciate being able to connect with you and discuss the Chamber and City potential partnerships. We will continue the discussion and as I mentioned our board meeting is tomorrow and I will provide feedback to you and Sarah for next steps.

In the meantime, is it possible for the City to join the Chamber? I noticed that you are not on our member list.

I have attached the application form for your review and also if you could consider some of the additional supports listed that would be appreciated as well. If you have any questions, please let me know.

Thank you Tate.

--

Jody Fobe
President

MEMBERSHIP APPLICATION

**TO: The Board of Directors
Enderby & District Chamber of Commerce ("EDCC")**

Please print clearly as this information is used to update our Business Directory and Contact Database.

Business Name: _____
Contact Person: _____ **# of Staff/Volunteers:** _____
Mailing Address: _____
City: _____ **Province:** _____ **Postal Code:** _____
Phone: _____ **Cell** **Work** **Home** (Circle One)
Website: _____
Email Address: _____

We would like to receive emails, newsletters, event invitations, and information updates.

**** Please see reverse for a summary of the terms and benefits of membership. ****

I hereby agree to pay the annual membership fee as set out below. I acknowledge that my membership expires annually, and I will be deemed to have withdrawn my membership if I do not renew before March 31st.

DATED this _____ day of _____, 20_____.

(Applicant Signature)

2025 ANNUAL MEMBERSHIP FEE & OPTIONAL CONTRIBUTIONS:

Membership Fee (\$100, \$150 or \$225 – See details on reverse)	\$ _____
Sustainable Operations Contribution (\$250)	+ _____
Business Excellence Awards Sponsorship (\$150)	+ _____
Website Home Page Advertising Banner (\$120)	+ _____
Speaker Series Workshop Sponsorship (\$50)	+ _____
TOTAL PAYMENT:	= _____

*Annual membership fees and contributions are payable by cash or cheque to Enderby & District Chamber of Commerce at PO Box 1000, 702 Railway Street, Enderby, BC V0E 1V0, or by e-transfer to info@enderbychamber.com. For inquiries or additional information, please email info@enderbychamber.com. **Follow us @enderbychamber on Facebook.***

For office use:

New Member _____ Existing Member Renewal _____ Welcome Email _____ Website Directory _____
 Excel Membership List _____ Contact Database _____ Accounting _____ Paid Membership Dues _____

Summary of Membership Terms and Benefits

- In accordance with the Chamber's bylaws (Part 2 – Membership, Section 4(1)), an individual or organization applies to the directors (or delegate staff) for membership in the Chamber and, on acceptance by the directors (or delegate staff), is a member.
- The membership application is submitted in an individual's or organization's name with at least one designated representative / contact person. "Organizations" include for-profit businesses, non-profit organizations, charities, associations, and public / social service groups (schools, churches, sports & recreation clubs, health organizations, and government agencies).
- Membership is open to individuals and organizations from any region or area; however, the Chamber's services are primarily focused on meeting the needs of individuals and organizations within the City of Enderby, Splatins, and RDNO Area F.
- Pursuant to the Chamber's bylaws (Part 2 – Membership, Section 5), every member must uphold the constitution and comply with the bylaws.
- The **tiered membership structure for the 2025 calendar year** is as follows:
 1. **Individuals, Associates and Non-Profits - \$100**
 - ✓ Includes **Individuals** who do not represent a business or organization; non-voting **Associates** who hold a primary chamber membership elsewhere; and **Non-Profit** organizations.
 2. **Businesses with 1-9 staff - \$150**
 - ✓ Includes an individual who runs a for-profit business with only one staff (e.g., self-employed, sole proprietor).
 3. **Businesses with 10+ staff - \$225**
- For this fee, members can expect to benefit from *advocacy, visibility, connections, learning, discounts, and other benefits* such as:
 - A voice... be heard (one vote per member)
 - Attendance at sponsored **networking events** for up to two representatives **free** of charge
 - Attendance at **educational workshops** for up to two representatives at the member rate; additional representatives from member organizations may attend at the non-member rate
 - **Promotion** through social media and website business directory
 - **Cross-collaboration opportunities** to share your product / service, news, events, and special offers
- Most but not all events and activities of the Chamber will be open to the public at non-member rates.
- The Chamber is a member of the **BC Chamber of Commerce** and **Canadian Chamber of Commerce** which offers additional discounts and benefits to members (e.g., Group Medical/Dental Insurance Plan). See Member Benefits - The Enderby & District Chamber of Commerce, as well as www.bcchamber.org and www.chamber.ca for more information.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Manager of Planning, Community Safety and Bylaw Compliance
Date: March 12, 2025
Subject: Enderby Farmers Market – Revised Road Closure Application for 2025 Market Season

RECOMMENDATION

THAT Council receives the revised Enderby Farmers Market’s Road Closure Application (2025 market season) for information.

BACKGROUND

The Enderby Farmers Market previously submitted a Road Closure Application for their 2025 market season, which was approved by Staff and provided to Council for information. There was some miscommunication with the applicant where it was Staff’s understanding that the Market organizers were no longer looking to do a winter market (i.e. late October and early-mid November dates) and were instead having the weekly market end in mid-October. The applicant has now confirmed that the Market is in fact seeking to have the weekly market event continue to occur until mid-November (but no longer refer to it as a Winter Market), and they incorrectly put the wrong dates in the original Road Closure Application.

The Market has now submitted a revised Road Closure Application for the 2025 market season, which requests the following road closures:

1. Cliff Avenue from Highway 97A to Vernon Street, and Belvedere Street from Cliff Avenue to Speers Lane, every Friday from April 25 – October 17, 2025 between 6:00 am and 2:00 pm; and
2. Cliff Avenue from Highway 97A to Belvedere Street, every Friday from October 24 - November 14, 2025 between 6:00 am and 1:00 pm.

The *Temporary Road Closures for Community Events Policy* has delegated authority to Staff to approve a Temporary Road Closure Application on behalf of Council, subject to the applicant meeting all of the requirements of the Policy. All first-time events must be approved by Council. As this is not a first-time event and all requirements for a road closure have been met consistent with the *Temporary Road Closures for Community Events* policy, Staff have approved the application subject to the following conditions (same conditions as Council’s previous approval):

1. The road closure shall be in general accordance with the Road Closure Application attached to this memorandum as Schedule ‘A’;

2. The road closure cannot begin until snow clearing along Cliff Avenue is complete, and in cases where the road closure is delayed due to snow clearing occurring, the Market organizers shall take the necessary steps to ensure that vendors are not staging downtown in a manner that negatively impacts other snow clearing operations or the regular flow of traffic;
3. The Market shall be responsible for setting up and removing traffic control devices, emptying municipal garbage receptacles, and immediately cleaning up any litter from the road closure area;
4. The Market shall ensure that porta-potties are properly maintained and are removed at the end of each market event;
5. The Market shall ensure that the road closure area is re-opened to traffic no later than the end time noted in the application;
6. The Market shall provide proof of Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City of Enderby as additional insured, which shall include, i) a cross liability clause, ii) a waiver of subrogation clause, and iii) a requirement that the policy cannot be cancelled, lapsed or materially changed without at least thirty (30) days written notice to the City of Enderby, delivered to the Corporate Officer; and
7. The Market Board shall pass a resolution to:
 - a. confirm that the City of Enderby is indemnified, saved harmless, and released in all respects arising from the proposed road closure and use of the adjacent sidewalks and walkways, including legal fees;
 - b. expressly acknowledge the risks associated with the proposed road closure and that they have sought independent advice on this matter, prior to considering this resolution;
 - c. acknowledge that they are responsible for any additional snow and ice clearing that exceeds the City's bylaw requirements and its *Snow and Ice Clearing Policy*; and
 - d. confirm that when a road closure is delayed due to snow clearing occurring, the Market will take the necessary steps to ensure that vendors are not staging downtown in a manner that negatively impacts other snow clearing operations or the regular flow of traffic.

Respectfully Submitted,



Kurt Inglis
Manager of Planning, Community Safety and Bylaw Compliance

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

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

POLICY:

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

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

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

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

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

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

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

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

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

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

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

Name of Sponsoring Organization Enderby Farmers Market

Name of Contact Person Valerie Byrne

Telephone or Email _____

Name of Event Enderby Farmers Market

Date(s) of Closure April 25/25 - Oct 18/25

Start time for Closure 6am End time for Closure 2pm

Location of Closure Cliff Ave / Hwy 97 to Vernon St + Cliff Ave

Cliff / Bewedere to Macpherson + Sphere

*Cliff Ave From Hwy 97 to Bewedec street.
 Oct 24 - Nov 14, 25
 6:00 am - 1:00 pm*

Required Attachments

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

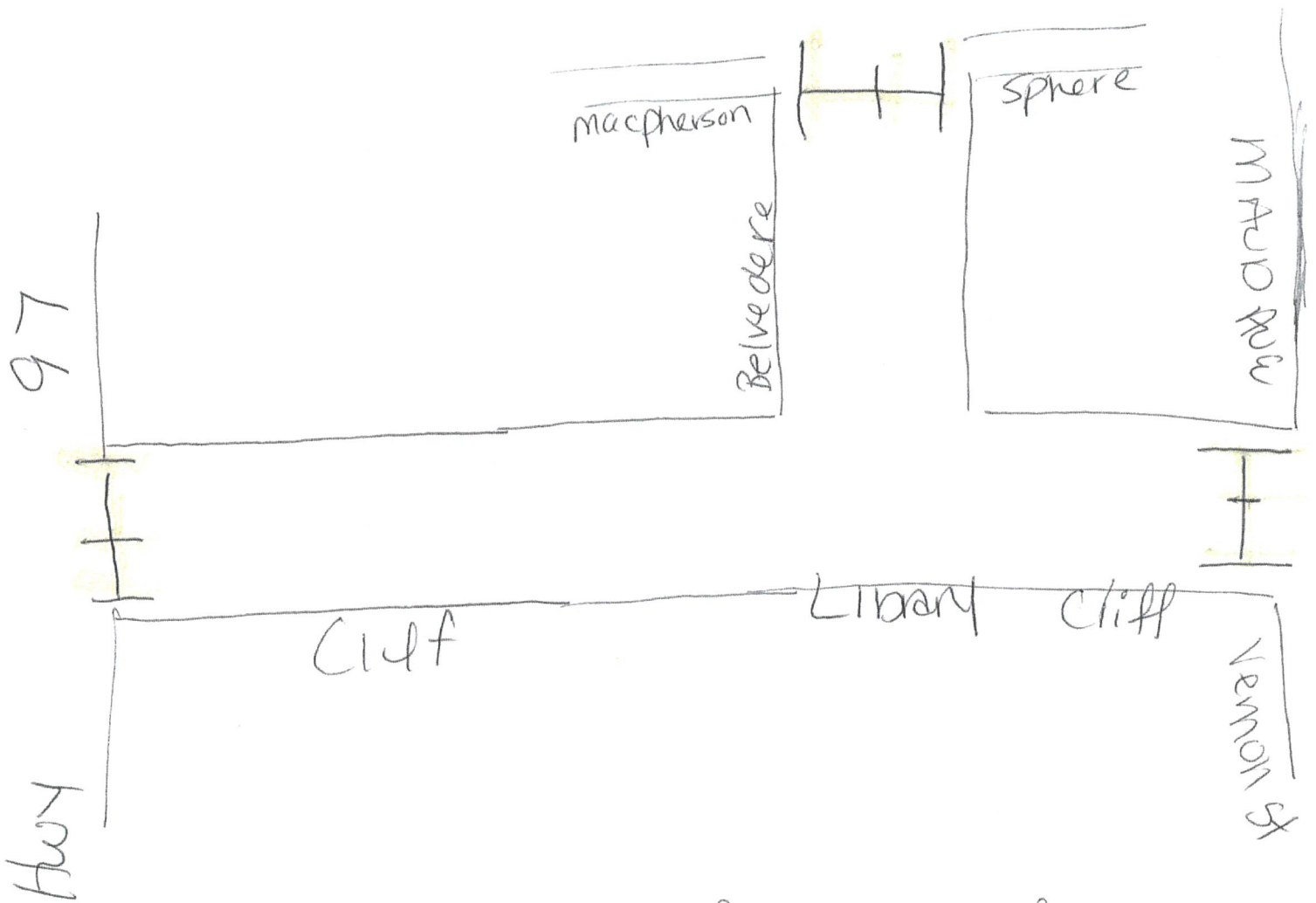
Same as previous years.

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

Authorized Signatory _____ Date _____

Do Not Complete - For Administrative Purposes			
Approved by	<u>Yhbl.</u>	Date	<u>March 12, 2025</u>
Certificate of Insurance	<u>Yes</u>	No	N/A
Map	<u>Yes</u>	No	N/A
Petition of Affected Business Owners	<u>Yes</u>	No	<u>N/A</u>

|| - 2 barricads



In the last four weeks of
the market we will only be
setting up from Hwy 97 / cliff to
~~Belvedere~~ / cliff

January 27, 2025

Tate Bengtson, CAO
City of Enderby
PO Box 400
619 Cliff Avenue
Enderby, BC V0E 1V0

AGENDA

Reference: LGPS-11145

Re: 2024 CEPF Volunteer and Composite Fire Departments Equipment and Training – CONFIDENTIAL Approval Agreement

Dear Mr. Bengtson,

Thank you for submitting an application, dated September 23, 2024, under the Community Emergency Preparedness Fund for the 2024 Volunteer and Composite Fire Departments Equipment and Training funding stream.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *Enderby & District Fire Department SCBA*, for funding. A grant in the amount of \$39,880.00 has now been approved.

As outlined in the *Program and Application Guide*, an initial payment in the amount of \$19,940.00 or fifty percent (50%) of the total approved grant will follow by electronic funds transfer after the signed Approval Agreement has been returned to UBCM. The remainder of the grant will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management and Climate Readiness and the Ministry of Public Safety and Solicitor General have provided funding for this program. In order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the Band Manager, CAO, CFO, or designate and returned to UBCM within 30 days of the date of this letter;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence until March 14, 2025;**
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;

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

- (4) All expenditures must meet eligibility and funding requirements as defined in the *Program and Application Guide* (refer to Sections 4, 5, and 6);
- (5) All project activities must be completed within one year and no later than January 27, 2026;
- (6) The final report is required to be submitted to UBCM within 30 days of the project end date and no later than February 27, 2026;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (8) Where applicable, the purchase of equipment required to support response to interface fires is limited to wildland firefighting personal protective equipment and equipment identified in Appendix 3 of the *Program and Application Guide*;
- (9) Where applicable, live burn training, training props, and facilities are limited to live burning using Class B fuels only.

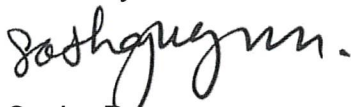
In addition, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all interim, progress, and/or final report materials may be made available to the Provincial government and First Nations' Emergency Services Society.

I would like to congratulate you for responding to this opportunity to support emergency preparedness and resiliency in your community.

If you have any questions, or if we can provide any assistance, please contact 250-952-9177 or cepf@ubcm.ca.

Sincerely,



Sasha Pryn
Program Officer

cc. Jennifer Bellamy, CFO, City of Enderby



ABBOTSFORD
CELEBRATING
30 YEARS
OF COMMUNITY
2025

AGENDA

Mayor
Ross Siemens

Councillors
Les Barkman
Kelly Chahal
Patricia Driessen
Simon Gibson
Dave Loewen
Patricia Ross
Dave Sidhu
Mark Warkentin

February 28, 2025

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,

Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager