

ENDERBY AND DISTRICT SERVICES COMMISSION

Councillor Tundra Baird
Councillor Brad Case

Jackie Pearase
Shelley Verlaan

AGENDA

DATE: Friday, September 12, 2014
TIME: 10:00 a.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

Regular Meeting Minutes of July 11, 2014 pg 1-3

3. BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS

a. Spray Park Grant Application – correspondence from Farm Credit Canada dated August 27, 2014 pg 4

b. Bequeathal of 3246 Mabel Lake Road – Released from In-Camera

4. DELEGATIONS

5. REPORTS

6. NEW BUSINESS

a. Cemetery Regulation Amendment Bylaw – Memo from Chief Financial Officer dated August 25, 2014 pg 5-8

b. Grants in Aid – Accountability – Memo from Chief Financial Officer dated August 25, 2014 pg 9-11

c. Shuswap River Watershed Sustainability Plan Implementation – Boating Regulations Partners – Correspondence from RDNO dated August 29, 2014 pg 12-13

d. Parks, Recreation and Culture Fees Bylaw – Memo from Chief Financial Officer dated September 10, 2014 pg 14-18

e. Riverside Park Lions Gazebo Entrance Improvements – Memo from Chief Administrative Officer dated September 10, 2014 pg 19-22

f. City of Enderby Digital Billboard Policy pg 23-24

7. PUBLIC QUESTION PERIOD

8. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (e) and (k) of the *Community Charter*

9. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Friday, July 11, 2014 at 11:00 a.m. in the Council Chambers of Enderby City Hall.

Members: Tundra Baird City of Enderby
Brad Case City of Enderby
Jackie Pearase Electoral Area F
Shelley Verlaan Electoral Area F

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
Barry Gagnon – Deputy Chief Administrative Officer
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby
Bettyann Kennedy – Recording Secretary, City of Enderby

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Shelley Verlaan that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting of May 16, 2014

Moved by Jackie Pearase, seconded by Tundra Baird that the minutes of the regular meeting of May 16, 2014 be adopted as circulated.

Carried

REPORTS

Parks and Recreation 2014 Q2 Report

Moved by Jackie Pearase, seconded by Tundra Baird that the report be received and filed.

Carried

NEW BUSINESS

Notification of Emergency Repairs to River Bank – memo from Chief Administrative Officer dated May 20, 2014

Moved by Tundra Baird, seconded by Jackie Pearase that the memorandum be received and filed.

Carried

Interior Health Authority – Correspondence dated June 5, 2014

Re: Addressing Health Hazards at Swimming Pool

Moved by Jackie Pearase, seconded by Shelley Verlaan that the correspondence be received and filed.

Carried

It was noted that we have come a long way in a short time. We are now a model for smaller communities who are struggling with compliance. De-chlorination of water now passes through storm rather than sewer lines.

Conceptual Plan Proposal from CTQ Consultants Ltd. – Memo from Assistant Corporate Officer and Planning Assistant dated June 16, 2014

Moved by Jackie Pearase, seconded by Tundra Baird that surplus funds be used to engage CTQ Consultants Ltd. in the development of a conceptual plan, without the 3-D computer model, for the Belvidere Hand Launch.

Carried

Barnes Park Conceptual Sketch Plan – Memo from Chief Administrative Officer dated June 25, 2014

Moved by Tundra Baird, seconded by Shelley Verlaan that the Enderby and District Services Commission retains ONSITE Engineering and its partner, L. A. West Associates, to proceed with a conceptual sketch plan for Barnes Park; and

THAT the Enderby and District Services Commission meet with staff and stakeholders to discuss activity and design elements prior to meeting with the contractors.

Carried

Telus – Give Where we Live Program

The spray park project could be a good fit for this program. The information will be forwarded to Becky Shuert for her consideration.

Moved by Tundra Baird, seconded by Shelley Verlaan that the information be received and filed.

Carried

Boat Launch Sign

Moved by Tundra Baird, seconded by Jackie Pearase that the Enderby and District Services Commission purchase a 2 feet by 4 feet sign from the Invasive Species Council of BC drawing attention to ways of protecting our waters from invasive species.

Carried

New Horizons for Seniors Outdoor Gym Grant Application – Memo from Chief Administrative Officer dated June 27, 2014

Moved by Shelley Verlaan, seconded by Jackie Pearase that the Enderby and District Services Commission ratifies its decision to authorize staff to apply for a New Horizons for Seniors grant for an outdoor gym to be located in Barnes Park.

Carried

CLOSED MEETING RESOLUTION

Moved by Jackie Pearase, seconded by Shelley Verlaan 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) (e) of the *Community Charter*.

Carried

ADJOURNMENT

The regular meeting re-convened at 11:33 a.m.

Moved by Jackie Pearase, seconded by Shelley Verlaan that the meeting adjourn at 11:33 a.m.

Chair

Chief Administrative Officer

Commission Agenda



August 27, 2014

Mr. Tate Bengtson

619 Cliff Avenue, P.O. Box 400
Enderby, British Columbia V0E 1V0

Dear Mr. Bengtson :

Thank you for submitting an application for the FCC AgriSpirit Fund. This year we received 1,111 worthy applications. A significant amount of time and consideration goes into evaluating these applications. Unfortunately, we are not able to provide funding for your project at this time.

As you move forward with this project and/or new projects, we encourage you to re-apply in the coming years. We offer \$1 million in funding for community enhancement projects across the country through the fund every year. You can submit your new application online at www.FCCAgriSpiritFund.ca. Information on the fund and project eligibility for next year will be available online in April 2015.

We applaud your commitment to your community and wish you great success with your project.

If you have any questions, please email us at agrispirit-agriesprit@fcc-fac.ca

FCC AgriSpirit Team

Farm Credit Canada

Spray park application

Commission
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 25, 2014
Subject: Cemetery Regulation Amendment Bylaw

Recommendation

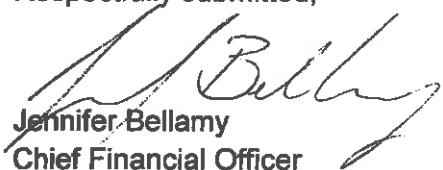
THAT the Commission recommends that Council enacts the attached bylaw cited as "City of Enderby Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1552, 2014".

Background

Currently the cost of supplies, which include grave liners and cremation vaults, have a fixed rate on the City's cemetery bylaw. Any costs the City incurs for supplies are invoiced to customers. As the cost of supplies can change without notice staff is recommending that the fees for supplies in the Cemetery Regulation Bylaw be changed from a set fee to "at cost". This will save time by allowing staff to invoice customers for the new costs immediately rather than waiting for a bylaw amendment to be adopted.

The attached amendment bylaw includes this adjustment.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1552

A BYLAW TO AMEND CEMETERY REGULATION BYLAW NO. 1515

WHEREAS Council of the City of Enderby has adopted "City of Enderby Cemetery Regulation Bylaw No. 1515, 2012";

AND WHEREAS Council wishes to amend the fees;

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 Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1552, 2014".
2. Schedule "C" of "City of Enderby Cemetery Regulation Bylaw No. 1515, 2012" is deleted and Schedule "C" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ____ day of _____, 2014.

READ a SECOND time this ____ day of _____, 2014.

READ a THIRD time this ____ day of _____, 2014.

RECONSIDERED and ADOPTED this ____ day of _____, 2014.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Enderby & District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1552, 2014

Schedule "C" attached to and forming part of
Enderby & District Cemetery Regulation
Bylaw No. 1515, 2012 Amendment Bylaw No. 1552, 2014

**CLIFFSIDE CEMETERY
SCHEDULE "C"
Fee Schedule**

Corporation of the City of Enderby
619 Cliff Avenue - Box 400
Enderby BC, V0E 1V0
Phone: (250) 838-7230 Fax: (250) 838-6007

	Lot Fees			Care Fund Portion			Total Fees			
	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	
CEMETERY LOTS										
Adult										
(Resident)	278.10	292.00	306.60	92.70	97.35	102.20	370.80	389.36	408.80	429.25
(Non Resident)	401.40	409.40	417.60	156.05	159.20	162.40	557.45	568.60	580.00	591.60
Child/Infant (up to 12 years)										
(Resident)	189.60	199.10	209.05	63.20	66.35	69.65	252.80	265.45	278.70	292.65
(Non Resident)	291.30	297.15	303.10	87.90	89.65	91.45	379.20	386.80	394.55	402.45
Cremated Remains										
(Resident)	134.80	141.55	148.65	44.95	47.20	49.55	179.75	188.75	198.20	208.10
(Non Resident)	218.50	222.85	227.30	72.85	74.30	75.80	291.35	297.15	303.10	309.15

	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017
CEMETERY SERVICES				
Interment Services (Opening & Closing)				
Adult	442.20	451.05	460.05	469.25
Child/Infant	260.10	265.30	270.60	276.00
Cremated Remains (Regular)	208.10	212.25	216.50	220.85
Cremated Remains (if covered with concrete)	312.10	318.35	324.70	331.20
Deeper Depth to Permit Second Burial in Same Grave (additional cost)	171.65	175.10	178.60	182.15
Premium/Overtime Charges	At cost	At cost	At cost	At cost

SCHEDULE "C" - Continued

	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017
<u>Exhumation / Disinterment Services</u>				
Adult	850.00	850.00	850.00	850.00
Child/Infant	500.00	500.00	500.00	500.00
Cremated Remains (Regular)	400.00	400.00	400.00	400.00
Cremated Remains (if covered with concrete)	600.00	600.00	600.00	600.00
Premium/Overtime Charges	At cost	At cost	At cost	At cost
<u>Memorial Installation or Removal</u>				
Care Fund Contribution	26.00	26.50	27.05	27.60
<u>SUPPLIES</u>				
Grave Liner (Regular)	At cost	At cost	At cost	At cost
Grave Liner (Special - Small or Oversized)	At cost	At cost	At cost	At cost
Cremation Vault	At cost	At cost	At cost	At cost
<u>SUNDRY</u>				
Transfer of Right of Interment	26.00	26.50	27.05	27.60
Cancellation of Right of Interment	26.00	26.50	27.05	27.60
<u>TAXES</u>				
Provincial and Federal Taxes as legislated				

Commission
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 25, 2014
Re: Grants in Aid - Accountability

Recommendation:

THAT the Commission requires any recipient of an operating grant to adhere to the following conditions:

- at the time of application or prior to grant consideration, the recipient shall provide a copy of the organization's most current financial statements to the Commission;
- the recipient agrees to follow reasonable practices to ensure excellent value for money.

AND THAT the Commission requires any recipient accepting a capital or project grant to adhere to the following conditions:

- the recipient agrees to follow reasonable practices to ensure excellent value for money;
- the recipient agrees to return any unexpended funds to the grantor;
- the recipient, upon completion of the project, agrees to submit a list of project costs;
- the recipient agrees to provide the grantor with access to financial records associated with the project upon request;
- the recipient agrees to acknowledge the Commission's grant in a reasonable manner, upon request of the Commission.

AND FURTHER THAT in addition to the above conditions, the Commission requires any recipient of a capital or project grant, relating to a City or RDNO owned asset, to adhere to the City's purchasing procedures as outlined in the City's Purchasing Policy.

Alternative Recommendations:

THAT the Commission requires grant recipients to follow existing requirements :

- at the time of application or prior to grant consideration, the recipient shall provide a copy of the organization's most current financial statements to the Commission;
- the recipient of a Master Parks Plan Project Grant, upon completion of the project, agrees to submit a list of project costs.

OR

THAT the Commission provides additional direction to staff.

Background/Discussion:

Currently there are three categories of grants in aid provided by the Commission:

1. Operating grants - provided to Community Associations.
2. One off Project / Capital Improvement grants - Includes an annual \$10,000 capital improvement grant along with other one off project grants.
3. Master Parks Plan Project Grants - grants provided to groups for projects identified in the Master Parks Plan.

In 2013 staff started to require recipients of Master Parks Plan Project Grants to provide a cost listing upon project completion. At the January 31, 2014 Commission meeting the Commission resolved that grant recipients must provide financial statements prior to receiving grant funding in the future. Staff are recommending the above requirements in order to ensure accountability consistent with past practice and the Commission's direction. In addition staff are also recommending that for any capital or project grants relating to City or RDNO owned assets, recipients are required to follow the purchasing procedures as outlined in the City's Purchasing Policy (see attached).

Looking at surrounding communities (from Salmon Arm and Sicamous through to Lumby) there are varying requirements for the recipient after the grant is approved. Two communities require a short report summarizing how the funds were used, while one community requires the recipient to provide an invoice listing along with copies of invoices before a cheque is issued. The other communities simply issue the grant value upon approval.

The grants that the Commission provides are primarily to community associations. These groups have limited resources and put in a considerable amount of volunteer time. The above requirements were designed to balance volunteer resources with reasonable accountability.

Respectfully submitted


Jennifer Bellamy
Chief Financial Officer

Excerpt from City of Enderby Purchasing Policy:

PURCHASING PROCEDURES

The following purchasing procedures must be followed:

Value	Procedure
0 - \$1,000	No quotation required
\$1,001 - \$3,500	Verbal quotation required
\$3,501 - \$25,000	Written quotations required
\$25,000 and greater	Public Tender / Call for Proposal required

1. Where the value offered and all other things being equal, preference will be given to a local supplier to promote community sustainability.
2. The following payments are not subject to the above procedures:
 - a. Debt payments
 - b. Utility payments
 - c. Grants
 - d. Taxation requisitions
 - e. Payroll
 - f. Goods/services provided by other governments
 - g. Professional Consultants (Engineers, lawyers, etc.)

QUOTATIONS

1. A minimum of three competitive quotations or bids will be requested where competition exists, except where goods, services or construction are urgently required and delay would be injurious to the public interest or where only one supplier is available and capable of performance.
2. Where a vendor has been selected under this section and where similar goods will be required at a later date, the above requirements do not have to be followed for the future purchase of similar products from the same vendor, provided that there is no substantial change in pricing.

PUBLIC TENDERS / CALL FOR PROPOSALS

Public Tenders or Calls for Proposals are to be sought for construction or refurbishing of major assets, the procurement of equipment and/or service contracts when the cost is estimated to exceed \$25,000.

All public procurement greater than \$50,000 must be reported to Council.

From: Anna Page [mailto:anna.page@rdno.ca]

Sent: August-29-14 1:27 PM

To: Anna Page

Subject: Shuswap River Watershed Sustainability Plan Implementation - Boating Regulations Partners



www.rdno.ca/shuswap

Hello All

The Shuswap River Watershed Sustainability Plan (SRWSP) was completed and endorsed by the RDNO Board of Directors in April 2014. The plan contains five goals, 19 objectives and a suite of 114 supporting strategies that require implementation. Given the number of strategies to be implemented prioritization exercises were undertaken to determine which strategies will initially be pursued. The highest priority identified was - "Engage the community to pursue all available regulatory options to establish boating regulations on the Shuswap River" (Strategies 9.7, 10.1, 12.3, 13.3 and 15.3). The five strategies that speak to pursuing boating regulations do so for the purpose of:

- reducing erosion of the river's banks, protecting riparian areas and reducing disturbance to spawning salmon, nesting birds and other riparian/water-based wildlife...(Strategy 9.7)
- improving non-motorised recreational opportunities...(Strategy 10.1)
- resolving the current conflict on the Lower and Middle Shuswap River between the motorised boating community and local residents, and non-motorised recreation users...(Strategy 12.3)
- establishing a non-motorised, water-based recreation area on the Lower and Middle Shuswap River...(Strategy 13.3)
- increasing the safety of water-based recreation for users on the Lower and Middle Shuswap River in particular as it pertains to powered water craft on the faster moving waters above Trinity Valley Bridge (Baxter Bridge) and the heavily congested waters below...(15.3)

The strategies in the SRWSP suggest the following regulations:

- No wake zone between Mara Lake and Trinity Valley Bridge (Baxter Bridge).
- Non-motorised watercraft zone between Trinity Valley Bridge (Baxter Bridge) and Mabel Lake and from Mabel Lake to Shuswap Falls.

To begin the process of pursuing boating regulations for the Shuswap River we would like to identify partners who would be interested in working on this initiative with the RDNO.

Boating restriction regulations are the responsibility of Transport Canada and are established under the Canada Shipping Act, 2001. The process to have them established is clearly set out in the Local Authorities' Guide: Vessel Operating Restriction Regulations. As stated in this document any level of government (federal, provincial, municipal and territorial government authorities) can ask federal government to restrict the use of all boats on all bodies of water in Canada. Regulations may help achieve safety, environmental or public interest objectives and may:

- Prohibit all boats
- Limit engine power or type of propulsion
- Impose speed limits
- Restrict towing activities on any sporting or recreational equipment including wake surfing
- Prohibit a sporting, recreational or public event or activity

Restrictions can apply at all times or be specific to certain times of the day, week, month or year. They can also target a particular type or types of craft on a waterway or part of it.

The process to apply for boating regulations must involve significant consultation with the public, community, users and interested parties and the first task will be to develop a consultation strategy to do this which will include:

- identification of contacts for interested parties
- development of methods and opportunities for consultation
- development of methods for gathering and analysing opinions, considering alternative ideas etc
- timing of consultation

If you, or a member of your organization, would like to work with the RDNO in pursuing boating regulations please contact Anna Page (undersigned). If you are not interested in partnering on this initiative, we will still be in touch as a part of the consultation process. We would like to form a partnership to pursue boating regulations to ensure a comprehensive process and case is developed with the support of as many organizations as possible.

Regards

Anna Page
Sustainability Coordinator
Regional District of North Okanagan
9848 Aberdeen Road, Coldstream, BC. V1B 2K9
anna.page@rdno.ca
DD: (250) 550 3789
(Tues, Thurs, Fri)

 Please consider the environment before printing this email.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: September 10, 2014
Subject: Parks, Recreation and Culture Fees Bylaw

Recommendation


THAT the Commission recommends that Council enacts the attached bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1553, 2014".

Background

Before the Joint Use Agreement was in place with School District #83, the parks, recreation and culture fees bylaw included a "School District Ice Rental" rate. As there are schools other than School District #83 that use the arena, staff is recommending that a school ice rental rate for schools not covered under a joint use agreement be added to the fees bylaw at a rate equal to what would have been charged if this rate had not been removed (\$46.00).

Attached is the revised bylaw.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

**THE CORPORATION OF THE CITY OF ENDERBY
BYLAW No. 1553**

A bylaw to impose fees for providing recreation programs and facilities

WHEREAS The Council of the Corporation of the City of Enderby has the authority by bylaw pursuant to Section 194 of the Community Charter, RSBC, 2003 to impose fees payable in respect of all or part of a service in the municipality and may have the bylaw apply outside the municipality;

WHEREAS the City has resolved to provide Parks, Recreation and Culture services outside the City to Area 'F' of the North Okanagan Regional District;

AND WHEREAS the Board of the North Okanagan Regional District has provided consent on December 09, 2009 in accordance with Section 13 of the Community Charter, RSBC, 2003;

NOW THEREFORE the Council of the Corporation of the City of Enderby, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

CITATION

This Bylaw may be cited as "*The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1553, 2014*".

DEFINITIONS

Preschool means any person that is six years of age and under.

Youth means and person that is seven to eighteen years of age.

Adult means any person that is nineteen years to sixty-four years of age.

Senior means and person that is sixty-five years of age and older.

Family means members of an immediate family and includes parents, grandparents and guardians of dependent children who are under the age of 19 years.

ESTABLISHMENT

Schedule "A" attached hereto is hereby established, and forms part of this Bylaw.

The rates established by this bylaw shall continue and remain in effect beyond the years cited until amended or repealed.

Repeal

The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014, and all amendments thereto are hereby repealed.

READ a FIRST time this ____ day of _____, 2014.

READ a SECOND time this ____ day of _____, 2014.

READ a THIRD time this ____ day of _____, 2014.

ADOPTED this ____ day of _____, 2014.

Mayor

Chief Administrative Officer

SCHEDULE "A"

Parks, Recreation and Culture Fees Imposition Bylaw No. 1553, 2014

GENERAL CONDITIONS FOR RENTAL OF FACILITIES

1. All rental rates include the standard facility, with normal maintenance staff.
2. Facility rentals, unless exempted by Commission policy, are subject to the renter obtaining a General Liability Insurance Policy through the City of Enderby's "User Group" General Liability Insurance Plan.
3. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the City of Enderby reserves the right to provide such services at the Renter's expense).
4. Uses beyond the normal operating hours will require payment of additional labour costs.
5. The City of Enderby reserves the right to require a Performance Bond and/or Damage Deposit.
6. The Renter is responsible to ensure that the facility is vacated at the end of the event.
7. Entrance to or use of facilities will only be requested and approved on the Facility Rental Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Facility Manager and noted on the application form.
8. The Renter must not exceed the maximum capacity allowed for the facility.
9. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
10. For all rentals involving the serving of liquor, the renter must carry a liability insurance policy naming the City of Enderby and the Regional District of North Okanagan as additional insured.
11. Should the renter cancel all or part of the rental period, within 30 days of the rental date, they shall not be entitled to any refund of the rental fee. All cancellations resulting in a refund of the rental fee will be subject to a ten (10) percent administration fee. Should the fee be re-rented the original renter will be entitled to a credit equal to the revenue generated by the re-rental to a maximum of the original renter's fees, less the administrative fee.

12. Facility Rental Agreement:

Prior to use of any facilities, the Renter must complete a Facility Rental Agreement. This document includes a waiver or release, which must be read by the participant before signing. If the participant requests an explanation of the meaning of the waiver, the staff shall respond as follows:

I have carefully read, clearly understand and voluntarily sign this participation, release and indemnification agreement. I intend, by signing this agreement, to adhere to all policies and procedures stated in this rental agreement.

Under no circumstances is the document to be signed without drawing the participant's attention to the waiver, and confirming that the proper liability insurance coverage is in place.

SCHEDULE "A" – Continued

Parks, Recreation and Culture Fees Imposition Bylaw No. 1553, 2014

SCHEDULE of FEES

Enderby Memorial Arena

	<u>Rate/Hour</u>
1. Adult Ice Rental	\$ 154.00
2. Youth/Preschool Ice Rental	\$ 85.00
3. Senior Ice Rental	\$ 111.00
4. School Ice Rental	*
5. School Ice Rental - not covered by joint use agreement	\$ 46.00
6. Drop In Parent and Children Skate (inc. GST)	\$ 2.00
7. Drop In Shiny Hockey Ice Rental (inc. GST)	\$ 20.00
8. Adult Dry Floor	\$ 60.00
9. Youth Dry Floor	\$ 28.00
10. Senior Dry Floor	\$ 31.00
11. School District Dry Floor	*
12. Dry Floor – Roller Derby	\$ 31.00
13. Arena Dry Floor – Day Rate	\$ 624.00**
14. Arena Dry Floor – Day Rate – Commercial	\$1248.00**
15. Arena Dry Floor – Day Rate – Youth	\$ 500.00**

* Fee based on incremental cost per Joint Use Agreement
 ** a 50% discount will apply for rentals of 7 days or more

Swimming Pool Rates

	<u>Rate</u>
1. Public Swim – Adult (inc. GST)	
a. Per swim	\$ 3.75
b. 10 visit pass	\$ 33.75
c. 1 month pass	\$ 41.25
2. Public Swim – Senior / Youth (inc. GST)	
a. Per swim	\$ 3.50
b. 10 visit pass	\$ 31.50
c. 1 month pass	\$ 38.50
3. Public Swim – Preschool (inc. GST)	
a. Per swim	\$ 3.00
b. 10 visit pass	\$ 27.00
c. 1 month pass	\$ 33.00
4. Public Swim – Family (inc. GST)	
a. Per swim	\$ 9.00
b. 10 visit pass	\$ 79.50
c. 1 month pass	\$ 99.00
5. Fitness Class – Adult	
a. Per class	\$ 5.75
b. 10 visit pass	\$ 51.50
c. 1 month pass	\$ 55.00
6. Fitness Class – Senior / Youth (inc. GST)	
a. Per class	\$ 5.50
b. 10 visit pass	\$ 49.50
c. 1 month pass	\$ 52.50
7. Public Swim - Parent & 1 Preschool Child	
a. Per swim (inc. GST)	\$ 5.00
8. Toonie Swim Program (inc. GST)	\$ 2.00
9. Swim Lessons – ½ hr (inc. GST)	\$ 37.00/session
10. Swim Lessons – ¾ hr (inc. GST)	\$ 48.00/session
11. Private Lessons – ½ hr 5 days (inc. GST)	\$ 37.00/session
12. Private Lessons – ¾ hr 10 day (inc. GST)	\$ 48.00/session
13. Pool Rentals – up to 50 swimmers	\$ 67.00/hour
14. Pool rentals – 50+ swimmers	\$ 91.50/hour
15. Swim Club	\$ 24.00/hour
16. School District - 1st Lifeguard	*
- 2nd Lifeguard	*
- 3rd Lifeguard	*

SCHEDULE "A" – Continued

Parks, Recreation and Culture Fees Imposition Bylaw No. 1553, 2014

Swimming Pool Rates - Continued

Rate

17. Licensed Not for Profit Preschool
 or Youth Organizations
- 1st Lifeguard
 - 2nd Lifeguard
 - 3rd Lifeguard

\$ 17.00/hour
 \$ 17.00/hour
 \$ 17.00/hour

* Fee based on incremental cost per Joint Use Agreement

Park Rates

Rate

- Grindrod Park Overnight Camping as
 Ancillary Use to Baseball Tournaments
 Riverside Park (includes ball diamond area for
 non-ball use) – Youth per day
 Riverside Park (includes ball diamond area for
 non-ball use) – Adult / Commercial per day

\$ 17.75
 \$ 100.00 *
 \$ 500.00 *

* A 50% discount will apply for rentals of 7 days or more

Gazebo Rates

Rate

- Fee (per day)
 Damage Deposit (per rental)
 Kitchen Clean Up (per rental when used)

\$ 110.00
 \$ 500.00
 \$ 52.00

Sports Fields / Ball Diamonds

Rate

- Adult Leagues (per team per season)
 Minor Leagues (per team per season)
 Funstastic
 Day Rate – Per Diamond
 (If not paid as part of a league)

\$ 240.00
 \$ 120.00
 \$ 0.00
 \$ 81.00

In addition to the above rates the user will be responsible for paying Commercial General Liability Insurance premium in accordance with the User Group Rating Schedule provided by the City of Enderby insurance provider as amended from time to time.

The rates and availability for Drop in Parent and Children Skate and Drop In Shiny Hockey will apply when vacant ice is available and an attendant is working on a scheduled shift.

GST is not included in above prices, except where indicated.

Interest in the amount of 2% per month shall apply on all account balances unpaid after 30 days.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: September 10, 2014
Subject: Riverside Park Lions Gazebo Entrance Improvements

RECOMMENDATION

THAT the Commission requests that the Riverside Park concept plan be amended to better reflect the name of the park for wayfinding purposes;

AND THAT the Commission approves the concept plan for improvements to the Riverside Park Lions Gazebo entrance, subject to the proposed amendment;

AND FURTHER THAT the Commission offers to contribute \$2,000 to the project.

BACKGROUND

Representatives of the Enderby & District Lions Club recently approached staff with a concept plan for improving the entrance to the parking lot on the north side of Riverside Park, which is the principal access to the Lions Gazebo, playground, and ball diamonds. This past summer, the Lions also played a crucial role in upgrading the parking lot itself. In connection with those improvements, the Lions Club has presented the attached concept plan for the entrance area.

The Lions have estimated the total costs for the project at \$5,200. This value is likely considerably below market rates as much of the materials and labour would be donated. The Lions have asked that the Commission partner in the overall project costs.

With respect to the proposed concept, staff offer the following comments:

- 1) For wayfinding purposes, it may be helpful if the overhead welcome sign includes a prominent reference to Riverside Park; as is the case with several other parks in Enderby, there is an absence of signage to help people identify a particular greenspace by name.
- 2) Funds for the proposed drain were already committed by the Commission as part of the agreement to pave the parking lot; the initial concept, however, was for a ditch with drain rock. A single drain (such as a perforated inverted culvert) can likely be accommodated for similar cost, although the ditch may offer better capacity. This aspect of the project can be mutually agreed upon between Public Works staff and the Lions prior to commencement. It is not known, based on the Lions' project outline, whether the drain

costs were included in the \$5,200 estimate; in any event, the commitment was already made as part of the previous project, so cost neutrality is the worst-case impact for this aspect of the project.

The Master Parks Plan had identified \$10,000 for landscaping improvements to the northwest side of Riverside Park. This was committed as a 2014 budget item, consistent with the Master Parks Plan. Subsequent to that, staff had been successful in obtaining a Tree Canada grant which is partially applicable to the same area of Riverside Park, which will offset some of the proposed landscaping work by approximately \$2,000. If this amount is dedicated to the proposed Riverside Park entrance project, it will be consistent with the current year budget and no prior-year's surplus or reserves will need to be used, which will help to protect those funds for spray park renewal and major repairs.

In effect, the partnership with the Lions combined with the Tree Canada grant provides an opportunity for the Commission to leverage significant added value for this Master Parks Plan project without any budget implication.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tate Bengtson', with a long horizontal line extending to the right.

Tate Bengtson
Chief Administrative Officer

September 9, 2014

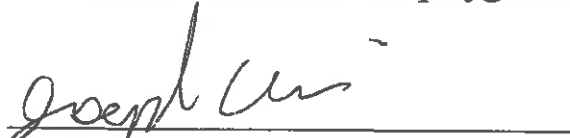
To : ENDERBY CITY COUNCIL

The Enderby Lions' Club would like to beautify the entrance to the Lions' Gazebo park and playground.

A tentative plan has been accepted by the Lions' membership.

At this point, the estimated cost of the project would be approximately \$5200. The Lions' Club would like to partner with the city in moving forward with this idea.

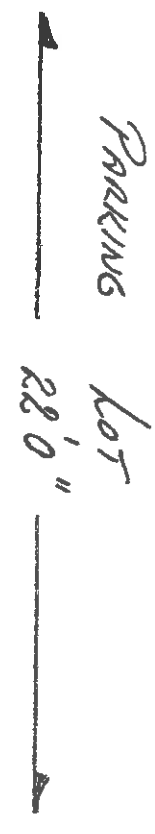
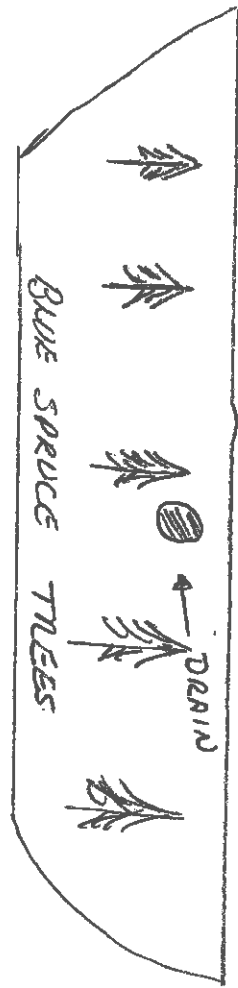
The project would be an asset to and enhance the beauty of the RV Park, the baseball diamonds, the playground, the gazebo and the City of Enderby.

A handwritten signature in black ink, appearing to read "Joe Deveau", is written over a horizontal line.

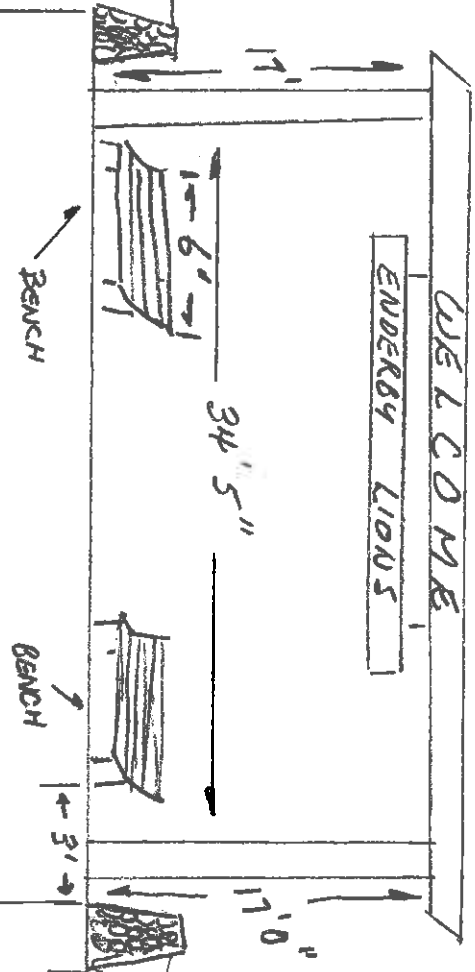
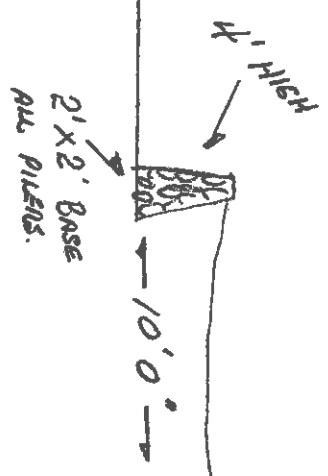
Joe Deveau

President - Enderby Lions' Club

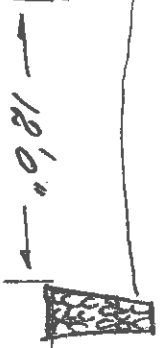
KILDONAN AVE



WELCOME
ENDERSY LIPOS



PLAYGROUND



FENCE

City of Enderby Digital Billboard Policy

The purpose of the community digital billboard is to display messages or announcements that improve awareness of civic and community events and programs sponsored by the City of Enderby.

Eligible Use

1. Messages issued by the City of Enderby may be posted on the billboard as needed.
2. Council may, at its sole discretion, sponsor the following up to a specified in-kind value for displaying messages on the billboard:
 - a. Enderby-based community groups which are registered not-for-profit organizations or charities which wish to make an announcement related to an event or program open to the community;
 - b. Local sports associations serving Enderby which are registered not-for-profit organizations or charities which wish to make an announcement related to a registration opportunity or an event open to the community; or
 - c. Other community groups or associations which may not be registered not-for-profit organizations or charities, when granted an exemption from Council.
3. For the purposes of calculating a sponsorship value, a single message running for one week shall be given an in-kind value of \$700, inclusive of basic set-up fees, but such message does not need to be displayed in consecutive days.
4. Set-up or coordination required in excess of basic set-up shall be charged to the recipient on a cost recovery basis.
5. For efficiency, Council may develop a list of organizations that it wishes to sponsor on an ongoing basis, with specified annual sponsorship values.
6. An organization seeking to be sponsored by Council must submit a sponsorship request at least 60 days prior to the proposed start date for its initial message but must still submit a message request at least 30 days prior to the desired display date as per #19 of this Policy.
7. Subject to budget allocation, the Enderby & District Services Commission may make recommendations to Council for the sponsoring of particular groups or organizations for the displaying of messages related to events and programming which are related to the Commission.

Ineligible Use

8. The use of the electronic billboard is limited to the dissemination of civic information or announcements made by Council-sponsored groups or associations in accordance with Section 2, above.
9. Political or religious messaging will not be accepted.
10. Images or comments of an obscene, hateful, explicit, racial, abusive, defamatory or sexual nature, or that encourages illegal activities, will not be accepted.

Design, Frequency and Duration of Messages

11. The design, frequency and duration of any message are at the discretion of the City.
12. The City reserves the right to change or reject a message, postpone it to a later date, choose an alternate end date, or substitute any message for another on a temporary or permanent basis.

13. The maximum duration of a displayed message is 3 weeks.
14. The number of civic messages on display in any given sequence is at the discretion of the City.
15. The maximum number of sponsored messages on display in any given sequence is 3.
16. If an event or activity is cancelled before or during the broadcast, the organization must notify the City of Enderby immediately. An announcement of cancellation will not count against the in-kind sponsorship value granted by Council.
17. The City reserves the right to establish an order of priority on messages. City announcements have precedence over other display messages.
18. Unused in-kind sponsorship value cannot be redeemed for cash or carried over to the following calendar year.
19. Message requests must be received at least 30 days before the desired display date and must comply with this usage policy.
20. All requests must be submitted using the required form.
21. As a condition of application, the applicant shall agree that the City is not responsible for liability or damage owing to any error, omission, interruption, refusal, or termination of a message.

Delegation

22. Council delegates to staff operation of the digital billboard.
23. A sponsored applicant may request reconsideration by Council of a message refused or altered by staff.
24. Only Council may sponsor an applicant.