

ENDERBY AND DISTRICT SERVICES COMMISSION

Councillor Brad Case
Councillor Roxanne Davyduke

Herman Halvorson
Dennis Delisle

AGENDA

DATE: Monday, February 2, 2015
TIME: 10:00 a.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. **APPOINTMENT OF CHAIR AND VICE CHAIR**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
[Regular Meeting Minutes of November 12, 2014](#) pg 1-3
4. **BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS**
5. **DELEGATIONS**
6. **REPORTS**
[Parks and Recreation Services – Q4 Report](#) pg 4-7
[Enderby and District Recreation Services Annual Report 2014](#) pg 8-23
7. **NEW BUSINESS**
[Arena Grant for AL Fortune Graduation](#) – Memo from Chief Administrative Officer dated November 19, 2014 pg 24-25
[Riverside Park Welcome Sign](#) – Memo from Chief Administrative Officer Dated December 30, 2014 pg 26-27
[No Wake Buoys Analysis](#) – Memo from Assistant Corporate Officer and Planning Assistant dated January 7, 2015 pg 28-31
[2015 Chiller Replacement](#) – Memo from Chief Financial Officer dated January 14, 2015 pg 32
[Barnes Park Sketch Plan](#) – Memo from Chief Administrative Officer dated January 12, 2015 pg 33-34
[Belvidere Hand Launch Options and Costing](#) – Memo from Assistant Corporate Officer and Planning Assistant pg 35-60

[Digital Billboard Participation](#) – Memo from Assistant Corporate Officer and Planning Assistant dated January 26, 2015

pg 61-64

8. PUBLIC QUESTION PERIOD

9. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (i) of the *Community Charter*

10. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Wednesday, November 12, 2014 at 10:00 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

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
Jennifer Bellamy – Chief Financial Officer, City of Enderby
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby
Bettyann Kennedy – Recording Secretary, City of Enderby

Others:

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Jackie Pearase that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Moved by Jackie Pearase, seconded by Tundra Baird that the minutes of the regular meeting of October 6, 2014 be adopted as circulated.

Carried

UNFINISHED BUSINESS

Mabel Lake Boat Launch Habitat Compensation Project Completion – Memo from Chief Administrative Officer dated November 9, 2014

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

Carried

Parks Development Cost Charges Update – Memo from Chief Administrative Officer dated November 10, 2014

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

Carried

REPORTS

Parks and Recreation Services – Q3 Report

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

Carried

Enderby Outdoor Pool Final Report 2014

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

Dog Control Update – Report from Assistant Corporate Officer and Planning Assistant dated November 7, 2014

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

NEW BUSINESS

Free Use of Gazebo for Community Christmas Event – Correspondence from Enderby Community Christmas Committee dated October 10, 2014

Moved by Tundra Baird, seconded by Jackie Pearase that the Commission approves a grant equivalent to Gazebo rental fees for the Community Christmas Event.

Carried

No Wake Buoys – Memo from Chief Administrative Officer dated October 31, 2014

Moved by Jackie Pearase, seconded by Tundra Baird that the Commission refer the matter of “no wake” buoys to 2015 budget deliberations.

Carried

Moved by Tundra Baird, seconded by Jackie Pearase that this item be referred to RDNO Sustainability Coordinator for implementation timelines and budget consideration.

Carried

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Jackie Pearase, seconded by Tundra Baird 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*.

The regular meeting reconvened at 10:20 a.m.

The following item was declassified from confidential to non-confidential:

City-Chamber Agreement 2015-2019

Moved by Jackie Pearase, seconded by Tundra Baird that the Commission approve the “Recreation Services” section of the City-Chamber Agreement 2015-19; and

THAT this matter be released from in-camera concurrent with Enderby City Council's resolution on the same.

Carried

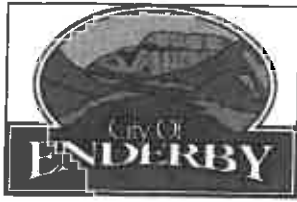
ADJOURNMENT

Moved by Tundra Baird, seconded by Jackie Pearase that the meeting adjourn at 10:21 a.m.

Carried

CHAIR

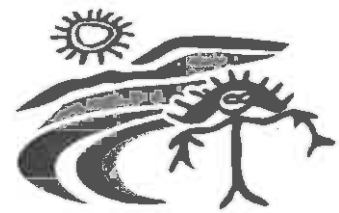
CHIEF ADMINISTRATIVE OFFICER



City of Enderby
Parks and Recreation Services

administered by
Enderby & District Chamber of Commerce
P.O. Box 1000, Enderby, BC V0E 1V0
Telephone: 250-838-2665 | Fax: 250-838-0123

www.enderbychamber.com/recreation | recreation@enderbychamber.com



Commission
Agenda

Date: January 1st, 2015
To: Enderby/Area F Joint Services Commission
From: Madison Giesbrecht, Manager of Recreation Services
Subject: Fourth Quarter Report, 2014

The following report is a synopsis of projects, facilities, and programs managed by the Enderby & District Chamber of Commerce on behalf of Enderby and Area F.

Advertising

Online advertising is ongoing. The Chamber webpage and the Enderby & District Recreation Services Facebook page includes public skate schedules, facility information, available ice lists, a downloadable version of the recreation guide, and information on drop in and shinny hockey. www.enderbychamber.com/recreation.

A flyer with information highlighting the public skate times, skating lessons, skate with Santa and drop in hockey times was placed into the local newspaper, online, and sent out through the schools to the students parents.

Enderby & District Recreation Services Facebook page that created on November 22nd, 2013 has gone from 23 likes on the page to 70 likes; frequent posts should help to build numbers and spread awareness about programs.

Administration

A yearend report for 2014 was filed and submitted. This yearend report encompassed October 1st, 2013 to October 1st, 2014.

The Spring & Summer Recreation Guide is being created; ways to increase advertising and programming details are being explored. Estimated release date is May 1, 2015.

Ways to increase awareness for programs through online media, posters and other resources are being explored.

Facility Reports

Arena

Regular weekly bookings total 6.0 hours for adults, 30.0 hours for youth rentals, and 7 hours for public programming.

Youth: average 6.5 hours less per week than last year. This is due to the hours NOMHA and TORL booked elsewhere for the season because of the arena chiller issues. Numbers start to return to normal in the first quarter of 2015.

Public Programming: average of 3 hours less per week than last year. This is due to the cancellation of the Adult Drop in Hockey offered in the 2013/2014 season; there was zero turn out for this program last year. This program was scheduled during regular staff hours so it did not affect normal operating costs; a revamped version of this program is being explored for the future.

October arena rentals totaled 13.5 hours for adults, 91.75 hours for youth and school and 21.5 hours for public programming; November arena rentals totaled 24.5 hours for adults, 145.75 hours for youth and school, and 28 for public programming ; December arena rentals totaled 31.5 hours for adults, 124.75 hours for youth and school, and 26.50 for public programming. When compared to last season:

2013	October	November	December	Total
Youth/ School Rentals	156.25	205.25	117.5	479
Adult/ Senior Rentals	18	34.5	21.75	74.25
Public Programs	49.25	57	28.75	135
Total	223.50	296.75	168	688.25
2014	October	November	December	Total
Youth/ School Rentals	91.75	145.75	124.75	362.25
Adult/ Senior Rentals	13.5	24.5	31.50	69.5
Public Programs	21.5	28	26.50	76
Total	126.75	198.25	182.75	507.75

The above chart reflects a decrease in October and November and an increase in December for rental totals. October and November decreases are a reflection of two things. The first is the youth groups booking elsewhere due to the arena chiller issue and the cancellation of the Adult Drop in Hockey as mentioned above. The second is because the major NOMHA

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tournament was hosted in December instead of November, which accounts for the December increase and some of the November decrease.

Dry floor request forms will be sent out January 15th, 2015.

Gazebo

The Community Halloween event was held at the Gazebo on October 31st, and the Community Christmas Celebration was held at the Gazebo on December 6th.

Requests and contracts for the Gazebo and Ball Diamonds for summer 2015 are being processed. Currently there is three full weekend still available for booking.

Lions Pool

The pool Supervisor and Assistant Supervisor position will be posted on February 28, 2015.

The yearend report and budget has been completed and submitted. The budget remained close to the same as years previous even though staff wage expenses have been under budget for the last few seasons. This is justifiable for the following reasons:

1. During the previous two seasons there was a staff shortage.
2. The 2014 teachers strike undercut the total of hours going to instructor wages.
3. Hours have been decreased for 2015, wages, however, have been increased for the lifeguards, assistant supervisor, supervisor, and consultant, which reflect a bottom line on the budget that is similar to years previous.
4. Although under budget in years previous it is important to operate with the intention of having maximum participants in programs; and having all scheduled programs run.

Programs

Drop in forms and rental agreements were given to the Parks and Receptions staff to make administering the program easier. Drop in totals for September through December 2014 were \$195.00.

The Skate with Santa on December 21 was successful.

All public skates are well attended.

Skating lessons were held from October 19th to November 30th. The first lesson set is never as well attended as the second set. The second set is scheduled to take place from January 11th to

March 1st, which already has 10 registered participants, surpassing the registrations from the total the previous set.

Securing a second skating instructor remains an issue, during the previous skating set the manager of recreation services had to step in and teach the lessons.

Sticks and Pucks program is running weekly on Thursdays, this program is better attended than last year.

ENDERBY & DISTRICT RECREATION SERVICES ANNUAL REPORT 2014



*Friday
November 21st, 2014*

Recreation Services review October 1st, 2013 to
October 1st, 2014

Recreation Services Manager, Madison Giesbrecht

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INTRODUCTION

The Enderby & District Chamber of Commerce is pleased to have managed the operations of Recreation Services for 2014. Overall bookings, scheduling, and programming went well, with a incident in September with the arena cooling plant.

This report will cover the period of time between October 1st, 2013 and October 1st, 2014. This time is a reflection of Enderby & District Recreation Services under its current manager Madison Giesbrecht. A review of functions and accomplishments is broken down by category and by quarter in this report. Information this report covers is administration, advertising, arena bookings and programming, ball diamond, gazebo and park rentals, Lions Pool scheduling and programming, and special reports on projects or initiatives.

Manager Summary

The third year as manager of recreation services was a great opportunity to implement recommendations from 2013. Going into year four of management this report will help serve as a guide to identify any further gaps in programming and how to better organize and utilize the current schedule and programs. This report covers my third year as manager of recreation services, the best practices, lessons learnt, and recommendations for continual growth of recreation in Enderby and Area F are included.

Advertising

In the fourth quarter of 2013, updates to the Chamber webpage included public skate schedules, facility information, available ice lists, a downloadable version of the recreation guide, and information on drop in and shinny hockey. www.enderbychamber.com/recreation.

Leaflets were distributed to local schools and placed in the papers, and newsletter highlighting the public skate times, skating lessons, and drop in hockey times.

An Enderby & District Recreation Services Facebook page was created on November 22nd 2013, with a total of 23 likes on the page. Frequent posts and updates were done to build numbers and spread awareness about programs.

Administration

The pool safety plan was worked on in conjunction with Parks & Recreation Staff. Completion was estimated for May 1st, 2014 in time for the 2014 pool season.

The Spring & Summer Recreation Guide was created; ways to increase advertisements and programming details were explored. Estimated release date was May 1st, 2014

Facility Reports

Arena

Regular weekly bookings totaled 6.0 hours for adults, 36.50 hours for youth rentals, and 11 hours for public programming.

October arena rentals totaled 18 hours for adults, 156.25 hours for youth and school and 49.25 hours for public programming; November arena rentals totaled 34.5 hours for adults, 202.25 hours for youth and school, and 57 for public programming ; December arena rentals totaled 21.75 hours for adults, 117.50 hours for youth and school, and 28.75 for public programming.

2012		October	November	December	Total
Youth/ Rentals	School	170.25	141.25	167	478.50
Adult/ Rentals	Senior	40	42.5	32	114.5
Total		210.25	183.75	199	593

2013		October	November	December	Total
Youth/ Rentals	School	156.25	205.25	117.5	479

Adult/ Rentals	Senior	18	34.5	21.75	74.25
Public Programs		49.25	57	28.75	135
	Total	223.50	296.75	168	688.25

The above chart reflects a decrease in October and December and an increase in November for rentals. October's decrease is a reflection of adult ice times not starting until the end of the month. In 2013 the majority of the tournaments took place in November instead of October or December causing a decrease over those two months. In previous years the public programming numbers were wrapped into the youth numbers; they were broken out onto their own line, this allowed for a more accurate reflection of rentals and public programs hours.

Skating lessons were held from October 13th to December 1st.

Gazebo

The Community Halloween event was held at the Gazebo on October 31st, and the Community Christmas Celebration was held at the Gazebo on December 6th.

Lions Pool

The pool Supervisor and Assistant Supervisor position was posted on February 28th, 2014.

Parks

Discussions were held with the Minor Ball league about hosting a tournament in June, this was largely dependent upon scheduling with the other ball leagues. Minor Ball, in conjunction with Recreation Services, worked with the other ball leagues to try and accommodate the tournament.

Programs

Drop in forms and rental agreements were given to the Parks and Recreations staff to make administering the program easier. Drop in totals for September through December 2013 were \$630.00.

The Skate with Santa on December 22nd was successful; the contributions made to the food bank were added to the Fire Departments food drive at the end of the night.

Sticks and Pucks has not been well attended; however this could be contributed in part to the infrequency of the program. It was suggested that more consistent times be scheduled for 2014/2015 season.

Advertising

Up to date available ice lists were posted every Wednesday in the Recreation Section under the Enderby & District Chamber of Commerce Website.

A quarter page advertisement was placed in the Exploring Enderby guide. Ten thousand copies of this guide were distributed all over BC.

Two, 2x4 ads were purchased in the new Enderby tear off map. One ad featured the Enderby Outdoor Pool and one featured the Enderby Arena.

A posting went online, in local newspapers, and on Facebook for the Pool Supervisor positions. It was also posted at local colleges, recreation facilities in Vernon, Armstrong, and Salmon Arm, and in employment resource offices.

Advertising for pool staff was posted on March 19th, 2014 with an application deadline of April 30th. It was placed online, on Facebook, in local newspapers, at recreation facilities in Vernon, Armstrong, and Salmon Arm, at college campuses, and in employment resource centers.

Facility Reports

Arena

The ice was taken out of the arena on Wednesday, March 27th. Following this, Shuswap Minor Lacrosse began regular weekly dry floor bookings on Thursday, April 4th.

Regular weekly ice bookings averaged 7 hours for adult rentals, 30.50 hours for youth rentals, and 8.5 hours for public programming.

January arena rentals totaled 35.5 hours for adults, 194.25 hours for youth and school, and 47.75 for public programming; February arena rentals totaled 29.00 hours for adults, 148.00 hours for youth and school, and 42.25 for public programming; March arena rentals totaled 21 hours for adults, 56.50 hours for youth and school, and 35 public programming.

2013	January	February	March	Total
Youth/ School Rentals	175.25	135.25	127.25	437.75
Adult/ Senior Rentals	38.00	20.50	31.50	90
Total	213.25	155.75	158.75	527.75

2014	January	February	March	Total
Youth/ School Rentals	194.25	148.00	56.50	398.75
Adult/ Senior Rentals	35.50	29.00	21.00	85.50

Public Programming	47.75	42.25	35.00	125
Total	277.50	219.25	112.50	609.25

This chart reflects an increase in usage in January and February between 2013 and 2014; this increase is in part due to tournaments. A decrease in March time is due to lower spring ice use this season. The overall total for 2014 has increased.

Ball Fields

Men's Slopitch League booked their regular games for Wednesdays from 5:00 to 10:00pm, their tournament was held on June 14th and 15th; their double-header was held Saturday, May 24th.

Ladies Slopitch League booked their regular games for Mondays from 5:00 to 10:00pm and their tournament was held on May 31st and June 1st; their double-header was held for Saturday, May 10th.

Mixed Slopitch League booked their regular games for Friday nights from 5:00 to 10:00pm and their tournament was held on June 7th and 8th; their double-header was held Saturday, May 3rd.

Minor Fastball booked their games for Tuesday, Wednesday, and Thursday nights from 3:30pm to 7:00pm. Their tournament was held Enderby on June 21st and 22nd.

Funtastic booked the Riverside Ball fields from June 28th to July 1st.

Lions Pool

The advertisement for an Assistant Pool Supervisor was posted on February 28th with the application deadline on March 31st.

Pool Staff positions were posted on March 19th with an application deadline of April 30th.

Pool scheduling, programming, and pool promotional materials were completed and distributed.

Recreation Services, in conjunction with Parks & Recreation, the Pool Supervisor, and the Pool Consultant, worked towards completing the Interior Health Pool Safety Plan. This plan benefits the safety, organization, emergency and instructional procedures of the pool. The Pool Safety Plan is an Interior Health requirement.

A pool 'Grand Opening' was held on May 30th. The Grand Opening included early registration incentives, goodies and snacks, water safety information, and give aways. This event gave the public a chance to view the facilities and meet the 2014 summer staff.

Parks

Belvidere Park was booked for five Music by the River events. Barnes Park was booked for three events, Canada Day, IODE fund raising garage sale, and a family get together.

Programs

Drop In and Shinny Hockey totals for January through March 2014 were \$2,220.00

The last day of Skating Lessons and Hot Shots took place on Tuesday, March 4th 2014. This lesson set went well, with 24 registered participants, and instructors that were interested and

engaged.

Advertising

Program and scheduling information was regularly posted to the Enderby Outdoor Pool Facebook page. The Enderby Outdoor Pool Facebook page went from 234 likes in July of 2013 to 330 likes in July of 2014.

A schedule of programs was created and made available at the Enderby Outdoor Pool. It was also distributed to the local schools and posted on Facebook.

Ads for the Enderby Outdoor Pool and the Enderby Arena were placed in the new Enderby and Area tear off map.

A Spring & Summer Recreation Guide was produced and distributed. This guide included Recreation Services program information, individual and private program information, local outdoor recreation opportunities, an events calendar, and program registration information. The Spring & Summer issue was the first of two guides to be released in 2014. One thousand copies of the guides were printed and distributed in Enderby & Area F, Armstrong, Salmon Arm, Vernon, and Sicamous.

A quarter page advertisement was placed in the Exploring Enderby guide. Ten thousand copies of this guide are distributed all over BC.

Administration

In May, a Pool Employee Handbook was completed and given to all pool staff. This handbook ensured that staff understood the organizational structure of the pool, job responsibilities, customer service expectations, policies and procedures, emergency procedures, safety rules, and chemical handling instructions.

In May the Enderby Outdoor Pool Safety Plan (PSP) was completed and submitted to Interior Health. The Pool Consultant, Pool Supervisor, Assistant Supervisors, and Parks Staff were given copies of the PSP for their reference.

Schedule sharing continues with the Parks & Recreation staff. Phone calls and meetings are frequently held between the Recreation Services Manager and Parks and Recreation staff to ensure open lines of communication.

Recreation Services manager worked in conjunction with City of Enderby on the SOAR 2014 recreation activities at the Enderby Outdoor Pool.

Facility Reports

Arena

The Shuswap Minor Lacrosse used a total of 60 hours from April to July.

A.L. Fortune Grad took place from June 9th to 16th in the arena.

Ball Fields

Four slopitch leagues used the Enderby & Area ball diamonds this year. The Men's League had a total of 7 teams for a rental total of \$1,680.00. The Mixed League had a total of 10 teams for a rental total of \$2,400.00. The Ladies' League had a total of 10 teams for a rental total of \$2,400.00. The Youth Slopitch League received a grant for fees from the Joint Services Committee.

In May, Askew's Foods held a one day tournament. Their rental total was \$324.

The Mixed Slopitch League Tournament was held on June 7th and 8th.

The Men's Slopitch League Tournament was held on June 14th and 15th.

The Ladies' Slopitch League Tournament was held on May 31st and June 1st.

The U19 Minor Ball Tournament was held on June 21st and 22nd.

Funtastic was held June 27th to June 30th.

Gazebo

On May 4, the Garden Club held a plant and seed sale at the Gazebo for a rental total of \$110.

On June 12, Enderby Evangelical Chapel held an event at the Gazebo for a rental total of \$110.

The Enderby Lions Club used the Gazebo for the month of April and had two bookings in May.

Lions Pool

In May, summer pool staff were interviewed and eight staff members were hired, including pool consultant Sheryl Hay and Pool Supervisor Kaylene Albert.

Sheryl Hay was hired in a consulting position to help improve pool programs and public relations. She is current in NLS, LSI Red Cross CPR, WSI, Aqua Squirts Instructor, WSI Trainer, BCRPA certified Aqua Fit instructor with 3rd Age Specialty module, and Pool Operators I & II (combined course with pool management). Kaylene Albert, a returning pool employee, was hired for the supervisor position. She is current in NLS, AWSI, WSI, LSI, NLS Waterpark, BCRPA Aquafit Standard, Pool Operators Level 1, Occupational First Aid Level 3, Standard First Aid and CPR. Kylie Tokairin was hired as Assistant Pool Supervisor (NLS, ASWI, WSI, BCRPA Aquafit, Pool Operators Level 1, Standard First Aid and CPR), Brooklyn Hay was hired as assistant supervisor in rotation (NLS, AWSI, WSI, BCRPA aqua-fit, Standard First Aid and CPR).

The following staff were hired as part time instructors/lifeguards: Natajsha (NLS, WSI, BCRPA Standard First Aid and CPR), Kirya (NLS, AWSI, WSI, Standard First Aid and CPR), Michelle (NSL, WSI, and Standard First Aid, and Heather (NLS, AWSI, WSI, Standard First Aid and CPR).

An in-service day was held on May 25th and 27th where the supervisors and the pool consultant reviewed staff expectations, policies, procedures, and scheduling. The staff participated in team building exercises and familiarization of the pool area. Pool staff also performed fitness drills to ensure their lifeguarding capabilities.

The pool hosted a 'Seasonal Grand Opening' on Friday, May 30th. This was very successful with around 60 swimmers in the water at any time throughout the evening. Prizes, cake, and two free sets of swimming lessons were given out.

School swims ran from June 2nd to June 20th, these lessons were interrupted throughout their run due to the teacher action strike. A total of 350 students from M.V. Beattie Elementary, Grindrod Elementary, Shihiya School, and Splatsin Day Care participated in lessons. The lessons were taught by three instructors and were successful.

The June, July, and August lesson and program schedules were completed and released.

The Lions Pool hosted six sets of Red Cross Swimming Lessons (one in June, three in July and two in August). Aqua Fit, Aqua Power, Aqua Boot Camp, and Aqua Lunch run throughout the summer.

Advertising

Program and scheduling information was regularly posted to the Enderby Outdoor Pool Facebook page. The Enderby Outdoor Pool Facebook page went from 330 likes in July of 2014 to 361 likes in September of 2014.

Online advertising is ongoing. Public skating schedules, booking requests, facility information, and available ice lists are available at www.enderbychamber.com/recreation.

A Fall/Winter Recreation Guide was created; the guide highlights fall and winter recreational activities in Enderby & Area F.

A PDF copy of the Fall Winter Recreation Guide was posted online.

An article in the Chamber newsletter was released about skating lessons, public skating times, and ice rentals.

A flyer for public skating and skating programs was delivered to MV Beattie Elementary, Grindrod Elementary, Splastin Day Care, and Shihiya School.

A half page ad was taken out in the Armstrong Spallumcheen Recreation Guide.

An Enderby & District Recreation Services Facebook page is updated regularly; as of October 2014 there was only 44 likes on the page, frequent posts should help to build numbers and spread awareness about programs.

Facility Reports

Arena

A large influx of customer correspondence and schedule adjustments was received due to issues with the arena chiller. Contracts were edited weekly to ensure no customers were being charged for time they could not use.

All programming and contracting was temporarily put on hold until a narrowed down timeline was established.

The arena was opened on Monday, October 6th.

Regular weekly bookings totaled 7 hours for adult rentals, 31.75 hours for youth rentals, and 6.5 hours for public programming.

October arena rentals totaled 19 hours for adults, 120.5 hours for youth and school, and 29.5 for public programming; November arena rentals totaled 27 hours for adults, 136.25 hours for youth and school, and 29 for public programming; and December arena rentals total 25 hours for adults, 124.25 hours for youth and school, and 21 for public programming.

2013	October	November	December	Total
Recreation Programs	48.75	65.5	26.5	140.75
Youth/ School Rentals	190	198.25	127.5	515.75
Adult/ Senior Rentals	24	33.5	24	81.5
Total	262.75	297.25	178	738

2014	October	November	December	Total
Recreation Programs	29.5	29	21	79.5
Youth/ School Rentals	120.5	136.25	124.25	381.0
Adult/ Senior Rentals	19	27	25	71.0
Total	169.0	192.25	170.25	531.50

The above chart reflects a notable decrease in hours this year in comparison with last year; this is due to the delayed opening and user groups having to book ice at other arenas because of the uncertainty around the opening date.

Ball Fields

July 14th to 27th, the ball diamonds and gazebo were booked for the Girl Guides rental, totaling \$2,406.60.

The Honeymooners Tournament booked the ball diamonds from September 5th to 7th for a tournament. The total of this tournament was \$1,103.10.

Gazebo

On July 5th and 6th, a family reunion was held at the Gazebo for a rental total of \$423.10

July 14th to 27th, the ball diamonds and gazebo were booked for the Girl Guides rental, totaling \$2,406.60.

On July 12th and 13th, an anniversary was held at the Gazebo for a rental total of \$395.60.

On August 2nd and 3rd, a family reunion was held at the Gazebo for a rental total of \$365.15.

On August 8th to 10th, a wedding celebration was held at the Gazebo for a rental total of \$566.10

On August 15th to 17th, a wedding celebration was held at the Gazebo for a rental total of \$566.10

On August 22nd and 23rd, a family reunion was held at the Gazebo for a rental total of \$341.00.

On August 24th, the churches held an event at the Gazebo for a rental total of \$170.10.

On September 20th, a wedding celebration was held at the Gazebo for a rental total of \$335.10.

Lions Pool

The School Swim Program made a total of \$1,368.00, \$1361.00 less than in 2013. This was largely due to the strike. Scheduling for staff and schools were constantly changing throughout the month of June. Students had been scheduled to take part in a five day safety program with

three instructors who were teaching the lessons; however most ended up missing some of this time due to the strike.

A spring swimming lesson set was offered with a total of 46 participants. Three summer lessons sets were held with a total of 145 participants. A number of other programs were offered throughout the summer.

Overall swimming instruction was evaluated as excellent. Lifeguarding was evaluated as excellent. First aid and rescue knowledge of the staff was evaluated as excellent.

A total of 1351 people attended public swims, 449 attended toonie swims, and aquafit had a total of 716 participants. Total numbers for public swims decreased by approximately 200 this year, aquafit by 20; further advertising will be done next year in attempt to boost the numbers, including utilizing Enderby's new digital sign.

For the 2014 season, the pool was supplied with a number of items including several new belts for Aquafit Programs, office supplies, a foam ladder toy, noodles, a tablet for program playlists, and a new sound system for classes and programs.

Staff completed daily maintenance on time and efficiently.

Following the final open day of the pool, on August 30th, Pool and Parks and Recreation Staff completed a number of closing procedures such as clean-up, shut downs, winterizing buildings, and emptying the pool, and all paperwork has been submitted or filed.

Parks

Regular rentals of Barnes Park and Belvidere were ongoing. Events were hosted in Belvidere Park on July 27th and 28th, August 25th, and September 29th. Barnes Park was booked every Wednesday for Family Place.

Programs

The following programs ran at the Enderby Pool in June, July, and August:

- Public swims with a total of 1351 participants;
- Toonie swims with a total of 449 participants;
- Aquafit with a total of 716 participants;
- Summer lessons with a total of 146 participants; and
- Youth Nights with a total of 42 participants.

Two sets of the learn to skate program are set to run from October 12th to November 30th and January 11th to March 1st.

Goal Getters and Hot Shots hockey lessons are set to run from January 13th to March 3rd.

Sticks & Pucks fun hockey is set to run every Thursday from 2:45 to 3:45pm.

After school public skate on Thursdays has been shortened from 2:45 to 4:45pm to 3:45 to 4:45pm to allow weekly Sticks & Pucks.

Pro-D Day public skates have been added to the schedule, skates will be held on October

25th, November 8th, and February 7th from 2:00 to 3:30pm.

A Skate with Santa is scheduled for Sunday, December 21st from 5:15-7:15pm. Donations for the Food Bank will be accepted.

Skating lesson programs are dependent upon being able to find a qualified instructor to work the hours, this has been proving to be a difficult process.

BEST PRACTICES AND LESSONS LEARNT

Enderby & District Recreation Services has been making strides towards creating and running new programs that are integral to Enderby and Area F; however there are always opportunities for improvement. An internal review of lessons learnt provided useful recommendations on how to maximize the impact of the programs.

The following are recommendations that were implemented during 2014.

1. Modern write ups for facilities were created and implemented into the recreation guide.
2. Exploration on ways to increase quantity and quality of programs delivered was explored and is being outlined in a recreation strategic plan.
3. Sticks and Pucks was scheduled in a weekly time slot on Thursdays from 2:45 to 3:45pm; turn out has been high.
4. Growth of the Recreation Services and Enderby Pool Facebook page was recorded.
5. Recommended upgrading that took place:

Pool

- Interior Health Pool Safety Plan was completed;
- A new pump distribution was installed; and
- New interactive pool toys were purchased.

STRATEGIC PLANNING AND RECOMMENDATIONS

Every year presents a new opportunity to build upon past successes and increase usage of Recreation programs and facilities. Please watch for a full strategic plan for Enderby & District Recreation Services early in 2015. This plan will include program suggestions, scheduling suggestions, facility optimization, staffing implications and formatting, budgets, and the overall optimization of recreation services for the future.

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: November 19, 2014
Subject: Arena Grant for A.L. Fortune Graduation

RECOMMENDATION

THAT the Commission provides a grant to A.L. Fortune Secondary School for an amount equivalent to the incremental labour costs that would be incurred pursuant to the Joint Use Agreement.

BACKGROUND

A.L. Fortune Secondary has historically used the Enderby Memorial Arena for its graduation ceremony, for which the Commission has provided a grant for the equivalent of the rental fee. However, beginning in 2014, use of the Arena became subject to the Joint Use Agreement with School District #83. Under this agreement, no rental charge would be billed to A.L. Fortune; however, the School District would normally be responsible for any incremental labour charges.

Should the Commission wish to continue providing the Arena free-of-charge for graduation ceremonies, the grant value would be the equivalent of the incremental labour charge. This value is not anticipated to be significant as Parks and Recreation staff are generally already on-duty when needed by the organizers, so there are few incremental charges.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

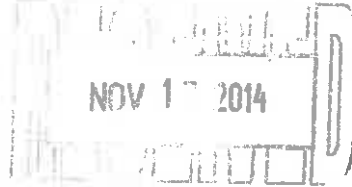


Phone: 250-838-6431
Fax: 250-804-7780
E-mail: alf@sd83.bc.ca

500 Bass Avenue, Enderby, BC V0E 1V2

November 13, 2014

City of Enderby
PO Box 400
Enderby, BC V0E 1V0



Attention: Barry Gagnon

Please accept this letter as a formal request for the use of the Enderby Arena free of charge for A.L. Fortune's graduation ceremonies. We are requesting the use of the arena from Monday, June 8 to Monday, June 15, 2015. Having access to the arena for this length of time enables us to erect formal decorations for the Ceremonies on Friday night and then to clean the arena on the following Monday morning.

The staff of A. L. Fortune considers the school and its facilities to be a large part of the community. We have always appreciated the contributions of the City, Area F, businesses, service groups, parents and citizens donate to the school on behalf of the students. The staff and students will continue to show our appreciation to the community by giving back in whatever ways we can.

Thank you for your consideration.

Yours truly,

A.L. FORTUNE SECONDARY SCHOOL

Gene Doray
Principal

cc Madison Giesbrecht
Enderby Chamber of Commerce

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: December 30, 2014
Subject: Riverside Park Welcome Sign

RECOMMENDATION

THAT the Enderby & District Services Commission gives the Enderby & District Lions Club approval to install a welcome sign at Riverside Park, as per the attached design drawing.

ALTERNATIVE RECOMMENDATION

THAT the Enderby & District Services Commission gives further direction to Staff.

BACKGROUND

In 2014, the Enderby & District Lions Club implemented several significant improvements to Riverside Park including:

- Paving the parking lot;
- Installing an archway; and
- Installing park benches.

As part of the next phase of improvements, the Lions Club would like to install a welcome sign at the park entrance which would support beautification of the site while also helping to emphasize the name and welcoming nature of the park.

The Lions are not requesting any financial contribution from the Commission.

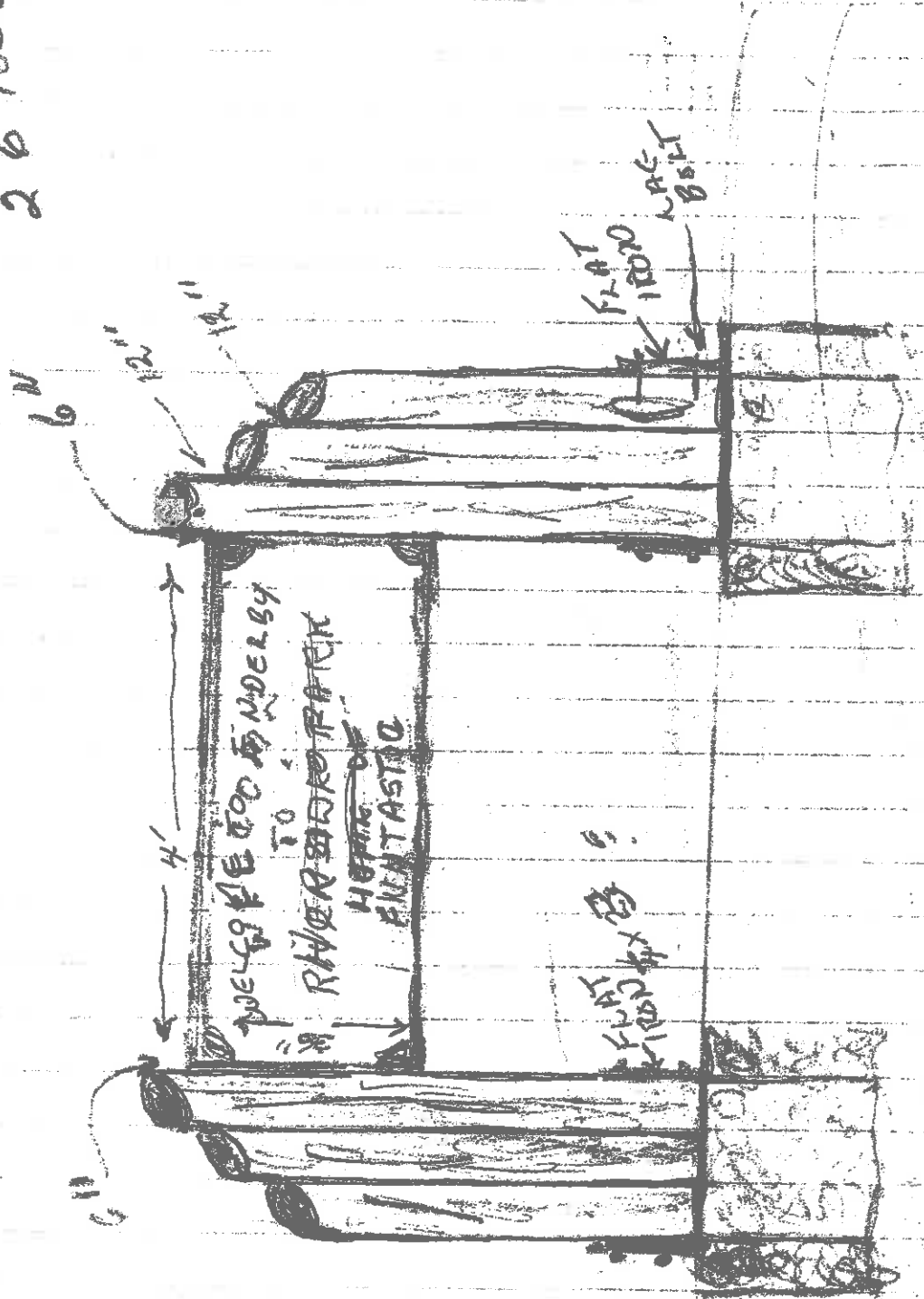
Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

CEDAR SIGN-

- ② 8' POSTS
- ② 7' POSTS
- 2 6' POSTS



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 7, 2015
Subject: No Wake Buoys Analysis

RECOMMENDATION

THAT the Commission defers further action on the installation of 'no-wake' buoys until the Shuswap River Watershed Sustainability initiative completes its public consultation and identifies a comprehensive implementation strategy.

AND THAT a copy of this memorandum be sent to the Sustainability Coordinator for the Regional District of North Okanagan.

BACKGROUND

On November 12, 2014, the Enderby & District Services Commission referred the matter of 'no-wake' buoys to budget 2015. Implementation of 'no-wake' buoys would be a step towards implementing a 'no-wake zone' for the Shuswap River between Mara Lake and Trinity Valley Bridge, as per a recommendation within the Shuswap River Watershed Sustainability Plan. The Commission directed Staff to make further inquiries to the responsible provincial and federal entities to ensure that the information Staff have received to date is consistent with the regulatory requirements and fulfills, at least in part, the requirement to demonstrate a local effort to achieve voluntary compliance. During previous discussions, the Commission had approved in principle support for the implementation of a "No Wake Zone" for the Lower Shuswap River. As this matter falls outside the current scope of the Commission, it would most likely be pursued jointly by the City of Enderby and the Regional District of North Okanagan via the Shuswap River Watershed Sustainability initiative.

Transport Canada

Transport Canada is the federal entity which is responsible for implementing boat restrictions and prohibitions on local waterways. Transport Canada administers the *Vessel Operation Restriction Regulations (VORR)*, established under the *Canada Shipping Act, 2001 (CSA 2001)*, which allows any level of government (federal, provincial, municipal and territorial government authorities) to request the federal government to restrict the use of all boats, either pleasure craft or commercial vessels, on all bodies of water in Canada. Such restrictions 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; or
- Prohibit a sporting, recreational or public event or activity.

Staff initiated discussions with a Transport Canada representative and they advised that obtaining a boating restriction through VORR should be a last resort for solving problems; Transport Canada encourages involved stakeholders to work together to find more timely, effective and affordable solutions and only when such solutions are not attainable should VORR be explored.

The VORR application process is quite significant and the level of government seeking a boating restriction must:

- Clearly explain the problem and contributing causes;
- Identify and describe all alternative options considered and tested;
- Document and summarize public consultations;
- Document and summarize impact assessments and cost-benefit analyses of regulatory intervention;
- Accurately identify and describe the body of water that is requested to be regulated under VORR;
- Identify and describe ways to achieve compliance with the new vessel operation restriction;
- Describe plans to raise awareness about the VORR among water users (including communication and signage strategies);
- Describe plans to evaluate the effectiveness of the vessel operation restriction; and
- Provide concise and accurate information, in a ready state for review and processing.

As per discussions with the Transport Canada representative, the most critical elements of the VORR application process are demonstrating public consultation and that alternative measures for voluntary compliance have been evaluated through this public consultation. The *Local Authorities Guide to the Vessel Operation Restriction Regulations (VORR)* lists the steps to successful consultation which include

1. Identifying the stakeholders;
2. Notifying the stakeholders of waterway concerns;
3. Consulting with stakeholders to evaluate regulatory and non-regulatory alternatives for solving the local issues (includes consulting with First Nations); and
4. Compiling the information.

The documentation of this public consultation process will be used to support a case for a boating restriction through the VORR application process.

The Transport Canada representative advised that the installation of 'no wake' buoys would be considered a non-regulatory alternative which could strengthen a case for the implementation of a boating restriction through VORR in the future. Furthermore, it is anticipated that the public consultation done through the Shuswap River Watershed Sustainability Planning process could be utilized as the public consultation, at least in part, required through the VORR application process.

Department of Fisheries and Oceans

The Shuswap River is subject to the Fisheries Act and thus falls under the jurisdiction of the Department of Fisheries and Oceans (DFO). Staff initiated discussions with a DFO representative who advised of the following:

- City of Enderby should engage with Transport Canada and the provincial government prior to works being completed in order to ensure compliance with the Navigable Waters Protection Act and the Water Act, respectively;
- To ensure compliance with the Fisheries Act, the City must complete a self-assessment of the 'no-wake' buoys project on the DFO website to evaluate whether the project may cause serious harm to fish or fish habitat;
- If there is a concern that serious harm to fish or fish habitat may occur as a result of the project, the City should engage a qualified environmental professional (QEP) to :
 - evaluate the project;
 - determine if serious harm to fish or fish habitat may occur as the result of the project; and
 - identify potential mitigating measures if serious harm may occur.
- If the QEP determines that serious harm to fish or fish habitat will occur as a result of the project and:
 1. There are no mitigating measures that can be taken to reduce the harm; or
 2. The QEP feels that there may still be serious harm to fish or fish habitat even with the mitigating measures identified,then the City shall request a project review by DFO.

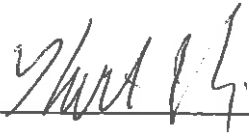
The DFO representative advised that the critical element that DFO is looking for in these circumstances is a significant level of due diligence to be performed by those undertaking the project to ensure that no serious harm to fish or fish habitat arises as a result of a project conducted in or near a water body that supports fish.

Shuswap River Watershed Sustainability Plan Implementation

With respect to implementation of the Shuswap River Watershed Sustainability Plan and strategies related to boating on the Shuswap River, the Regional District of North Okanagan has begun the process of pursuing boating regulations along the Lower Shuswap River; this process will involve working directly with Transport Canada and conducting further public consultation.

Given the fact that the Regional District of North Okanagan is pursuing boating regulations along the Lower Shuswap River, it is recommended that the Commission defer any further action on the installation of 'no-wake' buoys until further public consultation has been conducted which will inform the development of a coherent implementation strategy between the Regional District of North Okanagan, City of Enderby, and the Services Commission related to boating restrictions on the Shuswap River.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 29, 2015
Subject: 2015 Chiller Replacement

Recommendation

THAT the Commission approve the use of reserve funds in the amount of \$125,000 for the purchase of a replacement chiller and that the purchase be included in the 2015 Parks and Recreation budget.

Background

In September 2014, it was discovered that there was a breakdown with the arena chiller. The refrigeration contractor was able to put in a temporary fix which will hopefully allow the arena to stay open for the remainder of the season but the chiller needs to be replaced after that.

The cost for a new chiller, including installation, is approximately \$125,000. As there is considerable lead time required for fabrication, the order needs to be placed soon so that the next season is not affected. An insurance claim has been initiated, but in the event that the claim is not accepted the purchase will need to be funded through reserves.

As the 2015 budget has not yet been approved, staff is seeking approval from the Commission to purchase the new chiller and fund the purchase through reserves if required.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: January 12, 2015
Subject: Barnes Park Sketch Plan

RECOMMENDATION

THAT the Commission advances the Barnes Park sketch plan to public consultation.

BACKGROUND

Prior to the 2012 season, the Enderby Lions Spray Park was decommissioned due to safety concerns expressed by Interior Health. Since that time, the spray park has been inactive. During 2013, public support for a new spray park grew. At the January 10, 2014 meeting, options for replacing the spray park were presented to the Commission. The capital cost estimate of the spray park model preferred by the Commission was \$306,600, which includes contingency and engineering. At that same meeting, the Commission made the following resolution:

Moved by Jackie Pearase, seconded by Tundra Baird that the Commission direct staff to prepare a comprehensive plan to include the installation of an outdoor gym and running track in addition to spray park Option #2 as presented in the Chief Financial Officer's memo of January 8, 2014.

Further to that resolution, a landscape architect, Elise Menard with L.A. West, was retained by the Commission in July 2014 after a public call for services was completed. Ms. Menard met on-site with representatives of the Commission, Council, and Recreation Services on September 12, 2014. The discussion involved how Barnes Park was currently used and how its use could be enhanced in the future. In December 2014, L.A. West submitted the attached sketch plan for Barnes Park.

As a next step, Staff recommend that the sketch plan be posted online and an open house be held so that the public may comment on the different aspects of it. The open house can be held at City Hall in Council Chambers and will be advertised in advance. A page will also be created on www.cityofenderby.com that provides a means for the public to view the sketch plan at their leisure and comment online. This page will be cross-marketed through the City's social media channels.

The sketch plan is designed to *start the conversation* about Barnes Park. The comments will be compiled and presented to the Commission for evaluation, with the results incorporated into the finished sketch plan. At that point, the Commission may wish to direct Staff to develop preliminary cost estimates on some or all of the components for future budget allocation or grant applications.

Respectfully submitted,

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

Tate Bengtson
Chief Administrative Officer

BARNEYS PARK

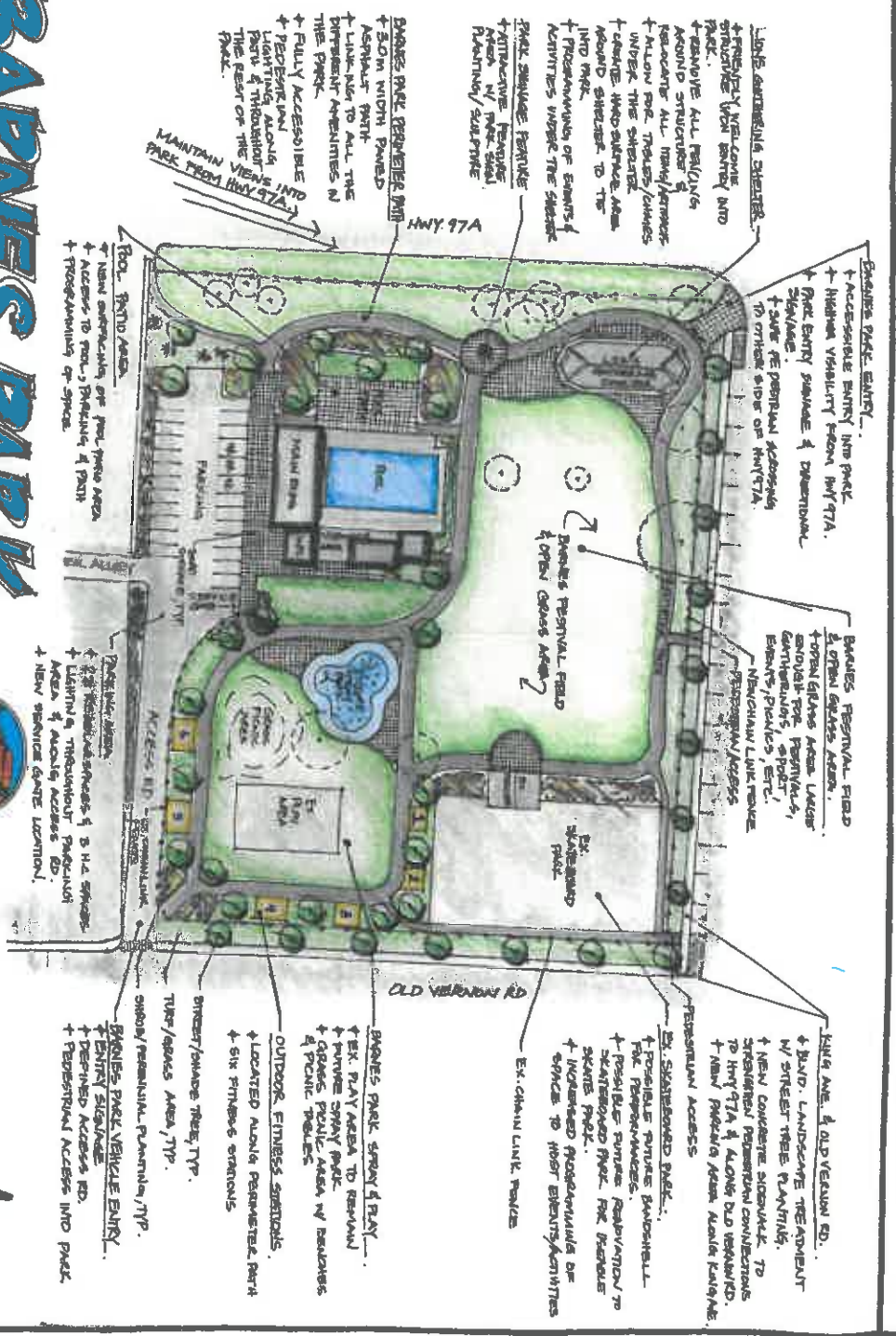
PARK CONCEPT PLAN - NOV 12, 2015



L.A. West
ARCHITECTS & PLANNERS INC.
1000 W. 10TH ST. SUITE 200
LOS ANGELES, CA 90057



SCALE: 0 15 30 METERS



BARNEYS PARK ENTRY

- + ACCESSIBLE ENTRY INTO PARK
- + HIGHWAY VISIBILITY FROM HWY 97A
- + PARK ENTRY PASSAGE & DEPARTMENT SIGNAGE
- + SAFE FEELING APPROACH TO OTHER SIDE OF HWY 97A

BARNEYS FESTIVAL FIELD & OPEN GRASS AREA

- + TOTAL GRASS AREA UNDER EXISTING POP. RESTROOMS, ENTERTAINMENT, SPORT EVENTS, PICKLES, ETC.
- + NEIGHBORLY LINK WALK
- + RESTROOM ACCESS

KING AVE & OLD VERNON RD.

- + BUILD LANDSCAPE TREATMENT W/ STREET TREE PLANTING
- + NEW CONCERTE SIDEWALK TO STRENGTHEN RESTROOM CONNECTIONS TO HWY 97A & ALONG OLD VERNON RD.
- + NEW PICKLEBALL AREA ALONG KING AVE.
- + RESTROOM ACCESS

LANDSCAPING CHARACTER

- + PRESERVE VEGETATION STRUCTURE WITH ENTRY INTO PARK
- + REMOVE ALL FOLIAGE AROUND STRUCTURE & RELOCATE ALL TREES/PLANTS UNDER THE SPANTRY
- + REMOVE WHO'S THERE AREA AROUND SIDEWALK TO THE INTO PARK
- + REORGANIZATION OF EXISTING & ACTIVITIES OVER THE SPANTRY

BARNEYS PARK VEHICLE ENTRY

- + 5.0M WIDTH PAVED ASPHALT ENTRY
- + LINKAGE TO ALL THE EXISTING APPOINTMENTS IN THE PARK
- + FULLY ACCESSIBLE
- + PAVED ALONG LIGHTING ALONG PART & THROUGHOUT THE REAR OF THE PARK

BARNEYS PARK VEHICLE ENTRY

- + NEW STRUCTURE FOR PARK SERVICE AREA
- + ACCESS TO (PARK SERVICE) & PARK PROGRAMMING OF SPACE

BARNEYS PARK VEHICLE ENTRY

- + EX. PLAY AREA TO REMAIN
- + PAVED SPRAY PAINT
- + GRASS PUBLIC AREA W/ BENCHES & PUBLIC TREES

OUTDOOR FITNESS STATIONS

- + LOCATED ALONG PERIMETER PATH
- + SIX FITNESS STATIONS

BARNEYS PARK VEHICLE ENTRY

- + ENTRIES SIGNAGE
- + DEPAVED ACCESS RD.
- + RESTROOM ACCESS INTO PARK

Commission
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 26, 2015
Subject: Belvidere Hand Launch Options and Costing

Recommendation

THAT the Enderby & District Services Commission identifies a preferred hand launch upgrade option as identified within the Belvidere Hand Launch Conceptual Plan;

AND THAT subject to determining a preferred hand launch upgrade option, the Enderby & District Services Commission directs Staff to add an estimate to the 2015 budget for:

- i. the completion of a Section 9 Notification;
- ii. the preparation of detailed design and drawings; and
- iii. the design and administration of a Request for Proposals.

Alternative Recommendation

THAT the Enderby & District Services Commission postpones the project; or

THAT the Enderby & District Services Commission provides further direction to Staff.

Background

The Commission previously resolved to champion improving the Belvidere Hand Launch by increasing the launching area, clearing debris, and constructing a trail which would protect habitat and enable accessibility; this was in response to two action items arising from the Integrated Community Sustainability Planning process which were referred to the Commission by the City of Enderby Revitalization Committee.

After a preliminary site visit with the Shuswap Trail Alliance, it was determined that developing a conceptual plan would require a Qualified Environmental Professional and a landscape architect as the site is located within a Riparian Assessment Area and would be subject to approval from the Department of Fisheries and Oceans (DFO).

The Enderby & District Services Commission then directed Staff to use surplus funds to engage a consultant in the development of a conceptual plan, with a costing analysis, for the Belvidere Hand Launch; CTQ Consultants Ltd. were selected as they had the in-house capacity to provide both landscape design and environmental engineering services. The conceptual plan and costing analysis for the

Belvidere Hand Launch has now been complete and is being presented to the Commission for consideration

The conceptual plan is based on a field assessment and site survey which were completed in the summer/fall of 2014 (please see attached), as well as a number of community objectives that were identified including:

- Facilitating improved access to the launch site by upgrading the existing trail (widening, surfacing, etc.);
- Facilitating accessibility to the site for those with mobility issues;
- Better defining the launch site which would prevent users from overflowing into sensitive river habitat;
- Increasing the size of the area where people can launch and thus eliminating any pinch points;
- Making the launching area more functional and safe by grading it, eliminating any hazards, etc.;
- Designing the site such that it does not negatively impact the structural integrity of the river bank while also being able withstand the impacts related to having the site underwater for a significant amount of time throughout the year.

The consultants looked at several potential locations for the Belvidere Hand Launch and determined that the existing location of the Belvidere Hand Launch, immediately downstream of the viewing platform, was the most appropriate location as it:

- Is located adjacent to deep water which assists in minimizing erosion potential;
- Does not retain pronounced aquatic vegetation growth and avoids potential wetland impacts;
- Avoids potential downstream safety hazards (bridge pilings) through fast moving waters which propel users into the River's mainstem; and
- Is free of potential fish breeding or juvenile rearing habitat.

The key elements of the proposed upgrades to Belvidere Hand Launch identified within the Conceptual Plan include:

- Constructing a 6 m x 12 m hand launch area which would be accessed from the Riverwalk via a 1.5 m wide gravel pathway;
- Removing existing large shrubs near the viewing platform to better allow for views of river and launch activity;
- Relocating shrubs and plantings to create a lawn area for launch staging;
- Placing large boulder rip rap edger to frame the launch area and prevent encroachment into adjacent banks;
- Placing additional boulder rip rap to infill existing concrete debris; and
- Placing large boulder rip rap as breakwater and erosion protection.

The Conceptual Plan identified three possible designs/construction standards for the hand launch area (please see attached); these three options, and their associated costs, are as follows:

<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Gravel ramp	Concrete edger and gravel infill with 4 m wide concrete steps	5 concrete steps at 12 m long and 1.2 m wide
\$4,153.13	\$20,028.13	\$25,496.88

Please be advised that Option 1 can act as a base for Options 2 or 3 if they were to be implemented at a later date; the incremental costs associated with phasing the options over time would relate to:

- inefficiencies of remobilization;
- completing an additional BC Section 9 Notification;
- designing and preparing an additional Request for Proposals;
- preparing additional detailed design work and drawing; and
- performing additional construction administration.

Phasing of the options would allow for a quick, significant upgrade to be made to the launch area at a lower cost while enabling the Commission to monitor its effectiveness over time and evaluate the need for a more significant upgrade in the future in the form of Options 2 or 3, albeit with increased costs due to the inefficiencies noted above.

Furthermore, the Conceptual Plan identified two different options for the construction of an accessible wheelchair pathway/ramp down to the launch area (please see attached); these two options and their associated costs are as follows:

<u>Option 1</u>	<u>Option 2</u>
Long, straight pathway extending from the northern end of the Riverwalk to the launch area	Short pathway which curves from the upper portion of the launch area to the lower portion via a switchback
\$900	\$1,200

Although Option 2 is slightly more expensive than Option 1, the consultants advised that Option 2 utilizes a more sheltered location and is less affected by river current; furthermore, it is anticipated that Option 2 may be more accessible for those with mobility issues given its direct layout and gentle incline.

Additional costs related to the implementation of these hand launch upgrade options include:

1. \$1,600 -- Completion of a BC Section 9 Notification

In order to satisfy DFO requirements, a BC Section 9 Notification Form must be completed accompanied by a DFO Project Review Application signed off by a Qualified Environmental Professional.

2. \$3,300 -- Preparation of Detailed Design and Drawings
The completed topographic survey and Belvidere Hand Launch Conceptual Plan will be utilized in the preparation of detailed design work and drawings which together will form a base plan for the project.
3. \$1,200 -- Preparation and Administration of a Request for Proposals
4. \$1,400 -- Construction Administration
Construction administration will ensure that the project works are being completed to the correct standards and specifications as outlined in the base plan.

Additional Cost Total - \$7,500

It should be noted that given the timelines associated with completing a BC Section 9 Notification and preparing and evaluating a Request for Proposals, coupled with DFOs narrow windows for when in-stream works is permitted, a realistic expectation for the implementation of a hand launch upgrade is 2016.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

September 30, 2014

File: 2014-008.006.
Mr. Frank Pohland
Manager of Urban Design
CTQ Consultants Ltd.

CTQ Consultants Ltd.
1334 St. Paul Street
Kelowna, BC
V1Y 2E1

Re: City of Enderby_Belvidere Park's Shuswap River Hand Launch

Dear Mr. Pohland,

Based on our site visit of September 24th, 2014 and review of relevant elements of information provided, we offer the following comments and recommendations regarding the Draft Assessment of Design Options for the proposed Belvidere Park Hand Launch.

1.1 PROJECT DESCRIPTION

The City of Enderby is proposing the development of a hand launch along the Shuswap River at Belvidere Park (the Project). The launch is intended to meet both the environmental and public safety needs required by a recent increase in recreational watersport along the Shuswap River.

Specific environmental considerations associated with hand launch location and design include:

- Erosion and sediment control;
- Protection of water quality;
- Protection of fish habitat;
- Reduced point source turbidity; and
- Reduced terrestrial impacts.

The project's final plan will target options that best balance environmental protection of the Shuswap River's riparian area while facilitating recreational use opportunity.

1.2 PROJECT LOCATION

The Project site is located in Belvidere Park, Enderby, BC and upstream of Cliff Ave. The hand launch is located on the west bank of the Shuswap River and west of the Jim Watt Heritage River Walk (11 U 348753.32 m E 5601834.86 m N). Braiding immediately upstream of the Project site has resulted in the formation of a large wetland complex on the river's west shore. The Shuswap River is productive, fish bearing, and hosts a significant annual Chinook salmon runs (DFO 2014)



Figure 1-1 Map of current hand launch sites, Belvidere Park, Enderby, BC
Source: Google Maps 2014

2.1 BELVIDERE PARK HAND LAUNCH OPTION A

Option A, immediately downstream of the viewing platform, utilizes the most common access point currently employed in Belvidere Park. A rudimentary, low-angle path leads from the river walk to the put-in at present (Photo 2-1 and 2-2). While protected by a prominent point of land, this deep water access circulates with marginal current and is free of eutrophication found in the adjacent downstream bay



Photo 2-1 Path leading to Option A put-in at high water (June 3, 2014; east view).



Photo 2-2 Path leading from Option A put-in at low water (Sept. 24, 2014; west view).

In high water during early summer, the trail remains mostly submerged (Photo 2-1). In low water during late summer and early fall, the trail extends to the terminus of the point where a complex of large rocks and concrete have been positioned (Photo 2-2). While the rocks are intended to prevent direct access, there are obvious breaks in the wall where access is evident.

Despite the put-in's location downstream of both the isthmus and the proximate water intake pipe, increased recreational use during summer months has a corresponding increase in water turbidity (Tate Bengtson, pers. comm.). Given the current state of the well-worn trail and put-in, erosion potential remains high. Sediment leaving the put-in enters the river via a flushing, deep water entrance. The moving current and deeper water prevents sediment accumulation immediately downstream of the put-in.

No potential fish breeding or juvenile rearing habitat has been identified at this location.

2.2 BELVIDERE PARK HAND LAUNCH OPTION B

The second option for a proposed hand launch examined the small bay immediately downstream of Option A. This area is well protected from the river's current and resides in a prominent eddy created by the upstream isthmus. Access to the Option B put-in is not well defined and requires crossing several meters of shoreline vegetation. Disturbance to shoreline vegetation may encourage erosion potential of the site. In low water, the shoreline is highly disturbed revealing the predominantly mud substrate.



Photo 2-3 Option B put-in downstream of isthmus at high water (June 3, 2014; north view).



Photo 2-4 Option B put-in downstream of isthmus at low water (Sept. 24, 2014; south view).

The bay is highly eutrophic with productivity primarily consisting of both native and exotic (i.e. *Myriophyllum spicatum*) aquatic species (Photo 2-4). Aquatic species composition in the bay is typical of disturbed shorelines within the region. The protected bay receives little flow and, while not stagnant, is subject to accelerated plant growth

The shallow, littoral backwater is subject to increased turbidity through current use. Subsequent access and use of the bay as a put-in would heighten the potential for impact to water quality and remaining productive habitat.

Of the potential sites examined, Option B currently maintain the steepest access further promoting erosion and sediment deposition. Any design consideration for this site would require mitigation for erosion potential. A variety of erosion control options are available for consideration.

While no fish breeding habitat has been identified, the bay may provide marginal juvenile rearing habitat

2.3 BELVIDERE PARK HAND LAUNCH OPTION C

The third hand launch option consists of the deep water access immediately downstream of Option B. The launch is adjacent to the site's small bay and is positioned directly opposite the head of a small mid-stream island. There is a narrow channel (10 m) between the river's west bank and the island. Access to the put-in is via a narrow, rudimentary trail over several meters of existing vegetation (Photo 2-6).

As with Option A, the Option B put-in is marginally protected from current flow due to the existing upstream isthmus. Due to the prevailing depth and flow the site is relatively void of aquatic vegetation growth. However, its location adjacent the eutrophic bay may leave it vulnerable to future colonization by invasive aquatic weed growth.



Photo 2-5 Option C put-in at high water (Sept. 24, 2014; northeast view).



Photo 2-6 Trail leading to the Option C put-in at low water (Sept. 24, 2014; east view).

No potential fish breeding or juvenile rearing habitat has been identified at this location. However, it is important to note that potential impacts associated with use of this site may incur subsequent impacts (e.g. sedimentation, turbidity, vegetation removal) in the adjacent shallow bay.

3.1 PROJECT RECOMMENDATION

Our team has assessed the site for environmental considerations while also considering user access requirements.

All three sites are proximate to existing parking and allow staging areas for trip preparation. Immediately west of the Project area lies a generous green space suitable for loading water craft. Such areas provide important space for user access while also mitigating congestion during periods of high use. The allowance of staging areas provides an added safety measure as parties can best organize prior to launch.

Two of the proposed launch options (i.e. Option A and C) are located in deep water and subject to current flow. This feature assists in minimizing erosion potential incurred through sedimentation and heightening local turbidity. These same two sites do not retain pronounced aquatic vegetation growth which may provide localized habitat and ecological function. Such habitat, however marginal, may provide important resources to local fisheries (Option B). The location of Option C, immediately adjacent to Option B, may heighten potential impacts to habitat over time. Additionally, vegetation growth at the launch site may also detract from the user experience.



Photo 2-3 Portion of staging connecting the Belvidere Park parking lot to Jim Watt Heritage River Walk (June 3, 2014; west view).

All three initial options were selected downstream of the prominent isthmus which supports the viewing platform. In this way, launch site selection would avoid potential impacts to the existing municipal water intake and upstream wetland complexes. Reducing intake turbidity and improving water quality through design considerations addresses both environmental and fiscal considerations. Avoiding potential wetland impacts protects habitat and ecological functions important to local and migratory avifauna, herptiles, aquatic rodents, and fish species.

An important concern for potential launch site options is downstream hazards and how they may influence design considerations. Bridge piles and remnant pilings from earlier bridge works located under the current Cliff Ave Bridge are potential safety hazards. These structures are located along both shores of the Shuswap River. To avoid these features, the Option A take-off best propels users in the river's mainstem and away from these features. Both Option B and C require users to navigate around the proximate island upon launch to avoid potential hazards below the bridge on the river's west bank

Of the three sites examined there preference with respect to environmental considerations is ordered as follows:

1. Option A
2. Option C
3. Option B

3.1.1 DESIGN CONSIDERATIONS

Design considerations for the proposed hand launch would favour proven erosion and sediment control measures where needed. It is recommended that such measures are in keeping with the riparian environment currently present at the site. Options consistent with the riparian environment favour habitat enhancement while providing required streambank stabilization. A variety of design options are available to meet these complimentary tasks. Currently, gabion baskets housing large river rock are one such option present on site (Photo 3-1)



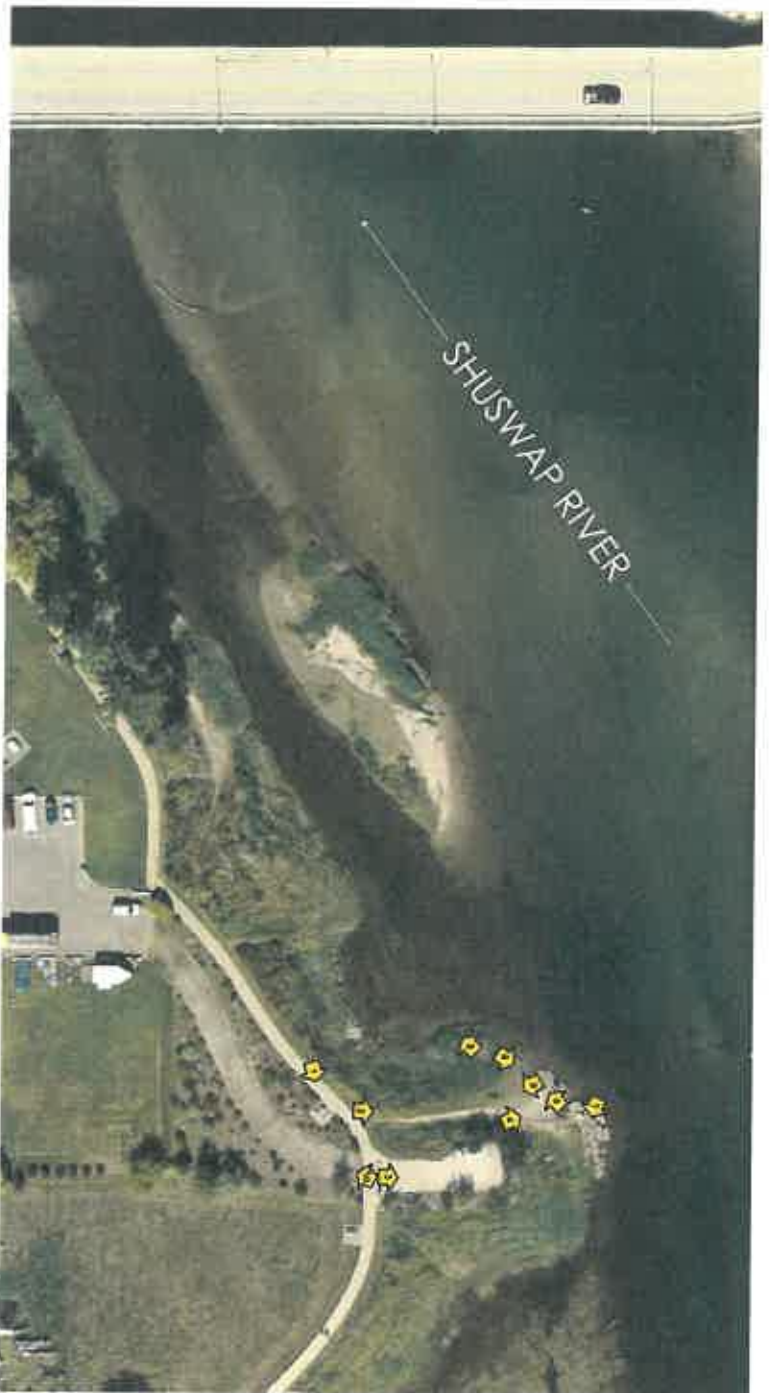
Photo 3-1 Example of current erosion control options in Belvidere Park, Enderby, BC.

Please let us know if you have any questions or considerations regarding this report.

Sincerely,



Brian Arquilla, M.Sc., RPBio
Principle
Arquilla and Associates Inc.



SHUSWAP RIVER



CITY OF ENDERBY

SHUSWAP RIVER

HAND LUNCH

EXISTING

CONDITIONS

SEPTEMBER 24, 2014



Hand Lunch
 The resort's
 Hand Lunch has
 2 HOURS
 of fun!
 In September



 CITY OF CHILLIWACK
 CIO
CITY OF ENDERBRY
 SHUSWAP RIVER

HAND LAUNCH

EXISTING

CONDITIONS

SEPTEMBER 24, 2014





CITY OF ENDERBY - SHUSWAP RIVER

HAND LAUNCH CONCEPT PLAN



CTO
ENGINEERING PLANNING URBAN DESIGN



CITY OF ENDERBY - SHUSWAP RIVER

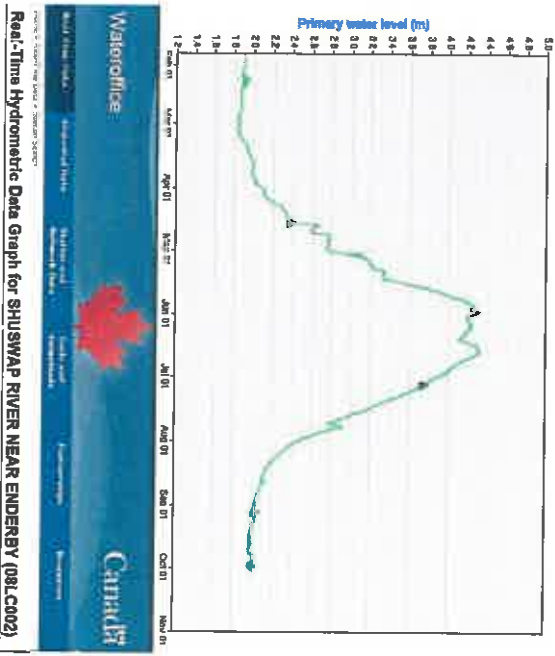
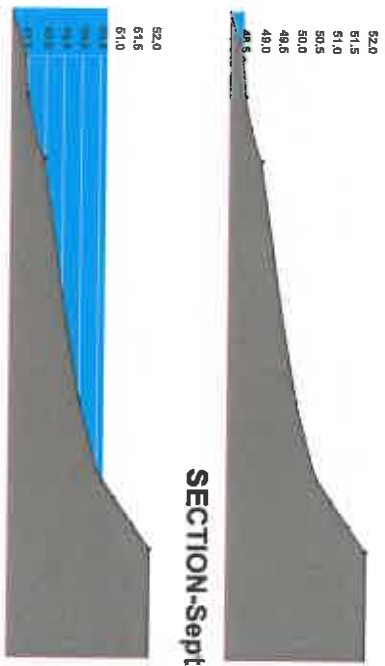
HAND LAUNCH CONCEPT PLAN





CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN



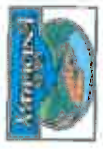
Real-Time Hydrometric Data Graph for SHUSWAP RIVER NEAR ENDERBY (08LCO02)



CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN





CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN

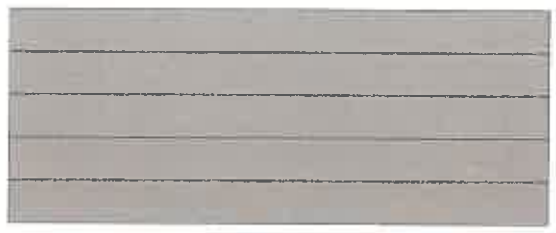




CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN





CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN





Applications

- Stormwater management
- Retention of debris
- Retention of sediment
- Retention of trash
- Retention of litter
- Retention of pet waste

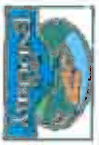
ArmorFlex Interlock

Point
ArmorFlex Interlock is a precast concrete interlocking block designed for use in a variety of applications including:

Point
ArmorFlex Interlock is designed for use in a variety of applications including:

Point
ArmorFlex Interlock is designed for use in a variety of applications including:

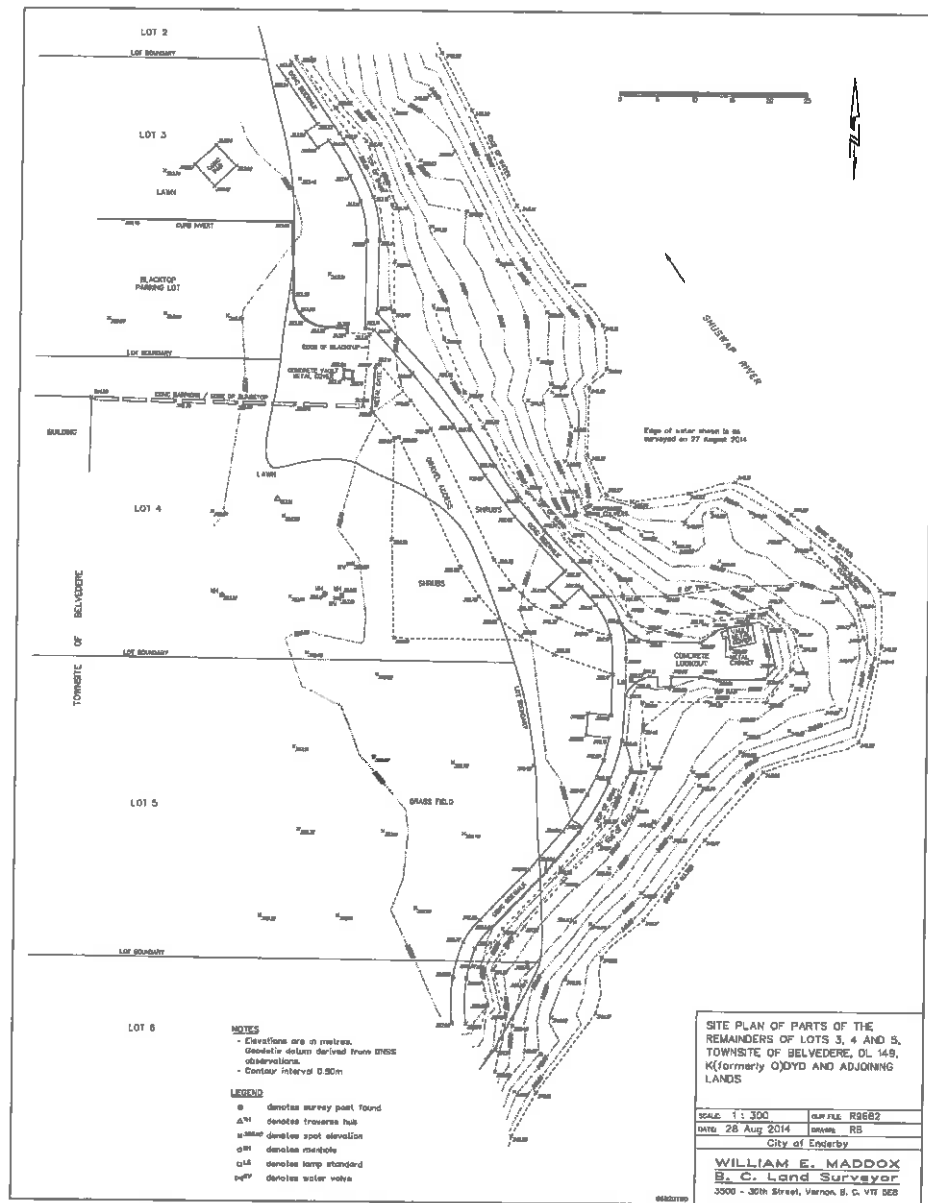
Point
ArmorFlex Interlock is designed for use in a variety of applications including:



CITY OF ENDERBY - SHUSWAP RIVER

HAND LUNCH CONCEPT PLAN







OPTION ONE

- Additional large boulder rip rap required to mitigate potential scouring by river current
- Approximately 20m of additional path construction
- Path is more exposed and boulders become the dominant feature of the launch
- Approx cost - \$

OPTION TWO

- Some additional large boulder rip rap required
- Approximately 50m of additional path construction
- Path is more sheltered and less effected by river current
- Approx. cost \$

Item	Description	Unit	Quantity	Unit Price	Total Price
1	Excavation & disposal	cu m	56	\$12.00	\$672.00
2	Import Gravel Fill (as per plan)	cu m	90	\$28.00	\$2,520.00
3	Shrub Gravel	cu m	7.5	\$263.00	\$1,972.50
4	Boulders	m	1	\$1,000.00	\$1,000.00
					\$3,232.50

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: January 26, 2015
Subject: Digital Billboard Participation

Recommendation

THAT the Enderby & District Services Commission considers its policy preferences regarding advertising on the digital billboard.

Background

In response to a high priority strategy identified through the Integrated Community Sustainability Planning process, the City of Enderby purchased and installed a community digital billboard to market community events and programming while also enhancing communication between the City, its residents, and tourists.

Council subsequently adopted a Digital Billboard Policy in order to preserve the overall purpose of the billboard which is to display messages or announcements that improve awareness of civic and community events/programs. As per the request of the Enderby & District Services Commission, the Digital Billboard Policy was amended to allow for a bulk discount of 75% for marketing of user-pay programs delivered by Recreation Services on behalf of the Commission. Furthermore, Council granted the Commission an in-kind sponsorship valued at \$10,000 for the year 2015 which will go towards marketing of recreational events and programs delivered by Recreation Services on behalf of the Commission for which no user fee is applied; this would be programming for which the Commission does not enjoy a direct revenue benefit but for which there is a participation benefit in terms of usage of facilities (public skating, Pro-D Day skates, free swims, etc.).

Following a Council request made to Staff at its January 19, 2015 meeting, Staff are bringing forward this memo should the Enderby & District Services Commission wish to reconsider the current approach for participating in the digital billboard.

It should be noted that the Digital Billboard Policy does not currently provide for the advertising of community events/programming which are located outside of the City of Enderby and fall outside the mandate of the Commission, unless granted an exemption by Council.

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

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. The Commission may purchase advertising at a bulk discount of 75% for marketing of user-pay programs delivered by Recreation Services on behalf of 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 minimum duration of a displayed message is 1 week, which may be non-consecutive days, and 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.