

ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case
Tundra Baird

Herman Halvorson
Denis Delisle

AGENDA

DATE: August 24, 2016
TIME: 9:30 a.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**
[Regular Meeting Minutes of June 10, 2016](#) pg 3
3. **UNFINISHED BUSINESS**
4. **REPORTS**
[Parks and Recreation Services – 2016 Quarter 2 Report](#) pg 5
5. **NEW BUSINESS**
 - a. [Pull-Out North of Enderby Maintenance Costs](#) – Memo from Chief Administrative Officer dated August 8, 2016 pg 13
 - b. [Cemetery Regulation Bylaw – Memorials](#) – Memo from Chief Financial Officer dated July 11, 2016-07-21 pg 16
 - c. [Ratification of Ball Diamond Washrooms Purchase Authority](#) – Memo from Chief Administrative Officer dated July 12, 2016 pg 20
 - d. [Parks, Recreation and Culture Fees Bylaw](#) – Memo from Chief Financial Officer dated July 15, 2016 pg 21
 - e. [Replacement of Arena Compressor Isolation Valves](#) – Memo from Chief Administrative Officer dated August 15, 2016. pg 24
 - f. Hidden Lake Horsepower Limit – Verbal Report from Councillor Baird
 - g. [Regulating Smoking and Idling in Parks](#) pg 25
 - h. [Dry Floor Rental - Gary Baker Fundraiser](#) pg 27
 - i. [Belvidere Hand Launch Tender Results](#) pg 31
6. **PUBLIC QUESTION PERIOD**
7. **CLOSED MEETING RESOLUTION**

Closed to the public pursuant to Section 90 (1) (e) and (k) and 90 (2) (b) of the *Community Charter*

8. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Friday, June 10, 2016 at 9:00 a.m. in the Council Chambers of Enderby City Hall.

<u>Members:</u>	Brad Case	City of Enderby
	Roxanne Davyduke	City of Enderby
	Herman Halvorson	Electoral Area F
	Denis Delisle	Electoral Area F

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

Others: Press and Public

APPROVAL OF AGENDA

Moved by Brad Case, seconded by Roxanne Davyduke that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of April 25, 2016

Moved by Denis Delisle, seconded by Roxanne Davyduke that the minutes of the regular meeting of April 25, 2016 be adopted as presented.

Carried

NEW BUSINESS

Mobile Vendor at Barnes Park – Memo from Assistant Corporate Officer and Planning Assistant dated May 24, 2016

The Assistant Corporate Officer and Planning Assistant provided a brief report on the application and historical background of mobile vendor units.

The applicant, Jodie Pruden (“Fire on Wheels”) was invited to address the Commission:

- Will be sourcing local produce and promoting local growers;
- Looking to get established with locals and tourists;
- Plans on operating at least 2 days per week – Wednesdays and Thursdays, but possibly more often if schedule and business permits;
- Feels that this is a good fit with the proximity of the pool, skate park and families in the park;
- Currently operating in Salmon Arm, but the size of her truck limits where she can locate. She is at Buckerfields on Fridays and one day in Grindrod.

Moved by Denis Delise, seconded by Brad Case that the Commission grant permission for Fire on Wheels to operate a mobile vending unity at Barnes Park for summer 2016, subject to the applicant obtaining a business license and providing a copy of a valid Interior Health permit, insurance, and other requirements in conformity with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014.

Carried

Mobile Vendor at Tuey Park – Memo from Assistant Corporate Officer and Planning Assistant dated May 24, 2016

The Assistant Corporate Officer and Planning Assistant provided a brief report on the application and historical background of mobile vendor units.

The applicant, Candace Wilson was invited to address the Commission:

- Their initial list of products has been reduced to just hot dogs, pop, and vegetable platters. They would also like to be able to sell sunscreen.
- They hope to build on the menu in the future, but plan on keeping things simple this year. They will not be offering beach toys.
- The unit was purchased from “She-Devil” who operated in the park last year.
- They intend to open 5 days per week – Wednesday thru Sunday as Mondays and Tuesdays see fewer beach-goers.
- Garbage receptacles will be provided and the park and beach will be cleaned up daily.

Moved by Brad Case, seconded by Roxanne Davyduke that the Commission grant permission for Candace Wilson and Louana Farnsworth to operate a mobile vending unit at Tuey Park for the summer of 2016, subject to the applicant obtaining a business license and providing a copy of a valid Interior Health permit, insurance, and other requirements in conformity with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014;

AND THAT the Commission limits the mobile vending unit’s sales to food, sunscreen, and bug spray.

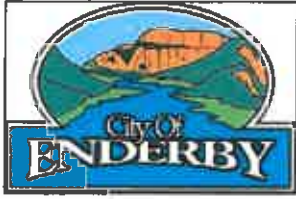
Carried

ADJOURNMENT

Moved by Brad Case, seconded by Denis Delisle that the meeting adjourn at 9:20 a.m.

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

Date: July 1, 2016
To: Enderby/Area F Joint Services Commission
From: Kaylee Wells, Recreation Administration
Subject: Second Quarter Report, 2016

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

Contents

Advertising..... 2

Administration..... 2

Facility Reports..... 3

Arena..... 3

Ball Fields..... 4

Gazebo 5

Lions Pool..... 5

Parks..... 6

Joint Use Agreement..... 7

Programs 7

Fitness..... 7

Youth..... 8

Advertising

Advertising via social media remains a strong advertising outlet. Using Hootsuite posts can be scheduled to Facebook and Twitter to ensure posts are uploaded at optimal times of the day to reach the most people.

Since the last quarterly report (April 1st 2016) Enderby and District Recreation Services Facebook page popularity has increased from 220 Likes to 267. The Enderby Outdoor Pools Facebook page increased from 490 to 536 Likes over the past quarter. Enderby and District Recreation Services Twitter Followers have increased from 60 to 87 followers in the past three months.

A like and share contest was done through Facebook in April which reached over 2,000 people. Participants were entered into the draw once when liking the post and twice when sharing the post.

Program schedules were sent out through AL Fortune Secondary, Grindrod Elementary, and MV Beattie Elementary Schools.

A half page advertisement was placed in the Exploring Enderby guide. Six thousand copies of this guide are distributed all over BC. Two Advertisements have been put into the Rivertalk since April promoting programs and the pool opening.

Mark McMahon donated two new banners, one with public swim times and one for the Junior Lifeguard Club (the Enderby Orcas). Sheryl Hay and the pool staff were in the July 1st parade with Recreation Services Banners.

Bulletin boards at the pool are updated with new advertising regularly.

Administration

Pool Staff was hired in April/May and training was complete in May.

Arena ice bookings, scheduling, and programming have begun with a large number of ice booking requests having been submitted. Both Sheryl Hay and Kaylee Wells have been in contact with user groups both on the phone and via email. A meeting with North Okanagan Minor Hockey President Chris Williamson was held June 24th. With some alterations to the requested times an additional 2.75hours of weekly ice bookings have been made available, altering the schedule has eliminated any breaks more than 15 minutes, maximizing staff hours, and giving adult leagues earlier ice slots

Two grants have been awarded, through viaport and the Province of British Columbia;

- 1) \$1,000 was granted by the Local Sport Development Fund for a Physical Literacy Active Youth Program and Fundamental Movement Skills (FMS) Training. The Local Sport Development Grant funding went towards creating a low cost training session for coaches, youth, and recreation leaders along with money to purchase equipment for Physical Literacy Programs. \$500.00 was spent on the FMS training and \$500.00 on equipment.
- 2) \$1,345 was awarded through the FAB 55+ grant. A new 8 week 55 years and older program called Women, Water, and Weights was created. All funding went to the purchase of new equipment for both the land and aquatic programs.

Two grants have been applied for through RBC's Learn to Play Program, one for upgrading our 2016/2017 skating program and one to upgrade our 2017 swim program. Collaboration and connections with other community groups has been made to apply for additional program funding.

Through a grant application by the Okanagan Boys and Girls Clubs, a Community, Youth & Family Recreation Leader summer student was acquired for Enderby Recreation Services. Julia Barger was the successful applicant for 35 hours per week from June 13- August 19. Having Julia on staff has allowed us to provide support staff for summer programs and events including *Play in the Park*, *The Arts Festival* and *the Early Years Free summer Family Events*. In Aquatics, she has coordinated activities for the *Father's Day Dunk, Dash and Splash*, and *Youth Nights*. New programming was also put in place using Julia to facilitate like *Afternoon Adventure Camps* and *Public Swim Games Leader*. Julia also assisted with recreation administrative work including marketing, public relations, water safety awareness, cash out deposits, and program evaluation. Enderby & District Recreation Services greatly benefited from having a summer student and would recommend applying for this addition to staffing next year.

Registration for the April fitness classes went well. A new youth music program, was created and the program ran with maximum numbers.

Staff and volunteers including student volunteers from AL Fortune School cleaned the Drill Hall. Staff and two volunteers painted the trim in the drill hall.

Facility Reports

Arena

Shuswap Minor Lacrosse has rented the dry floor between April and July with a total of 113.5 hours at the youth dry floor rate of \$28.00 per hour. The arena dry floor usage for Lacrosse has increased from last season by 14.5 hours.

Lacrosse Dry Floor Hours	
Year	Hours
2014	60
2015	99
2016	113.5

A drop in floor hockey league was started in April however had to be cancelled due to low participation numbers and Shuswap Minor Lacrosse making changes to their schedule. The program ran prior to the Lacrosse bookings and when they changed their times it was not worthwhile to have arena attendants come in for the Recreation Services Program.

Half of the arena boards were replaced last year, and the remaining half will be replaced this July.

August ice requests have been received for the 2016 season however the arena is not scheduled to open until September 17th.

AL Fortune Secondary School's Hockey Academy has requested more ice times to expand their program.

There have been requests for an additional ice slot from North Okanagan Minor Hockey (NOMHA). There is a waitlist of two groups for weekly primetime ice rentals.

Ball Fields

Ball leagues started the week of April 10th. Fee's remained consistent with last the 2015 rate of \$240.00 per team.

Ladies league used diamonds 1, 2, and 4 on Mondays and Tuesdays at 6:00 pm. Ladies used diamonds 3 and 4 on May 14th for makeup games and practice. Ladies mini tournament was June 4th and 5th then their yearend tournament was June 24th to 26th.

Men's league used diamonds 1, 2, and 4 at 6:00 pm on Wednesdays. The Men's double was May 28th and their yearend tournament was June 17th to 19th.

Mixed League played Fridays at 6:00 pm. The mixed double header was May 7th and 8th then their yearend tournament was June 10th to 12th.

Mixed Summer League is aiming to have 8 teams this season practicing on Tuesdays at 6:00 pm with their yearend tournament booked for August 26th and 27th.

Diamond #3 was reserved as the Youth Diamond from Monday to Thursday. Diamond #3 infield was upgraded and washrooms were added this season.

Funstastic ball tournament was June 30th to July 4th with an increase of teams from previous years.

The Honeymooners tournament is booked for September 9th to 11th.

A Men's 35+ ball tournament was held May 14th on diamonds 1 and 2.

Ball fields were used by AL Fortune Secondary School in the month of May. The school use falls under the joint use agreement, waving any usage fees.

Ball Leagues	
League	Number of Teams
Enderby Minor Fastball	4 Teams
Mixed League	9 Teams
Men's League	7 Teams
Ladies League	11 Teams

Gazebo

11 community events are scheduled to use or have used the Gazebo this year. Events are hosted by community groups such as the Lions Club, Fire Department, Church, and Arts Council

4 private events are booked for weddings, birthdays, and reunions.

10 ball tournaments will be using the Gazebo.

Booking request for the 2017 season have been received. Between April 29th and September 10th 2017 there are only 2 full weekends left available (July 8th/9th and August 5th/6th) and 2 Saturday only weekend bookings August 19th and 26th.

We have a new person doing the gazebo kitchen cleaning for the 2016 season.

Lions Pool

In April, aquatic leadership staff was hired for the Enderby Lions Pool. Brooklyn Hay was the successful candidate for Aquatic Supervisor and Kirya Skinner was chosen as the Assistant Supervisor. In May, seven part time staff were hired including Ellen, Jaden, Heather, Morgan, Jared (lifeguard / Instructor), Tiaura-Lee (Lifeguard) and Ravi (lifeguard / Fitness Instructor). A full in-service training was held on May 23rd where staff completed personal and team goal setting objectives for the season. Most of the staff participated in a team building / training session on Monday June 27th in order to prepare for the busy summer season and many staff actively participated in the Canada Parade.

Pool registration started earlier this year, opening up on April 18th. This proved very successful with people lined up out the door at the Chamber office on the first day and some classes filling up in the first couple of hours. Although more than 90% of our swim classes are full for the first 2 sessions, making registration a convenient process has been an ongoing challenge. There is still a need and

many requests for a more payment options other than cash or cheque. Many people were inconvenienced with having to return another day to pay or run to a bank machine to take out money.

School lessons were very successful with over 500 students from M.V. Beattie, Grindrod, Shihiya, Splatsin, and South Canoe participating swimming and water safety during May and June. Brooklyn and Kirya visited all local schools on May 19th (National Lifejacket Day) presenting awareness on the importance of wearing a Personal Floatation Device. Brook gave an emotional presentation at M.V Beattie on the importance of making wise decisions around the water as part of National Water Safety Week.

Aqua fit classes started earlier this season with supportive attendance. From May 24 to June 30, over 50 passes have been sold and 73 drop-ins. On average we have over 70 participants per week. Public swims have been well attended with only 3 early closures due to weather. To date, there have been 228 public swim attendees, and over 350 toonie swim participants. Our first Youth Night on June 25th was very well attended with 29 kids aged 7 to 12 years enjoying a pool PJ party.

Our biggest numbers have been in Red Cross Swim registration. To date there has been over \$10,000 revenue with 255 people registered in group or private lessons.

Swim Lesson Participation	
Group Lesson	126
Private or Semi Private Lessons	129

Program registration is starting to come in for the Junior Lifeguard Club (the Enderby Orcas) and lifesaving courses. We are currently looking at offering a Water Safety Instructor school at the Enderby Lions pool to support future instructing staff.

A new clock was purchased and put up at the pool; the previous clock was broken in the fall/winter of 2015 in attempts to transfer the clock from the pool to the arena.

Parks

Riverside Park was used May 20th to 23rd by Vernon Placers Minor Club for the Gold Panning Championships.

Two group gathering took place in Barnes Park

Two children’s programs will be held weekly in Barnes Park in July and August.

The Canada Day Celebration was held in Barnes Park.

A woman has booked Barnes Park to hold weekly fitness classes July to October.

Belvidere Park held two music performances.

Joint Use Agreement

The joint use agreement was used by AL Fortune School for use of the ball fields and MV Beattie Elementary School for swimming and use of the Gazebo.

Many groups used the school facilities including; 3 volleyball leagues, Enderby and District Youth Soccer Association, Pickle Ball, Ball Leagues, the 4H Club, Church Youth Groups, and Afterschool Club.

Programs

Fitness

Our spring sessions of fitness classes ran from April to June 3rd offering 8 week sessions. Five classes were offered a week including Zumba, HiiT, Core, Strength and Yoga training. There were 27 pre-registrations for the spring fitness classes. More participants chose to purchase drop in passes in the spring session. In total 350 people participated in these classes.

Fitness Class Participation	
HiiT AM	47
Strength and Stretch	70
Core Fit	137
Zumba	17
Yoga	79
Total	350

Feedback for fitness classes for next fall included;

- Continue to offer the same classes as spring 2016
- Including more evening programs for working participants
- More equipment and better sound system

Challenges with fitness programming include facilities with evening availability, recruiting instructors and a more accessible registration process.

Grant monies through Via Sport Forever Active 55+ supported a new program called *Women, Water and Weights*. This program filled to capacity with 12 ladies registered in a fitness class scheduled once a week for 8 sessions. There were 4 classes on land and 4 classes in the pool. Participants took part in goal setting and accountability and self evaluation as part of this course to keep you “Forever Active”

Youth

Grant monies received through Via Sport created the opportunity to offer physical literacy classes for kindergarten to grade 2 students in both Shihiya (3 classes) and Grindrod (4 classes) schools. The public and afterschool Sports programs did not run in the spring set as the times conflicted with other team sports like soccer and ball.

The new musical programs were very popular this Spring. Recreation services utilized the talents of current recreational leader staff who were also actors in the high school musical program to teach the classes. *Rhythm and Moves* for 4 to 6 years old filled to capacity and a second class was offered. *To the Beat* for 7 to 9 years was also well received and had good registration numbers for a new class. In total 24 children participated in the music programs.

A Red Cross Babysitting course was offered during Spring Break for kids 11 to 15 years. This class filled to capacity with 13 participants completing the training and an interest list for the course to be offered again this summer or fall.

A Fundamental Movements Instructor Training Session was hosted on May 7th with 11 participants receiving training.

A last minute program using our summer student was created to provide quality youth programming to fill the gap between school being out and summer programs. A 3 day Afternoon Adventure Camp was lead by our summer student Julia which offered park games and challenges followed by structured pool games and free swimming time. With only 3 day advertising, the camp had 12 youth on the first day and 9 on days 2 and 3. With the positive success and feedback, we are looking at offering the program once a week for July and August.

Recreation Services supported the Enderby and District Resource Center (EDRC) in their successful application for grant funding towards providing water safety awareness through swimming lessons, family free swims and water front signage. There is now collaboration with the EDRC on scheduling the family swim dates and swim lessons for less fortunate families.

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
 From: Tate Bengtson, CAO
 Date: August 8, 2016
 Subject: Pull-Out North of Enderby Maintenance Costs

RECOMMENDATION

THAT the Enderby & District Services Commission receives and files this memorandum.

BACKGROUND

[Note: this memorandum will also be advanced to Mayor and Council for the City of Enderby.]

A number of years ago, partners including the City of Enderby, Area F of the Regional District of the North Okanagan, and the Enderby & District Chamber of Commerce jointly constructed a pull-out amenity on Highway 97A. The amenity is located along the highway in Area F. It was designed to highlight the business presence in the area.

Over time, the amenity has fallen into some disrepair and has become a magnet for refuse – tourist, residential, and otherwise. For a considerable number of years, the City of Enderby has funded the full costs of performing basic maintenance on the amenity; this occurs for 5.5 months of the year by Public Works and for 6.5 months by the City’s garden contractor.

This matter has recently been discussed among the original partners so that a viable long-term solution for the amenity may be identified. This solution would involve jointly funding rehabilitation of the pull-out and resizing the garbage receptacles. Alternatively, it could involve decommissioning the site. With respect to the latter solution, the Ministry of Transportation and Infrastructure has provided some guidance for site decommissioning which would essentially involve demolishing the structure and installing barriers in front of the accesses.

An estimate for maintaining the amenity is as follows:

	Weekly Costs				No./Weeks	Total Cost
	Hrs/Wk Labour & Vehicle	Unit Rate (\$)	Est. Tipping (\$)	Weekly Cost (\$)		
Public Works	1.5	50.00	8.00	83.00	23.92	1985.36
Gardener	6.5	50.00	20.00	345.00	28.08	9687.60
Annual Cost						11672.96

As the costs are built into the City's internal labour and equipment costs and the City's gardening contract, the costs are implied rather than explicit costs.

All costs represent estimates based on standard charge-out rates multiplied by average time spent per week. The \$50 unit rate is based upon a \$35 per hour fully-loaded labour rate plus a \$15 per hour truck rate. The truck rate is approximate to the Blue Book value. The estimate of hours is provided by those who perform the maintenance work during the period. Variation between Public Works and Gardener in hours worked and tipping fees is attributed to seasonal increases in usage.

While the costs were being estimated, the matter of a potential partnership to rehabilitate the amenity was discussed by the Enderby & District Chamber of Commerce, with the thought that funding for it could be secured through advertising revenue. Attached is a letter from the Chamber expressing its position.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



Enderby & District

CHAMBER OF COMMERCE

Where the Shuswap meets the Okanagan

P.O. Box 1000, 702 Railway Street, Enderby, BC V0E 1V0

Telephone: 250.838.6727 | Fax: 250.838.0123

www.enderbychamber.com | info@enderbychamber.com

July 27, 2016

City of Enderby
619 Cliff Avenue
P.O. Box 400
Enderby, BC
V0E 1V0

Re: North End Pull Out

Dear Enderby & District Joint Service Commission:

The Enderby & District Chamber of Commerce Board of Directors have decided not to pursue interest in advertising opportunities for our membership at the North End Pullout. The decision by the board is to support the necessary steps needed to see the site decommissioned.

The North End Pullout has been deteriorating for a number of years and the cost to maintain the site is out of reach for many of our member businesses. The site has become an "unofficial" dump for many residents and tourists and the burden of cost is picked up by the City of Enderby. Even with ongoing maintenance it still remains an unattractive site that gives a bad impression to those traveling into the city.

The Board of Directors gave much thought into this decision as they feel by decommissioning the site traffic will come into the city and stop at local businesses to get information. It will also drive more traffic to the Visitor Information Centre where our trained staff encourage visitors to stay in our city and shop at our local businesses.

The Enderby & District Chamber of Commerce would like to thank the City of Enderby for their continued efforts in maintaining the North End Pullout.

Sincerely,

Corinne Van De Crommenacker
General Manager
Enderby & District Chamber of Commerce

THE CORPORATION OF THE CITY OF ENDERBY

Commission
Agenda

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 11, 2016
Subject: Cemetery Regulation Bylaw - Memorials

Recommendation

THAT the Commission recommends that Council enacts the attached bylaw cited as "Enderby & District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1605, 2016".

Background

The Enderby & District Cemetery Regulation Bylaw prescribes the maximum measurements for memorials and bases in the Cemetery. These measurements are in place, not only to provide for spacing in between each plot, but to ensure memorials do not overlap onto adjacent plots.

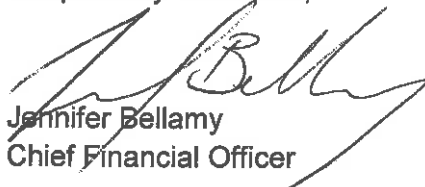
Recently, a contractor for one of the funeral homes installed a memorial and base that exceeded the size requirements in the bylaw. The funeral home has been notified of the error and the memorial and base will be reinstalled properly. This is not the first time the City has had to make the request, which adds administrative burden and disrupts cemetery operations. To help deter this from happening in the future, the following bylaw amendment is proposed:

The Caretaker retains the right to remove any memorial and base installed that does not meet the specifications set out in this bylaw. The memorial and base will be reinstalled by the Caretaker once the applicable fees as set out in Schedule "C" have been paid.

The Memorial Reinstallation fee provided for in Schedule "C" is based on the costs to have the City's Public Works crew reinstall the memorial and base to bylaw specification.

Note that the option of requiring all memorial installations to be done by the City was explored; however, this is not permitted under the Cremation, Interment and Funeral Services Act.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

BYLAW NO. 1605

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";

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

1. This bylaw may be cited as the "Enderby & District Cemetery Regulation Bylaw No. 1515, 2012 Amendment Bylaw No. 1605, 2016".
2. Section 11 of Bylaw No. 1515, 2012 is amended by adding the following:

11 (10) The Caretaker retains the right to remove any memorial and base installed that does not meet the specifications set out in this bylaw. The memorial and base will be reinstalled by the Caretaker once the applicable fees as set out in Schedule "C" have been paid.
3. Schedule "C" of "Enderby & District 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 _____, 2016.

READ a SECOND time this ____ day of _____, 2016.

READ a THIRD time this ____ day of _____, 2016.

RECONSIDERED and ADOPTED this ____ day of _____, 2016.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CLIFFSIDE CEMETERY
SCHEDULE "C"
Fee Schedule

CEMETERY LOTS	Lot Fees					Care Fund Portion					Total Fees				
	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017			
Adult															
(Resident)	278.10	292.00	306.60	321.95	92.70	97.35	102.20	107.30	370.80	389.36	408.80	429.25			
(Non Resident)	401.40	409.40	417.60	425.95	156.05	159.20	162.40	165.65	557.45	568.80	580.00	591.60			
Child/Infant (up to 12 years)															
(Resident)	189.60	199.10	209.05	219.50	63.20	66.35	69.65	73.15	252.80	265.45	278.70	292.65			
(Non Resident)	291.30	297.15	303.10	309.15	87.90	89.65	91.45	93.30	379.20	386.80	394.55	402.45			
Cremated Remains															
(Resident)	134.80	141.55	148.65	156.10	44.95	47.20	49.55	52.00	179.75	188.75	198.20	208.10			
(Non Resident)	218.50	222.85	227.30	231.85	72.85	74.30	75.80	77.30	291.35	297.15	303.10	309.15			

CEMETERY SERVICES	Effective Jan 1 2014	Effective Jan 1 2015	Effective Jan 1 2016	Effective Jan 1 2017
-------------------	----------------------------	----------------------------	----------------------------	----------------------------

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	Effective	Effective	Effective
	Jan 1 2014	Jan 1 2015	Jan 1 2016	Jan 1 2017
Exhumation / Disinterment Services				
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
Memorial Installation				
Care Fund Contribution	26.00	26.50	27.05	27.60
Memorial Reinstallation	NA	NA	80.00	81.50
-Supplies/Materials	At cost	At cost	At cost	At cost
SUPPLIES				
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
SUNDRY				
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
TAXES				
Provincial and Federal Taxes as legislated				

THE CORPORATION OF THE CITY OF ENDERBY

Commission
Agenda

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: July 12, 2016
Subject: Ratification of Ball Diamond Washrooms Purchase Authority

RECOMMENDATION

THAT the Enderby & District Services Commission ratifies the purchase of Ball Diamond Washrooms consistent with the Master Parks Plan, in an amount not to exceed \$35,000.

BACKGROUND

In 2011, the Enderby & District Services Commission adopted the Master Parks Plan. One of the recommended improvements was the addition of washroom facilities near Diamond #3 in Riverside Park. The estimated cost was \$60,000. The project was identified as DCC eligible for 16% of its value. Several years ago, water and sewer services were pre-serviced to the edge of Riverside Park for this purpose.

Staff identified a precast option which was less than the high-level estimate provided in the Master Parks Plan. Staff sought and obtained unanimous Commission support via email poll to expedite completion of this project so that it could be enjoyed for the balance of the ball season. The matter is now being brought back to the Commission for formal ratification of the expenditure, in an amount not to exceed \$35,000. This cost estimate includes the washroom facilities plus servicing.

Near the end of the year, Staff will bring forward a summary of expenditures on DCC eligible projects for 2016 along with a recommended resolution to transfer that amount from the Parks DCC fund.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: July 15, 2016
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. 1578, 2015 Amendment Bylaw No. 1609, 2016".

Background

Currently the only arena fee for schools included in the parks, recreation and culture fees bylaw is for School District #83, in which the fees are determined per a joint use agreement. In order to provide an affordable rate for other school groups, staff recommend adding a school group rate for schools not covered under a joint use agreement to the fees bylaw. The rate would be \$46.00 per hour, which is consistent with the rate previously charged to school groups before the joint use agreements were in place.

Attached is the revised bylaw.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATON OF THE CITY OF ENDERBY BYLAW No. 1609

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015";

AND WHEREAS Council wishes to amend the fees;

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

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1609, 2016".
2. Schedule "B" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015" is deleted and Schedule "B" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ____ day of ____, 2016.

READ a SECOND time this ____ day of ____, 2016.

READ a THIRD time this ____ day of ____, 2016.

ADOPTED this ____ day of ____, 2016.

Mayor

Chief Administrative Officer

SCHEDULE "B" – ARENA FEES

Ice (per hour unless otherwise indicated)	
Adult – rental	154.00
Youth and Preschool – rental	85.00
Senior – rental	111.00
Non Prime – rental	40.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop-In	5.00
Skating lesson – 30 minutes x 8 sessions	60.00
Skating lesson – 45 minutes x 8 sessions	75.00
Birthday Package	105.00
SD #83	JOINT USE AGREEMENT
ALF Hockey Academy	JOINT USE AGREEMENT
Public Skate	FREE
School Groups - not covered through Joint Use Agreement	46.00
Summer Ice	\$9,975* / week
Dry Floor (per hour unless otherwise indicated)	
Adult	60.00
Youth	28.00
Senior	31.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop In	5.00
Non-Profit (per day)	624.00
Commercial (per day)	1,248.00
SD #83	JOINT USE AGREEMENT

* The Summer Ice fee is based on continuous usage from/to the regular season. For rentals that are not continuous with the regular season, additional costs for installing and removing the ice will be added to the fee. If the arena is to be open for more than eight hours a day, or open for non-consecutive periods in a day, renter will be responsible for additional costs incurred. Summer Ice rentals are subject to availability and staffing resources. Two weeks advance notice must be provided.

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: August 15, 2016
Subject: Replacement of Arena Compressor Isolation Valves

RECOMMENDATION

THAT the Enderby & District Services Commission receives and files this notification of an unbudgeted emergency expenditure for the replacement of the compressor isolation valves in the Enderby Memorial Arena, valued at \$11,610.16;

AND THAT the Enderby & District Services Commission approves an appropriation from prior-years' surplus and reserves of \$11,610.16 for the replacement of the compressor isolation valves in the Enderby Memorial Arena.

BACKGROUND

Earlier in the summer, traces of ammonia were detected in the compressor room and, through a process of elimination, it was discovered that the compressor isolation valves were failing. While the leaks were minor and could be ventilated safely, the compressor isolation valves had to be replaced before further deterioration occurred and resulted in a significant ammonia leak. Notwithstanding the safety concern, from a timing perspective, it is necessary to do this work prior to the refrigeration plant being activated, which occurs before the arena ice is made. The total cost for replacement of the 6 compressor isolation valves was \$11,610.16.

The Commission is being notified of this unbudgeted emergency purchase in accordance with the City's Purchasing Policy, which authorizes purchases to reduce damage or potential damage. This expenditure may require an amendment to the five-year financial plan near the end of the year.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: August 19, 2016
Subject: Regulating Smoking and Idling in Parks

RECOMMENDATION

THAT the Enderby & District Services Commission directs Staff to initiate a streamlined public consultation process to determine if the public wishes for enhanced tobacco control over and above the Provincial Tobacco Control Regulation;

AND THAT the Enderby & District Services Commission recommends that Enderby City Council adds a provision to the City of Enderby Public Spaces Bylaw No. 1604, 2016 which prohibits idling within 3 metres of a doorway, window or air intake of a recreational facility or other park structure.

BACKGROUND

In order to facilitate the implementation of an Illegal Dumping Reporting Program, Enderby City Council gave three readings to the City of Enderby Public Spaces Bylaw No. 1604, 2016 at its Regular Meeting of July 18, 2016; this Bylaw also enables the regulation of its public spaces more effectively for matters which are common practice. The Bylaw addresses matters such as:

- Littering;
- Illegal dumping;
- Possession of liquor or illegal drugs/related paraphernalia;
- Offensive or disorderly conduct;
- Camping or temporary/permanent accommodation;
- Excavation;
- Damaging or vandalizing public property; and
- Smoking tobacco.

With regards to smoking in public places, Enderby City Council resolved to enhance the Provincial Tobacco Control Regulation by prohibiting smoking in a Public Space that is within 6 metres of a doorway, window or air intake of a place which is ordinarily open to the public or is a work place (Tobacco Control Regulation has a specified distance of only 3 metres); given that parks are the jurisdiction of the Enderby & District Services Commission, Enderby City Council resolved to refer the matter of regulating smoking within parks to the Commission.

Given the range of options for regulating smoking within parks, from mirroring the Tobacco Control Regulations (3 metres of a doorway, window or air intake of a public place) right through to a full ban, Staff are recommending that the Commission initiate a streamlined public consultation process to gauge the public's preferred level of regulation for smoking within parks; such a public consultation process would involve a short survey that would be posted on the City's website and social media pages and the information gathered through the survey would be reported back to the Commission for consideration.

Furthermore, it has come to Staff's attention that there have been on-going issues related to vehicles idling in close proximity to recreational facilities, which has become a nuisance to users. Given this, Staff are proposing that the Commission recommends to Council that it add a provision to the City of Enderby Public Spaces Bylaw No. 1604, 2016 which prohibits idling within 3 metres of a doorway, window or air intake of a recreational facility or other park structure.

Respectfully Submitted,



Kurt Inglis
Planner and Assistant Corporate Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: August 12, 2016
Re: Dry Floor Rental - Baker Fundraiser

Recommendation:

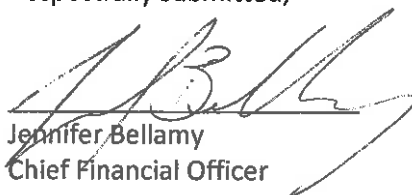
THAT the Commission ratifies waiving the dry floor rental fee and charges the incremental labour rate for the Burger & Beer Fundraiser.

Background/Discussion:

Attached is a request received to waive the dry floor rental rate for a fundraiser in support of a local resident, Gary Baker, who recently suffered a brain aneurysm. The fundraiser is to support his family during his recovery. The dry floor rental rate was set at \$600/day last year and the other discounted rates (which were one-offs for events, such as the Girl Guides) were removed, so that the Commission could consider any request to waive fees on a case-by-case basis.

The organizer has committed to getting all permits in place. All cooking of food will occur outdoors on grills. There are no bookings in the arena for that day, but the neighbouring gazebo is booked. From an operational perspective, an arena attendant will need to be on duty for the duration of the event (5-11pm). Due to existing commitments associated with other bookings on Saturday and Sunday, the incremental labour costs associated with providing the attendant will be 4 hours x the straight time fully-loaded rate of \$37.01. There will likely be fairly minimal impacts to our variable operating costs for the arena over and above our fixed costs.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

To whom it may concern,

We would like to request your support in the form of donation towards the Baker Family.

On August 1st Gary Baker, a long time Enderby and Shuswap resident, suffered a major brain aneurysm while playing soccer. His teammates called an ambulance to rush him to the hospital since they assumed it was a concussion. When doctors realized it was actually an aneurysm, they transferred him to Kelowna to be seen by the neurosurgeon. Gary had excessive bleeding in his brain so they flew him immediately to Vancouver General Hospital for surgery. Surgery went well and doctors managed to reduce the pressure on his brain and clamp the aneurysm to stop the bleeding. While he is still very vulnerable and there are many risks ahead, we've been seeing many positive signs. He has already opened his eyes and can follow some of the doctor's basic commands. Unfortunately, this will not be a quick recovery. Even if the bleeding didn't do any permanent brain damage, it could take months or even years for Gary to recover.

Gary's wife, Erica, and their four daughters are currently staying at a community condo in Vancouver so they can be with Gary during his recovery. While many friends and family have offered their support, it's becoming apparent to Gary's family that the biggest need during his recovery will be financial.

The Family is currently aiming to raise 50 thousand dollars for the Baker family. This money could set up a large enough fund to sustain them over the next unknown number of months. At this point we don't know how long Gary's recovery will take, or how long the family will need to stay in Vancouver.

In order to achieve this goal we are organizing a Burger and Beer night with a silent auction for Saturday August 27th - which just so happens to be Gary's Birthday.

We have booked this event at your Enderby Memorial Arena and would greatly appreciate any discount you might be able to offer us on the rental of this facility. We will purchase the additional insurance needed for this event and provide all necessary liquor and gaming licenses needed to host this event. Any reduction in cost to the rental, however, would mean we could give just a little bit more to help Gary, Erica, Alea, Erin, Bree and Keira during this difficult time.

Thank you very much for time and consideration on this matter and we look forward to hearing from you in the coming days.

Sincerely,

David Knight, Alyssa Wilbur and all of the Baker's Family and Friends

Burger & Beer Fundraiser

***Please join us in helping raise money for
Gary Baker and Family!***

On August 1st Gary Baker suffered a major brain aneurysm while playing soccer. Gary had excessive bleeding in his brain so they flew him immediately to Vancouver General Hospital for surgery. This will not be a quick recovery. Even if the bleeding didn't do any permanent brain damage, it could take months or even years for Gary to recover. We are currently aiming to raise 50 thousand dollars for the Baker family. This money could set up a large enough fund to sustain them over the next unknown number of months, and allow them to make payments on Gary and Erica's student loans. At this point we don't know how long Gary's recovery will take, or how long the family will need to stay in Vancouver, so anything you can give is a huge help for Gary, Erica, Alea, Erin, Bree and Keira during this difficult time.

Tickets available for purchase at:

Big Al's House of Hockey - Salmon Arm

Sutherland's Bakery - Enderby

*Any donations for the silent auction would be
greatly appreciated...please contact*

Alyssa Wilbur @ 250.463.1335

Tickets \$20 (includes a Burger & Beer)

Enderby Memorial Arena

Saturday Aug 27 2016 - 5:00pm - 11:00pm



Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: August 22, 2016
Subject: Belvidere Hand Launch - Tender Results

RECOMMENDATION

THAT the Enderby & District Services Commission does not award a tender for the Belvidere Hand Launch upgrade project;

AND THAT the Enderby & District Services Commission directs Staff to report back to the Commission with a design/build approach to the Belvidere Hand Launch upgrade project.

ALTERNATE RECOMMENDATION

THAT the Enderby & District Services Commission awards the tender for the Belvidere Hand Launch upgrade project, in the amount of \$85,423.41, to Splatsin Construction Services LLP;

AND THAT the Enderby & District Services Commission gives preliminary budget approval of \$100,000 for the Belvidere Hand Launch upgrade project.

BACKGROUND

The Enderby & District Services Commission has resolved to champion improving the Belvidere Hand Launch by increasing the launching area, cleaning debris, and improving accessibility to the site; 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.

Following the development of a conceptual plan and the identification of a preferred option for the hand launch upgrade, the Commission directed Staff to proceed with engaging the consultant, CTQ Consultants Ltd, to complete detailed design work and budget. Based on their detailed design work, CTQ estimated the total project cost at \$40,569.60, with the breakdown of these costs as follows:

Environmental Permitting	-	\$9,360.00
Capital Works	-	\$24,448.00
<u>Subtotal</u>	-	<u>\$33,808.00</u>
Total with 20% Contingency	-	\$40,569.60

Based on these estimated costs provided by the consultant, the Commission gave preliminary 2016 budget approval of \$40,569.60 for the Belvidere Hand Launch upgrade and directed Staff to advance the project to Tender.

Tenders for the project were opened on July 22, 2015 and closed on August 11, 2016; through this tendering process, a total of two bids were received and the bid amounts were as follows:

D Webb Contracting Ltd.	-	\$120,016.15
Splatsin Construction Services LLP	-	\$85,423.41

Both of the bids received were significantly higher than the total project costs estimated by CTQ. Given the significant discrepancy between the estimated project cost and the bid amounts received, Staff recommend that the Commission does not award a tender for the Belvidere Hand Launch upgrade project.

Staff instead propose that the Commission directs Staff to report back with a design/build approach to the Belvidere Hand Launch upgrade project. Through a design/build approach, contractors would be asked to submit a proposal for designing the hand launch upgrade as per the Commission's objectives/specifications (increasing the launching area, cleaning debris, improving accessibility, etc.) and completing the construction works associated with their design, all of which would need to be completed within a specified all-in budget amount. Staff are proposing an all-in budget amount of \$45,000, which is higher than the \$40,569.60 that the Commission currently has budgeted; the reason for the proposed increase in budget is the Province has placed conditions on the City's Section 11 Change Approval Permit related to environmental monitoring, riparian plantings, and follow-up reporting, the costs of which could be significant. All costs related to monitoring, plantings, and reporting would be borne by the contractor as part of the design/build proposal, therefore Staff are proposing an all-in budget amount of \$45,000 in order to accommodate these additional costs. Given the timelines associated with such an approach, it is anticipated that any potential construction works would not occur until winter/early spring of 2017.

It should be noted that, if the Commission wishes to pursue a design/build approach, the design for the hand launch upgrade will be significantly scaled back as compared to the robust design that was initially brought forward by CTQ; however, through the tendering process it has become apparent that the costs related to such a robust design would require a significantly higher capital investment than what was initially estimated by CTQ. If the Commission wishes to pursue the more robust design, the Commission can choose to award the tender for the Belvidere Hand Launch upgrade project, in the amount of \$85,423.41, to Splatsin Construction Services LLP. Notwithstanding the estimated construction costs of \$85,423.41, it is estimated that if the Commission were to award the tender to Splatsin Construction Services LLP, the total cost of the Belvidere Hand Launch project could exceed \$100,000 as there would be additional costs related to environmental monitoring, riparian plantings, and follow-up reporting which were not within the scope of the tender; in order to fund this, money would have to be

reallocated from other Commission projects, with those projects being deferred unless the Commission chooses to pursue short term borrowing.

Respectfully Submitted,

Kurt Inglis
Planner and Assistant Corporate Officer