

## ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case  
Tundra Baird

Herman Halvorson  
Denis Delisle

### AGENDA

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**DATE:** Monday, January 16, 2017  
**TIME:** 9:00 a.m.  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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1. **ELECTION OF CHAIR**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**  
[Regular Minutes of December 20, 2016](#)
4. **UNFINISHED BUSINESS**
  - a. [Master Parks Plan Review](#) – Memo from Chief Administrative Officer dated January 9, 2017
  - b. [Purchase of New Tractor-Mower](#) – Memo from Chief Administrative Officer dated January 9, 2017
  - c. [Removal of Structures Attached to Breakwater – RFP Results](#) – Memo from Chief Administrative Officer dated January 10, 2017
5. **PUBLIC QUESTION PERIOD**
6. **CLOSED MEETING RESOLUTION**
7. **ADJOURNMENT**

**ENDERBY AND DISTRICT SERVICES COMMISSION**

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Tuesday, December 20, 2016 at 9:00 a.m. in the Council Chambers of Enderby City Hall.

**Members:** Brad Case City of Enderby  
Tundra Baird City of Enderby  
Herman Halvorson Electoral Area F  
Denis Delisle Electoral Area F

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

**Others:** Sheryl Hay and Kaylee Wells – Parks and Recreation

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**APPROVAL OF AGENDA**

The following item was added to the agenda under New Business:

- Parks Plan Review

Moved by Brad Case, seconded by Denis Delisle that the agenda be approved as amended.  
Carried

**ADOPTION OF MINUTES**

Regular Meeting Minutes of August 24, 2016

Regular Meeting Minutes of September 16, 2016

Moved by Tundra Baird, seconded by Denis Delisle that the minutes of the regular meetings of August 24, 2016 and September 16, 2016 be adopted as circulated.

Carried

**REPORTS**

Parks and Recreation Services – Q3 Report

Parks and Recreation Services – 2016 Annual Report

Enderby Outdoor Pool – 2016 Final Report

Moved by Brad Case, seconded by Tundra Baird that the reports be received and filed.

Carried

Sheryl Hay and Kaylee Wells responded to various questions from Commission members. Many programs will be offered again along with some new ones.

### **UNFINISHED BUSINESS**

Results of Smoking Survey – Memo from Planner and Assistant Corporate Officer dated November 30, 2016

Moved by Brad Case, seconded by Tundra Baird that the Commission recommend that Enderby Council amend its Public Spaces Bylaw to ban smoking within 6 metres of playgrounds;

AND THAT the Commission installs ‘No Smoking’ signs at all playgrounds within the jurisdiction of the City of Enderby Public Spaces Bylaw, subject to Council amending the Public Spaces Bylaw in accordance with the Commission’s recommendation;

AND THAT the Commission continue to monitor feedback on restricting smoking at Tuey Park beach to a designated smoking area;

AND THAT the Commission occasionally review the regulation of smoking within Enderby parks to assess its effectiveness and evolving public opinion;

AND FURTHER THAT in order to discourage cigarette butts from being discarded into the Shuswap River, the Commission refer the installation of cigarette dispensers near picnic tables along the Riverwalk to 2017 Budget (~\$1,800).

Carried

### **NEW BUSINESS**

Point of Sale Terminal – Memo from Chief Financial Officer dated October 27, 2016

Moved by Tundra Baird, seconded by Denis Delisle that the Commission approve the acquisition of a point of sale terminal for Recreation Services.

Carried

Parks Development Cost Charges – Riverside Park Washrooms – Memo from Chief Financial Officer dated October 27, 2016

Moved by Brad Case, seconded by Tundra Baird that the Commission approve the transfer of \$4,800 from the Fortune Parks, Recreation and Culture Service Development Cost Charges reserve.

Carried

Purchase of New Tractor-Mower – Memo from Chief Administrative Officer dated December 9, 2016

The Chief Administrative Officer reported that new information about the existing unit has emerged and requested that the matter be postponed to the next meeting so that further business case analysis can be undertaken.

Moved by Tundra Baird, seconded by Denis Delisle that this item be postponed until the next Commission meeting.

Carried

BC Hydro/Tree Canada Community Tree Planting Program – Grant Application for Barnes Park – Memo from Chief Administrative Officer dated December 16, 2016

The Planner and Assistant Corporate Officer presented his background report. It was suggested that perhaps a variety of trees be selected instead of just one type to add colour.

Moved by Tundra Baird, seconded by Denis Delisle that the Commission authorize Staff to submit a grant application under the BC Hydro/Tree Canada Community Tree Planting Program for the planting of trees at Barnes Park.

Carried

*Late Item:*     Parks Plan Review

The Parks Plan was adopted in 2011 and is due for a review after 5 years.

The Chief Administrative Officer reported that there are some in-camera land matters to deal with that will impact the Parks Plan. He suggested that there are two possible approaches that the Commission may wish to consider: A comprehensive review which will be time-intensive and require an outside consultant, or a scaled-back version which would involve reviewing the existing plan and engaging the public to determine changes in the wants and needs of the community. The scaled-back version can be done in-house.

The Chief Administrative Officer will report back with a proposal for a scaled-back Master Parks Plan review process.

**CLOSED MEETING RESOLUTION**

Moved by Brad Case, seconded by Denis Delisle that pursuant to Section 90.1 (d) (i) and (k) and Section 90.2 (b) 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) (j) of the *Community Charter*.

Carried

**ADJOURNMENT**

The regular meeting reconvened at 10:14 am.

The following item was released from In-Camera:

- Spray Park Funding Announcement

There is \$218,000 available for the spray park project. The Chief Administrative Officer will be following up with the fundraisers to get an update on their efforts and whether they are open to a phased approach.

Moved by Denis Delisle, seconded by Brad Case that the meeting adjourn at 10:15 am.

Carried

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: January 9, 2017  
Subject: Master Parks Plan Review

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**RECOMMENDATION**

THAT the Enderby & District Services Commission directs staff to proceed with an update to the Master Parks Plan on the basis of the attached proposal.

**BACKGROUND**

On March 28, 2011, the Enderby & District Services Commission adopted its Master Parks Plan after several years of work and significant public engagement. The plan superseded a 1976 region-wide parks plan developed by the Regional District of the North Okanagan and a corollary report specifically about Fortune Parks in 2003.

A Master Parks Plan is a high-level planning document that integrates vision, goals, and objectives for parks, recreation facilities, and trails across a long-range time horizon, generally with an associated funding prescription. A Master Parks Plan is a comprehensive parks and recreation planning tool that is designed to inform parkland acquisition and capital improvements. The hallmark of the Commission's Master Parks Plan was a set of objectives, grouped by time horizon, with due consideration to how acquisition and improvements should be funded.

As is the case with other high-level planning documents, such as Official Community Plans and Regional Growth Strategies, a regular review is a best practice to ensure that the plan's goals and objectives are reflective of accomplishments, changing circumstances, and emergent needs.

At the previous meeting, Commission members expressed their desire to proceed with a streamlined update in light of the fact that the most recent major update was relatively recent and this approach, provided it is sufficiently contained in scope, could be delivered in-house without a major budget implication.

Attached is a proposed overview of this streamlined approach for generating a minor update to the plan. The overview provides for a "state of the plan" assessment of progress, deferrals, and changes relative to the current Master Parks Plan as well as a simple process for collecting community feedback by survey. The proposed public feedback component will encourage

parks and recreation users to consider not only ideas, but also timelines, potential funding sources, and key stakeholders. The intent of this approach is to raise awareness among the public about the difficult decisions that elected officials make in allocating finite resources to an infinite wish list. This is particularly the case in parks and recreation, where myriad competing objectives must be weighed against cost constraints (e.g. a 1% increase to the parks budget generates \$7,100 in new revenue).

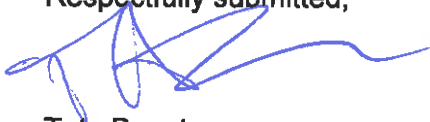
The key milestones at which it is proposed that the Commission will be engaged as a decision-making body will be:

1. At the conclusion of Part One, when the Commission evaluates the “state of the plan” and considers changes to existing goals as well as interim scope changes.
2. At the conclusion of Part Two, when the Commission evaluates how best to incorporate public feedback into the update.
3. Review and comment upon the draft update to the Master Parks Plan prior to its final adoption.

Notwithstanding the above decision-making points, the Commission will play an important role throughout this process in engaging with the public and encouraging feedback.

The deliverables for this process will be an update to the Master Parks Plan and a reflection of the new or changed commitments in the 2018 financial plan. The Commission should be aware that, as this undertaking will be delivered in-house to keep costs low, and is dependent upon the nature and quantity of public feedback, timelines will need to be reasonably flexible and scope creep minimized in appreciation of these pressures.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

## **Master Parks Plan Update - 2017**

### **PART ONE – STATE OF THE PLAN**

1. Review of accomplishments and goals completed or in progress
2. Summary of remaining goals, including recommendations on:
  - a. Items for which no change is needed or minor clarifications are useful
  - b. Items for which the timeline should be advanced or deferred due to changing conditions
  - c. Items for which removal is advisable due to changed conditions (e.g. community support has changed or the concept has not proven viable)
3. Summary of changes in Master Parks Plan scope identified or implemented since last update, including implications from Official Community Plans and/or Local Area Plans adopted during the interim

### **PART TWO – PUBLIC ENGAGEMENT**

4. Collect public feedback on new goals and project ideas, including:
  - a. Description of goal/project, including key benefits and preferred timeline
  - b. Encourage consideration of potential costs and how the project should be funded (e.g. raise taxes significantly to complete immediately; raise taxes slightly and reserve money over time for later implementation; pursue grants and limit tax increases; fund through increases to user fees)
  - c. Identification of stakeholders who may be willing to help with grassroots fundraising on cost-intensive projects
5. Feedback will be presented to the Commission along with a recommendation on the next step for incorporation into the plan.

### **DELIVERABLES**

6. This process will result in:
  - a. An update to the Master Parks Plan (2017)
  - b. A reflection of the new or changed commitments in the next financial plan (2018)
7. Delivery dates may be compressed or extended based on the nature and quantity of public feedback that needs to be incorporated into the new plan.



THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: January 9, 2017
Subject: Purchase of New Tractor-Mower

RECOMMENDATION

THAT the Enderby & District Services Commission authorizes the purchase of a Kubota tractor-mower with bagger and aerator for \$35,888 including PST.

BACKGROUND

Near the end of the 2016 season, the John Deere tractor that is used by Parks and Recreation for a variety of purposes, including mowing, failed. After taking it to a service repair shop, it was determined that the costs involved in repairing it were greater than what should be expended given that the unit was due for replacement in 2020. The John Deere tractor was manufactured in 1994. For the remainder of the 2016 season, Parks and Recreation has relied upon its smaller mower unit, which is not designed for the same purposes as the larger tractor and is very inefficient for grooming larger areas.

Specifications for the unit were identified by Parks and Recreation. In addition to the same-sized tractor with mower and front-end loader, a bagger for grass clippings and an aerator attachment were identified as desirable. The bagger will create efficiencies by eliminating labour associated with raking clippings when grass growth is at its heaviest and allow more flexibility in determining the grooming schedule. The aerator unit will improve maintenance of the fields, and particularly the ball diamonds, by alleviating soil compaction and allowing air, water, and nutrients to penetrate grass roots. Over time, this will create a healthier, better quality, playing field.

Quotes were obtained from the following suppliers: John Deere, Kubota, and Kioti.

Table with 4 columns: Supplier, John Deere, Kubota, Kioti. Rows include Quoted Price (\$), Bagger included?, and Aerator included?.

As indicated by the above chart, Kubota provided the lowest quote for a product that includes all of the desired attachments. Given the lead time for getting the unit and its attachments into place, staff are requesting authorization to proceed with the purchase immediately so that

operations are not compromised. The purchase will be a committed expenditure within the 2017 budget. The funding will come from equipment replacement reserves; as a result, there is no net tax impact for this purchase.

Staff anticipate that the costs of the new purchase will be slightly offset by the salvage value (estimated at \$2,000) realized by disposal of the failed unit.

Attached to this memorandum is a business case analysis that explored a number of other options, including repair of the existing unit and purchase of a flip-deck mower. While the flip-deck mower would offer an incremental performance improvement over the recommended purchase, the added cost combined with increased maintenance and higher asset management requirements led the Parks and Recreation Department to recommend the tractor-mower combination.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

Tractor/Mower

Components	Cost	Options			
		1	2	3	4
New Mower with Bagger	36000				
Fix old Tractor	7000				
Aerator unit	2100				
New Tractor with Bagger, Mower, Loader	33788				
Trade in old Tractor	-2000				
<b>Total Cost (\$)</b>		<b>45100</b>	<b>33888</b>	<b>9100</b>	<b>42888</b>

Benefits	Rating
Maintenance Efficiency	** *** *
Operations Efficiency	*** ** *
Performance Quality	*** ** *
Fleet Resiliency	*** ** *

\*\*\* = excellent  
 \*\* = good/very good  
 \* = poor

Risks	Rating
Age related extraordinary repairs	*** *
End of service failure results in throw-away costs	*** **
O&M costs	** **
Failure compromises operations	* ** **

\*\*\* = high  
 \*\* = medium  
 \* = low

Summary	
Option 1	highest cost, risk of repairs to old unit, best performance, better operational efficiency, lower maintenance efficiency
Option 2	lowest cost outside of replacing unit, better but not best performance, best maintenance efficiency and good operational efficiency, new unit offset by lowest fleet resiliency, likely lowest ongoing O&M costs
Option 3	lowest cost, significant risk of failure compromising service levels, increased O&M costs over time, worst operational efficiency and performance quality
Option 4	second-highest cost, some redundancy in fleet, better but not best performance (and may not be worth it, if contrasted to similarly priced Option 1, acceptable operational and maintenance efficiency)

**THE CORPORATION OF THE CITY OF ENDERBY**

*Commission  
Agenda*

**MEMO**

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: January 10, 2017  
Subject: Removal of Structures Attached to Breakwater – RFP Results

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**RECOMMENDATION**

THAT the Enderby & District Services Commission authorizes staff to contract with Arc Ridge Ltd. at a value of \$9,807 plus applicable taxes for the removal of structures attached to the breakwater ahead of the Mabel Lake public boat launch.

**BACKGROUND**

Consistent with a long-standing Master Parks Plan objective, in February 2016 the Enderby & District Services Commission was assigned tenure for District Lot 5142, which is a Crown aquatic property upon which the public boat launch, dock, and a breakwater are located. Structures – reclaimed docks - were affixed to the breakwater by the previous tenure holders to replace the timbers that were previously in place. Unfortunately, the structures have proven to be something of a flight risk and the Commission determined that the structures should be removed before they caused harm.

To that end, a request for proposal (“the RFP”) was issued in December 2016, with a close date of January 6, 2017. In addition to mandatory criteria (which all proponents met), the RFP assigned weighted scores to the proposals on methodology (40%), qualifications (10%), and price (50%). Three proponents responded to the RFP. The scoring matrix is attached. The proponents’ scores and prices are as follows:

Proponent Name	Score (/100)	Price (\$)
Wildfire Excavation	91.00	9,710
ArcRidge	99.51	9,807
Chapman Construction	70.80	19,580

The main driver behind the score differential was cost, which represented 50% of the weighted score. While ArcRidge bid slightly higher than Wildfire Excavation, the ArcRidge proposal included a stronger methodology involving how to deploy specialized equipment to avoid or minimize any site impact, as well as comprehensive plans for water, worksite, environmental and public safety. As a result of ArcRidge’s approach and equipment, staff have determined that in-house contributions in support of the project will be relatively minimal. ArcRidge intends to dispose of the docks by donating any salvageable items to local sports/recreational clubs and

depositing the remainder in landfill. Staff have performed a reference check on ArcRidge which verified that the company has a demonstrated capability to deliver in accordance with its proposal and budget.

The costs of undertaking this work will be a commitment in the Commission's 2017 budget. Staff confirm that there are funds for the project. Moreover, staff will be using this opportunity to further assess the condition to the breakwater to determine the viability of postponing its renewal as a consequence of reducing the structural stress associated with the affixed structures.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

**Title**  
Removal of Structures Attached to Breakwater, Mabel Lake

**Date**  
10-Jan-17

Wildfire Excavation      ArcRidge      Chapman

**Mandatory Questions (y/n)**

- 1. Sound knowledge of project
  - 2. Capable of working around water per requirements
  - 3. References (y=yes or n/a)
- Meets Mandatory Specs (y/n)

y      y      y  
y      y      y  
y      y      y  
Yes      Yes      Yes

**Methodology (40%)**

- 1. Method (/10)
  - 2. Schedule (/10)
- Weighted Score (max: 40)

6      10      8  
10      10      10  
32.00      40.00      36.00

**Qualification (10%)**

- 1. Qualifications of company (/10)
  - 2. Past performance (/10)
- Weighted Score (max: 10)

9      10      10  
9      10      10  
9.00      10.00      10.00

**Price (50%)**

Weighted Score (max: 50)

\$9,710.00      \$9,807.00      \$19,580.00  
50.00      49.51      24.80

**Total Weighted Score (max: 100)**

91.00      99.51      70.80