

## ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case  
Tundra Baird

Herman Halvorson  
Denis Delisle

### AGENDA

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**DATE:** Tuesday, February 26, 2019  
**TIME:** 10:00 a.m.  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Enderby & District Services Commission Regular Meeting Minutes of January 21, 2019](#)

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**4. NEW BUSINESS**

[2019 Financial Plans](#)

Report prepared by Chief Financial Officer dated February 21, 2019

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[Hourly Ball Diamond Rates](#)

Report prepared by Chief Financial Officer dated February 13, 2019

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**5. PUBLIC QUESTION PERIOD**

**7. ADJOURNMENT**

**ENDERBY AND DISTRICT SERVICES COMMISSION**

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Monday, January 21, 2019 at 1:30 in the Council Chambers of Enderby City Hall.

<b><u>Members:</u></b>	Brad Case	City of Enderby
	Tundra Baird	City of Enderby
	Denis Delisle	Electoral Area F
	Herman Halvorson	Electoral Area F

**Staff:** Tate Bengtson – Chief Administrative Officer, City of Enderby  
 Laurel Grimm – Recording Secretary, City of Enderby

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**ELECTION OF CHAIR**

Nominated by Brad Case

“That Tundra Baird be appointed Chair of the Enderby and District Services Commission.”

ELECTED BY  
ACCLAMATION

**APPROVAL OF AGENDA**

Moved by Brad Case, seconded by Herman Halvorson

“*THAT the January 21, 2019 Enderby and District Services Commission agenda be approved as presented.*”

CARRIED

**ADOPTION OF MINUTES**

[Enderby & District Services Commission Regular Meeting Minutes of September 26, 2018](#)

Moved by Herman Halvorson, seconded by Denis Delisle

“*THAT the minutes of the regular meeting of September 26, 2018 be adopted as presented.*”

CARRIED

**REPORTS**

[Cemetery Land Use Plan Presented by Lees & Associates](#)

- Overview of current trends and local demographics.
- Described areas of opportunity and improvement.
- Described proposed improvements and new amenities and interment options, and reviewed implementation timeline.

The Commission discussed what they would like to see move forward in the next five years including the columbarium and cremation garden improvements.

[Cemetery Land Use Plan Report](#)

Moved by Brad Case, Seconded by Herman Halvorson

“*THAT the Enderby & District Services Commission adopts the Cemetery Land Use Plan;*”

*AND THAT the Commission directs staff to report back during the annual budget process with an implementation plan for the short-term recommendations.”*

CARRIED

**NEW BUSINESS**

Purchase of Recreation Sound System

Moved by Herman Halverson, Seconded by Denis Delisle

*“That the Enderby & District Services Commission authorizes the purchase of a new sound system for \$2000.”*

CARRIED

Riverside Park Diamond 5 Referrals

Moved by Denis Delisle, Seconded by Councillor Brad Case

*“THAT the Enderby & District Services Commission receives and files the comments on the proposed fifth ball diamond at Riverside Park, as received from the unit owners of the Regency on the River strata complex;*

*AND THAT the Commission directs staff to proceed with preparing a cost estimate for detailed design and budget for Diamond 5, which would be brought forward in the 2019 budget.”*

CARRIED

OPPOSED Herman Halverson

2018 Enderby Outdoor Pool Final Report

Moved by Brad Case, Seconded by Denis Delisle

*“That the Enderby & District Services Commission receives and files the 2018 Enderby Outdoor Pool Final Report.”*

CARRIED

**CLOSED MEETING RESOLUTION**

Moved by Herman Halverson, seconded by Denis Delisle

*“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.”*

CARRIED

**ADJOURNMENT**

The regular meeting reconvened at 11:26 am

Moved by Tundra Baird, seconded by Brad Case

*“THAT the September 26, 2018 regular meeting of the Enderby and District Services Commission be adjourned at 11:26 a.m.”*

CARRIED

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CHAIR

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CORPORATE OFFICER

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO  
From: Jennifer Bellamy, CFO  
Date: February 21, 2019  
Subject: 2019 Financial Plans

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**Recommendation**

THAT the Enderby and District Services Commission determines which, if any, of the new uncommitted expenses it wishes to approve for inclusion in the 2019 financial plan on Appendix A;

AND THAT the Enderby and District Services Commission reviews the attached financial plans, directs changes as necessary, and resolves to accept the financial plans.

**Background**

Attached are drafts of the financial plans for each of the Commission's Services. Once the Commission approves the plans they will be forwarded to the City to incorporate into its budget process and to the RDNO for requisition purposes.

Cemetery

The attached Cemetery - Financial Plan proposes a 1.5% increase to the budget (or \$594). Although there have been minor operating increases, the proposed budget has incorporated the following outcomes of Phase 1 of the Cemetery Land Use Plan;

- Upper Cremation Garden – prepare and install the first of three columbaria.
- West Edge & Lower Cremation Garden – improve appearance of existing cremation area and install a new retaining wall and fence along the property line.
- Work Shed – purchase and install a new work shed in a new location.
- Increased provision for cemetery maintenance contract to address routine grounds maintenance.

There are also two operating grants requested for 2019 included in the financial plan:

- Mara Cemetery Grant - the Mara Musical and Athletic Association is requesting \$2,352 for 2019. Per review of the Associations 2019 budget, a grant of \$87 is needed to balance its budget. The Association has also included an extra \$2,000 in its grant request for a lawyer/software package, in which the Commission provided funds for in 2018 but the package was never purchased by the Association. Additional funds for this purpose should not be provided for in 2019. The financial plan includes a grant in the amount of \$500 to the Association. If the Commission wishes to increase this amount back to the \$2,000 that was provided in 2018, a 3.7% increase to the requisition will be required.
- Grindrod Cemetery Grant - The Grindrod Cemetery Committee is asking for \$2,700 for annual grounds maintenance, which is consistent with costs that have been incurred in the past.

## Animal Control

The attached Animal Control - Financial Plan proposes a 14.2% decrease to the budget (or -\$2,772). Although the operating expenses budgeted for 2019 have remained relatively consistent, new revenues will be realized in 2019 for shared use of the dog pound with neighboring communities.

## Parks and Recreation

The attached Parks & Recreation - Financial Plan proposes a 1.5% decrease to the budget (\$11,352). This decrease is largely due to the removal of the contribution to the Parks Plan reserve. The remainder of the requisition is comprised of a 1% increase to asset management reserves, 1% increase to equipment reserves, 2.5% increase to operating and 0.4% decrease for projects (see Appendix A).

Along with minor operating increases to maintain the current service, the proposed financial plan includes the following:

- Grant Requests - Attached are the grant requests received from the Community Halls and other supported organizations (Appendix B). The Community Hall grants have been reviewed by the Area F Director and include his recommendations. The remaining grants requiring input are for the Enderby & District Museum Society and Kingfisher Interpretive Centre Society.
  - The Museum is requesting \$24,000 for 2019 to fund its part time curator. Included in the proposed financial plan is \$21,055, which is the value of the grant provided in 2018 with a CPI increase. A 0.4% increase to the requisition would be required to fund the additional \$2,945 requested.
  - The Kingfisher Interpretive Centre is requesting \$10,000 for operating. Included in the proposed financial plan is \$8,885, which is the value of the grant provided in 2018 with a CPI increase. A 0.1% increase to the requisition would be required to fund the additional \$1,115 requested.
- Capital/Special Projects - Attached is a list of the operating and capital projects for 2019 included in the financial plan (Appendix C). Included in this list is \$3,000 for an operating contingency. Typically surplus funds are used as an operating contingency and an amount equal to 20% of budgeted expenses are kept in surplus for this purpose. A 20% operating contingency amounts to \$167,279 and currently there is only \$150,494 in surplus resulting in an underfunded portion of \$16,785. Although any larger emergency expenditures will need to be funded through surplus, an operating contingency included in the regular budget will provide room to deal with smaller emergency operating issues. If these funds are not required for the year they will help rebuild the operating contingency to sufficient levels. Additional items for Commission consideration is included on Appendix A.
- Reserves
  - Capital Renewal – includes a 1% requisition increase to save for future capital projects.
  - Equipment – includes a 1% requisition increase to fund the zamboni replacement in 2021. It is anticipated that a new zamboni will need to be purchased in 2021.

Respectfully Submitted



Jennifer Bellamy  
Chief Financial Officer

City of Enderby  
CEMETERY - FINANCIAL PLAN  
2019-2023

\$ 594 1.5%

City GL#	Budget	2018 Actual	2018 Actual Vs	Budget	Budget	Budget	Budget	Budget	Notes
	2018	(Draft)	2018 Budget	2019	2020	2021	2022	2023	
<b>REVENUE</b>									
<b>REQUISITIONS</b>									
RDNO - Contribution	40,091	25,203	-	40,685	67,481	68,621	69,789	71,002	
City of Enderby - General Taxation		14,888							
<b>FEES AND CHARGES</b>									
Enderby Cemetery User Fees	15,000	13,053	1,947	15,000	15,000	15,000	15,000	15,000	
SALE OF SERVICES	15,000	13,053	1,947	15,000	15,000	15,000	15,000	15,000	
<b>OTHER REVENUE</b>									
INTEREST INCOME	1,803	2,339	(536)	2,105	2,105	2,105	2,105	2,105	
PRIOR YEARS SURPLUS/Reserves	25,000	25,000	-	83,448	-	35,578	-	35,578	Cemetery Land Use Plan
ACCUMULATED SURPLUS	25,000	25,000	-	83,448	-	35,578	-	35,578	
<b>TOTAL REVENUE</b>	<b>81,894</b>	<b>80,483</b>	<b>1,411</b>	<b>141,238</b>	<b>84,586</b>	<b>121,304</b>	<b>86,894</b>	<b>123,685</b>	
<b>EXPENDITURES</b>									
Computer Repairs & Maintenance - GIS	613	613	-	630	647	664	682	700	
Finance OH charges - Enderby	1,100	1,100	-	1,129	1,159	1,190	1,222	1,255	
Admin. City of Enderby	4,963	4,963	-	5,097	5,230	5,370	5,510	5,660	
Public Works Wages - Enderby	7,000	5,205	1,795	7,000	7,190	7,380	7,580	7,780	
Public Works Equipment - Enderby	6,600	2,836	3,764	4,000	4,110	4,220	4,330	4,450	Based on three year average 1) 2018 included \$25k for Land Use Plan 2) Increased provision for cemetery maintenance contract based on CLP recommendations and new contract year. For discussion As requested Includes \$25.8k for CLP
Cemetery Maintenance	42,250	43,188	(938)	20,000	20,540	21,090	21,660	22,240	
Grant - Mara Cemetery	2,000	2,000	-	500	510	520	530	540	
Grant - Grindrod Cemetery	2,700	2,700	-	2,700	2,700	2,770	2,840	2,920	
Repairs - Major	10,500	-	10,500	37,750	37,750	37,750	37,750	37,750	
Liability Insurance	667	667	-	782	800	820	840	860	
<b>OPERATING EXPENDITURES</b>	<b>78,393</b>	<b>63,272</b>	<b>15,121</b>	<b>79,588</b>	<b>80,636</b>	<b>81,774</b>	<b>82,944</b>	<b>84,155</b>	
<b>CAPITAL - Cemetery Land Use Plan</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,700</b>	<b>-</b>	<b>35,580</b>	<b>-</b>	<b>35,580</b>	Columbaria & retaining wall/fencing for lower cremation area
<b>TRANSFER TO RESERVES</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>	<b>3,950</b>	<b>3,950</b>	<b>3,950</b>	<b>3,950</b>	<b>3,950</b>	Reserves for future improvements
<b>TOTAL EXPENSES</b>	<b>81,893</b>	<b>66,772</b>	<b>15,121</b>	<b>141,238</b>	<b>84,586</b>	<b>121,304</b>	<b>86,894</b>	<b>123,685</b>	
<b>SURPLUS(DEFICIT)</b>	<b>\$ 1</b>	<b>\$ 13,711</b>	<b>\$ 13,711</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>SURPLUS FUNDS</b>									
Opening Balance		125,740		139,451	102,937	102,937	67,359	67,359	
20% Operating Contingency				(15,918)	(16,127)	(16,355)	(16,589)	(16,831)	
Contributions		13,711							
Expenditures				(36,514)		(35,578)		(35,578)	
Closing Balance		139,451		87,019	86,810	51,004	50,770	14,950	
<b>RESERVE FUNDS</b>									
Opening Balance		68,256		48,123	450	4,400	8,350	12,300	
Contributions		3,500		3,950	3,950	3,950	3,950	3,950	
Interest		1,367							
Expenditures		(25,000)		(51,623)					
Closing Balance		48,123		450	4,400	8,350	12,300	16,250	

\$ (2,772) -14.2%

City GL#	Budget	2018 Actual	2018 Actual Vs	Budget	Budget	Budget	Budget	Budget	Notes
	2018	(Draft)	2018 Budget	2019	2020	2021	2022	2023	
<b>REVENUE</b>									
<b>REQUISITIONS</b>									
RDNO - Contribution									
City of Enderby - General Taxation									
	\$ 19,556	6,125	19,556	\$ 16,784	\$ 17,299	\$ 17,815	\$ 18,333	\$ 18,872	
		13,431							
<b>FEES AND CHARGES</b>									
Dog Licenses: Enderby	5,750	5,278	473	5,500	5,500	5,500	5,500	5,500	Based on a three year average
Dog Tickets	600	460	140	500	500	500	500	500	
Dog Shelter Fees	1,300	945	355	4,300	4,300	4,300	4,300	4,300	Based on a three year average, plus new agreement with CSR/S/A
SALE OF SERVICES	7,650	6,883	968	10,300	10,300	10,300	10,300	10,300	
<b>OTHER REVENUE</b>									
INTEREST INCOME	550	718	(168)	650	650	650	650	650	
<b>TRANSFER OF RDNO RESERVE</b>									
	-	-		-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>27,756</b>	<b>26,957</b>	<b>800</b>	<b>27,734</b>	<b>28,249</b>	<b>28,765</b>	<b>29,283</b>	<b>29,822</b>	
<b>EXPENDITURES</b>									
Admin - Finance OH charges - Enderby	2,020	2,020	-	2,073	2,110	2,148	2,187	2,226	
Bylaw Enforcement	900	217	683	500	509	518	527	536	
City of Enderby Admin	943	943	-	968	990	1,010	1,030	1,050	
Operations & Maintenance	2,860	1,900	960	2,950	3,000	3,050	3,100	3,160	Based on a three year average
Sundry	900	216	684	900	920	940	960	980	
Dog Control Contract	13,500	9,747	3,753	13,500	13,740	13,990	14,240	14,500	
Lease of Shelter	4,003	4,008	-	4,111	4,190	4,270	4,350	4,430	
Poundkeeper Contract	2,005	1,442	563	2,000	2,040	2,080	2,120	2,160	
Liability Insurance - Enderby	625	625	-	733	750	760	770	780	
<b>OPERATING EXPENDITURES</b>	<b>27,756</b>	<b>21,112</b>	<b>6,644</b>	<b>27,735</b>	<b>28,249</b>	<b>28,766</b>	<b>29,284</b>	<b>29,822</b>	
<b>CAPITAL</b>									
<b>TRANSFER TO RESERVES</b>									
	-	-		-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>27,756</b>	<b>21,112</b>	<b>6,644</b>	<b>27,735</b>	<b>28,249</b>	<b>28,766</b>	<b>29,284</b>	<b>29,822</b>	
<b>SURPLUS(DEFICIT)</b>	<b>\$ -</b>	<b>\$ 5,844</b>	<b>5,844</b>	<b>\$ (1)</b>	<b>\$ (0)</b>	<b>\$ (1)</b>	<b>\$ (1)</b>	<b>\$ (0)</b>	

**SURPLUS FUNDS**

Opening Balance - City	39,124	44,969	44,969	44,969	44,969	44,969
Contributions	5,844	-	-	-	-	-
Expenditures						
Closing Balance	<b>44,969</b>	<b>44,969</b>	<b>44,969</b>	<b>44,969</b>	<b>44,969</b>	<b>44,969</b>

					(11,352)	-1.5%				
		Budget		2018 Actual vs. 2018 Budget	Budget	Budget	Budget	Budget	Budget	
GL#	C O E	2018	2018 YTD Actual (Draft)		2019	2020	2021	2022	2023	Notes
<b>REVENUE</b>										
<b>REQUISITIONS (RDNO contribution)</b>										
01-1-42104-80		\$ 783,764	763,764	-	\$ 752,412	\$ 769,579	\$ 799,457	\$ 830,332	\$ 862,221	Calculated amount
<b>FEEES AND CHARGES</b>										
01-1-42111-60	Ball Field Rentals	15,800	16,071	(271)	16,500	16,950	17,410	17,880	18,360	Per Chamber estimate
01-1-42120-60	Miscellaneous Income	3,000	2,645	355	2,500	2,570	2,640	2,710	2,780	Per Chamber estimate.
	Arena Advertising	-	-	-	3,000	3,080	3,160	3,250	3,340	New item for board advertising
01-1-42140-60	Arena	94,000	88,776	5,224	90,000	92,430	94,930	97,490	100,120	Per Chamber estimate.
01-1-42150-60	Curling Club	15,000	15,614	(614)	12,200	12,530	12,870	13,220	13,580	Reduction in insurance premium
01-1-42160-60	ESC -Skating Programs	6,450	6,778	(328)	5,200	5,340	5,480	5,630	5,780	Per Chamber estimate
<b>Enderby Lions Pool</b>										
01-1-42170-60	Public Swim	8,500	8,910	(410)	8,500	8,730	8,970	9,210	9,460	Per Chamber estimate
01-1-42171-60	Fitness	6,200	7,006	(806)	7,000	7,190	7,380	7,580	7,780	Per Chamber estimate
01-1-42180-60	Swim Lessons	20,500	23,012	(2,512)	22,000	22,590	23,200	23,830	24,470	Per Chamber estimate
01-1-42190-60	School	3,200	4,057	(857)	3,700	3,800	3,900	4,010	4,120	Per Chamber estimate
<b>Programming</b>										
01-1-42125-60	Fitness	11,000	17,763	(6,763)	16,500	16,950	17,410	17,880	18,360	Per Chamber estimate
01-1-42126-60	Youth	4,000	5,968	(1,968)	5,000	5,140	5,280	5,420	5,570	Per Chamber estimate
01-1-42127-60	Miscellaneous	1,000	1,257	(257)	1,000	1,030	1,060	1,090	1,120	Per Chamber estimate
		-	-	-	-	-	-	-	-	
<b>SALE OF SERVICES</b>										
		188,650	197,855	(9,205)	193,100	198,330	203,690	209,200	214,840	
<b>OTHER REVENUE</b>										
<b>INTEREST INCOME</b>										
01-1-42200-60		2,700	2,693	7	2,425	2,425	2,425	2,425	2,425	90% of previous year actual
<b>Grants - Organizations, Misc.</b>										
01-1-75130-60	Developer Contribution	3,424	11,824	(8,400)	1,000	-	-	-	-	Family Day Skate. 2018 included extra fundraising for Spray Park
		-	-	-	-	-	-	-	-	
<b>TOTAL GRANTS</b>										
		3,424	11,824	(8,400)	1,000	-	-	-	-	
<b>BORROWING</b>										
		-	-	-	-	-	-	-	-	
<b>TRANSFER FROM DCCs</b>										
01-1-92120-80		-	-	-	-	-	-	-	-	
<b>Transfer from Reserves</b>										
01-1-42220-60		110,000	10,000	100,000	185,000	8,000	111,500	-	-	Per schedule
01-1-42220-60	Transfer from Reserves - Parks Plan	-	-	-	8,000	-	-	-	-	
<b>PRIOR YEARS SURPLUS</b>										
01-1-92120-80		31,800	26,619	5,181	-	-	-	-	-	Per schedule
<b>USE OF SURPLUS/RESERVES</b>										
		141,800	36,619	105,181	193,000	8,000	111,500	-	-	
<b>TOTAL REVENUE</b>										
		1,100,338	1,012,755	87,583	1,141,937	978,334	1,117,072	1,041,957	1,079,486	



			(11,352)	-1.5%						
			Budget	Budget	Budget	Budget	Budget			
GL#	C O E	2018	2018 YTD Actual (Draft)	2018 Actual vs. 2018 Budget	2019	2020	2021	2022	2023	Notes
<b>EXPENDITURES</b>										
<b>ADMINISTRATION</b>										
Computer Support - IS - Enderby	01-2-71130-61	7,851	7,851	-	8,063	8,280	8,500	8,730	8,970	
Computer Support - GIS	01-2-71135-61	613	613	-	630	650	670	690	710	
Finance OH charges - Enderby	01-2-71145-61	22,951	22,951	-	23,550	24,186	24,839	25,510	26,199	
Chamber - Pool Management	01-2-71161-61	1,225	1,225	0	1,248	1,281	1,316	1,352	1,389	
Corp Admin Allocation - Enderby	01-2-19851-00	36,142	36,142	(0)	37,118	38,120	39,150	40,210	41,300	
Legal	01-2-71170-61	2,000	-	2,000	2,000	2,054	2,109	2,166	2,224	
Collective Bargaining	01-2-71175-61	-	-	-	1,000	-	-	-	-	
Committee Meeting Expenses	01-2-71195-61	1,500	1,072	428	1,300	1,300	1,300	1,300	1,300	
Programming/Scheduling	01-2-71120-61	46,015	45,985	30	47,230	48,505	49,815	51,160	52,540	Per Agreement
Marketing and Promotion	01-2-71210-61	4,500	3,169	1,331	3,500	3,590	3,690	3,790	3,890	Per Chamber estimate
Insurance (liability) - Enderby	01-2-71235-61	2,667	2,693	(26)	3,127	3,210	3,300	3,390	3,480	
<b>ADMINISTRATION</b>		<b>125,464</b>	<b>121,701</b>	<b>3,763</b>	<b>128,765</b>	<b>131,176</b>	<b>134,689</b>	<b>138,298</b>	<b>142,002</b>	
<b>PARKS</b>										
Parks - Wages	01-2-71245-62	53,800	62,726	(8,926)	61,200	62,850	64,550	66,290	68,080	
Parks - Employee Benefits	01-2-71255-62	12,900	15,289	(2,389)	15,400	15,820	16,250	16,690	17,140	
Parks - Maintenance										Tuey Park fence repair \$2k; Diamond #3 infield repair \$2.5k, Operating Contingency \$3k
Major Maintenance	01-2-71285-62	8,800	6,686	2,114	7,500	-	-	-	-	
Regular Maintenance	01-2-71270-62	17,000	17,054	(54)	17,500	17,970	18,460	18,960	19,470	
Gas & Oil	01-2-71275-62	1,817	2,333	(516)	2,000	2,050	2,110	2,170	2,230	Based on three year average
Shuswap River Access	01-2-71280-62	16,000	8,895	7,105	10,000	10,270	10,550	10,830	11,120	Per Chamber estimate
Grindrod Park	01-2-71285-62	21,000	20,352	648	25,550	26,240	26,950	27,680	28,430	Includes \$2k for fencing and filling inground garbages.
Mabel Lake Boat Launch	01-2-71295-62	2,000	2,963	(963)	2,000	2,050	2,110	2,170	2,230	
Mabel Lake Trails	01-2-71300-62	1,000	-	1,000	1,000	1,030	1,060	1,090	1,120	
Riverwalk	01-2-71303-62	1,250	3,611	(2,361)	1,300	1,340	1,380	1,420	1,460	Based on three year average
Weed Control	01-2-71315-62	1,800	-	1,800	1,500	1,540	1,580	1,620	1,660	
Utilities	01-2-71320-62	5,811	5,370	441	5,800	5,960	6,120	6,290	6,460	
Parks - Advertising	01-2-71325-62	500	-	500	500	510	520	530	540	Per Chamber estimate
Parks - Insurance (property)	01-2-71330-62	4,922	4,062	860	1,200	1,232	1,265	1,299	1,335	Savings with new carrier
<b>PARKS</b>		<b>148,600</b>	<b>149,341</b>	<b>(741)</b>	<b>152,450</b>	<b>148,862</b>	<b>152,905</b>	<b>157,039</b>	<b>161,275</b>	

					(11,352)	-1.5%					
		Budget		2018 Actual vs. 2018 Budget	Budget	Budget	Budget	Budget	Budget		
GL#	C O E	2018	2018 YTD Actual (Draft)		2019	2020	2021	2022	2023		Notes
<b>GRANTS</b>											
	Shuswap Trail Alliance	01-2-71336-63	10,394	10,384	10	10,591	10,880	11,170	11,470	11,780	Per Agreement
	Museum	01-2-71350-63	20,500	20,500	-	21,055	21,055	21,055	21,055	21,055	
<b>GRANTS</b>											
<b>COMMUNITY HALLS</b>											
	Mara	01-2-71355-64	10,664	10,664	-	10,952	10,952	10,952	10,952	10,952	
	Mara - Putula Park	01-2-71363-64	1,144	1,144	-	1,175	1,175	1,175	1,175	1,175	
	Kingfisher Interpretive Society	01-2-71367-64	8,651	8,651	-	8,885	8,885	8,885	8,885	8,885	
	Other	01-2-71367-64	10,000	-	10,000	5,062	5,062	5,062	5,062	5,062	
	Grindrod	01-2-71365-64	8,222	7,775	447	10,222	10,222	10,222	10,222	10,222	
	Kingfisher	01-2-71370-64	14,862	14,862	-	18,201	18,201	18,690	19,190	19,710	
	Kingfisher School	01-2-71371-64	3,100	3,300	(200)	3,390	3,480	3,570	3,670	3,770	
	Ashton Creek (Riverside Community)	01-2-71375-64	12,575	12,575	-	12,575	12,575	12,575	12,575	12,575	
	Grandview Bench	01-2-71380-64	7,000	7,000	-	6,000	6,000	6,000	6,000	6,000	
<b>COMMUNITY HALLS</b>											
<b>ENDERBY SPORTS COMPLEX</b>											
	ESC - Wages	01-2-71385-65	104,900	107,382	(2,482)	104,700	107,530	110,430	113,410	116,470	
	ESC - Employee Benefits	01-2-71395-65	25,200	24,394	806	26,300	27,010	27,740	28,490	29,260	
	ESC - Gas & Oil	01-2-71400-65	2,084	2,251	(167)	2,300	2,360	2,420	2,490	2,560	
	ESC - Maintenance	01-2-71410-65	46,500	38,828	9,672	46,500	47,760	49,050	50,370	51,730	Maintain prior year budget
	ESC - Major Maintenance	01-2-71415-65	41,900	37,857	4,043	34,000	30,000	30,000	30,000	30,000	Arena Painting \$25k, Door replacement \$8k, Zamboni repairs \$3k
	ESC - Ammonia Chlorine	01-2-71420-65	1,518	1,518	(0)	1,548	1,579	1,611	1,643	1,676	2% Increase per contract.
	ESC - Snow Removal	01-2-71425-65	3,000	1,534	1,466	2,500	2,570	2,640	2,710	2,780	
	ESC - Vehicle & Equipment expense	01-2-71430-65	2,113	1,755	358	2,300	2,360	2,420	2,490	2,560	Based on three year average
	ESC - Marketing & Advertising	01-2-71435-65	1,500	1,710	(210)	1,500	1,540	1,580	1,620	1,660	Per Chamber Estimate
	ESC - Licenses	01-2-71440-65	110	112	(2)	115	120	120	120	120	
	ESC - Training	01-2-71445-65	500	-	500	500	510	520	530	540	
	ESC - Insurance (property)	01-2-71450-65	14,440	16,532	(2,092)	8,200	8,420	8,650	8,880	9,120	Savings with new carrier
	ESC - Telephone	01-2-71455-65	4,000	4,096	(96)	4,210	4,320	4,440	4,560	4,680	
	ESC - Utilities	01-2-71465-65	69,816	72,918	(3,102)	74,400	76,410	78,470	80,590	82,770	
<b>ENDERBY SPORTS COMPLEX</b>											
<b>PROGRAMS</b>											
	Programing	01-2-71470-66	23,738	25,953	(2,215)	31,900	32,760	33,640	34,550	35,480	Per Chamber Estimate
<b>PROGRAMS</b>											

			(11,352)	-1.5%						
			Budget	Budget	Budget	Budget	Budget			
GL# C O E	Budget	2018 Actual (Draft)	2018 Actual vs. 2018 Budget	2019	2020	2021	2022	2023	Notes	
<b>ENDERBY POOL</b>										
Aquatics - Contract Wages	01-2-71545-67	45,500	41,660	3,840	47,000	48,270	49,570	50,910	52,280	Per Chamber estimate
Aquatics - Contract Wages - Other	01-2-71550-67	2,900	2,550	350	2,900	2,980	3,060	3,140	3,220	Per Chamber estimate
Aquatics - Wages Pool	01-2-71480-67	11,200	9,754	1,446	9,500	9,760	10,020	10,290	10,570	
Aquatics - Employee Benefits Pool	01-2-71490-67	2,700	2,382	318	2,400	2,460	2,530	2,600	2,670	
Aquatics - Regular Maintenance	01-2-71500-67	9,500	9,685	(185)	10,000	10,270	10,550	10,830	11,120	
Aquatics - Program/Office Supplies	01-2-71505-67	4,400	5,769	(1,369)	4,800	4,930	5,060	5,200	5,340	Per Chamber estimate
Aquatics - Major Maintenance	01-2-71510-67	3,500	-	3,500	4,700	4,830	4,960	5,090	5,230	Basin Repairs \$4.7k
Aquatics - Marketing & Advertising	01-2-71520-67	900	265	635	600	620	640	660	680	Per Chamber estimate
Aquatics - Training	01-2-71525-67	800	894	(94)	900	920	940	970	1,000	Per Chamber estimate
Aquatics - Insurance	01-2-71530-67	1,698	2,069	(371)	1,000	1,030	1,060	1,090	1,120	Savings with new carrier
Aquatics - Telephone	01-2-71535-67	350	211	139	300	310	320	330	340	
Aquatics - Utilities	01-2-71540-67	14,330	21,121	(6,791)	22,000	22,590	23,200	23,830	24,470	Increased costs for Spray Park
<b>ENDERBY POOL</b>		<b>97,778</b>	<b>96,358</b>	<b>1,420</b>	<b>106,100</b>	<b>108,970</b>	<b>111,910</b>	<b>114,940</b>	<b>118,040</b>	
<b>OPERATING EXPENDITURES</b>		<b>820,273</b>	<b>799,097</b>	<b>21,176</b>	<b>836,395</b>	<b>842,743</b>	<b>862,590</b>	<b>882,985</b>	<b>903,908</b>	
Borrowing - MFA Agreement	01-2-71555-60	-	-	-	-	-	-	-	-	
<b>DEBENTURE PRINCIPLE</b>	01-2-71555-60	-	-	-	-	-	-	-	-	
Borrowing - MFA Agreement	01-2-71560-60	-	-	-	-	-	-	-	-	
<b>DEBENTURE INTEREST</b>	01-2-71560-60	-	-	-	-	-	-	-	-	
<b>CAPITAL</b>	01-2-82350-60									
Spray Park		31,800	34,019	(2,219)						
Breakwater - Mabel Lake		100,000	-	100,000	100,000	8,000				
Backstop Extension		-	-	-	-	8,000				
JD Tractor replacement		-	-	-	-	8,000				
Preliminary Design - Pool Replacement		-	-	-	40,000					
Arena Flooring		-	-	-	45,000					
Pickup		10,000	10,931	(931)						
Zamboni		-	-	-			111,500			
<b>Total Capital</b>		<b>141,800</b>	<b>44,950</b>	<b>96,850</b>	<b>193,000</b>	<b>8,000</b>	<b>111,500</b>	<b>-</b>	<b>-</b>	
<b>TRANSFER TO RESERVES</b>										
Parks Plan		41,000	41,000	-						
Equipment		28,535	28,535	-	36,175	43,699	51,395	59,389	67,692	1% increase for zamboni replacement
Capital replacement	01-2-71570-60	68,730	68,730	-	76,368	83,892	91,588	99,582	107,885	1% requisition increase
<b>TRANSFER TO RESERVES</b>	01-2-71570-60	<b>138,265</b>	<b>138,265</b>	<b>-</b>	<b>112,542</b>	<b>127,591</b>	<b>142,982</b>	<b>158,971</b>	<b>175,578</b>	
<b>TOTAL EXPENSES</b>		<b>1,100,338</b>	<b>982,312</b>	<b>118,026</b>	<b>1,141,937</b>	<b>978,334</b>	<b>1,117,072</b>	<b>1,041,956</b>	<b>1,079,486</b>	
<b>SURPLUS(DEFICIT)</b>		<b>\$ -</b>	<b>\$ 30,443</b>	<b>30,443</b>	<b>\$ (1)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	

**Appendix A**

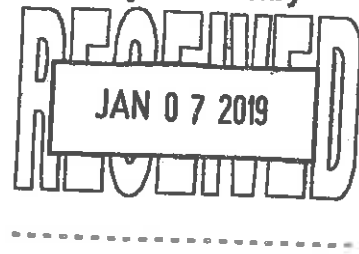
**Fortune Parks  
2019 Budget Item Options**

		<b>Budget Increase</b>
Proposed Budget Increase:		
Operating	18,947	2.5%
Extra projects:		
Tuey Park fence repair	2,000	
Diamond #3 infield repair	2,500	
Pool Basin Repairs (short term)	4,700	
Arena painting	25,000	
Zamboni preventative maintenance	3,000	
Door Replacement - West doors at Curling Rink	6,000	
Operating Contingency	3,000	
Total	<u>46,200</u>	
2018 project total	<u>49,276</u>	
Increase required	= 3,076	-0.4%
Capital reserves (replacement)	7,638	1.0%
Equipment reserves - Zamboni replacement	7,638	1.0%
Removal of Parks Plan Reserve Contribution	- 42,500	-5.6%
Pool Preliminary Design (funded through reserves)	40,000	0.0%
<b>Total Proposed Budget Increase</b>		<b>-1.5%</b>
Extra items for Commission consideration:		
Operating		
Museum Grant Increase	2,945	0.4%
Kingfisher Interpretive Centre Grant Increase	1,115	0.1%
Diamond #5 detailed design	9,500	1.2%
Arena - TDS Meter & valve	4,800	0.6%
Sun shade - playground equipment	2,500	0.3%
Belvedere Hand Launch Railing	2,500	0.3%
<b>Possible requisition increase</b>		<b><u>1.6%</u></b>

**Appendix B**  
**Enderby & District Services Commission**  
**2019 Grant Requests**

Name	2019 Budget - Proposed	2019 Amount Requested	2018 Amount	Notes
Mara Musical & Athletic Association	10,952	15,963	10,664	- Asking for full amount of expenses, does not take into account revenues. Full request would require a 0.7% taxation increase. 2018 amount including a CPI increase would be \$10,952 and meet the their 2019 projected budget.
Mara - Putula Park	1,175	5,150	1,144	- Asking for full amount of expenses, does not take into account revenues. Increase would require a 0.5% taxation increase. 2018 amount including a CPI increase would be \$1,175 and meet the their 2019 projected budget.
Grindrod Recreation Association	8,322	11,322	6,322	- Asking for the amount to return to pre-2018 amount, which would require a 0.7% taxation increase.
Kingfisher Community Society	18,201	15,500	14,862	- Amount requested would require a 0.1% taxation increase. 2018 amount with a CPI increase would be \$15,263. - Added an additional \$2,938 for maintenance per Area F Director.
Riverside Community Club	12,575	12,575	12,575	- Asking for same amount as 2018.
Grandview Bench Hall	6,000	5,000	7,000	- Asking for less, although looking at the financials, \$6,000 might be more reasonable.
Kingfisher Interpretive Centre Society	8,885	10,000	8,651	- Amount requested would require a 0.2% taxation increase. 2019 amount with a CPI increase would be \$8,885.
Enderby & District Museum Society	21,055	24,000	20,500	- Amount requested would require a 0.5% taxation increase. 2019 amount with a CPI increase would be \$21,055.

**Enderby & District Museum Society** Corporation of The  
901 George Street, P.O. Box 367 City of Enderby  
Enderby, BC V0E 1V0  
Phone: 250-838-7170



December 31, 2018

Enderby & District Services Commission,  
c/o Tate Bengston, Enderby City Hall,  
Enderby, BC V0E 1V0

Dear Commission Members:

**Re: ANNUAL GRANT – ENDERBY & DISTRICT MUSEUM**

On behalf of the Board of Directors of the Enderby & District Museum Society we wish to thank the Commission for your continued support of the museum through your annual grant. Your grant in 2018 was \$20,500.

As you aware, this grant is given to support the ongoing operations of the Enderby & District Museum. It enables us to employ a 24-hour per week curator, *although it does not cover the total cost of this employee*. Kristina Parkes is paid \$20 per hour for 50 weeks which comes to \$24,000 per year, *not including* vacation pay, EI and WCB payments. The total cost of our part-time curator in 2019 will be \$29,939.

To supplement this grant, we intensified our fundraising efforts in 2018. We held a second annual silent auction (November 15-December 15) which realized \$1600, and our Christmas bake sale brought in \$365. The museum receives \$1200 each year from the Enderby Drill Hall Committee for handling enquiries related to the Drill Hall, including bookings, deposits, keys etc.

In addition, our most successful fundraiser this year was the Photobooth Flsback fundraiser which ran on Saturdays from mid-October to late November. This was our new curator, Kristina's idea. This fundraiser proved very popular and financially successful, netting close to \$3300 after expenses.

Kristina organized it all and handled all the bookings: 80 photoshoots were booked, with 265 individual participants. There were 38 volunteer shifts filled by 17 different volunteers, and 10 photographer shifts filled by 8 different photographers. A total of 210 volunteer hours. The 8 local professional photographers donated their time and expertise. Volunteers assisted people in finding suitable costumes, took payments etc. Costumes were borrowed, at no cost, from many other organizations, such as Haney House, O'Keefe Ranch, Caravan Farm Theatre, Shuswap Theatre, The Thompson Okanagan branch of the United Empire Loyalists, and the Armstrong Spallumcheen Museum and Art Gallery.

Not only was this fundraiser financially successful, but awareness of the museum, its exhibits and its silent auction were greatly increased. We also gained a few new members from it!

In early 2019 we will apply for a Canada Summer Jobs grant to get a summer student to work on projects. We are also looking into applying for a Community Gaming Grant.

We have been keeping statistics since last spring of the number of visitors and how many come in to do research. Visitor numbers were up 8% over the previous year. We also do research for people who live outside this area. For example, Kristina spent a lot of time finding information for ██████████ in Australia, whose relative ██████████ used to reside in Enderby. ██████████ subsequently made a \$400 donation in gratitude for our assistance.

The Commission has been provided with a copy of our new Policy/Strategic Planning Manual which was a collaborative effort, but largely created and compiled by Margo Ludwig, Director. It demonstrates that the museum board is planning for the future and documenting its policies and procedures.

We realize that you are well aware of the value of our museum to Enderby and Area F. By preserving archival documents, photographs and artifacts, we are keeping local history documented and preserved for future generations.

*We are requesting a grant of \$24,000 for 2019.*

We have attached an unsigned Financial Statement to the end of our fiscal year, October 31, 2018 and a Budget for 2018/2019.

We look forward to your support of our request for the coming year.

Yours truly,



Diana Inselberg,  
President

# ENDERBY & DISTRICT MUSEUM SOCIETY

## INCOME AND EXPENSES STATEMENT

November 1, 2017 to October 31, 2018

<u>INCOME:</u>	<u>2017/18</u>	<u>2016/17</u>
Donations	3,599.04	2,149.10
Donations -Memorials	1,585.00	200.00
Grant - City of Enderby	20,500.00	13,000.00
Grant - Canada 150		12,000.00
Memberships	645.00	880.00
Photographs/photocopies	188.75	143.55
Book Sales	595.00	821.02
Fundraiser Income		1,519.83
Fundraiser - Bake Sale	683.70	
Fundraiser - Silent Auction	1,007.00	
Fundraiser - OHS mailout	300.00	
Fundraiser - Photoshoot	1,273.00	
McQueen Legacy Fund	3,214.00	
Dril Hall Donation	1,200.00	
Interest	445.66	387.74
	<hr/>	<hr/>
<b><u>TOTAL INCOME</u></b>	<b><u>\$ 35,236.15</u></b>	<b><u>\$ 31,101.24</u></b>

### EXPENSES:

Wages & Benefits	13,251.47	6,807.38
Contract Work	10,580.00	
Advertising & Promotions	378.25	
Book Purchases	126.00	
Association Dues & Licenses	275.00	312.75
Postage	245.05	655.49
Insurance	816.00	816.00
Legal Fees		3,884.70
Bank Charges	101.72	131.03
Office Supplies	1,985.09	958.65
Archival Supplies	6,365.32	
Computer supplies	44.99	
Computer R & M	399.00	881.82
Photograph expense	241.57	
Photocopier purchase		1,901.21
Janitor	1,260.00	1,260.00
Repairs & Maintenance	659.17	557.97



Springbend Hall	556.72	8,932.20
Telephone/Internet	941.24	1,169.85
Travel & Education		663.86
Utilities	105.05	122.01
Fundraising Expense	499.15	
Website Expense		626.00
	<hr/>	<hr/>
<b><u>TOTAL EXPENSES</u></b>	<b>\$ 38,830.79</b>	<b>\$ 29,680.92</b>
	<hr/>	<hr/>
<b><u>NET (LOSS) INCOME</u></b>	<b>\$ (3,594.64)</b>	<b>\$ 1,420.32</b>
	<hr/>	<hr/>

**ENDERBY & DISTRICT MUSEUM SOCIETY**

**BUDGET for NOVEMBER 1, 2018 to OCTOBER 31, 2019**

**OPERATING ACCOUNT**

<b>Income</b>	<b>2018/19</b>	<b>Actual 2017/18</b>	<b>Expenses</b>	<b>2018/19</b>	<b>Actual 2017/18</b>
Services Committee Grant	24,000	20,500	Employee	24,960	23,831
Donations	2,500	3,599	El, CPP, WCB	4,979	
Memorial donations	500	1,585	Advertising & Promotions	200	378
Memberships	500	645	Book/gift shop purchases	300	126
Interest on Deposits	350	446	Postage	300	245
Photo/photocopy sales	150	188	Insurance	816	816
Fund raising	5,000	6,478	Association Dues & Licenses	275	275
Book sales & gift shop	500	595	Bank charges	100	102
Drill Hall donation	1,200	1,200	Office supplies	1,000	1,985
Jim McQueen legacy	2,000	3,214	Janitor	1,260	1,260
			Archival supplies	2,000	6,365
			Computer Maintenance & Supplies	300	444
			Fund-raising expenses		500
			Photocopier expenses	300	242
			Repairs & maintenance	500	659
			Springbend Hall	750	557
			Telephone & Internet	745	941
			Travel & education	500	
			Summer student	2,000	
			Utilities		105
			Website expenses	500	
			Capital replacement	2,000	
			Miscellaneous	1,000	
<b>Total</b>	<b>36,700</b>	<b>38,450</b>		<b>44,785</b>	<b>38,831</b>

**ENDERBY & DISTRICT MUSEUM SOCIETY**

**BALANCE SHEET**

**as at October 31, 2018**

**ASSETS**

**CURRENT ASSETS**

Bank Chequing	\$5,153.48	
Savings Account - Operating	\$24,629.74	
Capital Reserve - Savings	\$3,000.39	
Petty Cash	\$65.00	
	<u>                    </u>	\$32,848.61

**INVESTMENTS**

Capital Reserve Term Deposit	\$20,000.00	
	<u>                    </u>	\$20,000.00

**TOTAL ASSETS**

\$52,848.61

**LIABILITIES**

**EQUITY**

Retained Earnings - October 31, 2017	\$56,443.25	
Current Earning	<u>-3,594.64</u>	
Retained Earnings - October 31, 2018		<u>\$52,848.61</u>

**TOTAL LIABILITIES**

\$52,848.61

  
Diana Inselberg, President

  
Faith Hudson, Treasurer



# Kingfisher Interpretive Centre Society

Outdoor Discovery  
to Foster a Sense of  
Stewardship Toward  
Our Environment

**Enderby and District Services Commission**

**City of Enderby**

**619 Cliff Ave**

**PO Box 400**

**Enderby, BC, V0E 1V0**

**November 27, 2018**



**Dear Enderby and District Services Commission;**

The Kingfisher Interpretive Centre Society (KICS) would like you to accept this letter as our official request for funding.

The Society began over three decades ago in response to a declining Chinook salmon population in the Shuswap River and has evolved into a leader in environmental education and has become a huge recreation destination on the river. Our volunteer efforts have earned us municipal, regional, provincial and federal recognition for outstanding volunteerism, environmental education and environmental stewardship.

The site offers leisure and recreational opportunities for over three thousand visitors throughout the year. We boast the largest public beach in the upper reaches of the Shuswap River which is heavily utilized all summer long, sometimes seeing hundreds of people a day enjoying outdoor activities with their families. We also provide an opportunity for seasonal activities such as snowshoeing and bird-watching. The site is utilized and enjoyed by many, all year long. The Centre also hosts thousands of school children annually offering instruction and experiential learning opportunities about our local ecosystems and the Shuswap river watershed.

We would like to request funding in support of our annual operating costs. Last year we received \$8,651 and would like to increase this request to \$10,000 to compensate for increased operating costs. The cost of operations has been increasing annually with rate hikes from BC Hydro, insurance companies, garbage removal and the overall increase in the cost of materials needed for operation. We have been running an operating deficit for several years and are in need of more support if we would like to continue offering the community a place for outdoor leisure and recreational opportunities. Currently, the RDNO supports roughly 25% of our operating costs with Fisheries and Oceans Canada providing 33%. We have been relying on donations and other smaller sponsorships to keep the doors open.

The funding that you have provided has been an enormous help in maintaining and operating our community information centre and salmon hatchery, subsequently providing a huge outdoor area for the community, families and visitors to enjoy. Our education programs are just one of the benefits the site provides and are funded through other sources. This request for funding is strictly for operations.

If you have any questions regarding this request, please do not hesitate to ask.

Respectfully,

Shona Bruce

(KICS Executive Director)

**Appendix C**

**Enderby & District Services Commission  
2019 Budget - Special Projects**

Item	Actual	Budget	Status	Included in Line Item	Other Notes
<u>Parks:</u>					
Tuey Park fence repair		2,000		Parks - Major Maintenance	
Diamond #3 infield repair		2,500		Parks - Major Maintenance	
Operating Contingency		3,000		Parks - Major Maintenance	To be used for Parks & Recreation line items
<u>Arena/Curling Rink:</u>					
West door replacement		6,000		Arena/Curling Rink - Major Maintenance	
Arena painting		25,000		Arena/Curling Rink - Major Maintenance	
Zamboni preventative maintenance		3,000		Arena/Curling Rink - Major Maintenance	
<u>Pool:</u>					
Basin repairs		4,700		Pool - Major Maintenance	
<u>Capital:</u>					
Backstop Extension		8,000		Fortune Parks - Capital	
Pool Preliminary Design		40,000		Fortune Parks - Capital	
Arena Flooring		45,000		Fortune Parks - Capital	
Breakwater - Mabel Lake		100,000		Fortune Parks - Capital	

**Appendix D**

**Enderby & District Services Commission  
Surplus/Reserve Schedule - Parks & Recreation  
2019**

	2019	2020	2021	2022	2023
<b>Reserves</b>					
<b>Parks Plan</b>					
Opening Balance	87,534	79,534	79,534	79,534	79,534
Contributions	-	-	-	-	-
Usage					
- Backstop extension	8,000				
Closing Balance	79,534	79,534	79,534	79,534	79,534
<b>Capital Renewal</b>					
Opening Balance	70,831	62,199	146,091	237,678	337,260
Contributions	76,368	83,892	91,588	99,582	107,885
Usage					
- Pool Preliminary Design	40,000				
- Arena flooring	45,000				
Closing Balance	62,199	146,091	237,678	337,260	445,146
<b>Equipment</b>					
Opening Balance	28,908	65,083	100,781	40,676	100,065
Contributions	36,175	43,699	51,395	59,389	67,692
Usage					
- Zamboni			111,500		
- JD tractor replacement		8,000			
Closing Balance	65,083	100,781	40,676	100,065	167,758
Closing balance	206,816	326,406	357,888	516,860	692,438
<b>RDNO</b>					
Opening Balance	100,000				
Contributions					
Usage					
- Breakwater	100,000				
Closing Balance					
Closing balance - Total Reserves	206,816	326,406	357,888	516,860	692,438
<b>Surplus</b>					
Opening Balance	120,051	150,494	150,494	150,494	150,494
Less: 20% operating contingency	167,279	- 164,123	- 166,842	- 169,829	- 172,871
Contributions	30,443				
Usage					
Closing balance	- 16,785	- 13,629	- 16,348	- 19,335	- 22,376

*Commission*

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** February 13, 2019  
**Re:** Hourly Ball Diamond Rates

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**Recommendation:**

THAT the Enderby and District Services Commission supports the proposed ball diamond rates and directs staff to prepare an amendment to the Parks, Recreation and Culture Service Fee Imposition Bylaw for the consideration of Council.

**Background/Discussion:**

At the January 10, 2018 meeting, the Commission was presented with a proposal for new hourly ball diamond rates for the leagues to replace the flat rate fee per team for the season. These new fees were then referred to the ball user groups. The user groups decided to keep the flat rate fees for another year and to revisit the fee structure in 2019.

Per discussions with Recreation Services and Parks staff, the flat rate fees are causing issues with the diamonds being booked but not used, resulting in lost revenue as other groups who are looking to book the fields are turned away. Implementing an hourly rate structure will help mitigate this risk of lost revenue, improve usage, and promote equity among user groups. Leagues are also scheduling more tournament days and demanding a higher level of service, which will be accounted for under the hourly rate structure.

The proposed hourly rates for the leagues would apply for game nights and there would be a flat rate per diamond per day for tournaments. This structure is consistent with neighbouring communities (Vernon, Salmon Arm and Lumby). The proposed rates are as follows:

<b>League Usage</b>	<b>Rate</b>
Adult League Play (per hour/per field)*	17.00
Youth League Play (per hour/per field)*	8.50
Adult League Tournament (per diamond/per day)	93.00
Youth League Tournament (per diamond/per day)	46.50
*To be booked at half hour intervals	


Also included is a comparison of the proposed rates to the current flat rates and to neighbouring communities. The fee calculations and revenue estimates are based on actual diamond usage and show

a decrease in overall revenue; however, it is anticipated that this will be made up in new revenues associated with increased availability and usage.

As mentioned in previous discussions, one of the risks associated with hourly rates is lost revenue due to field closures from weather. Typically any field closures that do occur are minimal, but if field closures do occur, the games will need to be rescheduled or refunds will be provided which may have an impact on revenues.

Recreation Services have already consulted with the league presidents about implementing hourly rates for the 2019 season and have not received any negative feedback.

Respectfully submitted,

  
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Jennifer Bellamy  
Chief Financial Officer



**City of Enderby  
Ball Diamond Fees - Comparison  
2019 Proposed**

Group	# of Teams	# of Estimated Hours	Enderby (Current)	Total Fees per Community				Enderby Total Fees		
				Enderby (Proposed)	Vernon	Salmon Arm	Lumby	Current	Proposed	Difference
Mixed League	7	61.5	2,625	1,046	1,212	1,218	732	2,625	2,162	464
- Tournament		12	-	1,116	1,023	1,114	1,713			
<b>Total</b>			<b>2,625</b>	<b>2,162</b>	<b>2,235</b>	<b>2,331</b>	<b>2,445</b>			
Ladies League	10	125	3,750	2,125	2,463	2,475	1,488	3,750	3,613	137
- Tournament		16	-	1,488	1,365	1,485	2,284			
<b>Total</b>			<b>3,750</b>	<b>3,613</b>	<b>3,827</b>	<b>3,960</b>	<b>3,772</b>			
Mens League	9	84	3,375	1,428	1,655	1,663	1,000	3,375	2,916	459
- Tournament		16	-	1,488	1,365	1,485	2,284			
<b>Total</b>			<b>3,375</b>	<b>2,916</b>	<b>3,019</b>	<b>3,148</b>	<b>3,284</b>			
Summer Mixed	8	132	3,000	2,244	2,600	2,614	1,571	3,000	2,988	12
- Tournament		8	-	744	682	742	1,142			
<b>Total</b>			<b>3,000</b>	<b>2,988</b>	<b>3,283</b>	<b>3,356</b>	<b>2,713</b>			
Minor League	7	165	1,253	1,403	1,625	1,015	982	1,253	1,403	150
- Tournament		0	-	-	-	-	-			
<b>Total</b>			<b>1,253</b>	<b>1,403</b>	<b>1,625</b>	<b>1,015</b>	<b>982</b>	<b>14,003</b>	<b>13,081</b>	<b>922</b>

**Rate Summary**

	Enderby (per team)	Enderby (per hour/per diamond)	Vernon (per hour/per diamond)	Salmon Arm (per diamond)	Lumby
League Play: Adult League	375.00	17.00	19.70	19.80	11.90
Minor League	179.00	8.50	9.85	6.15	5.95
	<b>Enderby (Current)</b>	<b>Enderby</b>	<b>Vernon</b>	<b>Salmon Arm</b>	<b>Lumby</b>
Tournaments: Adult League	0.00	93.00	85.29	92.80	142.78
Minor League	0.00	46.50	42.65	65.80	71.39