

ENDERBY AND DISTRICT SERVICES COMMISSION

**Tundra Baird
Brad Case**

**Herman Halvorson
Denis Delisle**

AGENDA

DATE: February 14, 2020
TIME: 8:30 AM
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of
January 16, 2020 Page 1

3. NEW BUSINESS

Riverside Park Diamond 5 Construction Proposal Page 4
Correspondence from Richard Vetter dated January 31, 2020

Soccer Camp Fee Reduction Request Page 7
Memo prepared by Chief Administrative Officer dated February 11, 2020

Enderby Outdoor Pool Final Report Page 11
Enderby Lions Pool 2020

2020 Financial Plans Page 26
Memo prepared by Chief Financial Officer dated February 10, 2020

Parks, Recreation and Culture Fees Bylaw Page 54
Memo prepared by Chief Financial Officer dated January 23, 2020

4. PUBLIC QUESTION PERIOD

5. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on January 16, 2020 at 9:30 a.m. in the Council Chambers of Enderby City Hall.

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

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

The Chief Administrative Officer called the meeting to order and read the procedure for Election of Chair.

ELECTION OF CHAIR

Nominated by Herman Halvorson
 “That Brad Case be appointed Chair of the Enderby and District Services Commission.”
DECLINED

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 16, 2020 Enderby and District Services Commission agenda be approved as presented.*”
CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of November 7, 2019
 Moved by Denis Delisle, seconded by Brad Case
 “*THAT the minutes of the regular meeting of November 7, 2019 be adopted as presented.*”
CARRIED

DELEGATIONS

Enderby Minor Baseball Association
 Patrick Randall, Vice President of Enderby Minor Baseball Association, spoke to the correspondence on behalf of Richard Vetter.

Moved by Brad Case, seconded by Denis Delisle
“THAT the correspondence from Richard Vetter dated November 17, 2019 be received and filed.”

CARRIED

NEW BUSINESS

Disbursement of ParticipACTION Community Better Challenge Prize Funds

Sheryl Hay spoke to the report as submitted.

Moved by Brad Case, seconded by Herman Halvorson
“THAT the Enderby & District Services Commission authorizes staff to disburse the \$150,000 grand prize for winning the ParticipACTION Community Better Challenge in accordance with the attached proposal and the following categories:

- 1. Schools - \$10,000
- 2. Facilities - \$70,000
- 3. Recreation Programs - \$20,000
- 4. Outdoor Play Initiatives - \$40,000
- 5. Seniors Active - \$10,000.”

CARRIED

Ball Diamond Facilities

Moved by Brad Case, seconded by Denis Delisle
“THAT the Enderby & District Services Commission respectfully refers to the Area F Parks service operated by the Regional District of the North Okanagan a request for rehabilitation of the existing ball diamond at Grindrod Park to the playing standard specified in this memorandum;

AND THAT, subject to the approval of the Area F Parks, the Enderby & District Services Commission authorizes staff to disburse up to \$11,000 of the ParticipACTION prize money to rehabilitate the existing ball diamond at Grindrod Park to the playing standard specified in this memorandum.”

CARRIED

The Commission discussed various options to increase ball diamond capacity as demand is continuing to grow. Grindrod could see an economic benefit from increasing the number of ball diamonds in Area F. The Commission continues to review options for adding an additional Ball Diamond (#5) but costs associated are high and there are existing diamonds that require capital investment soon in order to maintain them. A request will be sent to the Grindrod Recreation Society to discuss additional upgrades. The Commission also discussed the potential of rehabilitating the ball diamond infrastructure at Grindrod Elementary School.

Moved by Tundra Baird, seconded by Denis Delisle
“THAT Staff send correspondence to School District No.83 seeking dialogue around partnership opportunities for upgrading the Ball Diamonds at Grindrod Elementary School to playing standards.”

CARRIED

Hunters Range Snowmobile Association Rental Fee Waiver Request

Moved by Brad Case, seconded by Herman Halvorson

“THAT the Enderby & District Services Commission waives the gazebo and kitchen rental fees for the Hunters Range Snowmobile Association for the Annual Kids Snow Day event on March 8, 2020;

AND THAT the Commission permits the Hunters Range Snowmobile Association to use the south area of Riverside Park to demonstrate mini-snowmobiles for kids, subject to the following conditions:

- *Renter covers the incremental costs of snow clearing, if necessary;*
- *Mini-snowmobiles only, restricted to the southeast area;*
- *Renter supplies portable toilets as all washroom facilities in the park are winterized;*
- *Any warming fire is to be monitored by a responsible adult and debris removed by the renter;*
- *Renter is to dispose of garbage from receptacles;*
- *Renter is to ensure that kitchen is cleaned and left in the same condition as at the start of the event.”*

CARRIED

PUBLIC QUESTION PERIOD

None

ADJOURNMENT

Moved by Brad Case, seconded by Herman Halvorson

“THAT the January 16, 2020 regular meeting of the Enderby and District Services Commission be adjourned at 10:11 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

Commission

Tate Bengtson

From: Tate Bengtson <tbengtson@cityofenderby.com>
Sent: Friday, January 31, 2020 4:25 PM
To: 'Richard Vetter'
Cc: 'T Baird'; 'Brad'; 'denis.delisle@rdno.ca'; 'hjhalvor@shaw.ca';

Subject: RE: Riverside Park Diamond 5 Construction Proposal

Hi Richard,

Thank you for your email. I will advance this to the next Commission agenda.

Sincerely,

Tate Bengtson
Chief Administrative Officer
City of Enderby

Street: 619 Cliff Avenue, Enderby, BC
Mail: P.O. Box 400, Enderby BC V0E 1V0
Telephone: 250-838-7230
Fax: 250-838-6007
Website: www.cityofenderby.com

From: Richard Vetter
Sent: Friday, January 31, 2020 8:58 AM
To: Tate Bengtson <tbengtson@cityofenderby.com>
Cc: T Baird <tundrabaird@gmail.com>; Brad <rasebrad@telus.net>; denis.delisle@rdno.ca; hjhalvor@shaw.ca;

Subject: Riverside Park Diamond 5 Construction Proposal

Tate,

Unfortunately I was unable to attend the Parks and Rec Commission meeting on Jan. 16th so I have only received second-hand information on exactly what was discussed and decided on. But from what I have heard from people who attended the meeting and from comments made by commission members my understanding is that we the user groups need to come to the city with a proposal on how to get this project funded and built. So here is my proposal:

1. The city commits the \$50k it has allocated to the project from the Participation funds.
2. The City of Enderby / RDNO commit an additional \$75k towards the project.
3. I will approach the user groups and other community groups to find additional funding as required.

Myself and a few others have been costing this project out and I believe that we have enough local “construction resources” that are willing to volunteer their time to construct this diamond at a significantly lower cost than Lawson Engineering has estimated as shown below. I believe that we can fully complete this project for about \$135k based on my initial research. I also believe that this project can be done in phases so that at a minimum we have a functional backstop and infield for the youth groups to play on this spring.

So before I invest time generating a detailed construction plan with costing, my questions to you and the members of the recreation commission are:

1. Is there support from the City and RDNO for a local group of volunteers to build the diamond?
2. Will the City / RDNO commit to additional funding for this project on top of the Participaction funds?
3. What are the city’s construction requirements? I’m thinking specifically around requirements for Engineered drawings and/or any other liability issues.

What I would like is a response from you, and more importantly, the members of the commission to the questions above. Specifically I want to know if the individual commission members support the project as proposed before I proceed with any more planning. Because without the support of the commission this project cannot move forward.

I would appreciate a prompt response because I would like to start generating a detailed plan ASAP to present to the Rec Commission so we can get this diamond built.

I look forward to any feedback you and the members of the commission can provide.

Thanks,

Richard



CITY OF ENDERBY
RIVERSIDE PARK
PROPOSED 15 AND UNDER BASEBALL FIELD
CLASS 'D' OPINION OF PROBABLE COST
*(*Denotes Nominal Quantity)*

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1.0	SITE PREPARATION				
1.1	Excavation grading	m ³	1950 *	15.00	<u>29,250</u>
1.2	Topsoil and seed	m ²	4950 *	5.00	<u>24,750</u>
2.0	PROPOSED FIELD				
2.1	Supply & Place geotextile filter fabric	m ²	1500 *	5.00	<u>7,500</u>
2.2	Supply & Place Sport Shale for Infield	m ³	450 *	125.00	<u>56,250</u>
2.3	Supply & Instal Chainlink Fence (1.2 m high)	m	300 *	30.00	<u>9,000</u>
2.4	Supply & Instal Chainlink Fence (2.4 m high)	m	20 *	60.00	<u>1,200</u>
2.5	Supply & Install Backstop Fencing	m	36 *	150.00	<u>5,400</u>
2.6	Players' Benches	ea	2 *	3,625.00	<u>7,250</u>
2.7	Irrigation	LS	LS	25,000.00	<u>20,000</u>
				Sub - Total	<u>160,600.</u>
				Engineering & Contingencies (20%±)	32,150.
				Total (Rounded)	<u>192,750.</u>
				GST (5%)	9,637.
				Total (Rounded)	<u>202,387.</u>

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Controls Engineer, Vice President
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THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: February 11, 2020
Subject: Soccer Camp Fee Reduction Request

RECOMMENDATION

THAT the Enderby & District Services Commission provides a grant in lieu of a fee reduction equivalent to 50% of the rental costs for the Lions Gazebo plus two ball diamonds for four days, valued at \$619.40, to the Shuswap Community Church soccer camp.

BACKGROUND

Attached to this memorandum is a letter from Justin Birks, pastor at the Shuswap Community Church in Salmon Arm, who wishes to operate a four-day soccer camp at Riverside Park from July 13 to July 16, 2020. Mr. Birks is requesting a fee reduction to keep the camp costs affordable for children.

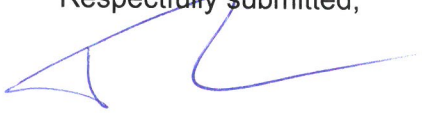
The soccer camp requires two diamonds plus the Lions Gazebo. Recreation Services has confirmed that there are no bookings that may conflict with the proposed dates.

In 2014, the Commission supported a rate for all 4 ball diamonds plus the Gazebo for youth events at \$250 per day, which is 50% of the adult rate. This rate was established for a major Girl Guides annual event that occupied the entire park. However, for the soccer camp, only 2 diamonds plus the Gazebo are required, so the reduced youth rate for the entire park does not offer any savings.

Staff are recommending that the Commission provides a grant in lieu of a fee reduction equivalent to 50% of the rental costs of the Lions Gazebo plus two diamonds for four days, valued at \$619.40, to the Shuswap Community Church soccer camp. This would reduce the total costs for the soccer camp (excluding the refundable damage deposit and kitchen cleaning fees) from \$1238.80 to \$619.40. A cost analysis is attached. This approach would be consistent with the decision-making in support of the 2014 bylaw amendment that provided a reduced rental rate for the entire park, but effectively pro-rates the costs to two diamonds plus the gazebo. Likewise, that 2014 decision is consistent with the long-standing philosophy of providing a 50% subsidy to youth fees.

Staff are recommending that the kitchen clean-up fee (\$52 per rental) remain at its regular rate, as these represent hard costs rather than incremental revenue. The refundable damage deposit would also remain in place.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Ball Diamonds

2 diamonds

4 days

94.85 non league rate/day

758.8 subtotal, regular rate

379.4 subtotal, youth rate equivalent (50% subsidy)

Gazebo

1 unit

4 days

120 regular rate/day

480 subtotal, regular rate

240 subtotal, youth rate equivalent (50% subsidy)

\$1,238.80 total, regular rate

\$619.40 total, youth rate equivalent (50% subsidy)

\$619.40 total value of subsidy

Justin Birks

3151 6th Avenue NE
Salmon Arm, BC
V1E 1J2
Salmon Arm, B.C.

January 23, 2020

To whom it may concern,

My name is Justin Birks, and I am a pastor at Shuswap Community Church in Salmon Arm. The reason that I am writing this letter is that we, as a church, are hoping to run a soccer camp this summer in Enderby, and we are hoping to use both Ball Diamonds and the facilities (concession stand, washrooms, and parking lot) by Enderby River. Our soccer camp is a non-profit camp, and the fee that we charge is merely to cover the cost of food, t-shirts, and the soccer balls that we give to the kids at the end of the soccer camp. The intent of our soccer camp is to provide children in surrounding communities the opportunity to experience an organized but fun soccer camp at a low cost.

Our soccer camp will run for four days between July 13th to July 16th, and we will charge each child \$25 for the four-day camp. In order to save some money for the cost of the rental, I am requesting a discounted price in lieu of the fact that we are a non-profit organization. If you see fit to grant our request, that would be much appreciated. However, if we are required to pay the full price for the rental of the Ball Diamonds and the facilities, then we will gladly pay the total rental price as well. Thank you for your consideration.

Sincerely,

Justin Birks

justin@aplacetobelong.ca



Commission
Agenda

2020

ENDERBY OUTDOOR POOL FINAL REPORT



Sheryl Hay
Enderby & District Recreation Services
1/1/2020

Enderby & District Recreation Services, under the Enderby Chamber of Commerce, is pleased to have managed the operations of the Enderby Outdoor Pool for another successful season in 2019.

Preparation began early in 2019 to ensure that staff, paperwork and procedures were in place prior to the pool opening and to allow for more opportunity to pre-register for pool programs. Program registration opened on April 16 and was accessible at the Chamber Building until the pool opened for the season on May 23. The Pool Safety Plan was updated to meet the requirements of the Provincial Health & Safety Regulations and included all staff information and training dates. In early May, twelve candidates were interviewed for aquatic positions with ten successful hires. Some part-time staff worked at other aquatic facilities during the season resulting in need for flexible schedules.

From May 1– 21, Pool and Parks staff completed a number of opening procedures. In early May, a contractor was hired to do temporary patch work in the shallow end (approximately \$4,500) and a troublesome area on the NE deep end wall. Parks staff completed the painting of shallow end basin and gutters. On Monday May 20, all aquatic staff participated in a four hour in-service training session which covered the policies and procedures of the Pool Safety Plan, NL fitness standards, and First Aid and evacuation simulations. The pool opened on time with a full schedule on Tuesday, May 21.

The School District #83 Swim Program served over 23 elementary classrooms this year including Grindrod Elementary, M.V. Beattie Elementary, Shihiya School, and South Canoe Alternate School. Grade 7 students from A.L. Fortune also participated in an tailored program that included aquatic sports and lifesaving skills, and Leadership students from the high school took part in pool fitness training. Splatsin Daycare also participated in a 5 day swim program. The school lessons brought in a total of \$3,603.40 in instructor fees which is down slightly from 2018.

Red Cross Lessons were offered in five sessions this season. A total of 422 participants registered for pre-school, youth, private and semi-private lessons. Other programs offered were Dash 'n' Splash, Jr. Lifeguard club, Lifesaving leadership classes, Aqua-fit, Water Safety Instructor Re-cert and Youth Nights. All registered programs were well attended with positive feedback

Excellent summer weather conditions made for good participation in our Public and Toonie swims this season. July and August has similar attendance numbers with the weekend swims being the least attended. Pool private rentals were slower this season, but not-for-profit groups took advantage of group rates to attend daily public swims.

The 2019 season ended with a Free Public Swim on Friday, August 31st. In the final week of operation, pool staff completed year end stats, inventory and general cleaning. After closing on August 31, Parks staff began procedures to neutralize the water before draining the pool and completed all other closing procedures such as clean-up, shut down and winterizing of the facilities.

Pool Revenues in 2019 were up in all departments. Total Revenue, including school revenue, came to \$46,580.28, up from \$42,601.51 in 2018. The largest revenue came from program registration which included the 5 Red Cross lesson sets, private and semi-private lessons, advanced courses, Dash 'n' Splash, and a Jr. Lifeguard club.

PRE-SEASON PREPARATION

Pre-season facility preparation began early May. It is recommended that a similarly structured timeline be implemented for 2020 with earlier prep time allocated for pool basin repairs and painting.

- ☉ Submit pool budget to City – *January*
- ☉ Arrange Pool Basin Maintenance for early spring - *February*
- ☉ Prepare summer pool and programs schedule– *January*
- ☉ Post supervisor job positions to newspapers and online job bank sites – *March*
- ☉ Call local schools to set up school lesson – *prior to Spring Break*
- ☉ Post part time staff job position to local newspapers and online job bank sites – *April*
- ☉ Interview and hire pool supervisor and assistant supervisor – *Early April*
- ☉ Update Pool Safety Plan and training manual - *end of April*
- ☉ Drop off paperwork to schools for lessons – *May 1*
- ☉ Part time staff interviews & Hiring– *end of April*
 - *Wet Interview scheduled at nearby indoor Pool*
- ☉ Place Canadian Red Cross & Lifesaving order – *mid May*
- ☉ Pick up school sheets – *before May long weekend*
- ☉ Print pool paperwork – *mid May*
- ☉ Pool in-service Training – *May 18*

PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon and Peter, provided support and assistance to the Pool staff throughout the 2019 season. Along with the pre-season preparation, Parks staff completed the morning water tests daily, adjusted chemicals as needed and performed weekly filter backwashes and pool maintenance. Pool staff completed two additional daily water tests and reported any concerns or incidents to Parks staff. City Public Works staff performed weekly CARO water tests and reported results to Enderby Recreation Services. Water quality was deemed excellent this season with all testing completed on time. There were no pool closures due to water quality or bodily fluid incidents this season. An evaluation of pool basin completed in October addressed areas where there was delaminating of the marcite. Leaks behind the marcite may result in degradation of concrete superstructure that will not be evident until catastrophic failure.

POOL STAFF 2019

This season proved challenging in finding available staff for pre-season set up and school lessons. Returning leadership staff had other obligations to complete before returning to seasonal employment at the Enderby Pool. To meet needs of Spring School lessons and programs, Sheryl Hay filled in some instructor shifts and a few extra guard hours. Although we had a very competent staff of all females, lack of male employees created challenges with security and checks in the male change rooms. To keep competitive with the rising minimum wage, we need to look at another increase to our pay rates for aquatic positions that require employees to have significant training. Our 2019 staff included:



Sheryl Hay – Pool Manager. 29years of experience in the Aquatic Field: *Current in NL, LSI, CPR, WSI, WSIT , BCRPA certified Aqua Fit, Older Adult, Water Art Aquatic Personal Trainer and Aquatic Rehabilitation Specialist and Pool Operators I & II*

Brooklyn Hay- Aquatic Supervisor – 4th year. *Current in NLS, WSI, LSI, BCRPA aqua-fit, weight trainers, Personal Trainer, SFA & CPR.*

Tiaura-Lee Jenkins - Assistant Supervisor- 2nd year. *Current in NLS, WSI, SFA, CPR*

The following staff members were hired as part time instructors/lifeguards: **Teresa Froese** (NSL, WSI, LSI, BCRPA and CPR), **Ellen Kourtessis**, **Jaden Corrigan**, **Deni Corigan**, **Avia Latoski**, **Tia Moore**, **Julia Brown**(NLS, WSI, SFA, CPR), **Beth Ralston**, (NL, BCRPA, CPR)

Recommendation: 1) Increase staff wages to be more competitive with seasonal job opportunities and other aquatic facilities. 2) Offer training incentives for staff retention 3) Provide 2 additional training sessions during summer season to keep skills and procedure practice familiar.

SPRING

OPENING PROCEDURES

The following is a record of the duties and upgrades completed in May.

- Draining and pressure washing of pool basin
- Basin repairs and painting in shallow end
- Gutter and line paint touch ups
- Change room shower floors re-painted
- Pumps and filters start up (new sand added to filters)
- Filling pool, adding and balancing chemicals

May 14– 18, Pool staff completed tasks:

- Pressure washing and cleaning change rooms
- Painting benches and trim
- Deck paint touch ups in high traffic areas
- Pressure washing patio viewing area and old spray park
- Weeding and cleaning old spray park
- Cleaning and organizing office, equipment room, and janitorial room
- Creating an inventory of chemicals, cleaning supplies, equipment and Red Cross materials
- Creating a staff schedule
- Organizing and coordinating school swimming lessons
- Organizing lesson registration
- Stocking all forms from manager of Recreation Services

SPRING STAFF TRAINING

On May 20, Aquatic staff participated in an orientation to the pool which included a review of job expectations, pool and office tour, first aid review, rescue and evacuation procedures. Supervising staff also took employees through equipment room layout, how and when to complete incident/ accident

reports, how to complete pool tests, general pool procedures and rules and cleaning and maintenance expectations. Staff were instructed on lesson registrations, debit machine usage, general office information such as location of paperwork, payment information, pool costs, public relations, how to politely enforce the rules, answering the phone, customer service expectations and program information. In the water, staff completed their National Lifeguard fitness standard skills (25m Head up front crawl, Pia Carry, 50m carry, and submerged victim) emergency evacuation procedures and major First Aid rescue skills. All staff was issued a staff manual and copy of the pool safety plan along with a Lifeguard shirt, pair of gloves and facility keys. The supervisors posted weekly updates as well as monthly fitness challenges to keep staff motivated and up to date. All training was dated and documented in the pool safety plan along with their awards and certifications dates.

SCHOOL SWIM PROGRAM

Communication with school administrators started early again this year to accommodate busy spring schedules and work around class field trips. A.L. Fortune grade 7's were also scheduled to participate in the safety education and swimming skills at the Enderby Pool. Elementary aged classes participated in a five day Red Cross Swim @ School program. All participants received a Certificate at the end of their week with recommendations for placement in the Red Cross swimming program that is offered in the summer. The school lessons ran from May 27 to June 21.



SUMMER

RED CROSS LESSONS

Registration for all summer programs started April 16th. Once again, we had line ups out the door; taking more than 90 registrations on the first day. Still the biggest frustration for our community is the lack of on-line options for registration or credit card payment option to permit call in registration. With our cash/ cheque / or debit options, families must register in-person.

The spring lesson set ran June 10 to 21 from 3:45pm to 6:00pm with three instructors. Registrations for this set was slightly lower than 2018 with 49 registrations. Four more Red Cross lesson sets were offered over the summer months that included private and semi-private lessons along with group lessons. The first lesson set ran from July 2-12, Session II ran July 15-26, the third set ran July 29 - Aug.9, and the fourth set Aug. 12-23. All sets ran between 9:30am and 12:30pm. Private and semi-

private lessons were also offered in the late afternoon before public swims. There was an increase in registration for the 5th year in a row with 422 participants. Private and Semi-private Lessons continue to grow in popularity as an option to a 2 week program.

Each lesson set included a Parent Participation Day, on day #6, program evaluations were handed out on day #9, and the participant Progress Card on the last day of the program. Again this year, the final class was a themed Dress Up day, which was a big hit with instructors and participants alike. A challenge with swim lesson registration continues to be the timing for when registration can be taken.



Program evaluations were handed out during the swim lesson sets with 117 returned. Overall swimming instruction was evaluated as excellent. As a staff, a top priority is providing a memorable experience and great service. So with that, we are very proud to receive comments that describe service and staff as: *professional, patient and enthusiastic and caring.* Programs and staff were also described as “*Excellent in Every way*”, “*Absolutely Amazing*”, “*Stellar*” and “*Good role models*”. Constructive comments recorded continue to include facility upgrades with change rooms, a more modern registration system and more options for lesson in the evenings. As an aquatic team, our goal is to

exceed expectations, here are some of the quotes pulled from the lesson evaluations that I am also very proud to include:

“Absolutely love this place and the swim instructors.

Would love to see the town invest some money to maybe update the facilities”

“This was our first time for lessons @ Enderby Pool. We all enjoyed the whole experience! Thanks for the Fun in the Sun”

“Can’t wait for the new facility. So very impressed with this small community rec program. I love what you do for us. Thank you!”



Here is a breakdown of summer registration in Swim Lessons as compared with the last three seasons. *Note this does not include the spring set.

LESSON SET	2017 REGISTRATION	2018 REGISTRATION	2019 REGISTRATION
Summer 1	50	48	62
Summer 2	63	64	62
Summer 3	48	52	68
Summer 4	51	38	53
Private / Semi Private	92	90	130
Total	304	292	373

Our Spring Set was slightly lower than normal with 49 registrations

Total Swim Lesson registration breakdown by levels including private and semi-private classes:

Program	Spring	Session I	Session II	Session III	Session IV	PM	Totals
Parented	3	4	0	3	2		12
Sea Otter	7	7	9	8	12		43
Salamander	5	6	8	11	6		36
Sunfish	2	7	0	3	3		15
Croc / Whale	2	0	1	2	1		6
Level 1	3	6	4	8	4		25
Level 2	3	9	7	5	4		28
Level 3	7	4	10	10	8		39
Level 4	2	8	6	5	6		27
Level 5	7	4	6	1	3		21
Level 6	2	3	5	3	1		14
Level 7	2	0	3	4	1		10
Level 8-10	2	4	3	5	2		16
Private Lessons	2	4	6	5	8	15	40
Semi Private Lessons	0	16	14	16	18	26	90
Totals	49	82	82	89	79	41	422

Recommendation for Lessons: 1) Offer an evening lesson set for working parents. 2) Offer Red Cross Swim camp as 1 week options for lessons

OTHER AQUATIC PROGRAMS

Numbers were up in the Dash 'n' Splash drop-in program but there were less registration in the Lifesaving Society Leadership Bronze classes. We offered 1 Red Cross Water Safety Instructor re-certifications with 4 successful candidates. The Jr. Lifeguard club maintained its numbers and had great success leading a water safety education day at Tuey Park this summer. There was an increase in attendance in the Youth Night events.



Program	May	June	July	August	Totals
Dash 'n' Splash	n/a	n/a	17	21	38
Jr. Lifeguard	n/a	n/a	13	10	23
Bronze Classes	n/a	n/a	10	0	10
WSI-R	n/a	n/a	4	n/a	4
Program	May	June	July	August	Totals
Aqua Fit	139	329	521	549	1538
Public Swim	84	198	738	730	1750
Toonie Swim	150	260	135	136	681
Youth Night	n/a	36	64	13	113

The Aqua Fit program had a record breaking season with 1,538 participants between May and August. The lack of smoke and good weather conditions assisted with setting a new attendance record in June and July, then smashing the record



on August 14th with 80 participants as part of our Community Celebration for winning Canada's Most Active Community! All classes were offered from opening day, May 21 to August 30. This season we had 4 instructors that led 11 classes per week.



Public and Toonie swims were also well attended with 2,431 swimmers. This did not include rental swim numbers. Again this season there was a noticeable increase in family drop-ins with 219 families totalling 865 swimmers. Youth (ages 6-18 years) continues to be our biggest draw with 739 single admissions this season. Adults accounted for 152 drop-ins and there were 16 pre-school and 11 Parent & Tot.

Youth Nights saw 113 participants this summer in 4 event dates. This season, the themes included June Outer Space, Treasure Island, Super Hero's and Survivor.

Private Pool rentals continue to be a popular choice for family events or team wind-ups. These bookings are scheduled on weekends around the public swim times or during an open time slot during weekdays. Non-Profit rental fees were paid as group rates during our public swim times.

Rentals -1-50ppl	\$67.00	11.25	\$753.75
Rentals - 50-85ppl	\$91.50	3	\$274.50
Rentals - Non Profit	\$20.00	1	\$20.00
Rentals - Non Profit	\$32.50	12	\$390.00
Rentals - Non Profit	\$52.50	0	0

\$1,438.25

On July 1st, Aquatic staff along with a small number of Jr. Lifeguards participated in the Canada Day parade promoting water safety and program participation. The Enderby Pool also hosted a free swim to coincide with the Canada Day celebrations in the park with 110 enjoying the pool.

Aquatic Program Recommendations: 1) Provide a new program or club for youth who have completed all Red Cross levels and are waiting to be old enough for Lifesaving courses. 2) Provide an extra Youth night 3) Stay open for extra week in 2020 to offer more aqua fit and lessons before school starts.

LIFEGUARDING/SAFETY

This seasons Lifeguarding team was once again managed by Sheryl Hay and under the leadership of Brooklyn Hay and Tiaurra-Lee Jenkins. Do to Brooklyn's other working commitments, Ellen Kourtises assisted with shifts in May and June to set up the pool and instruct School Lessons. This summer we had an all female staff that was completely remarkable in meeting all expectations of their job description and exceeding expectations in quality of instruction. The Guards proved to be highly effective at preventing accidents and encouraging safety. During most shifts one Guard was stationed on deck, while one completed administrative work in the office. During events where patron numbers were high both Guards were positioned on deck.



2019 Incidents

Minor First Aid

Bee Stings/ Bug Bites	4
Bleeding Nose	3
Cuts or Scrapes	13
Behavior	2
	22

Theft

Personal	1
Facility	1
Car	0

Major First Aid

Drowning Rescue	0
-----------------	---

Pool Water Fouling

Fecal Matter	0
Vomit	0

All incidents this season were dealt with quickly and professionally. Minor Accidents consisted primarily of bee stings and cuts or scrapes. Staff had to deal with more situations of suspicious behaviour this season and on June 13th, while staff was on – the office was broken into and the cash box was stolen.

SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- A new fibreglass reaching pole and hook
- Case of noodles
- Staff uniforms

- ☉ 8 PFD's
- ☉ Balls and dive toys for instructors
- ☉ New pool Thermometers
- ☉ New sound system for Aqua fit and Special events

OPERATIONS/MAINTENANCE

The staff kept the office, storage areas, change rooms and deck clean and tidy. The biggest challenge continues to be the deteriorating pool bottom and increasingly slippery floor in the equipment room. The pool deck is also separating in a few areas along the perimeter of the pool and lifting (or sinking) in other areas causing tripping hazards. The high traffic area of the pool deck needs to be touched up with paint

Recommendations: 1) will possibly require a new or used fridge to replace current one in equipment room.

CLOSING PROCEDURES

During the last week of operation, with a reduced schedule, the supervisor and assistant supervisor worked on site to start the shutdown tasks of inventory, reports and evaluations. Following the last swim on Friday, August 31st, the pumps were shut off, the change rooms were scrubbed clean, the office was cleaned and organized and the equipment was dried and put away for the season.

Parks and Recreation staff completed the remainder of the shut down actions which included:

- ☉ Turning off the heater
- ☉ Pumping the pool water down to the water table level
- ☉ Adding algaecide to the remaining water
- ☉ Shutting pumps down for the season
- ☉ Winterizing the washrooms
- ☉ Removing ladders and basketball hoop and wall clock
- ☉ Covering the Slide with a tarp

- Adding antifreeze to pumps
- Winterizing equipment rooms
- Removing and storing First Aid and office equipment

Maintenance Recommendations: 1) Patch and paint touch-ups to pool basin- including deep end. 2) Sand down and re-paint gutters 3) Re-paint shower floors in ladies change room 4) Deck repairs 5) Check all ladders for cracks and replace parts as needed.

ENDERBY LIONS POOL BUDGET 2020

REVENUE

The Enderby Pool Revenue for 2019 was as follows:

Public Swim	\$9,941.18
Fitness	\$7,603.95
Swim Lessons	\$25,431.75
School Lessons	<u>\$3,603.40</u>
Total Revenue:	<u>\$46,580.28</u>
Budgeted Revenue:	\$41,200.00
Over Expectations:	\$5,380.28

EXPENSES

Staff Wages

<u>Wages</u>	<u>\$46,020.53</u>
Budgeted Expenses:	\$47,000.00
Under Expectations:	\$ 979.47

Contract Wages

<u>Benefits</u>	<u>\$ 2,762.65</u>
-----------------	--------------------

Budgeted Expenses: \$ 2,900.00

Under Expectations: \$ 137.35

Marketing and Advertising

Marketing & Advertising \$ 581.33

Budgeted Expenses: \$ 600.00

Under Expectations: \$ 18.67

Training

Total Expenses: \$ 586.25

Budgeted Expenses: \$ 900.00

Under Expectations: \$ 313.75

Program & Office Supplies

Total Expenses: \$ 3,269.18

Budgeted Expenses: \$ 4,800.00

Under Expectations: \$ 1,530.82

**there will require extra equipment purchased next year to update program needs

BUDGET PROPOSAL 2020

Staff Wages	Budgeted Expenses	\$*51,500.00
Staff Benefits	Budgeted Expenses	\$2,900.00
Marketing & Advertising	Budgeted Expenses	\$600.00
Training	Budgeted Expenses	\$900.00
Programs and Supplies	Budgeted Expenses	\$3,200.00

*proposed wage increase for aquatic staff and adding additional week to the season

EQUIPMENT SUGGESTIONS FOR 2020

Below is a list of equipment and supplies:

- Replaced Lifejackets (4 each of 30-60lbs and 60-90lbs)
- Updating the First Aid supplies & re-fill O2 tank
- 6 additional leg cuffs for Aqua Fit

- Replacement eye wash for guard room

CAPITAL IMPROVEMENT SUGGESTIONS

2020

- Patch and paint pool basin – focus on deep end areas
- Deck surface touch ups – fill ins where gutter has separated
- Re-paint basin gutters
- Re-paint shower stall walls
- Touch up paint on change room floors

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 10, 2020
Subject: 2020 Financial Plans

Recommendation

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 an increase of \$3,210 (or 7.9%) to the requisition amount. Of this increase, 4.8% relates to regular operating. Although there have been minor operating increases, an additional \$3,000 was added for the increased service levels associated with winter burials. There are also two operating grants requested for 2020 included in the financial plan:

- Mara Cemetery Grant - the Mara Musical and Athletic Association is requesting \$1,000 for 2020. The Association is requesting a \$500 increase from the amount provided in 2019 to help with the increased grounds maintenance costs. This approval results in a 1.2% increase to the requisition.
- Grindrod Cemetery Grant - The Grindrod Cemetery Committee is asking for \$3,000 (an increase of \$300) to help fund its grounds maintenance costs. This approval results in a 0.7% increase to the requisition.

Also included in the proposed budget are the following projects from the Cemetery Land Use Plan:

- Upper Cremation Garden – prepare and install the first of three columbaria. The contract was awarded in November 2019 and installation is expected to be completed by summer 2020.
- West Edge & Lower Cremation Garden – improve appearance of existing cremation area and install a screening fence along the property line. A portion of this was completed in 2019, with the remaining portion of the project completed during 2020.

Transfers to capital reserves has also been increased by \$450 to help save for future capital projects, including those identified in the Cemetery Land Use Plan.

Animal Control

The attached Animal Control - Financial Plan proposes a \$498 (or 3.0%) increase to the requisition amount. Although most of the operating expenses budgeted for 2020 have remained relatively consistent, the operations and maintenance budget amount has been increased to keep up with the increased demand for dog bags.

Parks and Recreation

The 2020 Financial Plan for the Parks & Recreation budget will be the first year under the new governance structure. As a result, line items that are now non-shared services have been removed. This removal has resulted in a decrease to the base requisition amount of \$123,786, in which the savings will need to be used by each jurisdiction to offset the new costs to provide the services directly. The changes in the requisition amounts described below are in relation to this revised base requisition amount, which reflects the scope change for the new shared services and will form the base requisition amount going forward for future years.

The attached Parks & Recreation - Financial Plan proposes a 4.9% increase to the requisition amount (or \$31,453). The attached Appendix A provides a breakdown of the requisition increase.

Operating

Most of the increases to operating are minor to maintain the current services. The total operating increase is 1.7% (or \$10,886), which is below CPI of 2.3%.

Recreation Services has been successful with the additional programs that have been offered. A new line item has been added for service charges associated with the acceptance of credit cards. The cost of adding this service is approximately \$2,200 (or 0.3%); however, the cost impact can be mitigated through additional programming revenue.

This year also has an extra week in September before school starts. Recreation Services is proposing to keep the pool open for the extra week, which has an incremental cost of \$1,900 (or 0.3%). This additional cost can be covered through increased pool revenues.

Grants

Attached are the grant requests received from the Enderby & District Museum Society and Kingfisher Interpretive Centre Society.

- The Museum is requesting \$25,000 for 2020, which is a \$1,000 increase from 2019. A 0.2% increase to the requisition would be required to fund this additional amount.
- The Kingfisher Interpretive Centre is requesting \$9,000 for 2020, which is a \$115 increase from 2020. The increase requested has minimal impact on the requisition amount.

Operating Projects

A total of \$46,700 has been included for operating projects in 2020, which is a \$16,300 decrease from 2019. A listing of these projects is included on Appendix A. In addition to these

projects, the ParticipACTION grant along with an expenditure line item for the approved projects has been added.

Capital

Projects included in 2020 are:

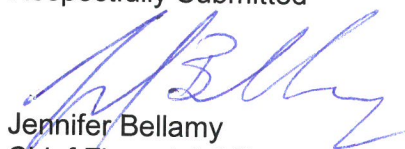
- Completion of the preliminary design for the pool replacement - \$36,250 carry forward from 2019 and funded through capital renewal reserves.
- Tractor replacement - \$10,000 funded through equipment reserves.
- Lion's Gazebo – wood retreatment - \$50,000 funded through capital renewal reserves. Note that this is just a rough estimate as the supplier estimate is still pending. Staff anticipate that the cost will be confirmed by the Commission's budget meeting and may recommend an adjustment to the reserve contribution.

Reserves

- Equipment reserves – a 1% increase has continued to be included to fund the Zamboni replacement scheduled for 2021.
- Capital replacement reserves – a total increase of \$29,268 has been added to this reserve. Since 2014 an annual increase of 1% has been added for asset management. Given the aging facilities and the late start to asset management investment, the amount has been increased to 2%. In addition to this, the reduction in the operating project amount of \$16,300 has been reallocated to reserves. With the construction of a new pool in the near future or the need for increased investment to prolong the life of the pool until catastrophic failure, there will be likely be significant costs associated with the asset. The \$16,300 will be used to help offset any annual borrowing costs to reduce the impact to the requisition increase, while helping to improve the asset management reserves in the meantime.

The attached Appendix C provides a breakdown of current reserves and scheduled usage.

Respectfully Submitted



Jennifer Bellamy
Chief Financial Officer

\$ 3,210 7.9%

	Budget 2019	2019 Actual (Draft)	2019 Actual Vs 2019 Budget	Budget					Notes
				2020	2021	2022	2023	2024	
REVENUE REQUISITIONS									
RDNO - Contribution	\$ 40,685	\$ 26,193	\$ -	\$ 43,895	\$ 55,297	\$ 56,539	\$ 57,828	\$ 59,153	
City of Enderby - General Taxation		14,492							
FEES AND CHARGES									
Cemetery User Fees	15,000	\$ 10,748	\$ 4,252	15,000	15,000	15,000	15,000	15,000	Based on three year average.
SALE OF SERVICES	15,000	10,748	4,252	15,000	15,000	15,000	15,000	15,000	
OTHER REVENUE									
Interest Income	2,105	\$ 3,782	\$ (1,677)	3,400	3,400	3,400	3,400	3,400	
Prior year surplus/reserves	83,448	-	\$ 83,448	84,935	-	35,578	-	35,578	
TRANSFER FROM SURPLUS/RESERVES	83,448	-	\$ 83,448	84,935	-	35,578	-	35,578	Funds Cemetery Land Use Plan
TOTAL REVENUE	141,238	55,215	86,023	147,230	73,697	110,517	76,228	113,131	
EXPENDITURES									
Admin - Computer IS	630	630	\$ -	644	662	680	698	717	
Finance OH charges	1,129	1,129	\$ -	1,153	1,185	1,217	1,250	1,284	
Admin. City of Enderby	5,097	5,097	\$ -	5,214	5,360	5,500	5,650	5,800	
Public Works Wages	7,000	\$ 8,746	\$ (1,746)	8,800	9,040	9,280	9,530	9,790	Based on three year average, plus additional \$800 for increased snow clearing
Public Works Equipment	4,000	\$ 5,507	\$ (1,507)	7,000	7,190	7,380	7,580	7,780	Based on three year average, plus additional \$1k for increased snow clearing
Cemetery Maintenance	20,000	\$ 14,359	\$ 5,641	18,200	18,690	19,190	19,710	20,240	2019 included extra provision for new maintenance contract - came in under budget; Based on maintenance contract and extra costs for burials with saturated ground.
Grant - Mara Cemetery	500	\$ 500	\$ -	1,000	1,030	1,060	1,090	1,120	As requested
Grant - Grindrod Cemetery	2,700	\$ 2,700	\$ -	3,000	2,700	2,770	2,840	2,920	As requested
Repairs - Major	37,750	\$ 5,396	\$ 32,354	22,600	22,600	22,600	22,600	22,600	\$12,000 Sundry; \$10.6k for projects with the Cemetery Land Use Plan
Liability Insurance	782	\$ 782	\$ -	817	840	860	880	900	
OPERATING EXPENDITURES	79,588	44,845	34,743	68,430	69,297	70,537	71,828	73,151	
CAPITAL - Cemetery Land Use Plan	57,700	-	\$ -	74,400	-	35,580	-	35,580	Columbaria & retaining wall/fencing for lower cremation area
TRANSFER TO RESERVES	3,950	\$ 3,950	\$ -	4,400	4,400	4,400	4,400	4,400	Reserves for future improvements
TOTAL EXPENSES	141,238	48,795	34,743	147,230	73,697	110,517	76,228	113,131	
SURPLUS(DEFICIT)	-	\$ 6,420	\$ 6,420	\$ -	\$ -	\$ -	\$ -	\$ -	

SURPLUS FUNDS								
Opening Balance	139,451			145,871	118,660	118,660	83,082	83,082
20% Operating Contingency				(13,686)	(13,859)	(14,107)	(14,366)	(14,630)
Contributions	6,420			(27,211)		(35,578)		(35,578)
Expenditures				104,974	104,801	68,975	68,716	32,874
Closing Balance	145,871							
RESERVE FUNDS								
Opening Balance	48,123			53,324	(0)	4,400	8,800	13,200
Contributions	3,950			4,400	4,400	4,400	4,400	4,400
Interest	1,251			(57,724)				
Expenditures				(0)	4,400	8,800	13,200	17,600
Closing Balance	53,324							

THE MARA MUSICAL & ATHLETIC ASSOCIATION CEMETERY

2020 PROJECTED BUDGET

<u>CEMETERY :</u>	2018	2019	2020
	Actual		Projected
<u>EXPENSES :</u>			
Maintenance	0.00	0.00	0.00
Grounds	70.00	1,949.10	2,000.00
Improvements	0.00	0.00	0.00
TOTALS	70.00	1,949.10	2,000.00

<u>INCOME :</u>	2018	2019	2020
	ACTUAL		PROJECTED
NORD	2,000.00	500.00	1,000.00
PLOTS/BURIALS	270.00	0.00	800.00
DONATIONS	0.00	160.00	200.00
TOTALS	2,270.00	660.00	2,000.00

Carry over from Cemetery 19,005.59

The account currently has in excess of \$19,000.00. In spring/summer of 2020 we will be doing our big landscaping project in the Cemetery. A rough estimate is between \$15,000.00 and \$17,000.00 (could be more) an additional \$1,500.00 will be needed for the Cemetery website project.

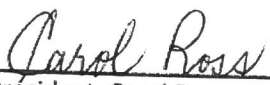
Thank you,

Louise Bourke

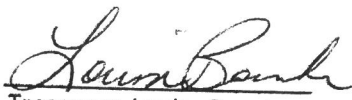
Treasurer for the MM&AA

**Mara Musical Athletic Assoc - Cemetary
Income Statement 01/01/2018 to 12/31/2018**

REVENUE	
Sales Revenue	
Plots	270.00
Operating Revenue - N.O.R.D.	<u>2,000.00</u>
Net Sales	<u>2,270.00</u>
Other Revenue	
Interest Revenue	9.59
Total Other Revenue	<u>9.59</u>
TOTAL REVENUE	<u>2,279.59</u>
EXPENSE	
General & Administrative Expenses	
Ground Maintenance	70.00
Total General & Admin. Expenses	<u>70.00</u>
TOTAL EXPENSE	<u>70.00</u>
NET INCOME	<u>2,209.59</u>



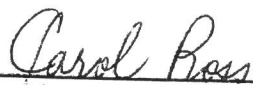
President, Carol Ross



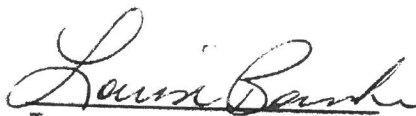
Treasurer, Louise Bourke

**Mara Musical Athletic Assoc - Cemetary
Balance Sheet As at 12/31/2018**

ASSET	
Current Assets	
EDCU Cemetary Account	20,288.87
EDCU Equity Shares	<u>5.71</u>
Total Cash	20,294.58
Total Current Assets	<u>20,294.58</u>
Capital Assets	
Land - Burial Ground/Mara Catholic	91,700.00
Land - Burial Ground/Mara	<u>91,700.00</u>
Net - Land	183,400.00
Total Capital Assets	<u>183,400.00</u>
TOTAL ASSET	<u><u>203,694.58</u></u>
LIABILITY	
Current Liabilities	
GST/HST Adjustments	<u>-32.03</u>
GST/HST Owing (Refund)	-32.03
Total Current Liabilities	<u>-32.03</u>
TOTAL LIABILITY	<u>-32.03</u>
EQUITY	
Owners Equity	
MMAA - Cemetary Capital	163,400.00
Retained Earnings - Previous Year	38,117.02
Current Earnings	<u>2,209.59</u>
Total Owners Equity	<u>203,726.61</u>
TOTAL EQUITY	<u>203,726.61</u>
LIABILITIES AND EQUITY	<u><u>203,694.58</u></u>



President, Carol Ross



Treasurer, Louise Bourke

Generated On: 03/20/2019 Reviewed By: Dorothy's Bookkeeping Enderby BC 250-838-2667

jbellamy@cityofenderby.com

From: Louise Bourke
Sent: January 27, 2020 9:46 AM
To: jbellamy@cityofenderby.com
Subject: Re: 2020 MM&AA Projected budget

Morning

Yes I think that is what was documented, it would be nice to get more to help cover the costs of the grounds. The Cemetery use to get 2,200.00 but has been decreasing the past couple of years. The increase last year was hiring of a couple people to maintain the grounds of the Cemetery. We are hoping to keep this going forward for sure.

Thank you

Sent from my iPhone

On Jan 27, 2020, at 8:44 AM, "jbellamy@cityofenderby.com" <jbellamy@cityofenderby.com> wrote:

Morning Louise,

Thanks for these!

Quick question, it looks like MM&AA is asking for a grant of \$1,000. 2019 was the first year since 2015 where the grounds expenses have been above \$500. What caused the increase in 2019 and is this expected going forward?

Thank you!

Jennifer Bellamy, CPA, CA
Chief Financial Officer
City of Enderby
P.O. Box 400
619 Cliff Avenue
Enderby BC, V0E 1V0

Telephone: 250-838-7230

Fax: 250-838-6007

Email: jbellamy@cityofenderby.com

Website: <http://www.cityofenderby.com>

From: Louise Bourke
Sent: January 27, 2020 6:50 AM
To: jbellamy@cityofenderby.com
Subject: 2020 MM&AA Projected budget

Good morning Jennifer,

Grindrod Cemetery

Enderby, BC V0E 1V1

January 20, 2020

Attention: Ms. Jennifer Bellamy, Chief Financial Officer
Enderby and District Services Commission,
City of Enderby,
639 Cliff Avenue,
Enderby, BC V0E 1V0

Dear Ms. Bellamy:

Please accept this letter as our request for the 2020 grant for the Grindrod Cemetery. This year we would like to request \$3,000.00, as our expenses are increasing.

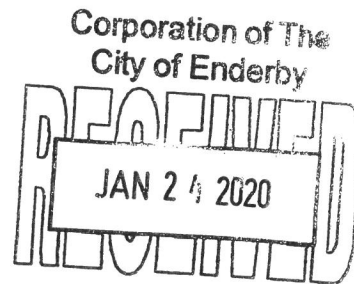
Please find attached the Financial Report for the Grindrod Cemetery for the year ended December 31, 2019.

We thank you for your support in the past which has been a great help in maintaining the Grindrod Cemetery to a high standard. We had an inspection from the Consumer Protection BC on September 24th, 2019 and everything was in order.

Yours truly,



Faith Hudson, Treasurer
Grindrod Cemetery Committee



Grindrod Cemetery
FINANCIAL REPORT
AS AT DECEMBER 31, 2019

Enderby & District Credit Union - January 1, 2019 \$5,297.23

2019 Deposits

NORD grant re Lawn maintenance, etc	2,700.00	
- Cremation Plots	200.00	
- Cremation Plot	100.00	
- Burial Plot	150.00	
- Cremation Plot	100.00	
Cremation Plot	100.00	
Burial Plot	150.00	
Interest	2.30	
Opening & Closing of Plots	400.00	
	3,902.30	\$3,902.30

2019 Expenses

Lawn & Grounds Maintenance	3,450.00	
Fence repair	588.00	
New cheques	86.50	
Bank charges	4.00	
Open & Closing plots	700.00	
	4,828.50	-\$4,828.50

Enderby & District Credit Union - December 31, 2019 **\$4,371.03**

\$ 498 3.0%

	Budget 2019	2019 Actual (Draft)	2019 Actual Vs 2019 Budget	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Notes
REVENUE REQUISITIONS									
RDNO - Contribution	16,784	5,257	16,784	17,282	17,862	18,465	19,069	19,685	
City of Enderby - General Taxation		11,527							
FEES AND CHARGES									
Dog Licenses	5,500	5,925	(425)	5,700	5,700	5,700	5,700	5,700	
Dog Tickets	500	170	330	500	500	500	500	500	
Dog Shelter Fees	4,300	4,355	(55)	4,300	4,300	4,300	4,300	4,300	
SALE OF SERVICES	10,300	10,450	(150)	10,500	10,500	10,500	10,500	10,500	
OTHER REVENUE									
INTEREST INCOME	650	1,208	(558)	1,200	1,200	1,200	1,200	1,200	
TRANSFER OF RDNO RESERVE									
TOTAL REVENUE	27,734	28,442	(708)	28,982	29,562	30,165	30,769	31,385	
EXPENDITURES									
Admin - Finance OH charges	2,073	2,073	-	2,120	2,162	2,205	2,249	2,294	
Bylaw Enforcement	500	-	500	500	510	520	530	541	
City of Enderby Admin	968	968	-	990	1,010	1,030	1,050	1,070	
Operations & Maintenance	2,950	6,546	(3,596)	4,000	4,080	4,160	4,240	4,320	More dog bags needed in 2019.
Sundry	900	315	585	500	510	520	530	540	
Dog Control Contract	13,500	8,415	5,085	13,500	13,770	14,050	14,330	14,620	Based on expected contract costs.
Lease of Shelter	4,111	4,111	-	4,206	4,290	4,380	4,470	4,560	
Foundkeeper Contract	2,000	3,094	(1,094)	2,400	2,450	2,500	2,550	2,600	Based on a three year average; 2019 included increased costs for unclaimed dogs.
Liability Insurance	733	733	-	766	780	800	820	840	
OPERATING EXPENDITURES	27,735	26,255	1,480	28,982	29,562	30,165	30,769	31,385	
CAPITAL									
TRANSFER TO RESERVES									
TOTAL EXPENSES	27,735	26,255	1,480	28,982	29,562	30,165	30,769	31,385	
SURPLUS(DEFICIT)	(1)	2,187	2,188	0	-	-	-	-	

SURPLUS FUNDS
Opening Balance - City Contributions
Expenditures
Closing Balance

44,968	47,155	47,155	47,155	47,155
2,187	-	-	-	-
	47,155	47,155	47,155	47,155
	47,155	47,155	47,155	47,155

	Budget	2019 YTD Actual (Draft)	2019 Actual vs. 2019 Budget	Budget	Budget	Budget	Budget	Budget	Notes
	2019	Actual (Draft)	Budget	2020	2021	2022	2023	2024	
REVENUE REQUISITIONS									
	\$ 772,158	772,158	-	\$ 679,826	\$ 698,813	\$ 717,257	\$ 736,116	\$ 755,376	Calculated amount
FEES AND CHARGES									
Ball Field Rentals	16,500	14,355	2,145	16,500	16,830	17,170	17,510	17,860	Per Rec. Services estimate.
Miscellaneous Income	2,500	1,992	508	2,200	2,240	2,280	2,330	2,380	Per Rec. Services estimate.
Arena Advertising	3,000	3,100	(100)	3,500	3,570	3,640	3,710	3,780	Per Rec. Services estimate.
Arena	90,000	92,331	(2,331)	94,000	95,880	97,800	99,760	101,760	
Curling Club	12,200	12,937	(737)	13,000	13,260	13,530	13,800	14,080	
ESC -Skating Programs	5,200	8,536	(3,336)	8,500	8,670	8,840	9,020	9,200	Per Rec. Services estimate.
Enderby Lions Pool									
Public Swim	8,500	9,941	(1,441)	9,000	9,180	9,360	9,550	9,740	Per Rec. Services estimate.
Fitness	7,000	7,604	(604)	7,800	7,960	8,120	8,280	8,450	Per Rec. Services estimate.
Swim Lessons	22,000	25,432	(3,432)	25,750	26,270	26,800	27,340	27,890	Per Rec. Services estimate.
School	3,700	3,603	97	3,600	3,670	3,740	3,810	3,890	Per Rec. Services estimate.
Programming									
Fitness	16,500	21,466	(4,966)	20,000	20,400	20,810	21,230	21,650	Per Rec. Services estimate.
Youth	5,000	6,758	(1,758)	6,900	7,040	7,180	7,320	7,470	Per Rec. Services estimate.
Miscellaneous	1,000	850	150	1,000	1,020	1,040	1,060	1,080	Per Rec. Services estimate.
SALE OF SERVICES	193,100	208,906	(15,806)	211,750	215,990	220,310	224,720	229,230	
OTHER REVENUE									
INTEREST INCOME	2,425	4,042	(1,617)	3,600	3,600	3,600	3,600	3,600	90% of previous year actual
Grants - Organizations, Misc.	1,000	3,950	(2,950)	151,000	-	-	-	-	Family Day \$1k; \$150k ParticipACTION
TOTAL GRANTS	1,000	3,950	(2,950)	151,000	-	-	-	-	
BORROWING	-	-	-	-	-	-	-	-	
TRANSFER FROM DCCS	-	-	-	-	-	-	-	-	
Transfer from Reserves	185,000	48,840	136,160	96,250	235,000	45,000	-	-	Per schedule
Transfer from Reserves - Parks Plan	8,000	7,625	375	82,184	-	-	-	-	Allocate to parties for individual parks plans
Transfer from Prior Year Surplus	-	-	-	2,500	-	-	-	-	Per schedule
USE OF SURPLUS/RESERVES	193,000	56,465	136,535	180,934	235,000	45,000	-	-	
TOTAL REVENUE	1,161,683	1,045,521	116,162	1,227,110	1,153,403	986,167	964,436	988,206	

	Budget	2019 Actual vs. 2019 Budget	2019 YTD Actual (Draft)	Budget	2020	Budget	2021	Budget	2022	Budget	2023	Budget	2024	Notes
	2019													
EXPENDITURES														
ADMINISTRATION														
Computer Support - IS	8,693	-	8,693		7,967		8,130		8,290		8,460		8,630	Reduced for removal of non-shared items
Finance OH charges	23,550	-	23,550		21,965		21,965		22,404		22,852		23,309	Reduced for removal of non-shared items
EDRS - Pool Management	1,248	(10)	1,258		1,500		1,530		1,561		1,592		1,624	
Corp Admin Allocation	37,118	(0)	37,118		33,712		34,390		35,080		35,780		36,500	Reduced for removal of non-shared items
Interac / credit card fees	-	-	-		3,000		3,060		3,120		3,180		3,240	Reallocate Interac and add mc/visa
Legal	2,000	2,000	-		2,000		2,040		2,081		2,123		2,165	
Collective Bargaining	1,000	674	326		-		-		-		-		-	
Committee Meeting Expenses	1,300	563	737		1,300		1,300		1,300		1,300		1,300	
Programming/Scheduling	47,230	28	47,202		51,000		52,020		53,060		54,120		55,200	
Marketing and Promotion	3,500	532	2,968		3,500		3,570		3,640		3,710		3,780	
Insurance (liability)	3,127	(80)	3,207		3,268		3,330		3,400		3,470		3,540	Per Rec. Services estimate.
ADMINISTRATION	128,766	3,708	125,058		128,782		131,335		133,936		136,587		139,288	
PARKS														
Parks - Wages	61,200	2,883	58,317		53,400		54,470		55,560		56,670		57,800	Reduced for removal of Tuey Park (now City)
Parks - Employee Benefits	15,400	452	14,948		13,300		13,570		13,840		14,120		14,400	Reduced for removal of Tuey Park (now City)
Parks - Maintenance														
Major Maintenance	19,500	16,159	3,341		12,700		10,400		10,610		10,820		11,040	Diamond #3 infield repair \$2.5k - surplus; Storage building electrical service \$1.5k; Barnes Park Gazebo repaint \$1k; Meter replacement \$2.7k; Sundry \$5k.
Regular Maintenance	17,500	1,662	15,838		12,700		12,950		13,210		13,470		13,740	Reduced for removal of Tuey Park (now City)
Gas & Oil	2,000	(501)	2,501		2,300		2,350		2,400		2,450		2,500	Based on three year average
Shuswap River Access	10,000	2,013	7,987		-		-		-		-		-	Now an Area F Parks item
Grindrod Park	25,550	(1,980)	27,530		-		-		-		-		-	Now an Area F Parks item
Mabel Lake Boat Launch	2,000	666	1,335		-		-		-		-		-	Now an Area F Parks item
Mabel Lake Trails	1,000	(1,743)	2,743		-		-		-		-		-	Now an Area F Parks item
Riverwalk	1,500	1,500	-		-		-		-		-		-	Now an Area F Parks item
Weed Control	5,800	377	5,423		1,500		1,530		1,560		1,590		1,620	Now a City Parks item
Utilities	500	417	83		5,800		5,920		6,040		6,160		6,280	
Parks - Advertising	1,200	(340)	1,540		1,600		1,632		1,665		1,698		1,733	
Parks - Insurance (property)	164,450	17,132	147,318		103,800		103,332		105,405		107,508		109,653	
PARKS														
GRANTS														
Shuswap Trail Alliance	10,591	-	10,591		11,100		11,320		11,550		11,780		12,020	Per Agreement
Kingfisher Interpretive Society	8,885	-	8,885		9,000		9,000		9,000		9,000		9,000	As requested
Museum	24,000	-	24,000		25,000		25,000		25,000		25,000		25,000	As requested
GRANTS	43,476	-	43,476		45,100		45,320		45,550		45,780		46,020	
COMMUNITY HALL GRANTS														
Mara	10,952	-	10,952		-		-		-		-		-	Now an Area F Parks item
Mara - Putula Park	1,175	-	1,175		-		-		-		-		-	Now an Area F Parks item
Other	5,062	5,062	-		-		-		-		-		-	Now an Area F Parks item
Grindrod	10,222	294	9,928		-		-		-		-		-	Now an Area F Parks item
Kingfisher	18,201	(191)	18,201		-		-		-		-		-	Now an Area F Parks item
Kingfisher School	3,390	-	3,581		-		-		-		-		-	Now an Area F Parks item
Ashton Creek (Riverside Community)	12,575	-	12,575		-		-		-		-		-	Now an Area F Parks item
Grandview Bench	6,000	-	6,000		-		-		-		-		-	Now an Area F Parks item
COMMUNITY HALL GRANTS	67,577	5,165	62,412		-		-		-		-		-	

ENDERBY & DISTRICT SERVICES COMMISSION
PARKS & RECREATION - FINANCIAL PLAN
2020-2024

	Budget 2019	2019 YTD		2019 Actual vs. 2019 Budget	Budget				Notes	
		Actual (Draft)	Budget		2020	2021	2022	2023		2024
ENDERBY SPORTS COMPLEX										
ESC - Wages	104,700	111,902		(7,202)	112,800	115,060	117,360	119,710	122,100	
ESC - Employee Benefits	26,300	28,231		(1,931)	28,200	28,760	29,340	29,930	30,530	
ESC - Gas & Oil	2,300	2,625		(325)	2,300	2,350	2,400	2,450	2,500	Based on three year average
ESC - Maintenance	46,500	47,340		(840)	48,000	48,960	49,940	50,940	51,960	Maintain prior year budget
ESC - Major Maintenance	38,800	34,929		3,871	27,500	28,050	28,610	29,180	29,760	Door replacement \$6k; Arena Overhead Door \$2.5k; Curling Rink Panels \$6k; Front roof repair \$10k; replace sound system \$3k.
ESC - Ammonia Chlorine	1,548	1,548		(0)	1,579	1,611	1,643	1,676	1,710	2% increase per contract.
ESC - Snow Removal	2,500	3,111		(611)	3,200	3,260	3,330	3,400	3,470	
ESC - Vehicle & Equipment expense	2,300	3,327		(1,027)	2,600	2,650	2,700	2,750	2,810	Based on three year average
ESC - Marketing & Advertising	1,500	389		1,111	1,500	1,530	1,560	1,590	1,620	Per Rec. Services estimate.
ESC - Licenses	115	112		3	120	120	120	120	120	
ESC - Training	500	161		339	500	510	520	530	540	
ESC - Insurance (property)	8,200	10,590		(2,390)	10,850	11,070	11,290	11,520	11,750	
ESC - Telephone	4,210	4,303		(93)	4,400	4,490	4,580	4,670	4,760	
ESC - Utilities	74,400	76,185		(1,785)	77,700	79,250	80,840	82,460	84,110	
ENDERBY SPORTS COMPLEX	313,873	324,753		(10,880)	321,249	327,671	334,233	340,926	347,740	
OTHER										
Programming	31,900	30,990		910	35,500	36,210	36,930	37,670	38,420	Per Rec. Services estimate.
ParticipACTION	-	-		-	150,000	-	-	-	-	
OTHER	31,900	30,990		910	185,500	36,210	36,930	37,670	38,420	
ENDERBY POOL										
Aquatics - Contract Wages	47,000	46,021		979	51,500	52,530	53,580	54,650	55,740	Per Rec. Services estimate.
Aquatics - Contract Wages - Other	2,900	2,763		137	2,900	2,960	3,020	3,080	3,140	Per Rec. Services estimate.
Aquatics - Wages Pool	9,500	9,526		(26)	9,600	9,790	9,990	10,190	10,390	
Aquatics - Employee Benefits Pool	2,400	2,492		(92)	2,400	2,450	2,500	2,550	2,600	
Aquatics - Regular Maintenance	10,000	9,805		195	11,000	11,550	12,130	12,740	13,380	
Aquatics - Program/Office Supplies	4,800	4,139		661	4,200	4,280	4,370	4,460	4,550	
Aquatics - Major Maintenance	4,700	4,320		380	9,000	9,180	9,360	9,550	9,740	Remove roof overhang \$4k; Basin repairs \$4k; Gutters \$1k
Aquatics - Marketing & Advertising	600	581		19	600	610	620	630	640	Per Rec. Services estimate.
Aquatics - Training	900	586		314	900	920	940	960	980	Per Rec. Services estimate.
Aquatics - Insurance	1,000	1,115		(115)	1,150	1,170	1,190	1,210	1,230	Per Rec. Services estimate.
Aquatics - Telephone	300	135		165	200	200	200	200	200	
Aquatics - Utilities	22,000	21,737		263	22,500	22,950	23,410	23,880	24,360	
ENDERBY POOL	106,100	103,220		2,880	115,950	118,590	121,310	124,100	126,950	
OPERATING EXPENDITURES	856,142	837,228		18,914	900,381	762,458	777,364	792,571	808,071	

	Budget	2019 Actual vs. 2019 Budget	2020	2021	2022	2023	2024	Notes
BORROWING								
Borrowing - MFA Agreement	-	-	-	-	-	-	-	
DEBENTURE PRINCIPLE								
Borrowing - MFA Agreement	-	-	-	-	-	-	-	
DEBENTURE INTEREST								
Borrowing - MFA Agreement	-	-	-	-	-	-	-	
CAPITAL								
Breakwater - Mabel Lake	100,000	-	-	-	-	-	-	
Backstop Extension	8,000	7,625	100,000	-	-	-	-	
JD Tractor replacement	-	-	-	-	-	-	-	
Preliminary Design - Pool Replacement	40,000	3,750	36,250	-	-	-	-	
Arena Flooring	45,000	45,090	(90)	-	-	-	-	
Zamboni				125,000	-	-	-	
Barnes Park Playground				65,000	-	-	-	
Lions Gazebo - wood retreatment				45,000	45,000	-	-	
Ball Diamond infield renewals								
Total Capital	193,000	56,465	136,535	235,000	45,000	-	-	
TRANSFER TO RESERVES								
Transfer to individual parties	36,175	36,175	-	-	-	-	-	
Equipment	76,368	76,367	1	-	-	-	-	
Capital Renewal	112,543	112,542	1	-	-	-	-	
TRANSFER TO RESERVES	1,161,685	1,006,235	155,450	1,153,402	986,167	964,436	988,207	Parks Plan Allocation for non-shared services 1% increase for zamboni replacement 2% increase; reallocate operating project budget to capital renewal reserves
TOTAL EXPENSES								
SURPLUS(DEFICIT)	\$ (2)	\$ 39,286	\$ 39,288	\$ 1	\$ 0	\$ (0)	\$ (1)	

Appendix A

Fortune Parks

2020 Budget - Requisition Summary

		<u>Requisition Increase*</u>
Proposed Budget Changes:		
Operating	10,886	1.7%
Operating projects:		
Riverside Park - irrigation replumb & meter replacement	2,700	
Riverside Park - electrical service to storage building	1,500	
Barnes Park - repaint small gazebo	1,000	
Arena main entrance doors	6,000	
Arena Overhead Door	2,500	
Curling Rink - replace side roof panels	6,000	
Arena sound system replacement	3,000	
Arena - front roof repair	10,000	
Pool - sand & repaint gutters	1,000	
Pool basin repairs	4,000	
Pool - Remove failing roof overhang	4,000	
Sundry	5,000	
Total	<u>46,700</u>	
2019 project total	<u>63,000</u>	
Increase required	- 16,300	-2.5%
Diamond #3 infield repair - surplus funded	2,500	0.0%
Capital replacement reserves	29,268	4.5%
Equipment reserves - Zamboni replacement	6,484	1.0%
Other Items:		
Museum Grant Increase	1,000	0.2%
Kingfisher Interpretive Centre Grant Increase	115	0.0%
Total Draft Budget Increase		<u>4.9%</u>

* Increases based on a revised base requisition amount after the governance review.



KINGFISHER Interpretive Centre

2550 Mabel Lake Rd
Enderby, BC
V0E 1V5

Enderby and District Services Commission

City of Enderby

619 Cliff Ave

PO Box 400

Enderby, BC, V0E 1V0

January 9, 2020

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 four 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 offer free family events and educational opportunities and employment for local youth. 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 \$8,885 and would like to increase this request to \$9,000 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 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 9% 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)*

KICS Projected Operating Budget Nov. 01, 2019- October 31, 2020

Projected Revenue	Actual	Budget	Education	S2S	Hatchery Ops	Other	Total Budget
Stream to Sea		37,400.00		37,400.00			37,400.00
DFO		14,000.00			10,000.00	4,000.00	14,000.00
Calgary Foundation		10,000.00				10,000.00	10,000.00
RDNO		9,000.00			9,000.00		9,000.00
First West Endowment		4,000.00	4,000.00				4,000.00
First West Community		1,000.00	1,000.00				1,000.00
PSF 2020		1,500.00		1,500			1,500.00
BC Hydro		2,000.00	2,000.00				2,000.00
Donations		26,750.00	18,700.00		8,050.00		26,750.00
Adams River Salmon Society		2,000.00	2,000.00				2,000.00
Kalamalaka Fly Fishers		1,500.00	1,500.00				1,500.00
HRDC - CSJ/ASETS		7,000.00	7,000.00				7,000.00
Site Rental - DFO		5,500.00					5,500.00
Site Rental - Other		600.00			5,500.00		5,500.00
Interest		1,800.00			600.00		600.00
Memberships		500.00			1,800.00		1,800.00
Misc Other Revenue (Misc, promo etc)		200.00			500.00		500.00
TOTAL REVENUES	0.00	124,750.00	36,200.00	38,900.00	35,650.00	14,000.00	124,750.00
Projected Expenses							
Stream to Sea		37,400.00		37,400.00			37,400.00
Sub-Contracts (Other)		4,000.00				4,000.00	4,000.00
Education Wages & MERCs		30,000.00	30,000.00				30,000.00
Education Contract Employees		5,000.00	5,000.00				5,000.00
Executive Director		13,000.00					13,000.00
Hatch. Man. Wage(contract)		8,000.00			13,000.00		13,000.00
Contract Employees		2,000.00			8,000.00		8,000.00
Accounting		2,000.00			2,000.00		2,000.00
Advertising and Promo		1,000.00			2,000.00		2,000.00
Business Fees and Licenses		250.00			1,000.00		1,000.00
Fundraising		300.00			250.00		250.00
Events (non-fundraising)		1,000.00			300.00		300.00
License, Fees & Subscriptions		600.00			1,000.00		1,000.00
Insurance		5,500.00			600.00		600.00
Office Supplies		1,000.00			5,500.00		5,500.00
Equipment		500.00	600		400.00		1,000.00
Repairs and Maintenance		1,100.00			500.00		500.00
Snow Removal		2,200.00			1,100.00		1,100.00
Stream to Sea Supplies		1,500.00			2,200.00		2,200.00
Site Supplies		1,000.00		1,500	0.00		1,500.00
Education Supplies		600.00			1,000.00		1,000.00
Telephone		1,500.00	600				600.00
Utilities		3,500.00			1,500.00		1,500.00
Training		1,000.00			3,500.00		3,500.00
Volunteers		300.00			1,000.00		1,000.00
Site & Creek		0.00			300.00		300.00
Miscellaneous		500.00			0.00		-
TOTAL EXPENSES	0.00	124,750.00	36,200.00	38,900.00	45,650.00	4,000.00	124,750.00
Net Gain /(Loss)	0.00	0.00	0.00	0.00	-10,000.00	10,000.00	0.00

Kingfisher Interpretive Centre Society
Financial Statements
For the year ended October 31, 2018
(Unaudited)

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Kingfisher Interpretive Centre Society

Statement of Financial Position

(Unaudited)

As at October 31, 2018

	2018	2017
Assets		
Current		
Cash	\$ 52,360	\$ 52,823
Term deposits (Note 2)	122,128	120,084
Accounts receivable (Note 3)	1,686	7,993
Inventory	1,185	1,080
Prepaid expenses	8,547	1,905
	<u>185,906</u>	<u>183,885</u>
Tangible capital assets (Note 4)	<u>17,653</u>	<u>15,205</u>
	<u>\$ 203,559</u>	<u>\$ 199,090</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 10,247	\$ 9,787
Unearned revenue (Note 6)	55,837	57,800
	<u>66,084</u>	<u>67,587</u>
Deferred capital contributions (Note 7)	2,907	7,402
	<u>68,991</u>	<u>74,989</u>
Equity		
Unrestricted	116,915	100,070
Invested in tangible capital assets	17,653	24,031
	<u>134,568</u>	<u>124,101</u>
	<u>\$ 203,559</u>	<u>\$ 199,090</u>

Approved on behalf of the board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre Society

Statement of Operations

(Unaudited)

For the year ended October 31, 2018

	2018	2017
Revenue		
DFO Contracts	\$ 42,969	\$ 57,028
Grants	55,787	45,281
Donations	17,353	25,829
Rental	4,675	4,025
Interest income	2,069	736
Memberships	530	610
Promotional goods	440	460
Amortization of deferred capital contributions	4,495	5,325
	128,318	139,294
Expenses		
Advertising and promotion	1,147	1,198
Insurance	4,935	5,218
Office and administration	1,726	1,413
Professional fees	3,057	3,523
Repairs and maintenance	10,824	10,493
Site and creek restoration	1,875	-
Subcontract	32,319	43,910
Telephone and utilities	5,105	6,355
Wages and benefits	48,943	44,995
	109,931	117,105
Excess of revenue over expenses before the following:	18,387	22,189
Amortization of tangible capital assets	(7,920)	(21,553)
Excess of revenue over expenses	\$ 10,467	\$ 636

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre Society

Notes to the Financial Statements

(Unaudited)

For the year ended October 31, 2018

Nature of Operations

The Kingfisher Interpretive Centre Society (the "Organization") is registered under the Society Act of the Province of British Columbia and its main purpose is to coordinate and administer environmental education and conservation projects. Its main sources of funds are government grants which are to be used for specific projects, as well as private donations of cash and materials. The projects are operated on land which is under a renewable lease. The Society is a registered charity under the Income Tax Act (*Canada*).

1. Significant Accounting Policies:

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-for-profit organizations. The significant policies are detailed as follows:

a) Tangible capital assets

Tangible capital assets are recorded at cost. The Society provides for amortization using the straight line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives. The annual amortization rates are as follows:

Buildings	10 years
Computer equipment	5 years
Equipment	5 years
Machinery and equipment	5 years
Signs	5 years

b) Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expense are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Externally restricted contributions for the purchase of capital assets that will be amortized are recorded as deferred capital contributions and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets. Externally restricted contributions for the purchase of capital assets that will not be amortized are recognized as direct increases in net assets to the Investment in Capital Assets balance.

Kingfisher Interpretive Centre Society

Notes to the Financial Statements

(Unaudited)

For the year ended October 31, 2018

2. Financial instruments risks and uncertainties

Fair Value - The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the Society is a going concern and thus expects to fully repay the outstanding amounts.

Market Risk - Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The organization has market risk with the investments it holds in mutual funds.

3. Accounts receivable

	<u>2018</u>	<u>2017</u>
Trade accounts receivable	\$ 760	\$ 7,268
GST receivable	926	725
	<u>\$ 1,686</u>	<u>\$ 7,993</u>

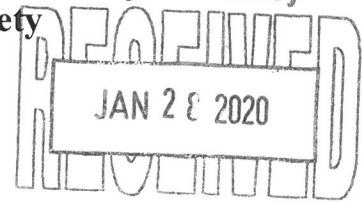
4. Tangible capital assets

	<u>2018</u>	<u>2017</u>		
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings	\$ 381,670	\$ 365,416	\$ 16,254	\$ 11,883
Computer Equipment	1,170	1,170	-	-
Equipment	47,244	45,845	1,399	3,322
Machinery and Equipment	24,152	24,152	-	-
Signs	11,505	11,505	-	-
	<u>\$ 465,741</u>	<u>\$ 448,088</u>	<u>\$ 17,653</u>	<u>\$ 15,205</u>

Enderby & District Museum Society

901 George Street, P.O. Box 367
Enderby, BC V0E 1V0
Phone: 250-838-7170

Corporation of The
City of Enderby



January 28, 2020

Enderby & District Services Commission,
c/o Tate Bengtson, 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 2019 was \$24,000. As you aware, this grant is given to support the ongoing operations of the Enderby & District Museum.

This grant does not cover the total cost of our 24-hour per week curator. We had several fundraisers in 2019 which brought in just over \$4,000. We will not be running the Photobooth Fundraiser again, so we will have to look to other fundraising opportunities to supplement the grant.

We are considering purchasing 4 fire-proof filing cabinets to house our valuable photograph and negatives collection (7000+). These cabinets are at least \$4000 Canadian each (four-drawer legal). We may also explore the feasibility of building a fire-proof walk-in vault within the existing museum. In addition, we need a third computer to accommodate the ongoing projects volunteers are working on.

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 \$25,000 for 2020.

An unsigned Financial Statement to the end of our fiscal year, October 31, 2019 and a Budget for 2019/2020 are attached.

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

Yours truly,

Diana Inselberg,
Treasurer

Enc.

ENDERBY & DISTRICT MUSEUM SOCIETY

BUDGET FOR NOVEMBER 1, 2019 TO OCTOBER 31, 2020

OPERATING ACCOUNT

Income	2019/20	Actual 2018/19	Expenses	Actual 2018/19
Services Committee Grant	25,000	24,000	Employee	30,000
Donations	2,500	3,681	Advertising & Promotions	100
Memorial donations	500	520	Book/gift shop purchases	200
Memberships	400	425	Postage	100
Interest on Deposits	600	671	Insurance	820
Fund raising	2,000	5,460	Association Dues & Licenses	350
Book sales & gift shop	400	415	Bank charges	175
Drill Hall donation	1,500	1,200	Office supplies	1,000
Jim McQueen legacy	2,500	2,620	Janitor	1,450
Miscellaneous income		1,357	Archival supplies	2,000
			Computer Maintenance & Supplies	300
			Fund-raising expenses	200
			Photocopier expenses	450
			Repairs & maintenance	500
			Springbend Hall	500
			Telephone & Internet	750
			Travel & education	500
			Website expenses	500
			Capital replacement	5,000
			Miscellaneous	1,000
Total	35,400	40,349		45,895
				35,071

ENDERBY & DISTRICT MUSEUM SOCIETY

BALANCE SHEET

as at October 31, 2019

ASSETS

CURRENT ASSETS

Bank Chequing	\$	27,661.15	
Savings Account	\$	6,757.26	
Petty cash	\$	70.00	
Equity Shares - Enderby & District Finance	\$	5.00	
Total			\$ 34,493.41

INVESTMENTS

Term Deposits - Operating Account	\$	3,004.88	
Term Deposits - Restricted Account for Digitilization	\$	20,000.00	
Term Deposits - Reserve Account	\$	536.44	
Total			\$ 3,541.32

TOTAL ASSETS

\$ 38,034.73

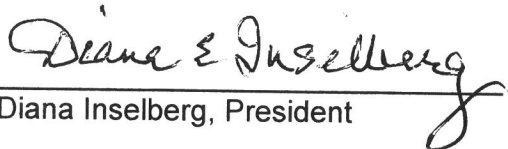
LIABILITIES

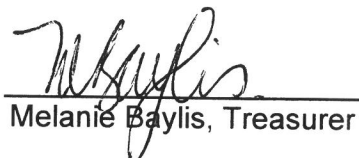
EQUITY

Retained Earnings - October 31, 2018	\$	52,848.61	
Current Earnings(Loss)	\$	5,278.21	
Retained Earnings - October 31, 2019			\$ 58,126.82

TOTAL LIABILITIES

\$ 58,126.82


Diana Inselberg, President


Melanie Baylis, Treasurer

ENDERBY & DISTRICT MUSEUM SOCIETY

INCOME AND EXPENSES STATEMENT

November 1, 2018 to October 31, 2019

INCOME:

	<u>2018/19</u>	<u>2017/18</u>
Donations	4,381.04	3,599.04
Donations -Memorials	520.00	1,585.00
Grant - City of Enderby	24,000.00	20,500.00
Memberships	425.00	645.00
Photographs/photocopies	56.75	188.75
Book Sales	414.50	595.00
Fundraiser Income	695.00	
Fundraiser - Bake Sale	313.50	683.70
Fundraiser - Silent Auction	1,701.00	1,007.00
Fundraiser - OHS mailout	284.00	300.00
Fundraiser - Photoshoot	3,066.00	1,273.00
McQueen Legacy Fund	2,620.00	3,214.00
Drill Hall Donation	1,200.00	1,200.00
Interest	671.46	445.66
<u>TOTAL INCOME</u>	<u>\$ 40,348.25</u>	<u>\$ 35,236.15</u>

EXPENSES:

Wages & Benefits	28,229.76	13,251.47
Contract Work	0.00	10,580.00
Advertising & Promotions	76.24	378.25
Book Purchases	219.00	126.00
Association Dues & Licenses	293.00	275.00
Postage	97.79	245.05
Insurance	808.00	816.00
Bank Charges	163.80	101.72
Office Supplies	937.68	1,985.09
Archival Supplies	130.94	6,365.32
Computer supplies	0.00	44.99
Computer R & M	0.00	399.00
Photograph expense	41.55	241.57
Janitor	1,427.50	1,260.00
Repairs & Maintenance	426.45	659.17
Springbend Hall	48.36	556.72
Telephone/Internet	726.14	941.24

Appendix C

**Enderby & District Services Commission
Surplus/Reserve Schedule - Parks & Recreation
2020**

	2020	2021	2022	2023	2024
Reserves					
Parks Plan					
Opening Balance	82,184	- 0	- 0	- 0	- 0
Contributions	-	-	-	-	-
Usage					
- Allocate out for Parks (Per Governance Review)	- 82,184				
Closing Balance	- 0	- 0	- 0	- 0	- 0
Capital Renewal					
Opening Balance	100,199	119,585	122,019	196,442	323,037
Contributions	105,636	112,434	119,422	126,595	133,956
Usage					
- Pool Preliminary Design	- 36,250				
- Lions Gazebo wood retreatment	- 50,000				
- Ball Diamond Infield renewals		- 45,000	- 45,000		
- Barnes Park Playground replacement		- 65,000			
Closing Balance	119,585	122,019	196,442	323,037	456,993
Equipment					
Opening Balance	65,834	98,493	17,003	61,383	106,653
Contributions	42,659	43,510	44,380	45,270	46,180
Usage					
- Zamboni		- 125,000			
- JD tractor replacement	- 10,000				
Closing Balance	98,493	17,003	61,383	106,653	152,833
Closing balance	218,078	139,023	257,825	429,690	609,826
RDNO					
Opening Balance	100,000	-	-	-	-
Contributions					
Allocate to RDNO for Breakwater	- 100,000				
Closing Balance	-	-	-	-	-
Closing balance - Total Reserves	218,078	139,023	257,825	429,690	609,826
Surplus					
Opening Balance	150,495	187,281	187,281	187,281	187,281
Less: 20% operating contingency	- 150,076	- 152,492	- 155,473	- 158,514	- 161,614
Contributions	39,286				
Usage					
Diamond #3 infield repair	- 2,500				
Closing balance	37,205	34,790	31,809	28,767	25,667

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 23, 2020
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. 1693, 2020".

Background

Attached is a new bylaw for Parks, Recreation and Culture Fees. The fees have been reviewed with Recreation Services and have also been compared to neighbouring communities. Also included are some housekeeping changes to wording to reflect the changes from the governance review. Below is a summary of the proposed changes:

- General Conditions – section 5 has been updated to reflect the current provider of additional programming.
Pool Fees:
Youth Night and Dash & Splash items have been removed to allow Recreation Services the flexibility change the pricing based on what is offered. These programs would fall under section 5 of Schedule "A".
Family Public Swim and Aqua Fit rates have been increased slightly to keep the rates competitive with neighbouring communities. Current rates for these items are:

Table with 4 columns: Item, Per Swim, 10-Visit Pass, 1-Month Pass. Rows include Public Swim – Family, Aqua Fit – Youth/Sr, Aqua Fit – Adult.

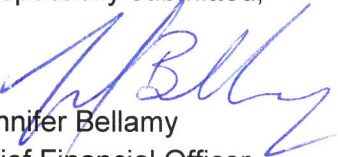
- Rentals – rates have been increased slightly to keep up with increased wage costs. Below are the current rates for comparison:

Table with 2 columns: Rental Item, Hourly Rate. Rows include Up to 50 persons, 51-85 persons, Swim Club, NFP preschool/youth organization.

- Park Fees:
 - Ball Diamond fees have been increased by 2% to keep up with increased operating costs.
 - An optional additional hourly fee has been added for user groups who wish to have additional staffing during tournaments. This was added as a request by the user groups and the rate charged would reflect incremental costs of providing this so there is no impact to taxpayers.

Once the new bylaw has been approved by the Commission, it will be forwarded to Council for three readings and adoption in time for Recreation Services to include the new fees in the Summer Recreation Guide.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY
BYLAW No. 1693**

A bylaw to impose fees for providing recreation programs and facilities

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

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

CITATION

This Bylaw may be cited as "*The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020*".

DEFINITIONS

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

"Youth" means any person that is six to eighteen years of age.

"Adult" means any person that is nineteen years to sixty-four years of age (fifty-nine years for Pool).

"Senior" means and person that is sixty-five years of age and older (sixty years for Pool).

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

ESTABLISHMENT

All Schedules attached hereto are hereby established and form part of this Bylaw.

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

Repeal

The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015, and all amendments thereto are hereby repealed as of the effective date specified in the respective Schedule.

READ a FIRST time this ____ day of _____, 2020.

READ a SECOND time this ____ day of _____, 2020.

READ a THIRD time this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Mayor

Corporate Officer

SCHEDULE "A" – GENERAL CONDITIONS FOR RENTAL OR USE OF FACILITIES

1. All rental rates include the standard facility, with normal maintenance staff.
2. All rates include GST as applicable, unless stated otherwise. GST is not included in the prices for ball diamond rental, league ice rental, dry floor rental, and gazebo rental.
3. Facility rentals, unless exempted by Commission policy, are subject to the renter obtaining a General Liability Insurance Policy in accordance with the User Group Rating Schedule provided by the City of Enderby insurance provider as amended from time to time.
4. Ushers, ticket sellers, security forces, etc. are the responsibility of the renter (the City of Enderby reserves the right to provide such services at the Renter's expense).
5. Fees for additional programs provided through the Enderby and District Recreation Services Association will be on a cost recovery basis.
6. Uses beyond the normal operating hours will require payment of additional labour costs.
7. The City of Enderby reserves the right to require a Performance Bond and/or Damage Deposit.
8. The Renter is responsible to ensure that the facility is vacated at the end of the event.
9. Entrance to or use of facilities will only be requested and approved on the Facility Rental Agreement. Prior entry for decorating, setup, etc. will be subject to the approval of the Facility Manager and noted on the application form.
10. The Renter must not exceed the maximum capacity allowed for the facility.
11. The Renter shall be responsible for loss or damage and assume all risk of injury (including death) to any person arising out of the use of the facility.
12. For all rentals involving the serving of liquor, the renter must carry a liability insurance policy naming the City of Enderby and the Regional District of North Okanagan as additional insured.
13. Should the renter cancel all or part of the rental period, within 30 days of the rental date, they shall not be entitled to any refund of the rental fee. All cancellations resulting in a refund of the rental fee will be subject to a ten (10) percent administration fee. Should the time be re-rented the original renter will be entitled to a credit equal to the revenue generated by the re-rental to a maximum of the original renter's fees, less the administrative fee.
14. Interest in the amount of 2% per month shall apply on all account balances unpaid after 30 days.
15. **Facility Rental Agreement:**

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

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

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

SCHEDULE "B" – ARENA FEES

Ice (per hour unless otherwise indicated)	
Adult	
- Prime	154.00
- Non-prime	60.00
- Statutory Holiday*	189.00
Youth and Preschool	
- Prime	85.00
- Non-prime	40.00
- Statutory Holiday*	120.00
Family	
- Prime	92.00
- Non-prime	40.00
- Statutory Holiday*	127.00
Senior – rental	
- Prime	111.00
- Non-prime	50.00
- Statutory Holiday*	146.00
Parent & Tot or Youth – Drop-In	2.00
Adult or Senior – Drop-In	5.00
SD #83	JOINT USE AGREEMENT
ALF Hockey Academy	JOINT USE AGREEMENT
Public Skate	FREE
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

*Rental times subject to staffing availability.

** 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.

SCHEDULE "C" – POOL FEES

Drop In (per visit)			
	Per Swim	10-Visit Pass	1-Month Pass
Public Swim – Adult	4.00	36.00	44.00
Public Swim – Youth or Senior	3.50	31.50	38.50
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50
Public Swim – 2yrs and under	Free	n/a	n/a
Public Swim – Family	11.00	99.00	125.00
Toonie Swim	2.00	n/a	n/a
Aqua Fit – Youth or Senior	6.00	54.00	66.00
Aqua Fit – Adult	7.00	63.00	77.00
Not-for-profit licensed preschool or youth organization:			
	# of Youth/Preschool	Rate per swim	
	8-12	20.00	
	13-20	32.50	
	21-30	52.50	
	30+	52.50 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)			
Up to 50 persons			69.75
51-85 persons			95.25
Swim club			26.00
SD #83			JOINT USE AGREEMENT
Not-for-profit licensed preschool or youth organization			18.00/lifeguard/hr

SCHEDULE "D" – PARK FEES

Park Rates	
Riverside Park – Youth (per day; includes ball diamond area)	250.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	500.00
Gazebo	
Daily Rental	120.00
Damage Deposit (per rental)	500.00
Kitchen Clean-up (per rental)	52.00
Ball Diamonds	
Adult League Play (per hour/per field)*	17.35
Youth League Play (per hour/per field)*	8.65
Adult League Tournament (per diamond/per day)	94.85
Youth League Tournament (per diamond/per day)	47.45
Non-League (per diamond per day)	94.85
Additional maintenance staff for tournament play (per hour)**	41.15
Funtastic	416.00

*To be booked at half hour intervals

**Subject to staffing availability. Any overtime costs incurred will be in addition to this rate.