

ENDERBY AND DISTRICT SERVICES COMMISSION

Tundra Baird
Brad Case

Herman Halvorson
Denis Delisle

AGENDA

DATE: February 14, 2022
TIME: 9:30 AM
LOCATION: Electronic Facilities, hosted at Council Chambers, Enderby City Hall

Please contact Enderby City Hall at 250-838-7230 or info@cityofenderby.com by 8:30 am on the day of the meeting to obtain access codes to attend the meeting electronically.

The City of Enderby uses Zoom for its electronic facilities and encourages members of the public unfamiliar with the application to test it in advance; for technical support, please contact Zoom.

If you do not have a computer or mobile phone capable of using Zoom, please let us know and we can provide you with a number that you can call in from a regular telephone.

When applicable, public hearing materials are available for inspection at www.cityofenderby.com/hearings/

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

- 2.1 Enderby & District Services Commission Regular Meeting Minutes of June 16, 2021 Page 3
- 2.2 Enderby & District Services Commission Regular Meeting Minutes of July 5, 2021 Page 6

3. BYLAWS

- 3.1 The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2022 Amendment Bylaw No. 1739, 2022 Page 8
Memo prepared by Chief Financial Officer February 3, 2022

4. NEW BUSINESS

- 4.1 Enderby & District Recreation Services Program Report 2021 Page 13
- 4.2 2021 Enderby Outdoor Pool Final Report Page 24
- 4.3 COVID-19 Safe Restart Grant Usage Page 38
- 4.4 2021 Financial Plans Page 40
Memo prepared by Chief Financial Officer February 9, 2022
- 4.5 Enderby Arena and Curling Rink Facility Lifecycle Assessment Report Page 75

Memo prepared by Chief Administrative Officer dated February 10, 2022

5. **PUBLIC QUESTION PERIOD**

6. **ADJOURNMENT**

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held via video conference on June 16, 2021 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
 Jennifer Bellamy – Chief Financial Officer, City of Enderby

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Brad Case
“THAT the June 16, 2021 Enderby and District Services Commission agenda be approved.”
 CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of February 18, 2021
 Moved by Herman Halvorson, seconded by Tundra Baird
“THAT the minutes of the regular meeting of February 18, 2021 be adopted as presented.”
 CARRIED

BYLAWS

Arena Fees – Amendment

Moved by Tundra Baird, seconded by Brad Case
“THAT the Commission recommends that Council enacts the attached bylaw cited as “The Corporation of the City of Enderby Parks, Recreation and Cultural Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1728, 2021.”
 CARRIED

NEW BUSINESS

Riverside Park Ball Storage Structure Door Replacement

Moved by Tundra Baird, seconded by Brad Case
“THAT the Enderby & District Services Commission does not expend funds from prior-year's surplus to replace the doors to the Riverside Park Ball Storage structure;

AND THAT the Enderby & District Services Commission directs staff to work with the Public Art Committee to evaluate the following options:

1. *Identify whether another location for the mural is available and suitable without the same cost;*
2. *Re-evaluate whether painting the mural over the existing doors would be advisable;*

3. *Change the size of the mural so that it only wraps around 3 of the 4 sides;*

AND FURTHER THAT, in the absence of one of the above options proving viable, the Enderby & District Services Commission refers the mural and door replacement project to the 2022 budget for further consideration at that time.”

CARRIED

2021 Asset Management Planning Program – Approval Agreement & Terms of Conditions of Funding

Moved by Brad Case, seconded by Tundra Baird

“THAT the Enderby and District Services Commission Receives and files the 2021 Asset Management Planning Program – Approval Agreement & Terms of Conditions of Funding correspondence.”

CARRIED

Enderby and District Curling Centre: Financial Aid Relief

Moved by Brad Case, seconded by Tundra Baird

“THAT the Enderby and District Services Commission receives and files the Enderby and District Curling Centre: Financial Aid Relief Enderby and District Museum Society correspondence.”

CARRIED

Enderby District Museum Society

Moved by Brad Case, seconded by Tundra Baird

“THAT the Enderby and District Services Commission receives and files the Enderby District Museum Society correspondence.”

CARRIED

Avery, Layne and Zooey Comer: Trees at Barnes Park

Moved by Tundra Baird, seconded by Brad Case

“THAT the Enderby and District Services Commission sends a letter in response to Avery, Layne and Zooey Comer: Trees at Barnes Park correspondence.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Tundra Baird, seconded by Brad Case

“THAT the June 16, 2021 regular meeting of the Enderby and District Services Commission be adjourned at 9:56 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held via video conference on July 5, 2021 at 5:00 p.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
 Jennifer Bellamy – Chief Financial Officer, City of Enderby

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Herman Halvorson
“THAT the July 5, 2021 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

NEW BUSINESS

Discussion – Fee Waiver Request for Enderby Minor Fastball Association U12 Regional Championships

The Enderby & District Services Commission considered three options in response to the fee waiver request from the Enderby Minor Fastball Association for its U12 Regional Tournament on July 9-11, 2021:

1. No fee waiver.
2. Waiver of fees except for labour costs.
3. Waiver of fees including labour costs.

Moved by Tundra Baird, seconded by Brad Case
THAT the Enderby and District Services Commission waive the fees for the Enderby Minor Fastball Association for its U12 Regional Tournament on July 9-11, 2021.”

OPPOSED Delisle/Halvorson
 DEFEATED

Moved by Denis Delisle, seconded by Herman Halvorson
THAT the Enderby and District Services Commission provide no fee waiver for the Enderby Minor Fastball Association for its U12 Regional Tournament on July 9-11, 2021.”

OPPOSED Baird/Case
 DEFEATED

As the Commission was not able to pass a resolution, the Chief Administrative Officer advised that there was no policy authority to proceed with the request and, as a consequence, no fee waiver could be provided through the Commission.

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Brad Case, seconded by Tundra Baird

“THAT the July 5, 2021 regular meeting of the Enderby and District Services Commission be adjourned at 5:20 p.m.”

CARRIED

CHAIR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Tate Bengtson, CAO
 From: Jennifer Bellamy, CFO
 Date: February 3, 2022
 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 Amendment Bylaw No. 1739, 2022".

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. Below is a summary of the proposed changes.

Pool Fees

Pool Rentals (per hour)	
Up to 50 persons	73.25 75.50
51-85 persons	100.00 108.00
Swim club	27.50 28.50
Not-for-profit licensed preschool or youth organization	19.00 19.50/instructor/hr

The adjusted fees include a 3% increase to keep up with increased wages. No other rate changes are recommended at this time to in order to be competitive with neighbouring communities.

Parks Fees

Park Rates	
Riverside Park – Youth (per day; includes ball diamond area)	250.00 255.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	500.00 510.00
Ball Diamonds	
Adult League Play (per hour/per field)	17.70 18.00
Youth League Play (per hour/per field)	8.85 9.00

Adult League Tournament (per diamond/per day)	96.75 98.50
Youth League Tournament (per diamond/per day)	48.40 49.25
Non-League (per diamond per day)	96.75 98.50
Funtastic	424.00 432.50

Park Rates and Ball Diamond fees have been increased by 2% to keep up with increased operating costs. As costs regularly increase by this amount each year, a provision for a 2% annual increase has been added. The same provision was added to the arena fees, which began for the 2021/22 season.

Gazebo fees have remained the same as the fees are still reflective of the operating costs. The hourly rental for the gazebo has been removed as this was implemented in response to the increased restrictions on events. Events can now be safely held.

Once the new bylaw has been supported by the Commission, it will be forwarded to Council for three readings and adoption.

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

**THE CORPORATON OF THE CITY OF ENDERBY
BYLAW No. 1739**

A bylaw to amend Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020

WHEREAS The Council of the Corporation of the City of Enderby has adopted "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020";

AND WHEREAS Council wishes to amend the fees;

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

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1739, 2022".
2. Schedule "C" and Schedule "D" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "C" and Schedule "D" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ___ day of _____, 2022.

READ a SECOND time this ___ day of _____, 2022.

READ a THIRD time this ___ day of _____, 2022.

ADOPTED this ___ day of _____, 2022.

Mayor

Corporate Officer

SCHEDULE "C" – POOL FEES

Drop In (per visit)				
	Per Swim	10-Visit Pass	1-Month Pass	Season Pass
Public Swim – Adult	4.50	40.50	49.50	n/a
Public Swim – Youth or Senior	3.75	33.75	41.25	n/a
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50	n/a
Public Swim – 2yrs and under	Free	n/a	n/a	n/a
Public Swim – Family	12.00	108.00	132.00	n/a
Toonie Swim	2.00	n/a	n/a	n/a
Aqua Fit – Youth or Senior	6.00	54.00	69.25	225.00
Aqua Fit – Adult	7.00	63.00	80.75	250.00
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	75.50			
51-85 persons	108.00			
Swim club	28.50			
SD #83	JOINT USE AGREEMENT			
Not-for-profit licensed preschool or youth organization	19.50/instructor/hr			

SCHEDULE "D" – PARK FEES

	2022
Park Rates*	
Riverside Park – Youth (per day; includes ball diamond area)	255.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	510.00
Gazebo	
Daily Rental	120.00
Kitchen Damage Deposit (per rental)	500.00
Kitchen Clean-up (per rental)	52.00
Ball Diamonds*	
Adult League Play (per hour/per field)**	18.00
Youth League Play (per hour/per field)**	9.00
Adult League Tournament (per diamond/per day)	98.50
Youth League Tournament (per diamond/per day)	49.25
Non-League (per diamond per day)	98.50
Additional maintenance staff for tournament play (per hour)***	42.00
Funtastic	432.50

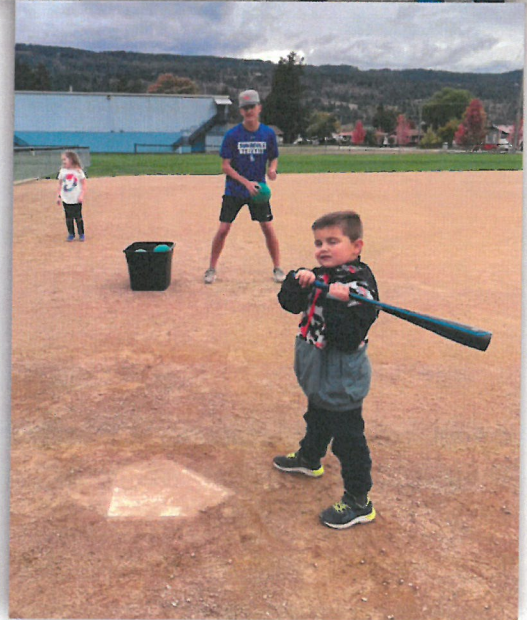
*Fees are to be increased by 2% annually beginning in 2023.

**To be booked at half hour intervals

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

ENDERBY & DISTRICT RECREATION SERVICES PROGRAM REPORT 2021

Commission AGENDA



Recreation Services Program Report 2021
By: Sheryl Hay



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INTRODUCTION

Sheryl Hay, Recreation Coordinator, and Kaylee Wells, Recreation Administer, have had the pleasure of managing the operations of Recreation Services on behalf of the Enderby and District Recreation Services Association (EDRSA). 2021 proved to be another year of testing the adaptability and creativity of program planning and facility bookings to meet the needs of the community while at the same time adjusting to the many regulations and policy changes surrounding the COVID pandemic.

This report summarizes the Enderby and District Recreation Services Programs and Events from January to December 2021 as well as share successes, accomplishments and lessons learned.

MANAGEMENT SUMMARY

2021 has been Kaylee Wells and Sheryl Hay's sixth full year operating Recreation Services and second year under the Enderby & District Recreation Services Association. The EDRSA board consists of seven members who are passionate about our community and making sure there are Recreation opportunities for all to enjoy as well as have inclusive and safe facilities to use. The board is scheduled to meet 4 to 6 times a year and hosts the Annual General Meeting in January.

During 2021, there have been many challenges to programming with restrictions and regulations in place that not only limited what could offered, but in some cases cancelled programs all together. Many hours went into meetings, policy readings, research, updating signage and marketing to communicate Public Health Orders to the public, user groups and participants. Collaboration with City staff helped facilitate the many obstacles with greater ease. Recreation Services staff has worked hard to overcome the barriers with creative ideas and adaptations to keep people "Active in Enderby". We are proud of the resilience shown, not only by staff and instructors, but with our community and participants.

ADVERTISING

The main advertising outlets to market programs and events in 2021 were Social media and our Seasonal Recreation Guides. Posters and the Highway Advertising Sign were also used to keep our community informed with the latest information.

Three out of four Recreation Guides were created in 2021 (winter, summer & fall). Reduced copies of the Winter and Fall guides were printed due to modifications and cancellations of many programs. A total of 765 guides have been printed this year and made available in community common areas like the Recreation / Information Center, Library, Credit Union and Resource Center. All guides were available online and in hard copy.

Newspaper purchased advertising was limited this year due to the constant adaptations that had to be made to meet PHO and Interior Health regulations. The RiverTalk did report many stories on our programs, registration dates and activities.

Job Postings for Recreation Staff and Pool Staff went out on the Nexus website and Social Media.



Skate Instructors; Elisha, Stacey & Kadence

ADMINISTRATION

Registration administration continues to be one of our key challenges with the growth in programs and participants. Hand filled out forms is still the only method of registration; however, payment can now be taken over the phone with Credit Card.

The addition of “extra” waivers and assumption of risk forms made the registration process even more tedious and time consuming for both staff and participants. The only advantage to this old fashioned registration process is the flexibility it allows for when adjusting classes to meet community needs or constant changes (as we seen this year).

Registration for winter programs started in December 2020, however many programs had to be cancelled and refunds offered due to COVID restrictions to gatherings and programs of any sort. Spring Programming was adapted to mostly outdoor classes with limited spaces available. Registration for Pool programs started May 1st with an exceptional response. Registration for fall classes started Aug. 24th, but once again many organized programs has to be modified, postponed or cancelled to meet the latest updates to Health Orders. Both in- person and over the phone registration options were offered.

In 2021, Grant Funding was received from British Columbia Recreation & Parks Association (BCRPA) for \$850.00 for Family Day Activities; and ParticipACTION Grant for \$800.00 for Community Better Challenge Activities.

Staffing for the 2021 Recreation Services Programs was also a challenge with the combination of growing programs, CERB, constant changes or cancellations to programs and the requirements of staff to teach under the health regulations. This year, we had a total of 10 Recreation Staff, 1 Contract Instructor and 6 volunteer hockey coaches that led fitness, skating, hockey, ball and youth programs. All staff has been excellent in delivering the services under the values and mission of the Enderby & District Recreation Services Association.

Adapting to the passport requirements that came this fall proved a challenge for both staff and patrons alike. It is a goal of EDRSA to provide save and inclusive recreation opportunities for all to enjoy; and administrative staff worked hard to navigate the constant changes in Health Orders and Regulations to adjust policies and procedures to continue to provide that opportunity.

The requirement of some participants and staff or volunteers to show Proof of vaccination to register or assist with programs did create challenges this fall. Some programs had to be modified or cancelled and all programs required more administrative time to properly track necessary information. Adult participants or spectators in registered programs were required to sign a permission form for us to track that passports and identification had been checked. These permission forms were only good for the season or program registration dates.

EVENTS

Continuous restrictions to gatherings and events in 2021 limited the opportunities to host our usual scheduled occasions. Efforts were made to adapt some events to virtual; however, most were cancelled in 2021.

Enderby Recreation Services partnered with PLAY Shuswap to put on a Family Day Scavenger Hunt from February 12-15. The Community was encouraged to send in pictures by email or social media of their family completing 10 “Active Tasks”. All submissions were put in a draw for some great prizes that were donated by local businesses and purchased with grant funding applied for through the BCRPA. It was a successful adaptation to our usual in-person events. The Fitness Department also held a Food Drive on Feb. 15th for our local FED Food bank with over \$400 cash and 300lbs of food collected.

On May 10th, an outdoor Pool registration event was set up at the Lions Gazebo. To accommodate our local community, registration was open to those residing in Enderby & District on May 1 & 3, then open to all other communities and visitors starting May 4th. This practice was well received and requested to be a continued practice in future years; until on-line registration can be available.

In June, Enderby participated in the ParticipACTION Community Better Challenge. EDRS applied for a grant that supported providing five free family events including Chair Fitness, Family swim, Public Swim, Aqua Fitness, and Youth Park Play. Staff also assisted the local schools and sports teams in mini grant applications to host events and Recreation Staff promoted and collected “Active minutes” from community members to input on their behalf.

While Canada Day events were not held this year, Enderby Pool hosted three Holiday Toonie Swims on July 1st for the community.

In December, EDRS participated in the Enderby Traditional Community Christmas Light Up weekend by collecting parade entries and participating in the parade. This year our entry consisted of youth, adults and seniors performing and choreographed drumming routine to “Christmas in a Small Town”.

The annual Skate with Santa and Mrs. Clause was hosted at the Enderby Arena on December 5th. The Fitness department hosted a “Fitmas Food Drive” for the Enderby Food bank and the Walking class placed 10 gift Fitness Passes around town for community members to collect and use towards a free class.



PROGRAM REPORTS

ARENA PROGRAMS

Recreation Programs hosted in the Enderby Arena in winter and fall seasons both had a 32% cancellation rate. The winter session had 13 out of 19 classes run with a total of 62 participants and the fall session saw 15 out of 22 classes offered run with a total of 74 participants. The Ice Hawks Fun Hockey Program continues to be a popular activity for kids and families looking for a non-competitive hockey experience. Skating lesson numbers were less this year due to lack of instructors, limited class sizes and uncertainty around COVID.

Winter 2021			
Program Name	# offered	# ran	Registered Participants
PS Skate Lessons	6	4	16
Youth Skate Lessons	6	5	21
Private Skate Lessons	2	2	3
Stick 'N' Puck	3	0	0
Ice Hawks Jr	1	1	12
Ice Hawks Sr.	1	1	10
Totals	19	13	62
Success Rate	68%		
Cancellation Rate	32%		

Fall 2021			
Program Name	# offered	# ran	Registered Participants
PS Skate Lessons	9	5	19
Youth Skate Lessons	8	7	29
Private Skate Lessons	2	1	2
Stick 'N' Puck	1	0	0
Ice Hawks Jr	1	1	10
Ice Hawks Sr.	1	1	14
Totals	22	15	74
Success Rate	68%		
Cancellation Rate	32%		

YOUTH PROGRAMS

Youth programming saw the greatest impact based on the restrictions and orders that came with the COVID pandemic. Eight programs were scheduled for the winter session, however only the Red Cross Stay Safe course and Babysitting course were able to run. In the spring, most programming was moved outdoors with 33 registered participants in 5 classes.

During summer, Enderby & District Recreation Services focused on the pool programs and providing an adapted Water Safety and Physical Literacy program for School District #83 students. No youth land programming was offered from June to August, however, primary and elementary students in Grindrod, Enderby, and Splantsin received a modified swim and park program that was only offered in our area.

Fall programming saw only 9 out of 20 programs run (55% cancellation rate). Again this was in part due to the introduction of more health orders and restrictions in late August, early September. A highlight of the fall programming was the “learn to play baseball” program; a joint partnership with Enderby & District Baseball Association with 13 kids in its first goes around. We were also able to add a new youth instructor for the fall and introduce fresh programming ideas like kids Yoga and Hip Hop classes.

Winter			
Program Name	# offered	# ran	Registered Participants
Active Tots	0	0	0
Mini Movers	2	0	0
I Can Play Sports	0	0	0
P.S. Dance PL3Y	1	0	0
Creative Kids & IS	3	0	0
Dance PL3Y	0	0	0
Stay Safe	1	1	7
Babysitting Course	1	1	8
TOTALS	8	2	15
Courses Ran	25.0%	Programs cancelled due to COVID polices	
Cancellation Rate	75.0%		

Spring

Program Name	# offered	# ran	Registered Participants
Mini Movers	1	1	4
Mini Movers (Spr B)	1	1	6
I Can Play Sports	0	0	0
P.S. Dance PL3Y	1	1	6
Dance CLUB	1	0	0
Dance CLUB (SprB)	1	1	9
Stay Safe	0	0	0
Babysitting Course	1	1	8
TOTALS	6	5	33
Courses Ran	83.3%		
Cancellation Rate	16.7%		

Fall

Program Name	# offered	# ran	Registered Participants
Pre-School Baseball	1	0	0
Youth Baseball	1	1	13
Mini Movers	4	1	6
Lil' Shakers	2	0	0
Dance Club	2	1	12
Bounce & Beats	2	0	0
Youth CORE	1	1	0
Hip Hop	2	2	15
Kids Yoga	2	0	0
Stay Safe	1	1	10
Babysitting Course	1	1	10
Adult CORE	1	1	0
TOTALS	20	9	66
Courses Ran	45.0%		
Cancellation Rate	55.0%		



ADULT FITNESS

Our most innovative and resilient programming in 2021 was around our Adult Fitness classes. Staff worked hard to adapt to all Regional and Provincial Health Orders and then modified classes again to meet the amendments to the same orders. Some adaptations included equipment use and sanitization requirements, physical distancing, class sizes, intensity levels and moving indoor classes outdoors.



Despite the many hurdles, we saw our participant numbers double from 2020 to 2021 (from 2,089 to over 4,150). Our biggest attendance came from the Chair fitness classes that were offered at least 3 times per week. Other classes offered included, Yoga, HiiT, Boot camp, Strength, BARRE, TABATA, Core and Walking programs. We also offered indoor and outdoor chair classes at the Memorial Terrace for local Seniors Housing tenants. When classes were moved outdoors, the Lions Gazebo was an amazing venue to host the programs (other than the cool and windy spring mornings). In November and December, outdoor classes were hosted from the Information Center in Belvedere Park.

BEST PRACTICES AND LESSONS LEARNT

Adapting to the continuous and unforeseen changes to regulations, policies and orders, and being able to continue to offer programming to keep our citizens Active in Enderby has been our biggest success in 2021. Thinking “outside the box” to modify programs and activities has given us new tools and resources to work with moving forward. We are excited to use and implement lessons learned from this past year to continue to expand our program ideas and events.

We have a new appreciation for community, connection, creativity and compassion and are ready to use these tools to create new partnerships and recreation opportunities in Enderby and Area.

The following are 2022 Goals & Recommendations for Recreation Programming:

1. Recreation Website
2. Year round outdoor fitness programming
3. More outdoor youth activity programming
4. Partnerships with Area F communities to offer adult and youth programs
5. Provide leadership training to increase coach and instructor staffing
6. Apply for additional recreation funding through grant opportunities



AGENDA
Commission

2021

ENDERBY OUTDOOR POOL FINAL REPORT



Sheryl Hay
Enderby & District Recreation Services
10/1/2021

INTRODUCTION

The Enderby Outdoor Pool, managed under a contract with Enderby & District Recreation Services Association, is proud to report a successful 2021 season despite the challenges of a heat wave, fire, smoke, bad air quality and ongoing regulations with the Global pandemic.

Preparation began early in 2021 to ensure that staff, paperwork, and procedures were in place prior to the pool opening. The Pool Safety Plan was updated to meet all requirements of the Provincial Health & Safety Regulations and included revised policies and procedures to meet the requirements and regulations of COVID and Work safe. Program registration opened on Saturday May 1st to local community members and was then opened to neighboring communities and visitors on May 3rd. All participants were required to complete a waiver form and Assumption of Risk. Staff training sessions were scheduled and certification information and training dates were recorded. A team of 11 lifeguard / Instructors were hired and one Recreation staff assisted with the School Swim program. In-service staff training was held over a few sessions to cover and review additional procedures around current COVID regulations, first aid updates; along with the regular policies and procedures of the Pool Safety Plan, NL fitness standards, and First Aid and evacuation simulations. The pool season ran from May 25th until September 3rd, 2021.

Pool and Parks staffs worked together to complete the necessary tasks in order to open the pool. Park staff completed the patch work in the basin and painted the shallow end, side walls and gutters. The shallow end basin required major patch work which only lasted a couple of weeks into the season. Additional patching of sharp edges had to be completed throughout the spring and summer as the layers of paint over the years was crumbling off. The 2021 schedule included School Swim Programs, Public Swim, Red Cross & Advanced Lessons, Lap Lanes and Aqua-fit.

Red Cross Lessons were offered in four sessions this season with both a morning (9:40-am-1pm) and afternoon (4:30-6:30pm) set. A total of 503 participants registered for Red Cross lessons including pre-school, youth, private and semi-private lessons. The Lifesaving Society Jr. Lifeguard club, Bronze Medallion, Bronze Cross were also offered with a total of 31 participants. For the first time since 2017, a Red Cross Water Safety Instructor School was held with 6 successful candidates. All registered programs were well attended with positive response and supportive compliance to COVID policies that were put in place for this season.

Drop-in programs included were limited to Public and Toonie swim times with a maximum capacity of 40 persons until mid June – then capped at 70 people per swim. The open swims were well attended on a first come, first serve basis. Lap swimming was pre-registered with maximum 6 swimmers and Aqua-fit required a sign up for days of the week, but did not require pre-registration. Private pool

rentals continue to gain popularity as a more personal and safe way to enjoy the pool with family and friends.

The 2021 season ended on Friday September 3rd with a Free Public Swim. In the final week of operation pool staff completed year end stats, inventory, and general cleaning. After closing on September 3rd, Parks staff began procedures to neutralize the water before draining the pool. Following that, all other closing procedures such as clean-up, shut down and winterizing of the facilities was completed.

Despite the many challenges faced this season; Enderby and neighboring communities supported the programs and opportunities at the Outdoor Pool. Program registration was at an all time high and revenues in 2021 exceeded budget expectation and were higher than our last full season in 2019. Total deposits came to over \$57,850 compared to \$46,580.28 in 2019.

PRE-SEASON PREPARATION

Pre-season facility preparation started early May for the 2021 season. Due to the crumbling pool basin – major repairs will need to be budgeted for and scheduled early to allow for the pool to be open in 2022. Below is a recommended timeline to be implemented for 2022 for a regular season from May 24- Sept. 2. (15 weeks). *Earlier prep time recommended for pool basin repairs and painting.

- Submit pool budget to City – *December*
- Prepare summer pool and programs schedule– *December / January*
- Arrange Pool Basin Maintenance for early spring - *January*
- Post supervisor job positions to newspapers and online job bank sites – *March*
- Contact Administrators 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*
- Part time staff interviews & Hiring– *end of April*
 - *Wet Interview scheduled at nearby indoor Pool*
- Drop off paperwork to schools for lessons – *May 1*
- Place Canadian Red Cross & Lifesaving order – *Early May*
- Set up office and admin – *mid May*
- Pool in-service Training – *May 23 //2022*

PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon and Peter, provided support and assistance to the Pool staff throughout the 2021 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 & District Recreation Services. Water quality was excellent this season except for conditions beyond our control due to ash from nearby forest fires. The pool was closed for a total of 4 days due to compromised water quality from ash. There were no pool closures due to poor water quality or bodily fluid incidents this season.

POOL STAFF 2021

As with most business's this year, staffing was a major challenge for our 2021 season and resulted in adjusting some of the programs that we could offer. This season, we were very fortunate to have returning leadership and experience with our Supervisor Teresa Froess and Assistant Supervisor Brooklyn Hay. Sheryl Hay put in above normal instructing hours to assist with the school program and Red Cross lessons. Eight additional staff was hired including our first male staff in the last 3 years. All team members went through training in the COVID Safe Operations plan and modified policies and procedures for first aid and cleaning. **Sheryl Hay** managed the staff for the 7th season in a row and also provided Aqua-fit instruction and back up lifeguard and swim instructor duties. **Teresa Froess and Brooklyn Hay** filled the Supervisor roles and part-time lifeguards and instructors included: **Tia Moore, Julia Brown, Bree Cooper, Kylie Tokarin, Megan Kormany, Emma Brennan, Joel deHoog, and Julianne Moore.**



Recommendation: 1) further Increase staff wages to be competitive with seasonal job opportunities and other aquatic facilities. 2) Offer training incentives for staff retention

OPENING PROCEDURES

The following is a record of the duties and upgrades completed prior to opening.

- Draining and pressure washing of pool basin
- Basin repairs and painting in shallow end
- Gutter and line paint touch ups
- Female Change room shower floors re-painted
- Pumps and filters start up
- Filling pool, adding and balancing chemicals
- Pressure washing and cleaning change rooms
- 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

STAFF TRAINING

On May 23rd, most staff re-certified their CPR “C” award and 3 staff re-certified their Standard First Aid Certification. Mon. May 24th, all Aquatic staff participated in pre-season training which included orientation of facility, review of job expectations, policies and procedures as well as demonstration of fitness and rescues skills. A second in-service training date was held prior to the summer schedule on June 28th. All training was dated and documented in the pool safety plan along with staff awards and certifications dates.

SCHOOL SWIM PROGRAM

One of our biggest successes this season was overcoming the obstacles to providing our annual school swim program and offering an adapted Water Safety, Physical Literacy and Swim program for local students of School District #83. Enderby was the only pool in the Interior to offer this important program this spring.

To meet the regulations for class sizes, pool maximums, and physical distancing of instructors; a very detailed and intricate program was developed and delivered flawlessly by the instructor team. Primary students were put into 3 groups that rotated through instruction in on-land water safety training,

physical literacy stations and in pool swimming skills development over 5 days. Secondary age students were provided their regular programming with increased safety supervision protocols for those swimmers less comfortable in the water. In all, feedback from the schools was excellent and our local teachers, administrators and parents were very appreciative of the opportunity. The school swim program was delivered to Grindrod, M.V. Beattie and Shihya Elementary students as well as a group of home school children. The program was also delivered to grade 7's attending A.L Fortune School.

SUMMER

SWIM LESSONS & ADVANCED COURSES



Red Cross lessons were offered in morning and afternoon sets again this season based on the feedback and success of last year. A spring lesson set was offered in June followed by 3 x 2 week lesson sets and a 1 week lesson set in late August. At the start of the season, COVID regulations resulted in parent participation being mandatory for all pre-school and Swim Kids Level 1-3 classes. By mid July, regulations changed and the aquatic staff agreed it was better for our team and program delivery to remove the mandatory parent requirement. More private and semi private lessons were offered again this season due to high demand.

A Red Cross Water Safety Instructor School was offered and facilitated by Sheryl Hay this spring. Six candidates, including 3 staff members, completed the training that ran from May 28 – June 19.

Advanced courses offered this season included the Lifesaving Society's Jr. Lifeguard, Bronze Star, Bronze Medallion and Bronze Cross programs. Extra training manikins were purchased this season to assist with less contact rescues and all candidates were provided with PPE as part of their course registration fees.

Here is a breakdown of summer registration in Swim Lessons as compared with the last four seasons. (does not include spring lesson set)

LESSON SET	2017	2018	2019	2020	2021
Summer 1	50	48	62	65	81
Summer 2	63	64	62	61	76
Summer 3	48	52	68	54	78
Summer 4	51	38	53	53	70
Private / Semi	92	90	130	203	144
Total	304	292	373	436	449

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

Program	Spring	Session I	Session II	Session III	Session IV	Totals
Parented	5	5	6	5	4	25
Sea Otter	8	10	11	14	17	60
Salamander	3	11	5	10	8	36
Sunfish	0	4	3	6	0	13
Croc / Whale	0	2	3	1	4	10
Level 1	4	5	13	8	9	39
Level 2	1	7	8	9	6	31
Level 3	3	7	5	5	6	26
Level 4	2	9	11	5	8	35
Level 5	4	12	8	2	2	28
Level 6	1	3	4	4	3	15
Level 7	1	2	0	2	0	5
Level 8-10	1	4	0	7	3	15
Private Lessons	6	13	21	16	14	70
Semi Private Lessons	15	19	25	27	9	95
Totals	54	113	122	121	93	503

*Recommendation for Lessons: 1) Keep an evening lesson set for working parents.
2) Offer more private and semi-private options 3) Shorten lesson week to Mon- Thurs (8 sessions)*

Many of our specialty programs had to be cancelled this summer due to restrictions presented with the pandemic. Dash 'n' Splash and Youth Nights were not offered again in our 2021 season, but will be brought back in the 2022 season. Advanced courses were offered with new training manikins as well as PPE as laid out in Lifesaving Society Program polices.



Program	May	June	July	August	Totals
Dash 'n' Splash	Did not offer this season				0
Jr. Lifeguard	n/a	n/a	10	n/a	10
Bronze Classes	n/a	n/a	6	15	21
WSI School	n/a	6	n/a	n/a	6
	May	June	July	August	Totals
Aqua Fit	115	593	585	630	1,923
Public Swim	224	723	679	562	2,188
Toonie Swim	4	191	245	83	523
Youth Night	Did not offer this season				0

Aqua Fit This season, 7 classes were programmed in the spring and 13 classes ran per week in July & August. The program was cancelled a total of 5 days due to smoke and ash. Three special Aqua Synchro fitness classes were added in August as trials for next season and a 1 time Men's only class was offered with 8 participants. Based on the success in 2020, back to back classes were offered Mon/ Wed/ and Fri to create more space for safe physical distancing. This season we only had access to 3 certified Aquatic Fitness instructors who did an amazing job leading a record breaking 1,923 participants.



Public and Toonie swims started the season with a maximum capacity of 40 swimmers to meet the PHO. My mid July, we were able to increase that number to 70. As usual, youth had the most recorded visits; however, we did see an increase in Adult guests and families. A total of 2,188 attended Public swim and 523 attended our Toonie swim times this season.

Private Pool rentals increased in 2021 as a popular option to public swims. More times were offered for this reason and most weekend slots were filled in July and August. Private rentals groups were limited to a maximum 40 swimmers.

Rentals -1-40ppl	\$73.25	48	\$3516.00
Rentals - 50-85ppl	n/a	0	\$0
Rentals - Non Profit	\$20.00	0	\$0
Rentals - Non Profit	\$32.50	0	\$0
Rentals - Non Profit	\$52.50	0	\$0
			\$3,516.00

On July 1st, The Enderby Pool hosted 3 x 1 hour Toonie swims in place of the usual 3 hour free swim. There was no parade or events in Enderby this Canada Day, and the turnout was very low due to no other events happening in town. A total of 42 swimmers participated in the Free Swim.

Aquatic Program Recommendations: 1) Offer Lifesaving courses in shorter sets with longer days 2) Bring back Youth night swims more regularly 3) Keep Public swim times shorter and offer more private rental options.

LIFEGUARDING/SAFETY

Despite the aging facility, the aquatic team does a great job in injury and incident prevention. Most all cuts and scrapes were due to the rough and sharp edges in many spots in the basin. Years of layers of paint are coming off in large chunks that leave sharp edges both on the bottom and sides of the pool. Pool maintenance staff did their best to seal the sharp edges with underwater putty, however major work will need to be completed on the pool basin to open next season.

There was only 1 major incident involving a 7 year old who slightly hit their head when entering the pool. The child entered doing a front flip after being instructed by the lifeguard not to enter in that way and was explained the reasoning. The small bump was treated with ice and the child's parents were instructed to watch for any signs of concussion.

Pool water quality was excellent this season except for during the fire season when heavy smoke and ash caused us to have to close the pool to deal with water clarity. The pool was skimmed and vacuumed many times between July 27 and Aug. 1.

2021 Incidents			
Minor First Aid			Theft
Bee Stings/ Bug Bites	0	Personal	0
Bleeding Nose	4	Facility	0
Cuts or Scrapes	5	Car	0
Behavior	0		
Major First Aid		Pool Water Fouling	
Drowning Rescue	0	Fecal Matter / Vomit	0
Concussion	1	Ash	6



SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- Case of noodles
- Staff PPE – gloves, masks, Safety Glasses and viral filters for pocket masks
- Rescue Training Manikins
- Replacement PFD's, Belts,
- Instructional toys
- First Aid Supplies

OPERATIONS/MAINTENANCE

Despite changes to Health orders mid season, staff continued to promote a one way facility flow; using the change rooms for entering the facility, to use washrooms and showering before entering the pool. Patrons exited the facility through the South East gate by the viewing area. Staff continued to perform and record cleaning tasks throughout the day.

Extra maintenance and repair to the deteriorating pool bottom and sides will need to be addressed again next spring before filling. Attention will also need to go to deck areas that are separating along the perimeter of the pool and lifting (or sinking) in other areas which are causing tripping hazards. The high traffic area of the pool deck needs to be touched up with paint. Change room shower walls are in desperate need of an upgrade

Recommendations: 1) Full Basin repair. 2) Deck & Gutter repair in areas that are sinking or opening. 3) Re-do shower walls in ladies change room

CLOSING PROCEDURES

During the last week of operation, the supervisor and assistant supervisor worked on site to start the season end tasks of inventory, reports and evaluations. Following the last swim on Friday, September 3rd, 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

ENDERBY LIONS POOL BUDGET 2021

REVENUE

The Enderby Pool Revenue for 2021 was as follows:

Public Swim	\$10,873.37
Fitness	\$10,581.90
Swim Lessons	\$32,269.85
School Lessons	<u>\$4,124.88</u>
Total Revenue:	<u>\$57,850.00</u>
Budgeted Revenue:	\$46,950.00
Over Expectations:	\$10,900.00

EXPENSES

Staff Wages

Wages **\$50,359.11**

Budgeted Expenses: **\$52,000.00**

Under Expectations: **\$ 1,604.89**

Contract Wages

Benefits **\$ 3,085.06**

Budgeted Expenses: **\$ 2,900.00**

Over Expectations: **\$ 185.06**

Marketing and Advertising

Marketing & Advertising **\$ 595.95**

Budgeted Expenses: **\$ 750.00**

Under Expectations: **\$ 154.04**

Training

Total Expenses: **\$ 744.80**

Budgeted Expenses: **\$ 925.00**

Under Expectations: **\$ 180.20**

Program & Office Supplies

Total Expenses: **\$ 5,238.46**

Budgeted Expenses: **\$ 5,800.00**

Under Expectations: **\$ 561.54**

Total Expenses **\$ 60,023.38**

Budgeted Expenses: **\$ 62,375.00**

Under Expectations: **\$ 2,351.62**

BUDGET PROPOSAL 2022

Staff Wages	Budgeted Expenses	\$55,000.00
Staff Benefits	Budgeted Expenses	\$3,100.00
Marketing & Advertising	Budgeted Expenses	\$750.00
Training	Budgeted Expenses	\$1,000.00
Programs and Supplies	Budgeted Expenses	\$5,750.00

EQUIPMENT SUGGESTIONS FOR 2022

Below is a list of equipment and supplies:

- 8 new life jackets
- 8 new exercise belts
- Replacements for 10-12 dumb bells
- Updating the First Aid supplies & new or rental O2 tank
- 6 additional leg cuffs for Aqua Fit
- Replacement eye wash for guard room

CAPITAL IMPROVEMENT SUGGESTIONS

- Complete overhaul of pool basin
- Deck surface touch ups – fill ins where gutter has separated and deck as lifted or sunk
- Re-paint worn areas of deck near changerooms
- Sand* and 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 1, 2022
Subject: COVID-19 Safe Restart Grant Usage

Recommendation

THAT the Enderby and District Services Commission receives this memo for information;

AND THAT the Enderby and District Services Commission requests that the City of Enderby and the Regional District of North Okanagan provide funds from each jurisdiction's respective COVID-19 Safe Restart Grants for the 2021 eligible items related to Animal Control, Cemetery and Fortune Parks services in the amounts of \$18,047 and \$23,705 respectively;

AND FURTHER THAT the Enderby and District Services Commission requests that the City of Enderby and the Regional District of North Okanagan provide funds either from each jurisdiction's respective COVID-19 Safe Restart Grants or from each jurisdiction's respective Community Works Funds for ventilation upgrades to the Enderby Arena, at an estimated cost of \$5,500, based on the 2022 cost apportionment for Fortune Parks;

Background

COVID-19 has continued to financially impact Fortune Parks from extra costs for cleaning and safety improvements through to revenue shortfalls. To respond to these financial impacts, jurisdictions have been provided with funding through the COVID-19 Safe Restart Grant.

Below are the items eligible for funding through the Safe Restart Grant:

	Actual	Budget	Eligible
<u>Budgeted Revenues not Collected</u>			
Ball Field Rentals	\$ 8,110	\$ 16,800	\$ 8,690
Gazebo Rentals	\$ 1,220	\$ 2,200	\$ 980
Arena Rentals	\$ 72,600	\$ 94,000	\$ 21,400
Skating Programs	\$ 10,641	\$ 11,500	\$ 859
Programming - Misc	\$ 215	\$ 1,000	\$ 785
Interest Revenue	\$ 2,523	\$ 3,600	\$ 1,077
Total Revenues	\$ 95,309	\$ 129,100	\$ 33,791

On the expense side, a total of \$6,366 in facility operating costs were incurred. These costs are primarily comprised of extra cleaning supplies, PPE supplies and safety improvements to address facility safety plans.

The total of the eligible items incurred for 2021 is \$40,157. Based on the 2021 cost apportionment (which is based on assessment values), the amounts that can be requested from each jurisdiction's Safe Restart Grants would be \$17,239 from the City and \$22,918 from the RDNO.

In addition, the Animal Control and Cemetery services also experienced uncollected budgeted revenues due to COVID-18 in the amounts of \$675 and \$920 respectively. Based on the 2021 cost apportionments specific to each service, staff recommend that the following amounts are requested from each jurisdiction from their respective Safe Restart Grant:

	RDNO	City
Animal Control	\$ 211	\$ 464
Cemetery	\$ 576	\$ 344
Fortune Parks	\$ 22,918	\$ 17,239
Total	<u>\$ 23,705</u>	<u>\$ 18,047</u>

An eligible project for 2022 would be a ventilation upgrade to the bathrooms at the arena. This project has an estimated cost of \$5,500. This is a necessary project to address ventilation deficiencies that must be completed; due to the renovations occurring as a result of the leak damage sustained last year, the project can be sequenced such that it can be completed for a fraction of the cost due to the partially restored state of the facility. As the amount of available funds in each jurisdiction's Safe Restart Grant will change by the end of the year, staff are recommending that the project be put forward to each jurisdiction for consideration now, with the allocation based on the 2022 cost apportionment for Fortune Parks, which will not be known until March. Alternatively, this would be an eligible project under the Community Works Fund. If a jurisdiction does not have Safe Restart Grant funding available, the Community Works Fund provides that jurisdiction with another funding option.

The use of the Safe Restart Grant funds ensures that revenue losses and higher expenses are not passed on to the taxpayers and users. By funding the above financial impacts through this mechanism, these displaced funds can be used for their intended purposes.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 9, 2022
Subject: 2021 Financial Plans

Recommendations

Animal Control

THAT the Enderby and District Services Commission reviews the attached Animal Control Financial Plan, directs any additional changes as necessary, and resolves to accept the Financial Plan.

Cemetery

THAT the Enderby and District Services Commission considers approving a \$2,500 increase to the operating grant for the Mara Cemetery;

AND THAT the Enderby and District Services Commission reviews the attached Cemetery Financial Plan, directs any additional changes as necessary, and resolves to accept the Financial Plan.

Parks and Recreation

THAT the Enderby and District Services Commission considers approving a \$1,000 increase to the operating grant for the Enderby & District Museum Society;

AND THAT the Enderby and District Services Commission considers the optional items outlined on Appendix A;

AND FURTHER THAT the Enderby and District Services Commission reviews the attached Parks and Recreation Financial Plan, directs any additional changes as necessary, and resolves to accept the Financial Plan.

Background

Animal Control

The attached Animal Control - Financial Plan proposes an increase of \$475 (or 2.6%) to the requisition amount. Shelter revenues have increased to account for an additional shelter lease for a neighboring jurisdiction. This increase has been used to offset minor operating increases. In 2021, pound keeper duties were moved in-house, resulting in an increase to operations and

maintenance and a corresponding decrease to the pound keeper contract for a zero net impact. These budget items have been adjusted for 2022 to reflect the current operating structure.

A contribution to reserves has been added. As reserves and surplus amounts can be diminished with one legal action, it is prudent to build up reserves to have funds available for pound improvements in addition to legal fees.

Cemetery

The attached Cemetery - Financial Plan proposes an increase of \$1,240 (or 2.5%) to the requisition amount, which relates to the regular operations of the service.

Budgeted revenues have increased based on average revenues from previous years. The increase in budgeted revenue has been used to increase the contribution to capital reserves to save for future improvements, including those identified in the Cemetery Land Use Plan.

The project from the Cemetery Land Use Plan included in 2022 is the retaining wall for the lower cremation garden. This is a carryforward from 2021 and while this is in the budget as a potential expense, the work involved is still being determined and the project may need to be deferred. Funds have also been allocated to establish the new cremation section in the upper cremation garden. This is an important project as, if 2022 sales continue with trends from the previous three years, the current cremation section will be full by 2024.

Below are the two grants that have been requested for 2022 for the Commission's consideration:

- Mara Cemetery Grant - the Mara Musical and Athletic Association is requesting a total of \$3,500 to help fund its maintenance costs. This is an increase of \$2,500 from their current operating grant and is expected to form the basis for future grant requests. This increase has been included in the draft budget. If the Commission decides not to approve the increase, it is recommended that the funds be redirected to capital reserves. The 2021 grant amount of \$5,000 included a \$4,000 contribution for a new cremation section.
- Grindrod Cemetery Grant - The Grindrod Cemetery Committee is asking for \$3,500 to help fund its maintenance costs. This is the same amount as requested in 2021.

Parks and Recreation

The attached Parks and Recreation - Financial Plan proposes a 4.5% increase to the requisition amount (or \$31,567). The attached Appendix A provides a breakdown of the increase.

Operating

Most of the increases to operating are minor to maintain the current service levels. Although many of the actual expenses were consistent with budgeted amounts, COVID-19 continued to have a financial impact. Ball tournaments and adult leagues were not able to play until late in the season resulting in decreased ball field rentals. This was also the case with arena revenues. As restrictions lift, 2022 appears more promising. A 2% requisition increase (or \$14,072) is required for operating to maintain current service levels.

Operating Projects

A list of required projects for 2022 is included on Appendix A. The annual amount reserved for operating projects is \$46,700. \$21,100 of this amount has been reserved to be used for projects identified in the forthcoming Arena Condition Assessment to extend the life of the facility and ensure it meets essential standards. In addition to these projects, the Arena Condition Assessment (grant funded) and a necessary upgrade to the ventilation system in the arena washrooms (proposed to be funded through the Safe Restart Grant or Community Works Fund) have been included in the financial plan.

Grants

Attached are the grant requests from the Enderby & District Museum Society and the Kingfisher Interpretive Centre Society. These requests are included on Appendix B.

- The Museum is requesting \$26,000 for 2022, which is a \$1,000 increase from 2021. The increase requested will require a 0.1% requisition increase. It is expected that this funding level will be ongoing.
- The Kingfisher Interpretive Centre is requesting \$10,000 for 2022, which is the same amount as provided in 2021.

Capital

Projects included in 2021 are:

- New Outdoor Pool – This project is contingent on receiving grant funding and will take approximately three years to complete.
- Ball Diamond Infield Renewal – This is the second of two planned diamond infield renewals.

Reserves

- Capital replacement reserves – A 2% increase has been added to capital renewal reserves. This has been increased from 1% that has been added in previous years to reflect the expected outcomes of the Arena Condition Assessment and the overall deficiency of the capital replacement reserves.

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

Appendix A also includes optional items for the Commission's consideration. A more detailed description of the projects will be provided verbally by staff during budget discussions. Although there is an optional project on this list that can be funded through reserves, staff recommend that reserves and surplus funds are not used for projects that are not necessary until the costs for a new pool are finalized and the outcome of the grant application is known.

Once the Commission approves the financial plans, they will be forwarded to the City to incorporate into its budget process and to the RDNO for requisition purposes.

Respectfully Submitted



Jennifer Bellamy
Chief Financial Officer

\$ 475 2.6%

	Budget 2021	2021 Actual (Draft)	2021 Actual Vs 2021 Budget	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Notes
REVENUE									
REQUISITIONS	\$ 18,175		18,175	\$ 18,650	\$ 19,363	\$ 20,089	\$ 20,825	\$ 21,573	
RDNO - Contribution		5,692							
City of Enderby - General Taxation		12,483							
FEES AND CHARGES									
Dog Licenses	5,400	6,038	(638)	5,500	5,500	5,500	5,500	5,500	Based on five year average
Dog Tickets	500	1,270	(770)	500	500	500	500	500	
Dog Shelter Fees	4,100	4,662	(562)	5,300	5,300	5,300	5,300	5,300	acquired new lease agreement
SALE OF SERVICES	10,000	11,969	(1,969)	11,300	11,300	11,300	11,300	11,300	
OTHER REVENUE									
Interest Income	1,200	525	675	1,200	1,200	1,200	1,200	1,200	
COVID-19 Safe Restart Grant	-	-	-	675	-	-	-	-	
TRANSFER OF RESERVE/SURPLUS	-	-	-	-	-	-	-	-	
TOTAL REVENUE	29,375	30,669	(1,294)	31,825	31,863	32,589	33,325	34,073	
EXPENDITURES									
Admin - Finance OH charges	2,140	2,140	-	2,200	2,244	2,289	2,335	2,382	
Bylaw Enforcement	500	295	205	500	510	520	530	541	
City of Enderby Admin	1,000	1,000	-	1,150	1,170	1,190	1,210	1,230	
Operations & Maintenance	4,100	6,897	(2,797)	7,000	7,140	7,280	7,430	7,580	Increase for in-house poundkeeper expenses
Sundry	500	-	500	500	510	520	530	540	
Dog Control Contract	13,600	11,863	1,737	14,000	14,280	14,570	14,860	15,160	Based on expected contract costs.
Lease of Shelter	4,240	4,240	-	4,360	4,450	4,540	4,630	4,720	
Poundkeeper Contract	2,400	523	1,877	-	-	-	-	-	Moved in-house in 2021
Liability Insurance	895	895	-	940	960	980	1,000	1,020	
Recoverable PY COVID-19 impacts	-	-	-	675	-	-	-	-	
OPERATING EXPENDITURES	29,375	27,852	1,523	31,325	31,264	31,889	32,525	33,173	
CAPITAL									
TRANSFER TO RESERVES	-	-	-	500	600	700	800	900	
TOTAL EXPENSES	29,375	27,852	1,523	31,825	31,864	32,589	33,325	34,073	
SURPLUS(DEFICIT)	\$ -	\$ 2,817	2,817	\$ (0)	\$ (1)	\$ (0)	\$ (0)	\$ (0)	

SURPLUS FUNDS						
Opening Balance - City	46,463		49,280	49,280	49,280	49,280
Contributions	2,817					
Expenditures						
Closing Balance	49,280		49,280	49,280	49,280	49,280
RESERVE FUNDS						
Opening Balance - City	26,898		27,244	27,744	28,344	29,044
Interest earned	347					
Contributions	-		500	600	700	800
Expenditures						
Closing Balance	27,244		27,744	28,344	29,044	30,744

Enderby & District Services Commission
CEMETERY - FINANCIAL PLAN
 2022-2026

\$ 1,240 2.5%

	Budget 2021	2021 Actual (Draft)	2021 Actual vs 2021 Budget	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Notes
REVENUE									
REQUISITIONS									
RDNO - Contribution	\$ 48,730	\$ 30,491	\$ -	\$ 49,970	\$ 48,530	\$ 49,590	\$ 50,660	\$ 51,740	
City of Enderby - General Taxation		18,239							
FEES AND CHARGES									
Cemetery User Fees	15,500	24,285	- 8,785	19,500	19,890	20,290	20,700	21,110	Based on three year average
SALE OF SERVICES	15,500	24,285	- 8,785	19,500	19,890	20,290	20,700	21,110	
OTHER REVENUE									
Interest income	2,800	1,880	920	2,800	2,800	2,800	2,800	2,800	
COVID-19 Safe Restart Grant				920	-	-	-	-	
TRANSFER FROM OPERATING RESERVE									
Transfer from Reserves	15,600	-	15,600	15,600	35,000	-	25,000	-	Cemetery Land Use Plan projects
Transfer from Surplus	9,000	9,000	-	28,000	13,000	4,500	11,000	-	
TRANSFER FROM SURPLUS/RESERVES	24,600	9,000	-	43,600	48,000	4,500	36,000	-	2022 - \$8k to reserves; Cemetery Land Use Plan projects
TOTAL REVENUE	91,630	83,895	(7,865)	116,790	119,220	77,180	110,160	75,650	
EXPENDITURES									
Admin - Computer IS	650	650	-	670	680	690	700	710	
Finance OH charges	1,165	1,165	-	1,500	1,530	1,560	1,590	1,620	
Admin. City of Enderby	5,255	5,255	-	5,700	5,810	5,930	6,050	6,170	
Public Works Wages	8,900	9,122	222	9,800	10,000	10,200	10,400	10,610	Based on three year average
Public Works Equipment	6,400	4,777	1,623	5,600	5,710	5,820	5,940	6,060	Based on three year average
Cemetery Maintenance	18,200	16,372	1,828	18,500	18,870	19,250	19,640	20,030	Based on maintenance contract and expected maintenance costs; 2021 didn't need extra contract amount for Oct.
Grant - Mara Cemetery	5,000	5,000	-	3,500	1,030	1,050	1,070	1,090	TBD
Grant - Grindrod Cemetery	3,500	3,500	-	3,500	3,570	3,640	3,710	3,780	TBD
Repairs - Major	12,000	-	12,000	32,000	12,000	12,000	12,000	12,000	\$12k Base amount; \$20k new cremation section & columbaria pads
Liability Insurance	960	960	-	1,000	1,020	1,040	1,060	1,080	
Recoverable PY COVID-19 impacts	-	-	-	920	-	-	-	-	
OPERATING EXPENDITURES	62,030	46,801	15,229	82,690	60,220	61,180	62,160	63,150	
CAPITAL - Cemetery Land Use Plan	15,600	-	-	15,600	48,000	4,500	36,000	-	
TRANSFER TO RESERVES	14,000	14,000	-	18,500	11,000	11,500	12,000	12,500	Contribution for future improvements
TOTAL EXPENSES	91,630	60,801	15,229	116,790	119,220	77,180	110,160	75,650	
SURPLUS(DEFICIT)	\$ -	\$ 23,094	\$ 23,094	\$ -	\$ -	\$ -	\$ -	\$ -	
SURPLUS FUNDS									
Opening Balance		164,761		196,856	168,856	155,856	151,356	140,356	
20% Operating Contingency				(16,538)	(12,044)	(12,236)	(12,432)	(12,630)	
Contributions		23,094							
Expenditures		(9,000)		(28,000)	(13,000)	(4,500)	(11,000)		
Closing Balance		196,856		152,318	143,812	139,120	127,924	127,726	
CAPITAL/CLP RESERVE FUNDS									
Opening Balance		16,756		30,972	33,872	9,872	21,372	8,372	
Contributions		14,000		18,500	11,000	11,500	12,000	12,500	
Interest		216							
Expenditures		-		(15,600)	(35,000)		(25,000)		
Closing Balance		30,972		33,872	9,872	21,372	8,372	20,872	

From: Louise Bourke
Sent: January 20, 2022 1:54 PM
To: jbellamy@cityofenderby.com
Subject: Fwd: 2022 Cemetery budget

Hi Jennifer
This was from a board member of the Cemetery Committee

Louise

Sent from my iPhone

Begin forwarded message:

From: Todd Couch
Date: January 20, 2022 at 1:17:57 PM PST
To: Louise Bourke
Subject: Re: 2022 Cemetery budget

Hi Louise,

Since doing the upgrade to the cemetery the costs to maintain the grounds has increased. Proper maintenance to the path and drive that were installed in 2020. There will be the cost of reseeding the bare spots in the spring. Herbicide and application as needed. There is of course the website and the annual fee with that.

Our goal as a committee is to do proper maintenance and upkeep so that the cemetery looks good for years to come. To be honest over the years the cemetery has more or less been in decline. Now that so much work has been done to get things looking good we expect more hours of work to keep things maintained.

Thanks!

Todd.

Sent from my iPhone

On Jan 20, 2022, at 9:40 AM, Louise Bourke wrote:

Hi Todd

Forwarded this on. What do think? Can you give me some input.

Thanks
Louise

Sent from my iPhone

Begin forwarded message:

From: jbellamy@cityofenderby.com
Date: January 20, 2022 at 9:29:54 AM PST
To: Louise Bourke
Subject: RE: 2022 Cemetery budget

Morning Louise,

It looks like the Association is requesting \$3,500 from the Commission. You've noted that there will be extra costs for the weeding and fertilizing.

Can you let me know what the value the Association is asking for regular operating versus additional projects?

Typically the Associations expenses have been less than \$1,000. If the operating portion requested is higher than this amount, can you please provide an explanation that I can give the Commission for its consideration?

Thank you!

Jen

From: Louise Bourke < >
Sent: January 13, 2022 7:53 AM
To: jbellamy@cityofenderby.com
Subject: 2022 Cemetery budget

Good morning Jennifer,

Here are the 2020 financials and the 2022 budget.
If you have any questions please let me know.

Louise Bourke
MM & AA Treasurer

THE MARA MUSICAL & ATHLETIC ASSOCIATION CEMETERY

2022 PROJECTED BUDGET

<u>CEMETERY :</u>	2020	2021	2022
	Actual		Projected
<u>EXPENSES :</u>			
Maintenance	0.00	0.00	1,040.00
Grounds	16,030.00	7,938.67	2,500.00
Improvements	0.00	0.00	600.00
TOTALS	16,030.00	7,938.67	4,140.00

<u>INCOME :</u>	2020	2021	2022
	ACTUAL		PROJECTED
NORD	1,000.00	5,000.00	3,500.00
PLOTS/BURIALS	385.00	180.00	240.00
DONATIONS	0.00	250.00	400.00
TOTALS	1,385.00	5,430.00	4,140.00

Carry over from Cemetery 1,582.71

In the spring/summer of 2022 we are planning on weeding and fertilizing the grass on new levelled and seeded grounds. We will be using the remainder of the money awarded to do this plus for mowing and up keep on the grounds.

Thank you,

Louise Bourke

Treasurer for the MM&AA

**Mara Musical Athletic Assoc - Cemetary
Balance Sheet As at 12/31/2020**

ASSET

Current Assets

EDCU Cemetery Account	4,089.49	
EDCU Equity Shares	<u>6.08</u>	
Total Cash		<u>4,095.57</u>
Total Current Assets		<u>4,095.57</u>

Capital Assets

Land - Burial Ground/Mara Catholic	89,200.00	
Land - Burial Ground/Mara	<u>89,200.00</u>	
Net - Land		<u>178,400.00</u>
Total Capital Assets		<u>178,400.00</u>

TOTAL ASSET 182,495.57

LIABILITY

Current Liabilities

GST/HST Adjustments	<u>-5.05</u>	
GST/HST Owing (Refund)		<u>-5.05</u>
Total Current Liabilities		<u>-5.05</u>

TOTAL LIABILITY -5.05

EQUITY

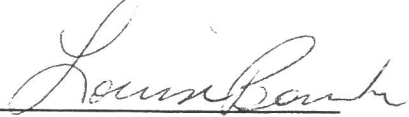
Owners Equity

MMAA - Cemetary Capital	163,400.00	
Retained Earnings - Previous Year	34,006.42	
Current Earnings	<u>-14,905.80</u>	
Total Owners Equity		<u>182,500.62</u>

TOTAL EQUITY 182,500.62

LIABILITIES AND EQUITY 182,495.57


Vice President, Sharon Trott


Treasurer, Louise Bourke

Mara Musical Athletic Assoc - Cemetary
Income Statement 01/01/2020 to 12/31/2020

REVENUE

Sales Revenue

Plots	985.00
Operating Revenue - City of Enderby	<u>1,000.00</u>
Net Sales	<u>1,985.00</u>

Other Revenue

Interest Revenue	<u>7.22</u>
Total Other Revenue	<u>7.22</u>

TOTAL REVENUE	<u>1,992.22</u>
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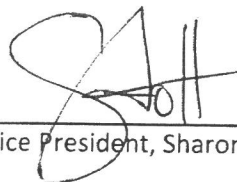
EXPENSE

General & Administrative Expenses

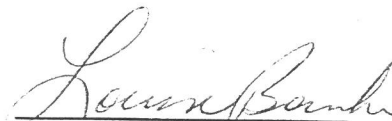
Bank Interest & Fees	16.00
Ground Maintenance	<u>16,882.02</u>
Total General & Admin. Expenses	<u>16,898.02</u>

TOTAL EXPENSE	<u>16,898.02</u>
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NET INCOME	<u><u>-14,905.80</u></u>
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Vice President, Sharon Trott



Treasurer, Louise Bourke

Grindrod Cemetery
c/o #5 – 153 Salmon Arm Drive,
Enderby, BC V0E 1V1

February 2, 2022

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 2022 grant for the Grindrod Cemetery. This year we would like to request \$3,500.00. We are planning a large sign for the cemetery and another section of cremation plots.

Please find attached the Financial Report for the Grindrod Cemetery for the year ended December 31, 2021.

We thank you for your support in the past which has been a great help in maintaining the Grindrod Cemetery to a high standard.

Yours truly,



Faith Hudson, Treasurer
Grindrod Cemetery Committee

Grindrod Cemetery

FINANCIAL REPORT

as at December 1, 2021

Enderby & District Credit Union - January 1, 2021 \$3,014.32

2021 Deposits

NORD grant re Lawn maintenance, etc	3,500.00
cremation plots	200.00
cremation plot	100.00
cremation plots	200.00
cremation plots	200.00
cremation plot	100.00
Opening & Closing of Plots	200.00
Interest	1.51
	<u>4,501.51</u>

\$4,501.51

2021 Expenses

Lawn & Grounds Maintenance	2,144.00
Powerwash gates	210.00
Paint & Sealer fence posts	162.40
Open & Closing of plots	50.00
	<u>2,566.40</u>

-\$2,566.40

Enderby & District Credit Union - December 31, 2021

\$4,949.43

ENDERBY & DISTRICT SERVICES COMMISSION
 PARKS AND RECREATION - FINANCIAL PLAN
 2022-2026

	Budget	2021 YTD	2021 Actual	Budget	Budget	Budget	Budget	Budget	
	2021	Actual (Draft)	vs. 2021	2022	2023	2024	2025	2026	Notes
			Budget						
REVENUE									
REQUISITIONS	\$ 708,294	708,294	-	\$ 739,861	\$ 766,340	\$ 785,340	\$ 810,751	\$ 834,410	Calculated amount
FEES AND CHARGES									
Ball Field Rentals	16,800	8,110	8,690	17,000	17,340	17,690	18,040	18,400	Per Rec. Services estimate (based on pre-COVID)
Miscellaneous Income	2,200	1,876	324	2,200	2,240	2,280	2,330	2,380	Per Rec. Services estimate (based on pre-COVID)
Arena Advertising	3,500	4,100	(600)	5,500	5,610	5,720	5,830	5,950	Increase for rink boards. Per Rec. Services estimate.
Arena	94,000	72,600	21,400	95,000	96,900	98,840	100,820	102,840	Per Rec. Services estimate (based on pre-COVID)
Curling Club	13,250	6,206	7,044	15,200	15,500	15,810	16,130	16,450	Increased insurance premiums
ESC -Skating Programs	11,500	10,533	967	9,500	7,140	7,280	7,430	7,580	Per Rec. Services estimate. 2021 included public skating fee for COVID restrictions
Enderby Lions Pool									
Public Swim	9,000	10,873	(1,873)	10,000	10,200	10,400	10,610	10,820	Per Rec. Services estimate.
Fitness	7,900	10,582	(2,682)	10,000	10,200	10,400	10,610	10,820	Per Rec. Services estimate.
Swim Lessons	26,250	32,270	(6,020)	29,500	30,090	30,690	31,300	31,930	Per Rec. Services estimate.
School	3,800	4,125	(325)	4,100	4,180	4,260	4,350	4,440	Per Rec. Services estimate.
Programming									
Fitness	18,500	19,899	(1,399)	18,500	18,870	19,250	19,640	20,030	Per Rec. Services estimate.
Youth	5,500	6,253	(753)	6,000	6,120	6,240	6,360	6,490	Per Rec. Services estimate.
Miscellaneous	1,000	215	785	500	510	520	530	540	Per Rec. Services estimate.
SALE OF SERVICES	213,200	187,642	25,558	223,000	224,900	229,380	233,980	238,670	
OTHER REVENUE									
INTEREST INCOME	3,600	2,523	1,077	3,600	3,600	3,600	3,600	3,600	
Grants - Organizations, Misc.	154,050	64,640	89,410	106,400	-	-	-	-	ParticipACTION
Government Grants	923,500	-	923,500	1,209,500	3,800,000	-	-	-	RNC Grant - New Outdoor Pool \$1.2k; AM grant \$9.5k
COVID-19 Safe Restart Grant	57,997	57,997	-	45,657	-	-	-	-	
TOTAL GRANTS	1,135,547	122,637	1,012,910	1,361,557	3,800,000	-	-	-	
BORROWING	-	-	-	-	-	200,000	-	-	New Outdoor Pool
TRANSFER FROM DCCs	-	-	-	-	-	-	-	-	
Transfer from Reserves	186,450	169,707	16,743	30,000	-	470,000	158,000	50,000	Per schedule
Transfer from Prior Year Surplus	6,600	25,002	(18,402)	7,000	-	-	-	-	Per schedule
USE OF SURPLUS/RESERVES	193,050	194,709	(1,659)	37,000	-	470,000	158,000	50,000	
TOTAL REVENUE	2,253,691	1,215,806	1,037,885	2,365,018	4,794,840	1,688,320	1,206,331	1,126,680	

ENDERBY & DISTRICT SERVICES COMMISSION
 PARKS AND RECREATION - FINANCIAL PLAN
 2022-2026

\$ 31,567 4.5%

	Budget			Budget	Budget	Budget	Budget	Budget	Notes
	2021	2021 YTD Actual (Draft)	2021 Actual vs. 2021 Budget	2022	2023	2024	2025	2026	
EXPENDITURES									
ADMINISTRATION									
Computer Support - IS	8,030	8,030	-	8,260	8,430	8,600	8,770	8,950	
Finance OH charges	21,740	21,740	-	22,550	23,000	23,460	23,930	24,410	
Corp Admin Allocation	33,980	33,982	(2)	35,230	35,940	36,660	37,390	38,140	
Interac / credit card fees	2,000	1,754	246	1,900	1,940	1,980	2,020	2,060	
Legal	2,000	-	2,000	2,040	2,080	2,120	2,160	2,200	
Collective Bargaining	-	-	-	-	-	-	-	-	
Committee Meeting Expenses	1,300	865	435	1,340	1,370	1,400	1,430	1,460	
Scheduling/Programming	57,200	57,162	39	58,800	59,980	61,180	62,400	63,650	
Marketing and Promotion	3,500	2,160	1,340	3,500	3,570	3,640	3,710	3,780	Per Rec. Services estimate.
Insurance (liability)	3,825	3,825	-	4,100	4,180	4,260	4,350	4,440	
ADMINISTRATION	133,575	129,517	4,058	137,720	140,490	143,300	146,160	149,090	
PARKS									
Parks - Wages	54,600	53,163	1,437	55,900	57,020	58,160	59,320	60,510	Wage allocation based on a pre-COVID year
Parks - Employee Benefits	14,500	15,007	(507)	15,000	15,300	15,610	15,920	16,240	Wage allocation based on a pre-COVID year
Parks - Maintenance									
<i>Major Maintenance</i>	6,000	1,124	4,876	7,300	4,900	5,000	5,100	5,200	Gazebo security window \$4.8k; D#3 infield repair \$2.5k - surplus
<i>Regular Maintenance</i>	12,700	11,539	1,161	13,000	13,260	13,530	13,800	14,080	
<i>Gas & Oil</i>	2,300	2,319	(19)	2,500	2,550	2,600	2,650	2,700	
<i>Weed Control</i>	1,500	1,260	240	1,500	1,530	1,560	1,590	1,620	
<i>Utilities</i>	5,800	5,128	672	6,000	6,120	6,240	6,360	6,490	
Parks - Advertising	300	35	265	350	360	370	380	390	Per Rec. Services estimate.
Parks - Insurance (property)	1,600	1,570	30	1,900	1,940	1,980	2,020	2,060	Based on current premiums
PARKS	99,300	91,144	8,156	103,450	102,980	105,050	107,140	109,290	
GRANTS									
Shuswap Trail Alliance	11,190	11,189	1	11,500	11,730	11,960	12,200	12,440	Per Agreement
Kingfisher Interpretive Society	10,000	10,000	-	10,000	10,000	10,000	10,000	10,000	TBD
Museum	25,000	25,000	-	25,000	25,000	25,000	25,000	25,000	TBD
GRANTS	46,190	46,189	1	46,500	46,730	46,960	47,200	47,440	

ENDERBY & DISTRICT SERVICES COMMISSION
PARKS AND RECREATION - FINANCIAL PLAN
2022-2026

\$ 31,567 4.5%

	Budget			Budget	Budget	Budget	Budget	Budget	Notes
	2021	2021 YTD Actual (Draft)	2021 Actual vs. 2021 Budget	2022	2023	2024	2025	2026	
ENDERBY SPORTS COMPLEX									
ESC - Wages	115,400	99,597	15,803	118,100	120,460	122,870	125,330	127,840	Wage allocation based on a pre-COVID year
ESC - Employee Benefits	30,600	24,042	6,558	31,700	32,330	32,980	33,640	34,310	Wage allocation based on a pre-COVID year
ESC - Gas & Oil	2,200	3,122	(922)	3,400	3,470	3,540	3,610	3,680	
ESC - Maintenance	49,000	33,662	15,338	49,000	49,980	50,980	52,000	53,040	Maintain base amount
ESC - Major Maintenance	30,950	26,153	4,797	46,900	38,150	38,910	47,690	48,640	AM assessment \$9.5k; Ventilation upgrades \$5.5k; Roof & gutter repairs \$8k; Concession window \$0.8k; GFCI \$2k; Condition assessment items \$21.1k
ESC - Ammonia Chlorine	1,610	1,611	(1)	1,650	1,680	1,710	1,740	1,770	2% increase per contract.
ESC - Snow Removal	3,200	2,344	856	2,600	2,650	2,700	2,750	2,810	
ESC - Vehicle & Equipment expense	2,400	2,130	270	2,500	2,550	2,600	2,650	2,700	Based on three year average
ESC - Marketing & Advertising	1,300	375	925	1,200	1,220	1,240	1,260	1,290	Per Rec. Services estimate.
ESC - Licenses	120	169	(49)	200	200	200	200	200	
ESC - Training	500	495	5	600	610	620	630	640	
ESC - Insurance (property)	12,700	13,015	(315)	16,500	16,830	17,170	17,510	17,860	Based on current premiums
ESC - Telephone	4,820	4,692	128	4,800	4,900	5,000	5,100	5,200	
ESC - Utilities	77,700	65,087	12,613	79,500	81,090	82,710	84,360	86,050	Increase based on full usage; 2021 lower usage due to COVID
ENDERBY SPORTS COMPLEX	332,500	276,494	56,006	358,650	356,120	363,230	378,470	386,030	
OTHER									
Programming	35,500	26,544	8,956	37,000	33,150	33,810	34,490	35,180	\$32.5k base; \$4.5k replacement equip - surplus
ParticipACTION	106,650	8,440	98,210	106,400	-	-	-	-	
Recoverable PY COVID-19 impacts	57,997	57,997	-	40,157	-	-	-	-	
OTHER	200,147	92,981	107,166	183,557	33,150	33,810	34,490	35,180	
ENDERBY POOL									
Aquatics - Contract Wages	52,000	50,359	1,641	54,500	55,590	56,700	57,830	58,990	Per Rec. Services estimate.
Aquatics - Contract Wages - Other	2,900	3,085	(185)	3,100	3,160	3,220	3,280	3,350	Per Rec. Services estimate.
Aquatics - Wages Pool	9,800	11,535	(1,735)	10,000	10,200	10,400	10,610	10,820	Wage allocation based on a pre-COVID year
Aquatics - Employee Benefits Pool	2,600	3,293	(693)	2,700	2,750	2,810	2,870	2,930	Wage allocation based on a pre-COVID year
Aquatics - Regular Maintenance	11,000	9,145	1,855	11,000	11,550	12,130	12,740	13,380	
Aquatics - Program/Office Supplies	5,800	5,325	475	6,500	6,630	6,760	6,900	7,040	Per Rec. Services estimate; more replacement equip needed for 2022
Aquatics - Major Maintenance	3,950	-	3,950	10,000	10,200	10,400	10,610	10,820	Basin repairs
Aquatics - Marketing & Advertising	750	596	154	750	770	790	810	830	Per Rec. Services estimate.
Aquatics - Training	925	745	180	990	1,010	1,030	1,050	1,070	Per Rec. Services estimate.
Aquatics - Insurance	1,300	1,310	(10)	1,700	1,730	1,760	1,800	1,840	Based on current premiums
Aquatics - Telephone	200	160	40	200	200	200	200	200	
Aquatics - Utilities	23,000	23,404	(404)	24,100	24,580	25,070	25,570	26,080	
ENDERBY POOL	114,225	108,958	5,267	125,540	128,370	131,270	134,270	137,350	
OPERATING EXPENDITURES	925,937	745,284	180,653	955,418	807,840	823,620	847,730	864,380	

ENDERBY & DISTRICT SERVICES COMMISSION
PARKS AND RECREATION - FINANCIAL PLAN

2022-2026

\$ 31,567 4.5%

	Budget			Budget	Budget	Budget	Budget	Budget	Notes
	2021	2021 YTD Actual (Draft)	2021 Actual vs. 2021 Budget	2022	2023	2024	2025	2026	
BORROWING									
Borrowing - Principle repayment	-	-	-	-	-	-	150,000	50,000	Internal borrowing repayment for pool
DEBENTURE PRINCIPLE	-	-	-	-	-	-	150,000	50,000	
Borrowing - Interest payment	-	-	-	-	-	-	6,000	1,500	Internal borrowing repayment for pool
DEBENTURE INTEREST	-	-	-	-	-	-	6,000	1,500	
CAPITAL									
New Outdoor Pool	535,000	1	535,000	1,200,000	3,800,000	600,000			Contingent on grant funding
Zamboni	133,500	133,354	146						
Ball Diamond #5	373,500		373,500						
Lions Gazebo/Muzebo - wood retreatment	3,350	3,165	185						2021 - grant funding not received
Barnes Park Playground						70,000			
Spray Park - Phase 3	52,000	51,850	150						
Ball Diamond infield renewals	45,000	25,066	19,934	30,000					
Arena Brine Pump	23,300	23,278	22						
Curling Brine Pump		21,394	(21,394)						
Total Capital	1,165,650	258,108	907,543	1,230,000	3,800,000	670,000	-	-	
TRANSFER TO RESERVES									
Equipment	42,700	42,700	-	46,000	46,000	46,000	46,000	46,000	Updated based on replacement schedule
Capital Renewal	119,405	119,405	-	133,600	141,000	148,700	156,600	164,800	1% increase for capital renewal
TRANSFER TO RESERVES	162,105	162,105	-	179,600	187,000	194,700	202,600	210,800	
TOTAL EXPENSES	2,253,692	1,165,497	1,088,197	2,365,018	4,794,840	1,688,320	1,206,330	1,126,680	
SURPLUS(DEFICIT)	\$ -	\$ 50,309	50,309	\$ 0	\$ -	\$ -	\$ -	\$ -	

Appendix A

Fortune Parks

2022 Budget - Requisition Summary

		<u>Requisition Increase</u>
<u>Proposed Budget Changes:</u>		
Operating		14,072 2.0%
Operating Projects:		
Lions Gazebo - concession security window replacement	4,800	
Arena roof & gutter spot repairs	8,000	
Arena concession counter to curling foyer	800	
Arena GFCI receptacles	2,000	
Arena condition assessment items	21,100	
Pool basin repairs	10,000	
Total	<u>46,700</u>	
Regular budgeted amount	<u>46,700</u>	
Increase required	-	0.0%
Surplus Funded Projects:		
Diamond #3 infield repair	2,500	
Programming equipment	4,500	
Equipment reserves	3,300	0.5%
Capital replacement reserves	14,195	2.0%
Total Draft Budget Increase		<u><u>4.5%</u></u>
<u>Optional items for Commission consideration:</u>		
Operating Projects:		
Riverside Park storage building doors for mural	3,500	0.5%
Infield extension for proposed bantam team	7,000	1.0%
Grants:		
Increase to Museum Society Grant	1,000	0.1%
Capital:		
Diamond #3 irrigation - through reserves	35,000	0.0%
Reserves:		
Additional 1% increase to capital replacement reserves	7,083	1.0%
Total Draft Budget Increase, Including Extra Items		<u><u>7.1%</u></u>



KINGFISHER Interpretive Centre

2550 Mabel Lake Rd
Enderby, BC
VOE 1V5

Enderby and District Services Commission

City of Enderby

619 Cliff Ave

PO Box 400

Enderby, BC, V0E 1V0

January 12, 2021

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 was formed over four 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 with the most recent award received in November 2021 from the Canadian Museum of Nature for Community Action.

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.

We would like to request funding in support of our annual operating costs. Last year we received \$10,000 and would like to replicate this request for \$10,000 for 2022. We understand that all communities have been impacted by the pandemic and simply and humbly ask for your support, both financial and personal. The support you provide offers thousands of locals and visitors with a place for outdoor leisure and recreational opportunities.

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. We have added a self-guided walk for visitors to enjoy and learn from while visiting the site, adding knowledge to their outdoor explorations. This request for funding is strictly for the on-going operations and maintenance of the site, ensuring that it is safe for all users to enjoy.

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, 2021- October 31, 2022

Projected Revenue	Budget	Education	S2S	Hatchery Ops	Other	Total Budget
Stream to Sea	37,400.00		33,660.00	3,740.00		37,400.00
DFO	14,684.00			10,384.00	4,300.00	14,684.00
Calgary Foundation	10,000.00			10,000.00	0.00	10,000.00
RDNO	10,000.00			10,000.00		10,000.00
First West Endowment	8,000.00	5,800.00		2,200.00		8,000.00
First West Community	1,000.00			1,000.00		1,000.00
PSF 2020	5,500.00		5,500			5,500.00
BC Hydro	2,000.00			2,000.00		2,000.00
FWCP - BC Hydro	11,000.00	11,000.00				11,000.00
Donations	20,276.00			18,776.00	1,500.00	20,276.00
HRDC - CSJ/ASETS	4,700.00	4,700.00				4,700.00
Site Rental - DFO	7,600.00			7,600.00		7,600.00
Sponsor a Salmon	400.00			400.00		400.00
Site Rental - Other	0.00			-		-
Interest	1,500.00			1,500.00		1,500.00
Memberships	350.00			350.00		350.00
Misc Other Revenue (Misc, promo etc)	300.00			300.00		300.00
Site and Creek	43,396.00			43,396.00		43,396.00
KICS Restoration Fund	10,000.00			10,000.00		10,000.00
TOTAL REVENUES	188,106.00	21,500.00	39,160.00	121,646.00	5,800.00	188,106.00
Projected Expenses						
Bookkeeper	6,500.00			6,500.00	6,500.00	-
Contract employees	2,000.00			2,000.00	2,000.00	-
Sub-Contracts (Other)	0.00				-	-
Accounting	2,000.00			2,000.00	2,000.00	-
Advertising and Promo	2,000.00			2,000.00	2,000.00	-
Business Fees and Licenses	250.00			250.00	250.00	-
Fundraising	100.00			100.00	100.00	-
Events (non-fundraising)	200.00			200.00	200.00	-
License, Fees & Subscriptions	2,000.00			2,000.00	2,000.00	-
Insurance	4,600.00			4,600.00	4,600.00	-
Office Supplies	1,000.00	1,000.00		-	1,000.00	-
Direct Project Expenses	1,500.00			-	1,500	-
Equipment	400.00			400.00	400.00	-
Repairs and Maintenance	1,200.00			1,200.00	1,200.00	-
Snow Removal	1,200.00			1,200.00	1,200.00	-
Stream to Sea Supplies	2,000.00		2,000	-	2,000.00	-
Wages & Benefits	77,660.00			-	-	-
Site Manager				-	-	-
Admin Assistant	18,000.00			18,000.00	18,000.00	18,000.00
Education Wages & MERCs	5,000.00	5,000.00		-	5,000.00	5,000.00
Executive Director	13,000.00			13,000.00	13,000.00	13,000.00
Hatch. Man. Wage	8,000.00			8,000.00	8,000.00	8,000.00
Stream to Sea	33,660.00		33,660.00	-	33,660.00	33,660.00
Contract Employees	18,300.00			-	-	-
Education	14,000.00	14,000.00		-	14,000.00	14,000.00
Creel Survey	4,300.00			-	4,300.00	4,300.00
Stream to Sea Mileage	3,500.00		3,500	-	3,500.00	-
Site Supplies	600.00			600.00	600.00	-
Education Supplies	1,500.00	1,500.00		-	1,500.00	-
Telephone	1,500.00			1,500.00	1,500.00	-
Utilities	3,500.00			3,500.00	3,500.00	-
Training	200.00			200.00	200.00	-
Volunteers	300.00			300.00	300.00	-
Bank Fees	200.00			200.00	200.00	-
Site & Creek	53,396.00			53,396.00	53,396.00	-
Miscellaneous	500.00			500.00	500.00	-
TOTAL EXPENSES	188,106.00	21,500.00	39,160.00	121,646.00	5,800.00	188,106.00
Net Gain /(Loss)	0.00	0.00	0.00	-	0.00	0.00

0%

KICS has committed \$10,000 to the site and creek restoration project

Kingfisher Interpretive Centre
Financial Statements
For the year ended October 31, 2020
(Unaudited)

Contents

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Anne C Casey Professional Services Inc.
Accounting, Bookkeeping and Tax Services

Review Engagement Report

**To the Members of
Kingfisher Interpretive Centre**

I have reviewed the accompanying financial statements of Kingfisher Interpretive Centre that comprise the statement of financial position as at October 31, 2020 and the statements of operations, changes in net assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all material respects, the financial position of Kingfisher Interpretive Centre as at October 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Anne C Casey Professional Services Inc.

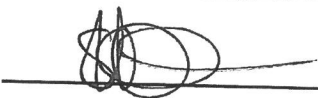
Anne C Casey Professional Services Inc.
March 23, 2021
Enderby, British Columbia

Kingfisher Interpretive Centre
Statement of Financial Position
(Unaudited)
As at October 31, 2020

	2020	2019
Assets		
Current		
Cash		
Term deposits (Note 2)	\$ 95,996	\$ 31,719
Accounts receivable (Note 3)	130,037	126,349
Inventory	5,948	32,248
Prepaid expenses	770	865
	<u>2,224</u>	<u>2,122</u>
	234,975	193,303
Tangible capital assets (Note 4)	<u>9,150</u>	<u>12,298</u>
	<u>\$ 244,125</u>	<u>\$ 205,601</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 10,908	\$ 4,312
Unearned revenue (Note 6)	68,653	39,359
	<u>79,561</u>	<u>43,671</u>
Deferred capital contributions (Note 7)	<u>6,435</u>	<u>8,876</u>
	<u>85,996</u>	<u>52,547</u>
Equity		
Unrestricted	148,979	140,756
Invested in tangible capital assets	9,150	12,298
	<u>158,129</u>	<u>153,054</u>
	<u>\$ 244,125</u>	<u>\$ 205,601</u>

Approved on behalf of the board:

 _____ Director

 _____ Director

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre
Statement of Changes in Net Assets
(Unaudited)
As at October 31, 2020

	Unrestricted	Invested in capital assets	2020	2019
Net assets, opening	\$140,756	\$12,298	\$153,054	\$134,568
Increase (decrease)	-	-	-	-
Excess of revenues over expenditures	8,223	(3,148)	5,075	18,486
Tangible capital assets	-	-	-	-
	\$148,979	\$9,150	\$158,129	\$153,054

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre
Statement of Operations
(Unaudited)
For the year ended October 31, 2020

	2020	2019
Revenue		
DFO Contracts	\$ 46,085	\$ 43,016
Fundraising and miscellaneous	5,606	10,919
Grants	36,458	48,461
Donations	7,366	28,042
Rental	6,813	5,850
Interest income	3,746	1,847
Memberships	300	490
Promotional goods	55	490
Amortization of deferred capital contributions	2,441	4,399
	108,870	143,514
Expenses		
Advertising and promotion	168	1,321
Education supplies	5,920	2,239
Fundraising	8	6,911
Insurance	5,526	5,279
Office and administration	762	2,267
Professional fees	2,003	1,973
Repairs and maintenance	4,650	5,006
Site and creek restoration	4,117	-
Subcontract	6,818	35,149
Telephone and utilities	4,415	4,903
Wages and benefits	66,260	54,625
	100,647	119,673
Excess of revenue over expenses before the following:	8,223	23,841
Amortization of tangible capital assets	(3,148)	(5,355)
Excess of revenue over expenses	\$ 5,075	\$ 18,486

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre
Statement of Cash Flows
(Unaudited)
For the year ended October 31, 2020

	2020	2019
Sources of cash		
Cash flow from operating activities	\$ 160,718	\$ 108,780
Interest received	3,746	1,847
	164,464	110,627
Uses of cash		
Payments for merchandise	94,058	122,649
Total cash flow from operating activities	70,406	(12,022)
Deferred capital contributions	(2,441)	(4,399)
Increase (decrease) in cash during the year	67,965	(16,421)
Cash, beginning of year	158,068	174,488
Cash, end of year	\$ 226,033	\$ 158,067
Cash consists of:		
Cash accounts	\$ 95,996	\$ 31,719
Term deposits	130,037	126,349
	\$ 226,033	\$ 158,067

The accompanying notes are an Integral part of these financial statements

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2020

Nature of Operations

The Kingfisher Interpretive Centre (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
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2020

1. Significant Accounting Policies, continued:

c) Financial instruments

(i) Measurement of financial instruments

All financial instruments are initially measured in the statement of financial position at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument; except for loans and receivables, held to maturity investments and other financial liabilities measured at the amortized cost. Amounts due to and from related parties are measured at the exchange amount, being the amount agreed upon by the related parties.

The Society subsequently measures its financial assets and financial liabilities at amortized cost, except for derivatives and equity securities quoted in an active market, which are subsequently measured at fair value. Forward exchange contracts and interest rate swaps that are not hedging items are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, accounts receivable and loans receivable.

Financial liabilities measured at amortized cost include accounts payable, accrued liabilities, deferred revenue and long term debt

Financial assets measured at fair value include investments traded on a recognized stock exchange.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- the present value of the cash flows expected to be generated by the asset or group of assets;
- the amount that could be realized by selling the assets or group of assets; or
- the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment.

d) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are term deposits, prepaid expenses, accrued liabilities, unearned revenue, deferred capital contributions and equity in tangible capital assets.

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2020

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>2020</u>	<u>2019</u>
Trade accounts receivable	\$ 6,743	\$ 31,812
GST receivable	(795)	436
	<u>\$ 5,948</u>	<u>\$ 32,248</u>

4. Tangible capital assets

	<u>2020</u>	<u>2019</u>		
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings	\$ 381,670	\$ 372,520	\$ 9,150	\$ 11,756
Computer Equipment	1,170	1,170	-	-
Equipment	47,244	47,244	-	542
Machinery and Equipment	24,152	24,152	-	-
Signs	11,505	11,505	-	-
	<u>\$ 465,741</u>	<u>\$ 456,591</u>	<u>\$ 9,150</u>	<u>\$ 12,298</u>

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2020

5. Accounts payable and accrued liabilities

	<u>2020</u>	<u>2019</u>
Trade accounts payable	\$ 9,488	\$ 3,139
Source deductions	1,420	1,173
	<u>\$ 10,908</u>	<u>\$ 4,312</u>

6. Unearned revenue

Unearned revenue consists of that portion of restricted grants which were received but not yet utilized at year end.

7. Deferred capital contributions

Deferred capital contributions represent restricted contributions used to purchase certain tangible capital assets. Amortization of deferred contributions is provided for based on the useful life of the tangible capital assets.

8. British Columbia Societies Act

On November 28, 2016 the new British Columbia Societies Act came into effect. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees, and all contractors who were paid at least \$75,000 annually. The Society did not have anyone fall into this category for the year ended October 31, 2020.

Enderby & District Museum Society

901 George Street, P.O. Box 367

Enderby, BC V0E 1V0

Phone: 250-838-7170

January 18, 2022

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 and District Museum Society, I wish to thank the Commission for their continued support of our museum and the \$25,000 we were awarded for the ongoing operation through 2021.

While it doesn't quite cover the wages of our 24 hour per week administrator, it definitely contributes to our operating costs and allows us to enhance and preserve our growing collection of archives, artifacts and photographic materials.

This past year, we received a bequest of over \$38,000 from Jim McQueen who had been a regular donor through the years. He spent his childhood years in the Enderby area and always maintained close contact with our museum. He has also left us his genealogy collection of his entire family who came from the surrounding area. We have decided to use this bequest (and also apply for grants), on a few major capital expenditures. We want to upgrade our storage facilities at the Springbend Hall to house artifacts that won't be affected by weather fluctuations or rodents because we have run out of storage space in the workroom. We plan to remodel the workroom to be a fire resistant area where we can keep more sensitive materials such as textiles, archival information and photographs, instead of building a separate vault. Last year we purchased 2 very expensive fireproof filing cabinets for our original photographs and negatives. We also plan to have the antique fire truck restored for parades and outside display at Barnes Park.

We have given our administrator a small raise, and with general operating costs always going up, we are requesting a minimal increase in our grant of \$1,000, for a total of \$26,000 this year. We were able to do some fundraising this past Christmas season with our Bake Sale and Toonie tree, making about \$700.

An unsigned Financial Statement to the end of our fiscal year, October 31, 2021 and a Budget for 2021/2022 are attached.

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

Yours truly,



Sandra Farynuk
President
Enc.

ENDERBY & DISTRICT MUSEUM SOCIETY

BUDGET FOR NOVEMBER 1, 2021 TO OCTOBER 31, 2022

OPERATING ACCOUNT

	Actual		EXPENSES	Actual	
	2021/22	2020/21		2021/22	2020/21
INCOME					
Services Committee Grant	25,000	25,000	Employee	32,000	26,233
Donations/other grants	3,000	4,290	Advertising & Promotions	100	63
Memorial donations	1,000	3,100	Book/gift shop purchases	600	744
Memberships	600	700	Postage	300	265
Interest on Deposits	400	316	Insurance	900	814
Fund raising	1,000	312	Association Dues & Licenses	300	265
Book sales & gift shop	500	851	Bank charges	50	36
Drill Hall donation	1,500	1,500	Office supplies	1,300	1,302
Jim McQueen legacy (annual)	4,000	3,938	Janitor	2,000	1,800
Miscellaneous income		618	Archival supplies	5,000	0
Jim McQueen's will bequest*		38,872	Computer Maintenance & Supplies	500	490
			Fund-raising expenses	200	0
			Photocopier expenses	550	495
			Repairs & maintenance	700	694
			Springbend Hall	1,500	236
			Telephone & Internet	800	770
			Travel & education	500	0
			Website expenses	500	360
			Capital replacement	5,000	7577
			Miscellaneous (incl.GST paid)	500	1497
TOTAL INCOME	37,000	79,497	TOTAL EXPENSES	53,300	43,641

*one-time bequest - total actual income for 2020/21 without this bequest = 40,625

ENDERBY & DISTRICT MUSEUM SOCIETY

BALANCE SHEET

as at October 31, 2021

ASSETS

CURRENT ASSETS

Bank Chequing	\$	6,089.84
Capital Reserve Savings	\$	38,011.00
Savings Account	\$	62,523.68
Petty cash	\$	65.00
Equity Shares - Enderby & District Financial	\$	<u>5.00</u>

TOTAL ASSETS

\$ 106,694.52

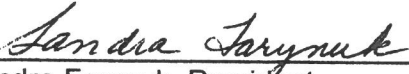
EQUITY

EQUITY

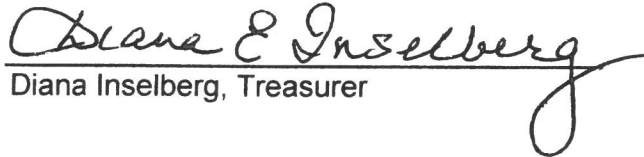
Retained Earnings - October 31, 2020	\$	70,839.02
Current Earnings	\$	<u>35,855.50</u>
Retained Earnings - October 31, 2021		<u>\$ 106,694.52</u>

TOTAL EQUITY

\$ 106,694.52



Sandra Farynuk, President



Diana Inselberg, Treasurer

ENDERBY & DISTRICT MUSEUM SOCIETY

INCOME AND EXPENSES STATEMENT

November 1, 2020 to October 31, 2021

<u>INCOME:</u>	<u>2020/21</u>	<u>2019/20</u>
Donations	2,528.14	4,302.69
Donations - Memorials	3,100.00	1,150.00
Grant - City of Enderby	25,000.00	25,000.00
Grants - other	5,700.00	-
Memberships	700.00	665.00
Photographs/photocopies	184.50	18.50
Book Sales	851.50	923.50
Fundraiser Income & Misc.	433.33	428.87
Fundraiser - Bake Sale	-	820.05
Fundraiser - Silent Auction	-	807.00
Fundraiser - OHS mailout	312.00	268.00
Fundraiser - Photoshoot	-	1,280.00
McQueen Legacy Fund	38,872.13	3,581.00
Drill Hall Donation	1,500.00	1,500.00
Interest	315.59	634.45
<u>TOTAL INCOME</u>	<u>79,497.19</u>	<u>41,379.06</u>
<u>EXPENSES:</u>		
Wages & Benefits	26,232.82	17,441.09
Contract Work	-	2,080.00
Advertising & Promotions	63.00	31.50
Book Purchases	744.00	373.50
Association Dues & Licenses	265.00	383.00
Insurance	814.00	760.00
Bank Charges	36.23	39.24
Office Supplies	1,302.36	917.71
Archival Supplies	-	94.05
Computer Supplies	233.38	1,466.36
Computer R & M	256.64	380.38
GST Paid	670.99	339.83
Photocopier	495.16	436.56
Photograph Expense	341.34	304.87
Postage	266.15	127.58

Janitor	1,800.00	1,350.00
Repairs & Maintenance	693.61	452.72
Springbend Hall	236.19	628.24
Telephone/Internet	769.08	773.27
Utilities	-	45.24
Website Expense	360.00	59.97
Filing Cabinets	7,576.65	-
Miscellaneous Expenses	485.09	186.75
	<hr/>	<hr/>
<u>TOTAL EXPENSES</u>	43,641.69	28,671.86
	<hr/>	<hr/>
<u>NET INCOME</u>	35,855.50	12,707.20
	<hr/> <hr/>	<hr/> <hr/>

Appendix C

**Enderby & District Services Commission
Surplus/Reserve Schedule - Parks & Recreation
2022**

	2022	2023	2024	2025	2026
Reserves					
Capital Renewal					
Opening Balance	247,269	350,869	491,869	170,569	177,169
Contributions	133,600	141,000	148,700	156,600	164,700
Debt payment					
Usage					
- New Pool			- 400,000	- 150,000	- 50,000
- Ball Diamond Infield renewals	- 30,000				
- Barnes Park Playground replacement			- 70,000		
Closing Balance	350,869	491,869	170,569	177,169	291,869
Equipment					
Opening Balance	10,558	56,558	102,558	148,558	186,558
Contributions	46,000	46,000	46,000	46,000	46,000
Usage					
- Arena pressure relief valve				- 8,000	
Closing Balance	56,558	102,558	148,558	186,558	232,558
Closing balance	407,427	594,427	319,127	250,579	524,427
Surplus					
Opening Balance	256,236	299,697	299,697	299,697	299,697
Less: 20% operating contingency	- 151,976	- 154,430	- 157,449	- 160,530	- 163,670
Contributions	50,461				
Usage					
Diamond #3 infield repair	- 2,500				
Programming equipment	- 4,500				
Closing available balance	147,721	145,268	142,248	139,167	136,027

Commission: 20

MEMO

To: Enderby and District Services Commission
From: Tate Bengtson, CAO
Date: February 10, 2022
Subject: Enderby Arena and Curling Rink Facility Lifecycle Assessment Report

RECOMMENDATION

THAT the Enderby and District Services Commission receives and files the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report* by Stephenson Engineering Ltd.;

AND THAT the Enderby and District Services Commission directs Staff to report back with an implementation strategy to address the outcomes of the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report*;

AND FURTHER THAT the Enderby and District Services Commission directs staff to update the City of Enderby Asset Management Investment Plan with the replacement cost estimate for the Enderby Arena and Curling Rink and incorporate condition ratings as described in the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report*.

BACKGROUND

The City of Enderby was successful in its application to UBCM for a facility condition and lifecycle assessment for the Enderby Arena and Curling Rink (“the Facility”). This request originated from the Commission’s interest in developing a long-range plan for the Facility that is evidence-based, practical, and balanced in its approach to lifecycle management.

Stephenson Engineering was retained to perform the work. Attached to this memorandum is the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report* (“the Report”). The Report describes and then assesses the condition of the architectural, structural, mechanical, and electrical systems of the Facility. The Report also looked at accessibility, lifecycle, replacement costs, and capital reserve targets for the Facility.

At a broad level, the Report found that the building’s systems were “in overall acceptable condition” given the age of the building. This may be attributed to the quality of building construction and sound preventative maintenance practices, which have kept the Facility in a state of repair that is reasonable given its age. However, as prudent owners, planning for its replacement while bolstering its preventative maintenance program will help prolong the life of the Facility while providing time for adequate and wise investment in asset renewal.

The estimated replacement value for the Facility, in 2022 dollars, is \$13,135,680. The Curling Rink portion has exceeded its useful life while the Ice Rink portion has 37 years remaining.

The Commission should recognize that the fact that the Facility, or part thereof, has exceeded its useful life does not mean that the Facility is no longer usable; the Facility's life can be extended with proactive, preventative maintenance and adequate investment, to a point. As the Report states, "the Owner may want to consider the cost option comparisons between a replacement facility versus major renovations, particularly if functionality and program requirements have changed over time."

In other words: it makes little sense to commit to a high-cost replacement of a critical component of the Facility near the end of its useful life, unless there is strong confidence that the rest of its Facility will exceed its useful life such that there is a strong assurance that the investment will provide value-for-money.

Staff are recommending that an appropriate next step would be to develop an implementation strategy that would be brought back to the Commission for its consideration. It is anticipated that this strategy will deal with the following inter-related matters:

- Financial strategy for Facility replacement, including a general plan for investing in capital expenditures that is balanced with consideration of probable non-tax financial resources, such as grants;
- Target date for Facility replacement, and triggering conditions for advancing or deferring the target date for Facility Replacement;
- Considerations for responding to critical and/or high-cost failures of all or part of the Facility in advance of the planned Facility replacement date, based on condition and risk analysis;
- Approach to improving building standards, including accessibility;
- Changes to the Facility's preventative maintenance program and the timing of repairs or improvements that may prolong the Facility lifecycle; and
- Investigation or repair of real or potential Facility deficiencies with immediate lifecycle consequences.

Separate from the implementation strategy for the Report, Staff will incorporate condition ratings into the City's Asset Management Investment Plan, which encompasses all of the City's fixed and linear assets.

The Report will prove to be a useful cornerstone of the City's asset management program; it will assist the Commission in implementing a strategy for managing and replacing the Facility in a manner that is fiscally prudent and forward-thinking, as it balances the demands of an aging Facility over and against the service expectations of a healthy and growing community.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer



stephenson
ENGINEERING
A SALASO'BRIEN COMPANY

FINAL REPORT

Facility Lifecycle Assessment Report

Enderby Arena and Curling Rink
1605 Kate Street

Enderby, BC

Submitted to:
City of Enderby
619 Cliff Ave
Enderby, BC, V0E 1V0
Attention: Tate Bengtson,
Chief Administrative Officer

Submitted by:
Stephenson Engineering Ltd.
639 5th Ave. SW, Suite 901
Calgary, Alberta T2P 0M9

Date: February 10, 2022
Project No.: 20211275

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DEFINED GENERAL TERMS

The common abbreviations noted below may or may not appear in the report and may not be all inclusive:

ABS: Acrylonitrile butadiene styrene

ACM: Asbestos containing material(s)

BUR: Built-up roof

CFL: Compact fluorescent light

CIP: Cast-in-place

CMU: Concrete masonry unit

CRT: Capital reserve table

EPDM: Ethylene propylene diene terpolymer

FLA: Facility Lifecycle Assessment

GFCI: Ground fault circuit interrupter

GFA: Gross floor area

GWB: Gypsum wall board

HID: High intensity discharge

HPS: High pressure sodium

HVAC: Heating, ventilation and air conditioning

IGU: Insulated glazing unit

LED: Light emitting diode

PCA: Property condition assessment

PCB: Polychlorinated biphenyl

PEX: Cross-linked polyethylene

PVC: Polyvinyl chloride

RTU: Roof top unit

SBS: Styrene-butadiene-styrene

SF: Square foot

SM: Square metre

SOG: Slab-on-grade

VCT: Vinyl composite tiles

CRV: Current Replacement Value

FCI: Facility Condition Index

SCI: System Condition Index

EXECUTIVE SUMMARY

Stephenson Engineering Ltd. (SEL) was retained by the City of Enderby (CE) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated (August 23, 2021) of the property located at 1605 Kate Street in the city of Enderby, BC (the "Site").

The building provides approximately 4,396 sq.m. (47,324 sq.ft.) GFA, according to information provided by the client. The original site Curling Club building is believed to have been constructed circa 1921, with the ice arena added in 1974. The site is located along Kate Street near the intersection of Kate street and Kildonan Avenue and is an irregular shaped lot covering approximately 0.95 hectares (2.35 acres) of land. Both building sections have partial second floors.

1.1. Summary of Findings

A cursory summary of findings of this FLA is provided below. However, details are not included or fully developed in this section, and the report must be read in its entirety for a comprehensive understanding of the items contained herein. To assess the physical condition of the site components and building, a Site Representative was interviewed and a visual site review was conducted. No "destructive" or "non-destructive" testing was conducted. No calculations were performed to confirm the adequacy of the original design. It should be noted that construction north has been used for the purposes of this report, not true north (see Appendix E: Site Plan).

Based on the findings of this FLA, the following conclusions are made:

- Architectural

The site and the building were originally developed circa 1921 for the Curling Club. A Hockey Rink addition to the north of the building was constructed circa 1974. The sidewalks along the west elevation of the building are constructed with cast-in-place (CIP) concrete. Vehicle accesses to the building are located at the west side of the property, off Kate Street. The pavements throughout the drive lanes are asphalt. Based on the information provided to us, there is parking for 81 surface parking spots with no underground parking.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with painted corrugated metal panels and painted CMUs. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with batt insulation and polyethylene vapour barrier. Windows consists of insulated double-glazed units set in aluminum frames. The main entry doors are single and double (Rink section) painted metal doors with painted metal frames and vision lites. Utility doors are also painted metal doors with painted metal frames. An overhead metal coiling door and a prefinished sectional overhead door is provided for the Hockey Arena, and metal barn doors on the Curling Club.

Interior floor finishes are generally vinyl sheet, carpet, hardwood flooring and rubber flooring. Interior walls are CMU walls and GWB finished with paint, some areas are finished with ceramic tiles. The primary ceiling is finished with painted or textured drywall. The other ceiling finish is panel ceiling with T-bar framework.

The roof system of the building is a sloped roof clad with prefinished corrugated metal at the Curling Club and standing seam metal roofing at the Hockey Arena. Prefinished gutters and leaders are provided on sections of the buildings. Water is drained from roof surfaces to the catch basins and landscape areas. A prefinished vented metal soffit is provided on the roof overhangs around the main entrance of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building does not appear to be fully barrier-free compliant including entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition.

- Structural

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. Based on observations made on site, the Curling Club and the Hockey Arena sub-structure consists of CIP spread, step and pad footings and foundation walls. The main floor of both building is a CIP concrete slab on grade. The Curling Club's superstructure appears to be wood framed walls and suspended wood floors supported by wood joists and columns. The superstructure of the Hockey Arena consists of steel columns /trusses and CMU structural walls. The suspended slab in the Ice arena is a wood deck and supported by steel columns, beams and interior CMU walls. The roof of Hockey Rink building consists of a steel frame comprised of steel trusses, purlins corrugated metal deck. The roof of the Curling Club is wood framed trusses and beams. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

The structural components are in overall acceptable condition.

- Mechanical

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption, catch basins, and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was concealed and therefore not directly reviewed. Domestic hot water is provided by four tankless water heaters and one water heaters located throughout this building. Plumbing fixtures are typical vitreous china water closets and urinals with manual flush valves.

Heating to the building is provided by four gas-fired furnaces throughout. Supplemental heating to various areas is provided by electric baseboard heaters and gas fired unit heaters. Exhaust is accomplished by local ancillary ceiling mounted exhaust fans installed throughout.

Refrigeration Ice Plant is an Ammonia plant with enhanced cooling tower. Regular maintenance is performed within the plant along with adherence to the latest B-52 code for Class T machine room. Chilled brine piping replaced with PVC piping approximately 26 years ago. Relief valves are observed to be within required replacement timeline.

The building is equipped with both a wet-type sprinkler system and a standpipe system.

The mechanical components are in overall acceptable condition.

- Electrical

Electrical service is fed from a pole-mounted transformer to two main disconnect switches for each of the Hockey Arena and the Curling Club in the electrical room. The incoming voltage is distributed through a splitter box inside the building. Primary electrical distribution is accomplished by a main distribution panel, bus and disconnects in the main electrical room, and various electrical sub-panels distributed throughout the building.

Interior lighting throughout the building is typically fluorescent T-8 fixtures with magnetic ballast, incandescent lighting and high intensity discharge (HID) fixtures. Exterior lighting is controlled by photocells and primarily consists of wall and pole mounted LED fixtures. A fire alarm control panel is located at the Zamboni room on the main floor and is connected to fire devices including heat detectors, pull stations, and bells. Communications and security systems include telephone, internet, and cable services, and an intrusion alarm system. The building is equipped with gas detectors, battery pack emergency lighting and incandescent /LED exit signs throughout the building.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition.

- Barrier-Free/Accessibility

A cursory review was performed regarding the accessibility of the building. Generally, the building does not appear to be barrier-free compliant including the parking lot and approach to the building, entrances, interior circulation, and washrooms.

- Hazardous Materials

Some hazardous materials were identified in a previous 2021 report by Apex EHS Services Inc. Hazardous building construction materials such as asbestos-containing materials (ACMs) and/or polychlorinated biphenyls (PCBs) are present, according to the reports provided.

- Immediate and Capital Reserve Summary

Immediate investigation / action items identified pertain to installing GFCI receptacles. Deficiencies and Capital Reserve Items have been identified within the 10 Year time frame of this report with respect to architectural, structural, mechanical, and electrical components and systems. The Immediate Repairs and Capital Reserve Analysis are included in Appendix C.

1.2. Opinions of Probable Costs

The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$3,000 over the 10-Year evaluation period that is identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

Table 1: Summary of Immediate and Capital Reserve Expenditures (uninflated)

Section	Description	Immediate	Reserve Years 1 to 5 (2022 to 2026)	Reserve Years 6 to 10 (2027 to 2031)	10-Year Reserve Total
3.0	Architectural	\$0	\$1,061,100	\$734,500	\$1,795,600
4.0	Structural	\$0	\$1,346,000	\$0	\$1,346,000
5.0	Mechanical	\$0	\$100,800	\$41,000	\$141,800
6.0	Electrical	\$2,000	\$538,500	\$387,400	\$925,900
TOTALS		\$2,000	\$3,046,400	\$1,162,900	\$4,209,300

Note: Immediate (2022) expenditures are not included in the Capital Reserve totals.

Table 2: Summary of Capital Reserve Expenditures per year (uninflated)

Year 1	Year 2	Year 3	Year 4	Year 5
\$198,000	\$95,100	\$56,900	\$0	\$2,696,400
Year 6	Year 7	Year 8	Year 9	Year 10
\$68,000	\$730,300	\$0	\$217,900	\$146,700

1.3. Facility Condition Index (FCI) Calculation

Estimated Replacement Value (2022 CAD\$)			
\$13,135,680			
FCI Calculation, Scoring and Ratings*			
5 - Year	$FCI = \frac{\$3,046,400}{\$13,135,680} \times 100$	23%	Poor
10 - Year	$FCI = \frac{\$4,209,300}{\$13,135,680} \times 100$	32%	Critical

We estimate that the overall useful life of the facility is 85 years (Structural systems). Since the Curling Club building was constructed in 1921 and the Hockey Rink in 1974, so the Curling portion of the building has exceeded its useful life, while the Ice Rink portion has 37 years remaining, however their life can be extended if all life cycle replacements and maintenance items outlined in this report are completed in a timely manner. Since the building received a poor FCI score, the

Owner may want to consider the cost option comparisons between a replacement facility versus major renovations, particularly if functionality and program requirements have changed over time.

2. INTRODUCTION

2.1. Background

Stephenson Engineering Ltd. (SEL) was retained by the City of Enderby (CE) to perform a Facility Lifecycle Assessment (FLA) in accordance with Stephenson's proposal dated (August 23, 2021) of the property located at 1605 Kate Street in the city of Enderby, BC (the "Site").

The building provides approximately 4,396 sq.m. (47,324 sq.ft.) GFA, according to information provided by the client. The original Curling Club site building is believed to have been constructed circa 1921, with the ice arena added in 1974. The site is located along Kate Street near the intersection of Kate street and Kildonan Avenue and is an irregular shaped lot covering approximately 0.95 hectares (2.35 acres) of land. The building has partial second floors in both sections.

2.2. Objectives

The objective of the FLA was to document the Site conditions at the time of the Site reconnaissance and, based on available sources of information and observations of surface conditions during the Site reconnaissance, to identify the exterior site improvements as well as the building structure, envelope, interior finishes, mechanical systems, electrical systems, fire/life safety systems, conveyance devices and visual obvious signs of non-compliance with respect to building code and barrier free accessibility.

2.3. Methodology

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable and as stated in our Mandate and Report Resources in Appendix A.

Deviations and exceptions from the aforementioned ASTM are included in this report under section 2.4 ("Deviations from the Guide"). Limitations to our work are provided in Appendix B ("Limitations and Use of the Report").

Site Escort and general building information was provided by Sheldon Tokairin, Building Manager (hereafter referred to as the "Site Representative"). Site reconnaissance was conducted by Adriana Almeida, B.Arch. of Stephenson on November 18, 2021. The FLA was completed by Dayoo Kim, M.Arch. and reviewed by Lawrence McSorley, Architect, AAA of Stephenson. The weather at the time of assessment was 1 °C, cloudy with no conditions limiting access to Site. All areas of the site were accessible at the time of the assessment or* The majority of the facility was accessible at the time of the assessment except the basement as keys for access were not available on site.

The scope of work did not include sampling or testing to identify the potential presence of hazardous building construction materials such as ACMs, lead-based paints, PCB-containing

electrical equipment or other hazardous materials. According to previous hazardous materials reports, hazardous materials are present.

2.4. Deviations from the Guide

The FLA was conducted and this report prepared in accordance with the scope of work outlined in accordance with Stephenson's proposal dated August 23, 2021 and executed by the Client on October 4, 2021.

The deviations from the ASTM used as a reference to complete the FLA and report for this project were as follows:

- No reviews of municipal/public records for zoning, building, and/or fire & life safety code/regulatory compliances were conducted.
- Capital Threshold used is over the \$3,000.
- The term "Point of Contact" has been replaced with "Site Representative"
- Investigation of whether or not the property resides in a flood plain was not performed.
- Verification of number of parking spaces was not conducted.
- Verification of gross and net usable areas of the site buildings was not performed.

2.5. Evaluation Criteria

Facility Lifecycle Assessment (FLA)

The FLA was completed in general accordance with CE stated scope of work as documented in Request for Proposal (RFP) (hereafter referred to as the "RFP"). The scope of the FLA was limited to identifying components, systems and potential concerns by visual examination of surface features and operating practices, and from available documented information sources. Only those items identified as being above the specified Capital Threshold will be addressed in the Capital Reserve Table. The Condition Rating system (CR) used throughout this report is based on the RFP:

Code	Description
1	Critical Unsafe- high risk of injury or critical system failure.
2	Poor- does not meet requirements, has significant deficiencies. May have high operating / maintenance costs.
3	Marginal- meets minimum requirements, has significant deficiencies. May have above average operating / maintenance costs.
4	Acceptable- meets present requirements, minor deficiencies. Average operating/maintenance costs.
5	Obsolete- No longer meets present requirements.

The capital expenditures identified with respect to deficiencies or deferred maintenance shall be identified by the following categories (“Cat X”):

Category	Description
A	Code & Safety
B	Repair & Maintenance
C	Capital Expenditure
D	Modernization / Improvements
E	Other

Items identified with a CR rating of 1 and/or Cat A, shall be treated as “Immediate” action items, considered to have conditions that include deficiencies that require action in the next 60 to 90 days. Items identified with a CR of 2 or 3 and/or Cat B shall be considered to have conditions that include deficiencies that can be addressed within the next five years (202w to 2026 in the Capital Reserve Table). Preventative Maintenance (PM) items may have been identified. These PM items are items anticipated to be required to maintain specific components/systems through to the end of their Expected Useful Life (EUL) and are considered to have CR of 4 can be addressed at any time within the 10-year evaluation period (2023 to 2031 in the Capital Reserve Table).

Other non-urgent conditions identified with a CR of 4, are prioritized by their identification as Cat B to Cat E and are included in the Capital Reserve Table in an appropriate year. For items with no observed or reported deficiencies, a lifecycle replacement (LCR) cost estimate has been provided in the Capital Reserve Table spreadsheet in the year equal to the year of original installation plus that component’s EUL. For example, if an item with no observed or reported deficiencies is nearing or has surpassed its EUL in the next 5 years (i.e., 2022 to 2026), an LCR cost estimate will be provided in the Lifecycle Plan spreadsheet in year 5.

For similar components that have been replaced/installed at different times but where the age difference is equal to or less than 20% of the component’s EUL, the average install year has been used in calculating the next lifecycle replacement event (i.e., for similar vinyl floor tile installed in 2018 versus 2020, each having a 20 year EUL, an average install year of 2019 has been used to calculate a single lifecycle replacement event in 2039).

No building material sampling or testing was conducted as part of this assessment.

FCI

FCI is obtained by aggregating the total cost of any needed or outstanding repairs, renewal or upgrade requirements obtained from our Capital Reserve Table (CRT) compared to the

Current Replacement Value (CRV) of the building components. It is the ratio of the “deferred needs” to “replacement value” expressed in percentage terms. Land Value is not considered when evaluating FCI.

$$FCI = \frac{\text{Sum of Outstanding deferred maintenance}}{\text{Current Replacement Value of an Asset}} \times 100$$

The lower the value of FCI, the better condition that a building is in. Currently, industry uses benchmarks that indicate the following subjective condition rating for facilities with various ranges of FCI:

Good	<5%
Fair	5-10%
Poor	10-30%
Critical	>30%

2.6. Recommendations for Additional Investigation

RAI.1) Site drainage study.

RAI.2) Barrier free study.

RAI.3) Roof water test.

2.7. Desktop Data Collection

The following documents were reviewed:

- Pre-Renovation Hazardous Material Survey Report, prepared by Apex EHS Services Inc. dated September 27, 2021.
- Exit plans, prepared by unknown, date unknown.

2.8. Outstanding Information

No outstanding information.

2.9. Building and Fire Code Compliance Overview

The Site Representative reported that they were not aware of any outstanding work orders, building code violations or infractions, building ordinances or municipal health and fire safety by-laws violations.

2.10. Evidence of Mould

No evidence of mould was observed or identified.

2.11. Outline of the Report

The report that follows this section contains a summary description of the Site and building systems/components along with a detailed listing and description of systems/components. Furthermore, current, imminent or anticipated deficiencies above the Capital Threshold (if any) and excluding normal operating maintenance are presented with a CR, including a description of the risk/consequence of deferral, probability of imminent/anticipated failure and/or a further description of any failure if it has already occurred.

A more detailed Capital Reserve Table is presented in Appendix C outlining the specific systems/components, EUL, Install Date, Remaining Useful Life (RUL), replacement event type, basis of estimate and specific years for Capital Reserve planning.

2.12. Mandate and Report Resources

Please refer to Appendix A for the report General Purpose, Scope of Work and Reliance for this project and for additional resources related to the assumptions used in preparing this report such as:

Operating and Maintenance Items; and,

Discussions of Overall Concepts and Terminology.

3. SITE DESCRIPTION

3.1. Site Physical Description

Table 3: Building Physical Description

Site Area	0.95 hectares (2.35 acres)
Number of Buildings on Site	1
Building (s) Footprint	4,396 sq.m. (47,324 sq.ft.)
Levels Above Grade	1 plus partial second floors in both sections of the building.
Levels Below Grade	None
Date of Building Construction	1921- Curling Club 1974: The Hockey Arena constructed
Date of Major Renovations	1980: Interior renovation of Curling arena.
Percentage Site Coverage by Building(s)	~46%
Percentage Site Coverage by Landscaped/Grassed/Bare Ground Areas	~5%
Percentage Site Coverage by Paved or Other Sealed Surface Materials	~49%



General view of the Site building



Site plan including the building (Curling Club section at bottom of photo)

4. ARCHITECTURAL

The site and the building were originally developed circa 1921 for the Curling Club. A Hockey Rink addition to the north of the building was constructed circa 1974. The sidewalks along the west elevation of the building are constructed with cast-in-place (CIP) concrete. Vehicle accesses to the building are located at the west side of the property, off Kate Street. The pavements throughout the drive lanes are asphalt. Based on the information provided to us, there is parking for 81 surface parking spots with no underground parking.

The exterior cladding was reviewed visually from grade level. The building envelope is primarily clad with painted corrugated metal panels and painted CMUs. Exterior wall insulation was concealed and not directly reviewed but assumed to be provided with batt insulation and polyethylene vapour barrier. Windows consists of insulated double-glazed units set in aluminum frames. The main entry doors are single and double (Rink section) painted metal doors with painted metal frames and vision lites. Utility doors are also painted metal doors with painted metal frames. An overhead metal coiling door and a prefinished sectional overhead door is provided for the Hockey Arena, and metal barn doors on the Curling Club.

Interior floor finishes are generally vinyl sheet, carpet, hardwood flooring and rubber flooring. Interior walls are CMU walls and GWB finished with paint, some areas are finished with ceramic tiles. The primary ceiling is finished with painted or textured drywall. The other ceiling finish is panel ceiling with T-bar framework.

The roof system of the building is a sloped roof clad with prefinished corrugated metal at the Curling Club and standing seam metal roofing at the Hockey Arena. Prefinished gutters and leaders are provided on sections of the buildings. Water is drained from roof surfaces to the catch basins and landscape areas. A prefinished vented metal soffit is provided on the roof overhangs around the main entrance of the building.

A cursory review was performed regarding the accessibility and barrier free compliance of the building. Generally, the building does not appear to be fully barrier-free compliant including entrances, interior circulation, and washrooms.

The architectural components are in overall acceptable condition. Capital expenditures with respect to site, exterior walls, exterior doors, interior walls, interior doors & windows, ceilings, flooring, fixtures, barrier free, and roof are anticipated within the evaluation period. Additional investigation is recommended with respect to site drainage study, barrier free study, and roof water test.

A detailed description of Site and building systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

A01.0 SITE

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A01.1	Site Servicing	<p>Water: Water is provided by the local service provider.</p> <p>Sanitary Sewer: Sanitary sewer is disposed to the municipal sewer mains.</p> <p>Electrical: power is fed to the building from the local service provider pole mounted electrical transformer and into the building through overhang conductors.</p>	4	-	No concerns observed or reported.
A01.2	Parking Lots & Drive Aisles	<p>~2006: The front(west) parking lot and drive aisles are finished with asphalt pavement.</p> <p>~2011: The rear(east) parking lot and drive aisles are finished with asphalt pavement.</p>	4	C	The asphalt pavements are observed to be in acceptable condition, with both linear and alligator cracking and uneven surfaces from settlement observed in localized areas. Full replacement of the front parking lot and drive aisles is recommended. (See Note 4B).
A01.3	Parking Lot Markings	~2018: Parking stalls are marked with painted lines in the parking areas. Barrier-free stalls with signage are provided.	4	-	No concerns observed or reported.
A01.4	Concrete Sidewalks	~1974: The sidewalks along the west elevation are constructed with cast-in-place concrete.	3	C	Minor cracking of the concrete sidewalks was observed at the time of the site review. The sections at the Rink entrance doors have settled and the rubber ramps added make them non barrier free compliant. Full replacement is recommended. (See Note 4B).
A01.5	Concrete Curbs / Pads	~1974: Concrete aprons are provided at main entrance, some entrances and exterior stair.	4	B	Minor cracking was observed. No other concerns observed or reported. (See Note 4A).
A01.6	Parking Islands	Not present.	-	-	N/A
A01.7	Parking Bumpers	~2015: Precast concrete parking bumpers are provided throughout the parking lot.	4	-	No concerns observed or reported.

A01.8	Site Drainage	~1974: Four catch basins were identified in the primary parking lot area.	4	C	It was reported that during the spring thaw, they do not drain correctly at low grades. No other concerns observed or reported. Periodic monitoring and maintenance required. (See Note 4B).
A01.9	Grassed Areas	Not present.	-	-	N/A
A01.10	Fencing	~2010: Metal chain link fences are provided at the exterior mechanical equipment.	4	-	No concerns observed or reported.
A01.11	Retaining Walls	Not present.	-	-	N/A
A01.12	Amenities	Not present.	-	-	N/A
A01.13	Amenities - Signage	~2010: The building name and address signage is provided above the main entrance. Various wall mounted signages were observed on the building's elevations and exterior doors.	4	B	No concerns observed or reported. (See Note 4A).
A01.14	Amenities - Site Furnishing	Not present.	-	-	N/A
A01.15	Bollards	~2010: Two concrete filled metal bollards are provided at the gas meter.	4	-	No concerns observed or reported.
A01.16	Exterior Stairs	~1974: Two metal exterior stairs are provided on the east elevation of the ice arena.	4	-	No concerns observed or reported.

A02.0 EXTERIOR WALLS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A02.1	Metal Cladding	~1974: The building envelope is primarily clad with prefinished corrugated metal panels.	4	C	Minor impact damages were observed in many areas of the building. No other concerns observed or reported. But the metal cladding has surpassed the end of its expected useful life. We recommend a full replacement within the time frame of this report. The cost for replacement has been included in the capital reserve table. (See Note 4B).

A02.2	CMUs	~1974: The main entrance and the lower section of the Ice arena's east elevation is primarily clad with concrete block.	3	C	Concrete blocks are in overall marginal condition. Some spalling and deteriorated mortar joints were observed. We recommend repairing the damaged areas within two years. (See Note 4B).
A02.3	Exterior Paint	~2000: Metal Cladding and CMUs generally painted throughout.	3	C	Exterior painting is in marginal condition. It is recommended to repaint within 3 years. (See Note 4B).
A02.4	Joint Sealers	~2000: Urethane -based sealants are provided at openings, expansion joints and material transitions.	2	C	The caulking was observed to be cracked or disconnected from the surrounding materials in several locations. A replacement cost has been provided in the Capital Reserve Table. (See Note 4B).
A02.5	Louvers	~1974: Metal louvers are provided throughout the building.	4	C	No concerns observed or reported. (See Note 4B).
A02.6	Insulation	~1974/1995 Concealed, but likely batt fiber glass insulation. Plastic faced insulation blankets are provided on the ceiling of the Hockey Rink.	4	-	No concerns observed or reported.
A02.7	Vapour Barrier	~1921/1974: Concealed, but likely a polyethylene vapour barrier.	4	-	No concerns observed or reported.
A02.8	Wood Panels	~1974: Wood panels are provided where the doors were removed.	3	B	Wood panels are in marginal condition. It is expected to require replacement within the timeframe of this report. It is expected that this work can be completed at the cost below the threshold. (See Note 4A).

A03.0 EXTERIOR WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A03.1	Exterior Windows	~1974: Exterior windows consists of insulated glazing units set in aluminum frames with fixed and operable panes.	4	B	Overall, exterior windows are in acceptable condition. No concerns observed or reported. It is expected to require replacement within the timeframe of this report. (See Note 4A).

A03.2	Curtain Wall	Not present.	-	-	N/A
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A04.0 EXTERIOR DOORS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A04.1	Main Entrance Door	~1974: The main entrances of the Ice arena and the Curling arena are located on the west elevation. The building entrance is equipped with a painted metal door in painted metal frames with vision lites.	4	C	The exterior doors are in acceptable condition but have peeling paint-finishes and do not have barrier free complainant hardware or an automatic opener. No other concerns observed or reported. It is expected to require replacement within the timeframe of this report. (See Note 4B).
A04.2	Secondary Doors	Not present.	-	-	N/A
A04.3	Utility Doors	~1974: Painted metal doors in metal frames are provided throughout the building elevation. One sliding door finished with prefinished corrugated metal panels is provided on the east elevation of the Curling arena.	4	C	The exterior doors are in acceptable condition but have peeling paint-finishes and some surface rust. Doors are expected to require replacement within the timeframe of this report. (See Note 4B).
A04.4	Overhead Doors	~1974: The building is provided prefinished overhead sectional and coiling doors on the east and north elevations of the Ice arena.	4	C	Doors were in acceptable condition, with minor damages and corrosion on the metal door trims. It is expected to require replacement within the timeframe of this report. (See Note 4B).

A05.0 FASCIA AND SOFFITS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
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A05.1	Fascia	~1974: Prefinished metal fascia is provided along the roof perimeter.	4	-	No concerns observed or reported. Replacement cost is a part of the roofing replacement.
A05.2	Soffit	~1974: Prefinished vented metal soffit is provided at the entrances of the Ice arena and the Curling arena.	4	B	No concerns observed or reported. It is expected to require replacement within the timeframe of this report. This work can be completed at the cost below the threshold. (See Note 4A).

A06.0 INTERIOR WALLS AND PARTITIONS

I.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A06.1	Fixed Partitions	~1921: Interior partitions of the Curling arena are generally wood stud framed walls with gypsum wall board (GWB) coverings. ~1974: Prefinished metal sheet and CMU are provided throughout the Ice arena.	4	C	Many vertical and step cracks were observed on the CMU walls. No other concerns observed or reported. Localized repairs are recommended. (See Note 4B).
A06.2	Dasher and Spectator Protection Boards	~2000: Dasher and Spectator protection boards are provided in the ice arena. Boards include both solid and glazed sections.	4	C	Dasher and Spectator protection boards are in acceptable condition. It is assumed that these were installed when the building was constructed because it has been reported that no major replacement has been made. Thus, these protection boards have surpassed their EUL and should be replaced within the evaluation period. (See note 4B).
A06.3	Interior Movable Partitions	Not present.	4	-	No concerns observed or reported.
A06.4	Wood Panels	~1974: The office located in the upper bleachers is finished with wood paneling. ~1980: The lower sections of the Curling rink are finished with painted wood paneling.	4	C	Wood Paneling is in acceptable condition, with minor damages and holes. It is expected to require replacement within the timeframe of this report. (See Note 4B).
A06.5	Interior Paint	~2019: CMU walls, GWB, wood paneling, wooden bleacher benches, and benches in the changing rooms are painted throughout.	4	-	No concerns observed or reported.

A06.6	Wallpaper	Not present.	-	-	N/A
A06.7	Ceramic Tiles	<p>~1974: Ceramic tiles are provided in the washrooms and the shower room of the changing rooms of the Hockey Rink.</p> <p>~2000: Ceramic tiles are provided in the public washrooms of the Hockey Rink.</p>	4	C	Ceramic tiles are in acceptable condition. It is expected to replace older sections within the timeframe of this report. (See Note 4B).

A07.0 INTERIOR DOORS AND WINDOWS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A07.1	Interior Doors	<p>~1974/2019: Interior doors are generally swinging doors, including:</p> <ul style="list-style-type: none"> - Single and double painted wood and metal doors units (some with vision panes) are set in painted wood and metal frames. 	4	C	Most of interior doors are in acceptable condition. It was reported that most of interior doors were replaced a few years ago. But it was observed that doors in changing rooms were not replaced and have surpassed their EUL. It is recommended to be replaced within the evaluation period. (See Note 4B).
A07.2	Interior Fire Rated Doors	~1974: Fire rated doors are provided in the mechanical rooms, ice plant room, and Zamboni room. Fire rated doors consist of single painted metal doors in painted metal frames.	3	C	Fire rated doors are marginal condition. Since these doors have surpassed their EUL, it is recommended to replace them in the next few years. (See Note 4B).
A07.3	Overhead Doors	~2000: One commercial motorized coiling overhead door is provided in the Zamboni room.	4	C	No concerns observed or reported. (See Note 4B) Overhead door is in acceptable condition with wear and minor damages. No other concerns observed or reported. It is recommended to be replaced within the evaluation period. (See Note 4B).
A07.4	Wood Folding Doors	~1974: Two foldable wood doors are provided in concession area of main floor for the service counters. (North Okanagan Knights Minor Hockey Association).	4	B	Wood Folding Doors are in acceptable condition. No concerns observed or reported. It is assumed that these doors were installed in 1974. Thus, they have surpassed their EUL. It is recommended to be replaced within the evaluation period. (See Note 4A).

A07.5	Interior Windows	~1980: Interior windows consists of fixed painted wood framed windows in the curling rink lounge, and the timekeeper booth and the office of the Ice arena.	4	C	Interior windows in this building are in acceptable condition. No concerns observed or reported. It is assumed that fixed wood framed windows were installed in 1974. Thus, these windows have surpassed their EUL. It is recommended to be replaced within the evaluation period. (See Note 4B).
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A08.0 CEILINGS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A08.1	Exposed Structure	~1974: Exposed metal structure and insulation ceiling is provided in the Ice arena.	4	C	No concerns observed or reported with the exposed metal structure. But torn insulation ceilings were observed in several areas. Insulation ceiling has surpassed their EUL. It is recommended to be replaced within the evaluation period. (See Note 4B).
A08.2	Gypsum Board	~1974: Gypsum board ceilings were found throughout this building.	4	C	Water stains were found on the ceiling of the electrical room. We recommend that repairs be made to the damaged areas, and where water stains are found, appropriate investigation be made for any continued leakage prior to work commencing. No other concerns observed or reported. (See Note 4B).
A08.3	Acoustic Ceilings	~1974/1980: Lay-in suspended acoustic ceiling tiles in metal grids are present in the Curling rink. Glued on acoustic ceiling tiles were noted in the office area of the Hockey Rink.	4	C	Water staining and deformation was noted in the office area. No other concerns observed or reported. (See Note 4B).
A08.4	Ceiling Paint	~2016: GWB ceiling is finished with paint.	4	C	No concerns observed or reported. (See Note 4B).
A08.5	Wood Panels	~1980: Oriented Strand Board (OSB) ceiling provided in the mechanical room of the Curling arena.	4	-	No concerns observed or reported.

A09.0 FLOORING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A09.1	Resilient Flooring (Sheet)	~1980: The interior flooring of the building is typically vinyl sheet flooring.	4	C	Generally, the condition of vinyl sheet flooring in the building is acceptable. Signs of wear and damage were observed in some localized areas. No other concerns observed or reported. It will need to be replaced within the time frame of this report. (See Note 4B).
A09.2	Quarry Tiles	~1921: Quarry tiles are provided in the mechanical room of the Curling Club.	3	B	Some localized damages were observed No other concerns observed or reported. (See Note 4A).
A09.3	Ceramic Tiles	~1974: Ceramic tiles are provided in the shower room of the changing rooms. ~2000: Ceramic tiles are provided in the kitchen of the concession area (North Okanagan Knights Minor Hockey Association) and a small portion of the Curling Club mechanical room.	3/4	C	Ceramic tiles installed in 1974 are in marginal condition and it showed wear. It is expected to replace the original within the timeframe of this report. (See Note 4B). No concerns observed or reported with tiles installed in 2000.
A09.4	Floor Paint	~2019: Painted concrete floorings are provided in some areas, including: - Ice plant room, Zamboni room, mechanical room, storage rooms and corridor in the Ice arena.	4	-	No concerns observed or reported.
A09.5	Hardwood Decking Boards	~1974: Painted hardwood decking boards are used as a trench cover in the Ice arena.	4	C	Overall, hardwood decking boards are in acceptable condition. No concerns observed or reported. It is recommended to be replaced within the evaluation period. (See Note 4B).
A09.6	Hardwood Flooring	~1980: Hardwood flooring is provided in the lounge of the Curling arena.	4	C	No concerns observed or reported. It is recommended to be replaced within the evaluation period. (See Note 4B).
A09.7	Rubber Flooring	~2000: Rubber floorings are provided in team boxes and corridors of the Ice arena.	4	C	No concerns observed or reported. (See Note 4B).
A09.8	Wood Panels	~1974: Painted wood boards are provided in timekeeper booth and the office of the Ice arena.	4	-	No concerns observed or reported.

A09.9	Carpet	~2000: Carpet flooring is provided throughout the Curling club.	4	C	No concerns observed or reported. (See Note 4B).
A09.10	Non-slip Rubber Treads	~2000: Non-slip Rubber finishes are provided on the stairwell treads of the Curling club.	4	B	No concerns observed or reported. (See Note 4A).
A09.11	Steel Trench Drain Grates	~2000: Steel Trench Drain Grates are provided in the Zamboni room.	4	-	No concerns observed or reported.

A10.0 FIXTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A10.1	Counter/Cabinets	~1980/2000: Fixed upper and base cabinets include a combination of painted wood and plastic laminate cabinets with plastic laminate countertops in mechanical rooms, washrooms, concession areas, office, kitchens, and lounge. Moulded plastic sinks and countertops are provided in the public washrooms of the Hockey Rink.	4	C	No concerns with the newer installations. Minor wear and tear were noted on some of the cabinets and countertops have some localized delamination. An allowance to complete full replacement of 1980 cabinets is provided in the Capital Reserve Table. (See Note B).
A10.2	Railings	~1974: Wall and floor mounted painted metal handrails are installed in stairs and bleachers areas.	4	C	No concerns observed or reported. (See Note 4B).
A10.3	Lockers	~1980: Wood lockers are found in storage room of the Curling arena. ~2003: Nine (9) Prefinished metal full height lockers are found in the locker room of the Curling arena.	3/4	B	No concerns observed or reported. (See Note 4A).
A10.4	Washrooms Accessories	~1980/2016: The building is provided with standard washroom accessories that include: soap and paper towel dispensers, garbage receptacles, mirrors, coat hooks and grab bars.	3/4	C	The mounting heights and some accessories are missing to conform to barrier free requirements No other concerns observed or reported. Washroom accessories in the changing rooms and the Curling arena have surpassed their

					EUL. An allowance of replacement is provided in the Capital Reserve Table. (See Note B).
A10.5	Toilet Partitions	~2000: Metal toilet partitions are generally provided in the men and women washrooms.	4	C	No concerns observed or reported. (See Note 4B).
A10.6	Residential Appliances	~2000: Refrigerator is provided in the office of the bleacher area and kitchen of the Rink. Washer and dryer is provided in the mechanical room of the Curling Club. Wall ovens and fridges are provided in the Curling Club kitchen.	3	C	No concerns observed or reported. (See Note 4B).
A10.7	Commercial Appliances	~2000: Commercial grade coolers, fridges, ice makers, fryers, griddles, ovens are provided in the kitchen of concession area of Rink and the lounge of the Curling Club.	4	C	No concerns observed or reported. (See Note 4B).
A10.8	Wayfinding	~2015: Fire diagrams are posted throughout the building. Adhesive vinyl signs are provided on doors for room identification.	4	-	No concerns observed or reported.
A10.9	Scoreboards	~2011: Two electronic scoreboards are provided in the ice arena.	4	C	No concerns observed or reported. (See Note 4B).
A10.10	Bleacher benches	~1991: Wood bleacher benches are provided in the ice arena.	4	B	Wood bleacher benches have surpassed their EUL. But these are expected to perform beyond the evaluation period with periodic maintenance and should be repaired at cost below capital threshold. (See Note 4A).

A11.0 BARRIER-FREE REQUIREMENTS

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A11.1	Parking	The parking lot complies with barrier free regulations.	4	-	No concerns observed or reported.

A11.2	Access Route and Building Entrance	The access route from the parking lot to the main entrance is not fully barrier free.	2	D	No automatic door openers are provided for the main entrance doors. The current doors of the Hockey Rink do not comply because of the grade difference at the threshold, and the rubber ramps installed are non-compliant as ramps. An allowance for upgrades has been provided. (See Note 4A).
A11.3	Interior Circulation	The interior circulation does not fully meet barrier free requirements.	2	D	The door hardware (knobs instead of levers) and the lack of an elevator or lift to the second floor of Curling Club or accessible seating in the Hockey Rink make the entire interior space non-compliant with the current barrier free regulations. (See Note 4B).
A11.4	Washrooms	The washrooms in either section of the building do not fully meet current barrier-free requirements.	2	D	The washrooms are not compliant to the barrier free requirement due to signage space restrictions, wrong/missing mounting height and types of washroom accessories etc. (See Note 4B).
A11.5	Other	Not present.	-	-	N/A

R01.0 ROOFING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
R01.1	Metal Roofing	<p>~1974: Prefinished Standing seam metal roof panels are provided on the sloped roof area of the Ice arena and the concession area.</p> <p>~2011: Prefinished corrugated metal roof panels are provided on the sloped roof area of the Curling arena.</p>	4	C	Overall, metal roof panels are in acceptable condition. But corrossions were found on the roof of the mechanical room located at the center of the east elevation of the Hockey Rink. Since water stains were observed on the several sections of the ceiling, it is recommended to carry out a water test to source the location of the moisture infiltration and then make recommendations for appropriate repairs (RAI.1). The full replacement of the 1974's metal roof is also recommended within the time frame of this report. (See Note 4B).

R01.2	Gutters and Downspouts	-2011: Prefinished metal gutters and downspouts are provided on section of the main entrance's roof.	4	-	No concerns observed or reported.
R01.3	Cap Flashing	-1974: Prefinished metal cap flashing is provided throughout the perimeter of the Ice arena's roof. -2011: Prefinished metal cap flashing is provided throughout the perimeter of the Curling arena's roof.	4	-	No concerns observed or reported. Replacement is covered under the roof work above.

A99.0 OTHER (STAIRS AND CONVEYANCE DEVICES)

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
A99.1	Elevators	Not present.	-	-	N/A
A99.2	Exterior Stairs and Ramps	-2015: Rubber threshold ramps are provided at main entrance. Not present.	4	-	No concerns observed or reported. But it is recommended that replacement of this component be in accordance with current barrier free regulations. An allowance is included in A11.2.

NOTES:

4A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

4B) This component will pass its EUL within the evaluation period and should be replaced.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

- A01.2) Replace asphalt pavement.
- A01.4) Replace concrete pavement.
- A01.8) Repair site drainage.
- A02.1) Replace metal cladding.
- A02.2) Repair CMUs.

- A02.3) Replace exterior paint.
 - A02.4) Replace joint sealant.
 - A02.5) Replace exterior louvers.
 - A04.1) Replace main entrance doors.
 - A04.3) Replace exterior Utility doors.
 - A04.4) Replace overhead doors.
 - A06.1) Repair fixed partitions.
 - A06.2) Replace spectator protection boards.
 - A06.4) Replace wood siding.
 - A06.7) Replace ceramic tile wall.
 - A07.1) Replace interior doors.
 - A07.2) Replace fire rated doors.
 - A07.3) Replace overhead doors (interior).
 - A07.5) Replace interior windows.
 - A08.1) Replace exposed structure - Insulation ceiling.
 - A08.2) Replace gypsum boards.
 - A08.3) Replace acoustic ceiling tiles.
 - A08.4) Replace ceiling paint.
 - A09.1) Replace resilient flooring - VCT.
 - A09.3) Replace tile Flooring - Ceramic tiles.
 - A09.5) Replace hardwood decking boards.
 - A09.7) Replace rubber flooring.
 - A09.9) Replace carpet flooring.
 - A10.1) Replace fixed casework.
 - A10.2) Replace handrails.
 - A10.3) Replace washrooms accessories.
 - A10.5) Replace toilet partitions.
 - A10.6) Replace residential appliances.
 - A10.7) Replace commercial appliances.
 - A10.9) Replace scoreboard.
 - A11.3) Upgrade Barrier-Free - Interior Circulation (Lift & Door hardware).
 - A11.4) Upgrade Barrier-Free - washroom.
 - R01.1) Replace roof shingles, metal.
- No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

- RAI.1) Site drainage study.
- RAI.2) Barrier free study.
- RAI.3) Roof water test.

No other additional investigation recommended at this time.



Photo #A1: Asphalt pavement on the west parking lot (Cracks and damages observed).

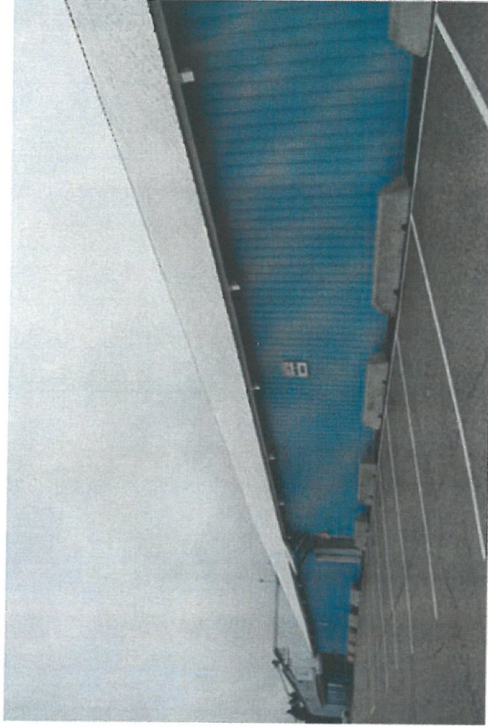


Photo #A2: Parking stall marking and parking bumpers.



Photo #A3: Concrete sidewalks.



Photo #A4: Typical catch basin.



Photo #A5: Exterior metal stairs.



Photo #A6: Typical exterior wall cladding (metal panels and CMU walls).



Photo #A7: Wood panel.

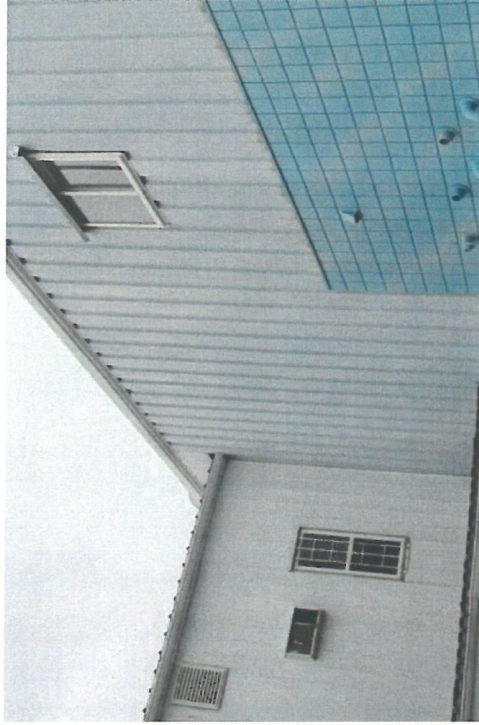


Photo #A8: Typical exterior windows and louver.



Photo #A9: The main entrances of the Hockey Arena



Photo #A10: Overhead door.



Photo #A11: Metal soffit at the main entrance.



Photo #A12: Typical interior finishes of the concession area of Hockey Arena.



Photo #A13: Typical interior finishes of the lounge in the Curling Club.



Photo #A14: General view of the ice arena.



Photo #A15: General view of the bleacher arena.



Photo #A16: Typical interior finishes of the change room.

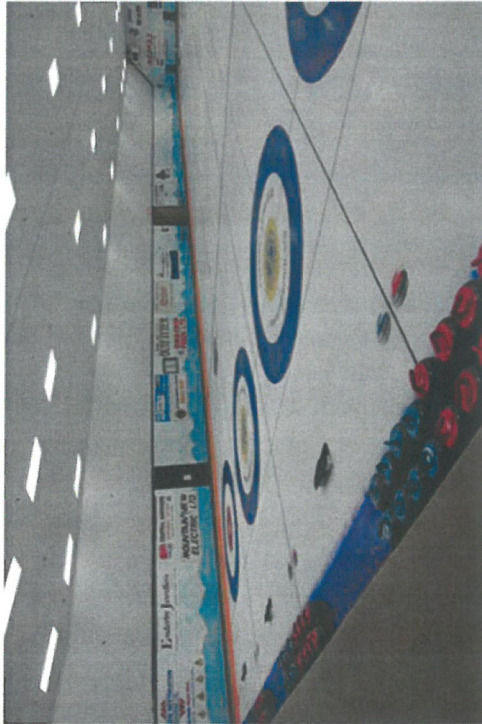


Photo #A17: General view of the Curling arena.

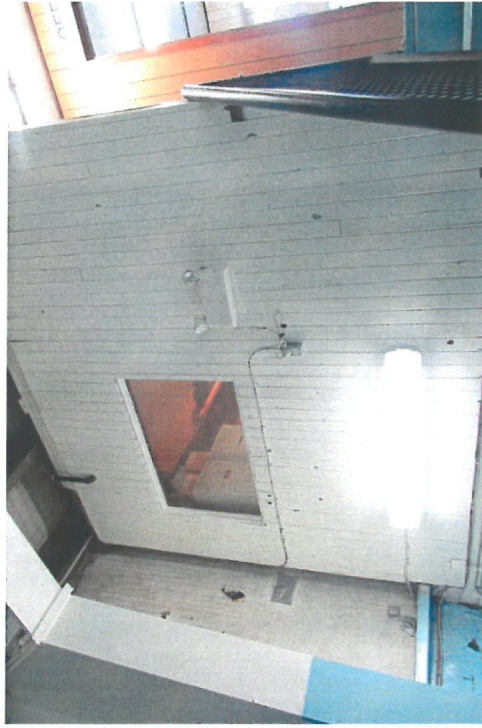


Photo #A18: General view of the office located in the bleacher area of Hockey Rink.



Photo #A19: Typical interior finishes of the washroom.



Photo #A20: Typical interior finishes of the storage room.

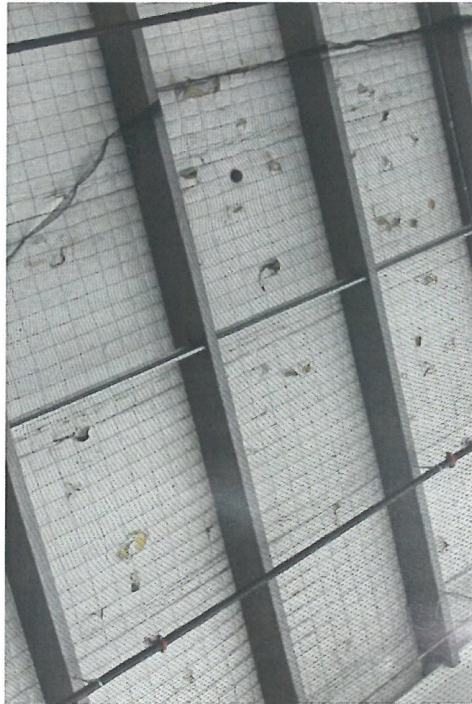


Photo #A21: General view of the exposed structural ceiling and
Insulation of Hockey Arena.



Photo #A22: Typical hardwood decking boards on the trench.

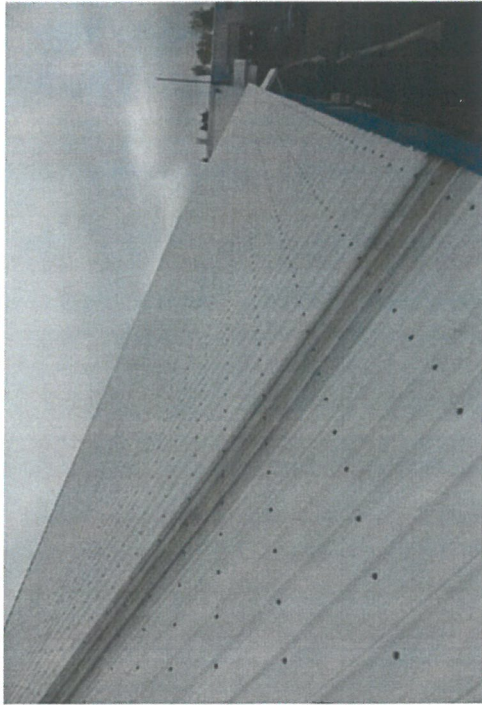


Photo #A23: General view of the sloped metal roof of Curling Club.



Photo #A24: The roof of the mechanical room at the center of the east elevation of Hockey Arena.

5. STRUCTURAL

The foundation system is generally concealed by architectural flooring, wall and ceiling finishes; therefore, the foundation was not directly inspected at the time of the assessment. Based on observations made on site, the Curling Club and the Hockey Arena sub-structure consists of CIP spread, step and pad footings and foundation walls. The main floor of both building is a CIP concrete slab on grade. The Curling Club's superstructure appears to be wood framed walls and suspended wood floors supported by wood joists and columns. The superstructure of the Hockey Arena consists of steel columns /trusses and CMU structural walls. The suspended slab in the Ice arena is a wood deck and supported by steel columns, beams and interior CMU walls. The roof of Hockey Rink building consists of a steel frame comprised of steel trusses, purlins corrugated metal deck. The roof of the Curling Club is wood framed trusses and beams. No significant cracking or excessive deflection, heaving or settlement was observed that could indicate structural distress.

The structural components are in overall acceptable condition. No Immediate action items have been identified. Capital expenditures with respect to slab on grade and interior CMU walls are anticipated within the evaluation period. No additional investigation is recommended at this time.

Capital expenditures are anticipated within the 10-year timeframe of this report.

A detailed description of the Site and building structural systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

S01.0 FOUNDATIONS

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S01.1	Footings	~1921/1974: Concealed, but according to drawings consist of strip, step, and pad type Cast-in-place (CIP) concrete footings.	4	-	No concerns observed or reported.
S01.2	Foundation Walls	~1921/1974: Conventional reinforced concrete foundation walls around the building perimeter.	4	-	No concerns observed or reported.

S02.0 FLOORS ON GRADE

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S02.1	Slab on Grade	~1921/1974: The main floor consists of concrete slab-on-grade	4	C	Surface abrasion and minor to medium cracks throughout the slab. Especially, settlement cracks were observed in the storage room of the Curling Club. We recommend the that the defects in the slab on grade be repaired to prevent further damage. Cracks be sealed and localized concrete resurfacing for cracks and surface abrasion within the next 2 years to prevent further deterioration. (See Note 5B). The ice was down on both areas of the building- so inspection of the rink slabs was not possible; however, based on the age of the buildings and the expected useful life of the slab under the ice, replacement of the ice slabs and associated brine lines is recommended within the timeframe of this report.

S03.0 SUSPENDED FLOOR AND STAIRS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S03.1	Suspended Floors	~1921/1974: Mostly concealed and not directly reviewed, based on some exposed sections is wood floor joists with wood decking at both sections of the building.	4	-	No concerns observed or reported.
S03.2	Crawlspace	Not present.	-	-	No concerns observed or reported.
S03.3	Stairs	~1921/1974: Mostly concealed and not directly reviewed, based on observations made on site, interior stairs of both buildings are of wood framed construction including stringers, risers, landings and treads.	4	-	No concerns observed or reported.

S04.0 ROOF STRUCTURES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S04.1	Framing	~1921: The roof framing of the Curling Club is comprised of d wood trusses on the sloped section supported by load bearing wood framing walls. ~1974: The roof framing of the Hockey Arena is comprised of a combination of steel trusses and purlins supported by steel columns and trusses.	4	-	No concerns observed or reported.
S04.2	Decking	~1921/1974: The roof has a steel deck throughout.	4	-	No concerns observed or reported.
S04.3	Lateral Resistance	Not present.	-	-	No concerns observed or reported.

S05.0 INTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S05.1	Interior Walls	~1921: Interior walls in the Curling Club are generally wood stud framed walls. ~1974: Interior walls in the Hockey Arena are a combination of metal stud framed walls and CMU throughout.	4	C	Step cracking and vertical cracking was noted in the CMU throughout and should be repaired. No other concerns observed or reported.
S05.2	Interior Columns	~1974: Interior steel columns are provided in the Hockey Arena.	4	-	No concerns observed or reported.

S06.0 EXTERIOR WALLS AND COLUMNS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S06.1	Exterior Load-bearing Walls	~1974: CMU walls are provided on some lower sections of the Hockey Arena.	4	-	Some areas of cracking and mortar damage was noted. No other concerns observed or reported.
S06.2	Exterior Columns	~1974: Exterior steel columns are provided at the main entrance of the building.	4	-	No concerns observed or reported.

S99.0 OTHER

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
S99.1	Specially Engineered Construction	Not present.	-	-	N/A

NOTES:

5A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

5B) This component will pass its EUL within the evaluation period and should be replaced.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

S02.1) Repair SOG.

S02.1) Replace ice arena SOG and brine lines.

S02.1) Replace curling rink SOG and brine lines.

S05.1) Repair interior CMU walls.

No Other Capital Reserve Items were identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #S1: Pad type Cast-in-place (CIP) concrete footing and wood column in the Curling Club.



Photo #S2: SOG settlement cracks observed.



Photo #S3: Metal structures in the Hockey Arena.



Photo #S4: Wood stud framed walls and roof in the Curling Club.



Photo #S5: Exterior steel columns.



Photo #S6: Exterior Load-bearing CMU Walls of Hockey Arena.

6. MECHANICAL

Domestic water is supplied from the local service provider. Sanitary waste is disposed to the municipal mains. Storm water is drained through overland absorption, catch basins, and surface drainage to municipal storm water drainage system. Domestic water distribution piping is generally copper where observed. Sanitary drainage pipe was concealed and therefore not directly reviewed. Domestic hot water is provided by four tankless water heaters and one water heaters located throughout this building. Plumbing fixtures are typical vitreous china water closets and urinals with manual flush valves.

Heating to the building is provided by four gas-fired furnaces throughout. Supplemental heating to various areas is provided by electric baseboard heaters and gas fired unit heaters. Exhaust is accomplished by local ancillary ceiling mounted exhaust fans installed throughout.

Refrigeration Ice Plant is an Ammonia plant with enhanced cooling tower. Regular maintenance is performed within the plant along with adherence to the latest B-52 code for Class T machine room. Chilled brine piping replaced with PVC piping approximately 26 years ago. Relief valves are observed to be within required replacement timeline.

The building is equipped with both a wet-type sprinkler system and a standpipe system.

The mechanical components are in overall acceptable condition. No Immediate action items have been identified. In general, the visual review of the premises revealed that the mechanical equipment and systems have had routine maintenance, and where equipment has failed it has generally been repaired and/or replaced.

Capital expenditures with respect to plumbing, ventilation, and other (de-humidifier, oil separators, brine tank & piping) are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of the Site and building mechanical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

M01.0 SITE SERVICES

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M01.1	Domestic Water Supply	Domestic water is supplied by municipal mains.	4	-	No concerns observed or reported.
M01.2	Sanitary Sewer	Sanitary waste is disposed to municipal mains.	4	-	No concerns observed or reported.
M01.3	Storm Sewer	Storm water is drained through overland soil absorption, catch basins and surface drainage to municipal storm water drainage system.	4	-	No concerns observed or reported.
M01.4	Natural Gas	Gas is supplied into the building by the local service provider.	4	-	No concerns observed or reported.

M02.0 PLUMBING

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M02.1	Water Distribution	~1921/1974: Copper domestic water distribution piping is provided.	4	C	No concerns observed or reported. A repair allowance has been provided due to its age. (See Note 6B).
M02.2	Backflow Prevention	~2011: Backflow Prevention is provided.	4	-	No concerns observed or reported.
M02.3	Domestic Hot Water Heater	~2005: One electric-fired domestic hot water heater is provided in the mechanical room of the Curling Club. Make: GSW Model: SS12SEB Max load: 1,500W Capacity: 12 gal	4	B	No concerns observed or reported. Replace heater of the Curling Club at end of expected useful life. This work can be completed at the cost below threshold. (See Note 6A).

		<p>~2011: Four (4) tankless gas-fired domestic hot water heaters are provided throughout the Hockey Arena.</p> <p>Make: Navien Model: NP-240A Input: 199,000 Btu/Hr Location: Storage room in the concession area</p> <p>Make: Navien Model: NPE-240S Input: 199,000 Btu/Hr Location: Zamboni room</p> <p>Make: Navien Model: NP-240 Input: 199,000 Btu/Hr Location: Zamboni room</p> <p>Make: Navien Model: NP-240 Input: 199,000 Btu/Hr Location: Zamboni room</p> <p>Make: GSW Model: NP-240 Input: 199,000 Btu/Hr Location: Zamboni room</p>			
M02.4	Wastewater Piping	~1921/1974: Cast iron wastewater piping is provided.	4	C	No concerns observed or reported. A repair allowance has been provided due to its age. (See Note 6B).
M02.5	Irrigation System	Not present	-	-	N/A
M02.6	Washrooms Fixtures	~1974/2016: The washrooms/shower/change rooms fixtures include vitreous china flush valve water closets (flush tank in the Curling Club),	4	C	No concerns observed or reported. Replacement of the washroom/shower/change room fixtures installed in 1974 is required within the evaluation period. (See Note 6B).

		urinals and shower heads/mixer valves; prefabricated shower stalls, wall mounted vitreous china and counter mounted enamel and stainless steel lavatories.			
M02.7	Sinks	~2016: Counter mounted stainless steel basin sinks are provided in the kitchens and break rooms of this building. Plastic mop sinks are found in the kitchen and the mechanical room of the Curling Club.	4	-	No concerns observed or reported.
M02.8	Water Pumps	~2011: A hot water pump is provided in the Hockey Arena mechanical room.	4	B	No concerns observed or reported. It is expected to require replacement within the timeframe of this report. It is expected that this work can be completed at the cost below the threshold. (See Note 6A).
M02.9	Sump Pumps	~2006: One sump pump is provided in the women's change room.	4	B	No concerns observed or reported. It is expected to require replacement within the timeframe of this report. It is expected that this work can be completed at the cost below the threshold. (See Note 6A).

M03.0 HEATING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M03.1	Furnaces	~2015: Two gas-fired furnaces located under the bleacher area serves the Hockey Arena. One gas-fired furnace is provided in the storage room in the concession area. Make: American Standard No nameplate was observed at the time of the site visit.	4	B	No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).

M03.2	Unit Heaters	<p>~2015: Two gas-fired Unit Heaters are present in the Curling rink. Make: Reznor The units' nameplates were inaccessible at the time of the site visit.</p>	4	B	No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).
M03.3	Baseboard Heaters	<p>~2015: Electric wall mounted Base Board Heaters are provided throughout this building.</p>	4	B	No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).
M03.4	Force Flow Heaters	<p>~2015: Four force flow heaters are installed at the southwest corner of the dasher and spectator protection boards and the mechanical room of the curling arena.</p>	4	B	No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).
M03.5	Radiant Heaters	<p>~2015: Four gas-fired infrared radiant heaters are present above the bleacher area of the Hockey Arena. Make: Roberts Gordon Model: CTH2-80 Input: 80,000 Btu/Hr.</p>	4	B	According to the serial number of the units, these infrared radiant heaters were manufactured in 2015 and no concerns observed or reported. Periodic maintenance recommended. (See Note 6A).

M04.0 COOLING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M04.1	Chillers	<p>~2016: One shell and tube chiller with surge tank is present in the Ice plant Room. Make: Cimco No nameplate was observed at the time of the site visit.</p>	4	B	It was reported that the chiller was rebuilt in 2016. No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).

M04.2	Condenser	<p>~2016: One evaporative condenser mounted outside on a raised platform serves the Refrigeration Plant.</p> <p>Make: Baltimore Aircoil Company (BAC)</p> <p>No nameplate was observed at the time of the site visit.</p>	4	B	It was reported that the chiller was rebuilt in 2016. No concerns observed or reported. Periodic maintenance recommended. (See Note 6A).
M04.3	Air Handling Unit	Not present.	-	-	N/A
M04.4	Air Conditioner Unit	Not present.	-	-	N/A
M04.5	Walk-in Refrigerator	~2010: Walk-in Refrigerator is provided in the kitchen of the Curling Club lounge. Keeprite Evaporator is installed.	4	-	No concerns observed or reported.

M05.0 VENTILATION

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M05.1	Air Distribution	~1974: Air distribution is accomplished by a galvanized metal ductwork system concealed within the ceiling space.	4	B	No concerns observed or reported. Maintain as required. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).
M05.2	Ventilation	~1974: Various roof and wall ventilation fans service the building. The information regarding the capacity of the units was not available at the time of the review.	4	C	Based on site interview, it appears that ventilation is in acceptable condition. Continuous maintenance and localized replacement are recommended. (See Note 6B).
M05.3	Air Outlets & Inlets	~1921/1974: Metal grilles with covers are provided throughout the building.	3	C	No concerns observed or reported. Continuous maintenance and localized replacement are recommended when required (See Note 6B).
M05.4	Exhaust Fans	~2010: High level ammonia exhaust fan is present in the Ice plant Room with three external override switch throughout the building.	4	C	No concerns observed or reported. Replace unit at the end of its expected useful life. (See Note 6B).

	No nameplate was observed at the time of the site visit.			
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M06.0 FIRE PROTECTION

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M06.1	Fire Extinguishers	Portable dry-type ABC fire extinguishers are provided throughout the building.	4	B	Inspections were observed to be performed monthly and annually. Continue to inspect regularly and replace as required. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).
M06.2	Sprinklers	Full dry-type sprinkler coverage throughout the building which is controlled by a localized jockey pump system.	4	B	No concerns observed or reported. Perform annual inspections on sprinkler system. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).
M06.3	Chemical Fire Suppression	~2010: A commercial range hood with built-in chemical fire suppression is present in the Kitchen of concession area. Make: Kidde	4	B	No concerns observed or reported. Perform annual inspections on suppression system. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).

M07.0 CONTROLS

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M07.1	Electric and Electronic Controls	Manual thermostats were observed to control internal temperature in the building.	4	B	No concerns observed or reported. Maintain as required. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).

M99.0 OTHER

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
M99.1	Humidifiers	Not present. ~1986: Dehumidifier is provided in the Curling Club. ~2016: Dehumidifier is provided in the Hockey Arena.	4	-	No concerns observed or reported.
M99.2	De-humidifiers	No nameplate was observed at the time of the site visit. ~2010: One compressor with motor rebuilt last year is present in the ice plant room. ~2020: Two Compressors with motors are present in the ice plant room. Make: Mycom Model: N6-A	4	C	No concerns observed or reported. Replace for dehumidifier in the Curling Club is recommended. (See Note 6B).
M99.3	Compressors	~2006: Three oil separator tanks are present in the ice plant room for the chiller. No nameplate was observed at the time of the site visit.	4	B	No concerns observed or reported. Maintain as required. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).
M99.4	Oil Separators	~2010: Three brine storage tanks are present at the building. ~2020: Two brine pumps/motors are present at the ice plant room.	4	C	No concerns observed or reported. Replace at end of expected useful life. (See Note 6B).
M99.5	Brine Tanks	No nameplate was observed at the time of the site visit.	4	C	No concerns observed or reported. (See Note 6B).
M99.6	Brine Pumps / Motors	No nameplate was observed at the time of the site visit.	4	B	No concerns observed or reported. Maintain as required. This work can be completed at a cost below the threshold of this evaluation. (See Note 6A).

<p>M99.7 Brine Piping</p>	<p>~1981: Metal brine header piping present in the Ice arena. ~1996: PVC brine header piping present in the Ice arena.</p>	<p>3/3</p>	<p>C</p>	<p>Access to assess condition of brine piping was not possible at the time of the site. According to the site rep, it is assumed that the metal piping is corroded, and the PVC piping is reported to have difficulties in repairing issues that arise. In order to replace the brine piping, a full replacement of each ice rink floors is required (not accounted for in this study since the system appears to be currently maintaining ice), so regular monitoring and localized repair are recommended within this evaluation. (See Note 6B).</p>
<p>M99.8 Pressure Relief Valves (PRVs)</p>	<p>~2016: Pressure Relief Valves are present at the building.</p>	<p>4</p>	<p>-</p>	<p>No concerns observed or reported.</p>

NOTES:

- 6A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.
- 6B) This component will pass its EUL within the evaluation period and should be replaced.

IMMEDIATE ITEMS IDENTIFIED:

No immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

- M02.1) Repair water distribution.
 - M02.4) Repair wastewater distribution.
 - M02.6) Replace washrooms fixtures.
 - M05.2) Replace ventilation.
 - M05.3) Replace air outlets & inlets.
 - M05.4) Replace exhaust fans.
 - M99.2) Replace de-humidifiers.
 - M99.4) Replace oil separators.
 - M99.5) Replace brine tanks.
 - M99.7) Replace/repair brine piping.
- No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #M1: Typical plumbing fixtures in the kitchen.



Photo #M2: Water Service.



Photo #M3: Typical gas-fired domestic water heater.



Photo #M4: Typical gas-fired furnace.



Photo #M5: Radiant Heaters in Hockey Arena.

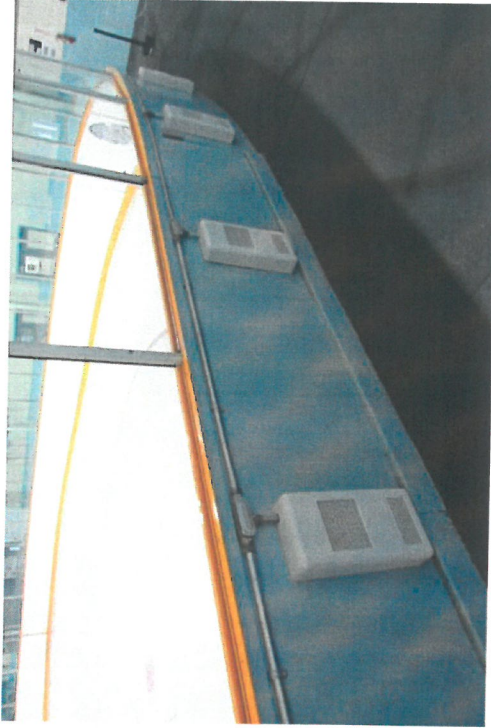


Photo #M6: Force Flow Heaters.

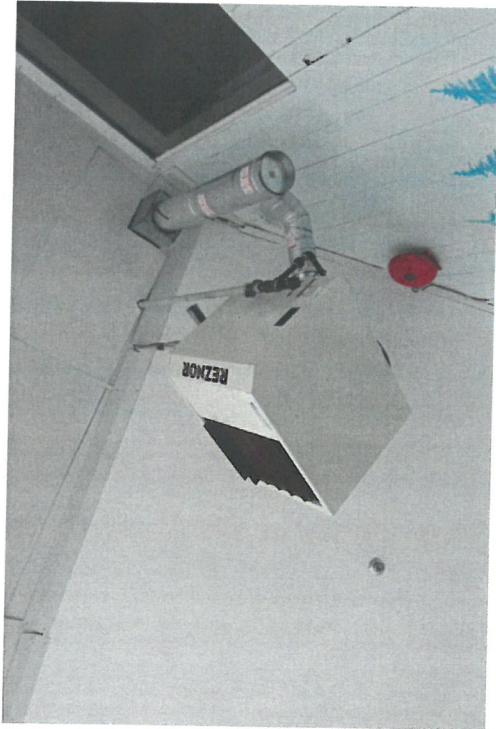


Photo #M7: Gas-fired unit heater.



Photo #M8: Chiller & compressors in Ice Plant.



Photo #M9: Ice Plant Condenser.



Photo #M10: Brine Tanks.



Photo #M11: Ammonia Alarm Lights in Hockey Arena.



Photo #M12: Brine header piping in the Ice Arena.



Photo #M13: Sprinkler head.



Photo #M14: Dehumidifier in the Curling arena.

7. ELECTRICAL

Electrical service is fed from a pole-mounted transformer to two main disconnect switches for each of the Hockey Arena and the Curling Club in the electrical room. The incoming voltage is distributed through a splitter box inside the building. Primary electrical distribution is accomplished by a main distribution panel, bus and disconnects in the main electrical room, and various electrical sub-panels distributed throughout the building.

Interior lighting throughout the building is typically fluorescent T-8 fixtures with magnetic ballast, incandescent lighting and high intensity discharge (HID) fixtures. Exterior lighting is controlled by photocells and primarily consists of wall and pole mounted LED fixtures. A fire alarm control panel is located at the Zamboni room on the main floor and is connected to fire devices including heat detectors, pull stations, and bells. Communications and security systems include telephone, internet, and cable services, and an intrusion alarm system. The building is equipped with gas detectors, battery pack emergency lighting and incandescent /LED exit signs throughout the building.

In general, the visual review of the property indicates that the electrical equipment and systems are properly maintained.

Testing of the entire system - coordination, balancing, ground fault relays, and complete infrared scanning of switches and panels shall be done, as part of routine maintenance, on an annually basis and, all found deficiencies shall immediately be rectified.

The electrical components are in overall acceptable condition. Immediate action items with respect to installing GFCI receptacles are required. Capital expenditures with respect to distribution equipment, lightings, fire alarms, and communications, data & security are anticipated within the evaluation period. No additional investigation is recommended at this time.

A detailed description of Site and building electrical systems/components including (if any) current, imminent or anticipated deficiencies above the Capital Threshold and excluding normal operating maintenance are presented below.

E01.0 INCOMING SERVICES

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E01.1	Exterior Transformers	Power to the building is fed from an overhead transformer.	4	-	No concerns observed or reported.
E01.2	Conductors	Underground power conductors from the exterior transformer and into the interior main electrical panel provide power for the building.	4	-	No concerns observed or reported.

E02.0 DISTRIBUTION EQUIPMENT

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E02.1	Primary Distribution (Switchgear, CDPs, splitters, disconnects)	~1981/2011: Power is supplied through the utility owned transformers to a metering cabinet in the electrical room which has CEB rated 400A / 240V and Cutler-Hammer 400A / 600V safety switches. The power then travels through a splitter buss to several disconnects, which in turn feed various sub-panels throughout the building.	3/4	C	It is reported from the site rep that most distribution equipment was installed 40 years ago, and these are in a marginal condition. Some were upgraded as needed. It is recommended to upgrade the ones installed 40 years ago. (See Note 7B).
E02.2	Interior Transformers	~1981: One Delta - brand dry type distribution transformer is installed in Ice plant room. These are rated at 30 KVA, 480 V, 3-phase.	3	-	No concerns observed or reported. It was reported that the interior transformer is not owned by City, therefore a replacement cost has not been included.
E02.3	Secondary Distribution (disconnects, splitters & sub-panels)	~1981/2011: Multiple electrical sub panels are located throughout the building. The panels are rated at 225- 250-A, 240-347-V, 3-phase, 4-wire. The panels range in brand, size 20, and 30 circuit.	3/4	C	It is reported from the site rep that most sub panels were installed 40 years ago, and these are in a marginal condition. Some were upgraded as needed. It is recommended to upgrade the ones installed 40 years ago. (See Note 7B).

E02.4	Disconnect Switch	~1974/2011: Various electrical disconnect switches for sub panels and other equipment are located throughout the building. The switches are rated at 30-200-A, 240-V.	3/4	C	It is reported from the site rep that most disconnect switches were installed 40 years ago, and these are in a marginal condition. Some were upgraded as needed. It is recommended to upgrade the ones installed 40 years ago. (See Note 7B).
E02.5	Branch Wiring	~1974: Electrical branch circuit wiring is reportedly copper throughout the building.	4	C	Branch wiring was not visually reviewed, but is expected to need some repair/ replacement within the time frame of this report. A cost allowance has been prepared in the capital reserve. (See Note 7B).
E02.6	Receptacles	~Various: Electrical receptacles are provided throughout the building.	1/4	A/C	The Canadian Electrical Code (Part 1) requires that receptacles located within 1.5 m of sink, bathtub, or shower shall be protected by a ground fault circuit interrupter (GFCI) of the Class A type (subrule 26-700). The receptacles near the sinks in the kitchen of the Curling Club's lounge and the office in the bleachers area of Hockey Arena should be replaced with GFCI protection. No other concerns observed or reported, and can be replaced as needed. (See Note 7A & Imm.1).
E02.7	Surge Protection	Not present.	-	-	N/A

E03.0 LIGHTING

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.1	Interior Lighting	~1980: Interior lighting throughout the building is typically fluorescent T-8 suspended linear fixtures. Hockey Arena is illuminated by high intensity discharge (HID) fixtures.	4	C	No concerns observed or reported. The lighting is not energy efficient and we recommend it be replaced with LED (See Note 7B).
E03.2	Lighting Controls	~1980: Interior lighting is controlled by in-line voltage switches and motion sensors. Exterior lighting is reportedly controlled by photocells.	4	C	No concerns observed or reported. (See Note 7B).

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E03.3	Emergency Lighting	~2011: Battery packs with integral lighting heads are provided throughout the building.	4	C	No concerns observed or reported. (See Note 7B).
E03.4	Exit Lighting	~2011: LED exist signs are provided at emergency exits and corridors.	4	B	No concerns observed or reported. (See Note 7A).
E03.5	Exterior Lighting	~2018: Exterior lighting is provided by wall mounted LED light fixtures.	4	-	No concerns observed or reported.

E04.0 GROUNDING

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E04.1	Grounding	~1921/1974: Concealed, but assumed to be present on major electrical equipment and conduit systems.	4	-	No concerns observed or reported.

E05.0 FIRE ALARM

I.D.#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E05.1	Fire Alarm Panel	~2011: The building is outfitted with a GE fire alarm system. The panel is monitored by Okanagan Test Rite.	4	C	No concerns observed or reported. (See Note 7B).
E05.2	Devices	~1990: The fire detection and alarm devices include bells/horns pull stations, smoke & heat detectors, and ammonia detectors are provided throughout the building.	4	C	No concerns observed or reported. (See Note 7B).

E06.0 COMMUNICATIONS, DATA & SECURITY

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E06.1	Public Address System	~2011: A public address and music system is provided throughout the building.	4	C	No concerns observed or reported. (See Note 7B).
E06.2	Telephone	Telephone services are provided.	4	-	No concerns observed ore reported.
E06.3	Internet Systems	Internet services are provided.	4	-	No concerns observed ore reported.
E06.4	Intrusive Systems	Not present.	-	-	N/A
E06.5	Surveillance Systems	Not present.	-	-	N/A
E06.6	Access Controls	~2011: Keypad was provided at the door of Zamboni room.	4	-	No concerns observed ore reported.

E99.0 OTHERS

I.D#	SYSTEM/COMPONENT	DESCRIPTION	CR	Cat.	COMMENTS/ASSESSMENT
E99.1	Emergency Generators	Not present.	-	-	N/A

NOTES:

7A) The cost associated with repairs/replacement of this item is expected to fall below the Capital Threshold; as such, no costing has been included in the Capital Reserve Table.

7B) This component will pass its EUL within the evaluation period and should be replaced.

IMMEDIATE ITEMS IDENTIFIED:

Imm. 1) Install GFCI receptacles.

No other immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

E02. 1) Replace primary distribution - main disconnect.

- E02.3) Replace electrical subpanels.
 - E02.4) Replace safety switches.
 - E02.5) Replace/repair electrical branch wiring.
 - E03.1) Replace interior lighting (LED).
 - E03.2) Replace lighting controls.
 - E03.3) Replace emergency lightings.
 - E05.1) Replace fire alarm panels.
 - E05.2) Replace fire alarm devices.
 - E06.1) Replace public address system.
- No other Capital Reserve Items above the threshold identified.

RECOMMENDED ADDITIONAL INVESTIGATION:

No additional investigation recommended at this time.



Photo #E3: Typical disconnect switches.



Photo #E4: GFCI receptacle are not installed in the office of the bleachers area.



Photo #E5: Typical interior 2'x4' Fluorescent Luminaires(T-5).

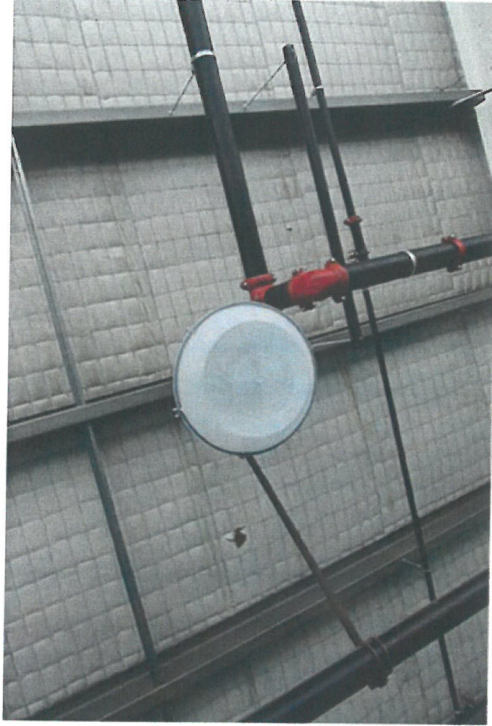


Photo #E6: HID lighting in the Hockey Arena.



Photo #E7: Typical exit lighting and battery packed emergency lighting.



Photo #E8: Typical exit sign.



Photo #E9: Fire alarm panel.



Photo #E10: Typical wall mounted LED exterior lighting.

8. HAZARDOUS MATERIALS REPORTS

Some hazardous materials were identified in a previous 2021 report by Apex EHS Services Inc. Hazardous building construction materials such as asbestos-containing materials (ACMs) and/or polychlorinated biphenyls (PCBs) are present, according to the reports provided.

Report Signature Page

STEPHENSON ENGINEERING LTD.



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Building Condition Assessor
Report Author



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Principal - Building Science
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APPENDIX A

Mandate & Report Resources

MANDATE AND REPORT RESOURCES

Authorization

Written Notice of Award of *Request for proposal - Enderby Arena Condition Assessment* was provided on July 8, 2021. A FLA of the Site identified in the Introduction section of the report was subsequently conducted. The Site is currently owned and managed by the City of Enderby.

Purpose

The primary objective of the FLA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The FLA process is being undertaken to assist the City of Enderby in capital planning and evaluating the potential financial liabilities associated with the condition of the site elements, building and related structures on the sites. Stephenson Engineering understands that the City of Enderby will rely on the contents of this report for capital planning.

Scope

The FLA was conducted in general accordance with the American Society for Testing and Materials (ASTM) “Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15”, as locally applicable. The Stephenson Engineering Assessors (identified on the first page of the report) conducted the sites reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the sites, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the “Site Representative” in this report). Copies of selected photographs documenting conditions at the time of the visit are provided throughout the report.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the “Operating and Maintenance Item” list below. Also, please refer to the attached “Discussions of Overall Concepts and Terminology” for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Site Representative. A detailed assessment by a mechanical or electrical professional consultant should be conducted if further information regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stephenson Engineering assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE

- Buried services
- Landscaping

STRUCTURE

- Foundations and footings

ROOF

- Periodic maintenance

WALLS AND WINDOWS

- Local periodic repairs and needle glazing
- Weather-stripping

INTERIORS

- Various common furnishings, specialty equipment
- Small residential appliances

MECHANICAL

- Motors, ductwork and in-duct equipment
- Oil supply systems
- HVAC distribution piping
- Air inlets and outlets

ELECTRICAL

- Disconnects and breakers
- Buried conductors

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 10 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Effective Age

The estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

Expected Useful Life (EUL)

The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Site Representative (POC)

Client, client's agent, or client-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

Remaining Useful Life (RUL)

A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

Capital Threshold

The Capital Threshold used for this report is (\$3,000). This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Probable Budgets and are intended to include the work as per the description, taxes, permit fees, contingency and where appropriate, Engineering fees for design, specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contactors.

Recommended Work

Work that is required due to end of EUL, current condition, code or immediate health risks to keep the facility operating over the evaluation period of this report. This work is considered to be beyond normal or routine maintenance work or for maintenance procedures

that are currently not in force but are strongly recommended to maintain the system under consideration.

Immediate Items

Immediate repairs include deficiencies that require action in the next 60 to 90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left “as is” with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Short Term Work (1 to 5 years)

Short term work includes work items that may not warrant immediate attention, but require repairs or replacement that should be undertaken on a priority basis in addition to routine preventive maintenance.

Mid Term Work (6 to 10 years)

Mid term work includes work items that require repair or replacement but do not have significant deficiencies or have not reached their EUL.

Long Term Work (more than 10 years)

Long term work includes work items that require repair or replacement beyond the evaluation period of this report or those which under our opinion, with periodic scheduled maintenance, replacement can be deferred beyond the evaluation period.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention, but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life (EUL) during the evaluation period (realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in Appendix C.

Opinions of probable costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;

- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate

We have presented the costs in current year (2022) values. We have used 3% in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our Site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents, increase costs and risks.

APPENDIX B

Limitations and Use of the Report

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject property, at the time of the site visit. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stephenson Engineering may be contacted to extend reliance to such parties. Stephenson Engineering disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

The conclusions as presented represent the judgement of Stephenson Engineering based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stephenson Engineering and discussions with the Site Representative and other representatives of the owner identified. Except as otherwise may be requested, Stephenson Engineering disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stephenson Engineering after the time during which Stephenson Engineering conducted the FLA. No physical testing or intrusive investigations were conducted, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Site, Stephenson Engineering has relied in good faith on information provided by other individuals noted in this report. Stephenson Engineering in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Site Representative. Stephenson Engineering accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Actual costs may vary from the opinions of probable cost outlined by Stephenson Engineering. Factors affecting actual cost may include, but are not limited to, type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc.

Stephenson Engineering makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Should additional information become available with respect to the building elements or systems, Stephenson Engineering requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

APPENDIX C

Capital Reserve Table

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate 2022	Short Term			Mid Term			Total	
									Year 1 2022	Year 2 2023	Year 3 2024	Year 4 2025	Year 5 2026	Year 6 2027		Year 7 2028
A10	Fixtures															
A10.1	Fixed Casework	35	41	5	\$1,125 /m	30 m	Replace									
A10.2	Handrails	25	41	5	\$839 /m	60 m	Replace									\$33,800
A10.3	Washrooms Accessories	20	41	3	Allowance	Allowance	Replace									\$50,300
A10.5	Toilet Partitions	20	21	5	\$180 /m	42 m	Replace									\$3,000
A10.6	Residential Appliances	20	21	5	Allowance	Allowance	Replace									\$7,600
A10.7	Commercial Appliances	20	21	5	Allowance	Allowance	Replace									\$7,000
A10.9	Scoreboards	20	10	6	Allowance	Allowance	Replace							\$50,000		\$50,000
A11	Barrier Free															
BA1.2	Barrier Free Study (interior circulation & Washroom)	-	-	-	Allowance	Allowance	Study	\$8,000								\$8,000
AT1.3	Barrier-Free - Interior Circulation - Lift & Door hardware	-	-	-	Allowance	Allowance	Upgrade	\$100,000								\$100,000
AT1.4	Barrier-Free Washrooms	-	-	-	Allowance	Allowance	Upgrade	\$80,000								\$80,000
RO1	Roofing															
RA1.3	Water test & repair				Allowance	Allowance	Study / Repair	\$5,000	\$8,000							\$13,000
RO1.1	Roof Shingles, Metal	40	47	5	\$82 /m ²	2,750 m ²	Replace							\$225,500		\$225,500
A99	Other															
	No Capital Items Identified															
5	STRUCTURAL															
S01	Foundations															
	No Capital Items Identified															
S02	Floors on Grade															
S02.1	SOG - repair				Allowance	Allowance	Repair		\$8,000							\$8,000
S02.1	Ice Arenas SOG	50	45	5	Allowance	Allowance	Replace							\$875,000		\$875,000
S02.1	Curling Rink SOG	50	45	5	Allowance	Allowance	Replace							\$455,000		\$455,000
S03	Suspended Floors and Stairs															
	No Capital Items Identified															
S04	Roof Structures															
	No Capital Items Identified															
S05	Interior Walls and Columns															
S05.1	Interior walls - repair				Allowance	Allowance	Repair							\$8,000		\$8,000
S06	Exterior Walls and Columns															
	No Capital Items Identified															
S99	Other															
	No Capital Items Identified															
6	MECHANICAL															
M01	Site Services															
	No Capital Items Identified															
M02	Plumbing															
M02.1	Water Distribution	40	100/47	5	Allowance	Allowance	Repair							\$10,000		\$10,000
M02.4	Wastewater Piping	40	100/47	5	Allowance	Allowance	Repair							\$8,000		\$8,000
M02.6	Washrooms Fixtures	30	47	5	Allowance	Allowance	Replace							\$8,000		\$8,000
M03	Heating															
	No Capital Items Identified															
M04	Cooling															
	No Capital Items Identified															
M05	Ventilation															

Report Section	Building Component	Expected Useful Life	Observed Age	Remaining Useful Life	Unit Rate	Quantity	Recommended Action	Immediate 2022			Short Term			Mid Term			Total
								Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	
M05.2	Ventilation				Allowance		Replace										
M05.3	Air Ducts & Inlets			5	Allowance		Replace										\$20,000
M05.4	Exhaust Fans			5	Allowance		Replace										\$3,000
M06	Fire Protection				Allowance		Replace										\$8,000
	No Capital Items Identified																
M07	Controls																
	No Capital Items Identified																
M99	Other																
M99.2	De-humidifiers	25	35	5	\$15,000 each	1 unit	Replace										\$15,000
M99.4	Oil Separators	20	15	5	\$3,600 each	3 units	Replace										\$10,800
M99.5	Brine Tanks	20	11	9	Allowance	Allowance	Replace										\$10,800
M99.7	Brine Piping	40	40/25	3	Allowance	Allowance	Repair / Replace	\$18,000							\$5,000		\$5,000
7	ELECTRICAL																\$54,000
E01	Incoming Services																\$18,000
	No Capital Items Identified																
E02	Distribution Equipment																
E02.1	Primary Distribution - main disconnect	30	40	2	\$4,899 each	1 unit	Replace										
E02.3	Electrical Subpanels	30	40	2	\$2,807 each	10 units	Replace	\$4,900									\$4,900
E02.4	Electrical Safety Switches	30	40	2	\$639 each	8 units	Replace	\$28,100									\$28,100
E02.5	Electrical Branch Wiring	30	100/47	5	\$107 / mt GFA	4,394 mt GFA	Repair / Replace	\$5,100									\$5,100
	GFCI receptacles				Allowance	Allowance	New install	\$2,000									\$470,400
E03	Lighting																
E03.1	Interior Lighting, LED	20	41	7	\$85 / mt GFA	4,394 mt GFA	Replace										\$373,700
E03.2	Lighting Controls	20	41	7	Allowance	Allowance	Replace	\$373,700									\$4,000
E03.3	Emergency Lighting, Battery Packs	20	10	10	\$486 each	20 units	Replace										\$9,700
E04	Grounding																
	No Capital Items Identified																
E05	Fire Alarm																
E05.1	Fire Alarm Panel	15	10	5	\$17,000 each	1 unit	Replace										\$17,000
E05.2	Devices	15	10	5	Allowance	Allowance	Replace										\$8,000
E06	Communications, Data & Security																
E06.1	Public Address System	15	10	5	\$10,000 each	1 unit	Replace										\$10,000
E99	Other																
	No Capital Items Identified																

Capital Reserve Analysis

Average Cost / Year
Average Cost / Year / Sq. M.

Inflated	Uninflated
\$495,371	\$420,930
\$112.69	\$95.75

Total Costs
Totals (Uninflated)
Totals (Inflated)

\$2,000	\$198,000	\$95,100	\$56,900	\$0	\$2,696,400	\$68,000	\$710,900	\$0	\$217,900	\$196,700	\$4,209,300
\$2,000	\$203,940	\$100,892	\$62,176	\$0	\$3,125,867	\$81,196	\$898,177	\$0	\$284,310	\$197,153	\$4,953,709

DK
LPM