

**ENDERBY AND DISTRICT SERVICES COMMISSION**

**Tundra Baird  
Brad Case**

**Herman Halvorson  
Denis Delisle**

**AGENDA**

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**DATE:** June 15, 2022  
**TIME:** 9:30 AM  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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*The public may attend this meeting by means of electronic facilities.*

*Please contact Enderby City Hall at 250-838-7230 or [info@cityofenderby.com](mailto: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 those attending the meeting who are 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/](http://www.cityofenderby.com/hearings/)*

**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

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**3. NEW BUSINESS**

3.1 Enderby and District Museum Society Page 7  
Correspondence from President of Enderby and District Museum Society dated February 23, 2022

3.2 Enderby Arena and Curling Rink Facility Asset Stewardship Strategy Page 8  
Memo prepared by Chief Administrative Officer dated May 5, 2022

3.3 SBBC Regional Championships 2022 – Enderby Riverside Park Page 11  
Request for Grant-In-Lieu for use of Riverside Park and Gazebo

3.4 New Pool Verbal  
Verbal update from Chief Administrative Officer

**4. PUBLIC QUESTION PERIOD**

**5. ADJOURNMENT**

**ENDERBY AND DISTRICT SERVICES COMMISSION**

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held via video conference on February 14, 2022 at 9:30 a.m. in the Council Chambers of Enderby City Hall.

<b><u>Members:</u></b>	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  
 Andraya Holmes – Clerk Secretary, City of Enderby  
 Sheryl Hay – Recreation Services  
 Kaylee Wells – Recreation Services

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

**ELECTION OF CHAIR**

Nominated by Tundra Baird

“That Brad Case be appointed Chair of the Enderby and District Services Commission.”

Nominated by Herman Halvorson

“That Denis Delisle be appointed Chair of the Enderby and District Services Commission.”

NOMINEE  
DECLINED

The Corporate Officer declared that Brad Case is elected by acclamation to serve as Chair of the Enderby and District Services Commission.

**APPROVAL OF AGENDA**

Moved by Denis Delisle, seconded by Herman Halvorson

“*THAT the February 14, 2022 Enderby and District Services Commission agenda be approved as circulated.*”

CARRIED

**ADOPTION OF MINUTES**

Enderby & District Services Commission Regular Meeting Minutes of June 16, 2021

Moved by Denis Delisle, seconded by Herman Halvorson

“*THAT the minutes of the regular meeting of June 16, 2021 be adopted as presented.*”

CARRIED

Enderby & District Services Commission Regular Meeting Minutes of July 5, 2021

Moved by Denis Delisle, seconded by Herman Halvorson  
“*THAT the minutes of the regular meeting of July 5, 2021 be adopted as presented.*”

CARRIED

**BYLAWS**

The Corporation of the City of Enderby Parks, Recreation, and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1739, 2022

Moved by Denis Delisle, Seconded by Tundra Baird  
“*THAT the Commission recommends that Council enacts The Corporation of the City of Enderby Parks, Recreation, and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1739, 2022.*”

CARRIED

**NEW BUSINESS**

Enderby & District Recreation Services Program Report 2021

Kaylee Wells gave an overview of the report. Most recreation programs are running as scheduled. New programs have been introduced such as a Junior Dance Club, Junior Ballet, and Junior Fit Club. Skating lessons and public skating at the arena has been well received.

There is a Ball User Group Meeting upcoming.

The pool is in need of significant basin repairs to open for this season.

The new Recreation Services and Shuswap River Ambassador websites have been well received.

The Commission discussed what repairs are needed at the pool. Chief Administrative Officer explained that the basin is falling apart. There are other smaller repairs needed such as sanding gutters that can be done by City Staff. Waiting on the final decision on a grant to replace the pool. This decision was supposed to be made in August of 2021 but has been delayed. The status of this grant will inform which approach needs to be taken in terms of the degree of investment that will be made in the pool, as it depends on expectations for the end of the pool’s useful life. Hopeful that we will have a response in the next few months.

Moved by Denis Delisle, seconded by Tundra Baird  
“*THAT the Enderby & District Recreation Services Program Report 2021 be received for information*”

CARRIED

2021 Outdoor Pool Final Report

Kaylee Wells explained that the search for pool staff for this season is ongoing, but is proving challenging.

Herman Halvorson suggested that if there has not been a response to the pool grant in two months that the decision to replace the pool should go to a referendum, which could be held at the same time as the upcoming local government elections to save costs. Chief Administrative Officer stated that he would need to speak to Regional District of North Okanagan staff about this matter and would report back to the Commission.

Moved by Denis Delisle, seconded by Tundra Baird

“THAT the Enderby and District Services Commission direct staff to speak with Regional District of North Okanagan staff about the possibility of a referendum on this matter and report back to the Commission.”

CARRIED

#### COVID-19 Safe Restart Grant Usage

Moved by Tundra Baird, seconded by Denis Delisle

“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.”*

CARRIED

#### 2021 Financial Plans

Moved by Denis Delisle, seconded by Tundra Baird

“THAT the Enderby and District Services Commission accepts the Animal Control Financial Plan for 2022-26.”

CARRIED

Moved by Herman Halvorson, seconded by Denis Delisle

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

*AND THAT the Enderby and District Services Commission accepts the Cemetery Financial Plan for 2022-26.”*

CARRIED

The Commission discussed the optional items outlined in Appendix A of the Fortune Parks Financial Plan for 2022-26.

Sheryl Hay spoke to the infield extension for proposed Bantam team. Discussed the importance of showing user groups that there is dedication to bringing sports back to the community post-pandemic.

Tundra Baird added that this is especially important with the number of young families moving to the area.

Tundra Baird asked if the storage area used by the Lions is being used to its full capacity and if user groups could utilize some of this space.

Chief Administrative Officer responded that the storage space within parks is premium storage space and perhaps some what is currently stored in these spaces could be better stored elsewhere.

Moved by Tundra Baird (no second)

*“THAT the Parks and Recreation Financial Plan for 2022-26 be amended to include \$3,500 to expand storage facilities at Riverside Park.”*

DEFEATED

Moved by Tundra Baird, seconded by Brad Case

*“THAT the Parks and Recreation Financial Plan for 2022-26 be amended to include \$7,000 to proceed with a Bantam infield extension to Diamond 4 at Riverside Park.”*

DEFEATED

OPPOSED Halvorson/Delisle

Moved by Denis Delisle, seconded by Herman Halvorson

*“THAT the Parks and Recreation Financial Plan for 2022-26 be amended to include a \$1,000 increase to the Enderby & District Museum Society’s operating grant.”*

CARRIED

Moved by Tundra Baird, seconded by Brad Case

*“THAT the Parks and Recreation Financial Plan for 2022-26 be amended to include Diamond #3 irrigation improvements, to be funded through reserves.”*

DEFEATED

OPPOSED Halvorson/Delisle

Moved by Denis Delisle, seconded by Tundra Baird

*“THAT the Parks and Recreation Financial Plan for 2022-26 be amended to include an additional 1% increase to capital replacement reserves.”*

CARRIED

Moved by Denis Delisle, seconded by Tundra Baird

*“THAT the Enderby & District Services Commission accepts the Parks and Recreation Financial Plan for 2022-26 as amended.”*

CARRIED

Enderby Arena and Curling Rink Facility Lifecycle Assessment Report

Denis Delisle asked about water testing the roof of the Arena.

Chief Administrative Officer responded that two leaks have already been identified this year, one of which damaged the floor of the curling lounge.

Denis Delisle asked about corrosion of brine lines and if we have a timeline of when it will fail.

Chief Administrative Officer responded that leaks are semi-frequent and can be very difficult to find and repair.

Tundra Baird asked if the Commission would pursue grants for replacing the arena.

Chief Administrative Officer responded that that ideally one third of the cost can be saved over time and that the Commission would pursue other funding for the remaining two thirds.

Herman Halvorson asked what the cost would be to replace the arena.

Chief Administrative Officer responded that the cost would likely be between \$13,000,000 and \$15,000,000, in today's dollars.

Moved by Tundra Baird, seconded by Denis Delisle

*“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.”*

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**ADJOURNMENT**

Moved by Denis Delisle, seconded by Tundra Baird

*“THAT the February 14, 2022 regular meeting of the Enderby and District Services Commission be adjourned at 10:36 a.m.”*

CARRIED

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CHAIR

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CORPORATE OFFICER

Enderby and District Museum Society  
901 George Street P.O. Box 367  
Enderby, B.C. V0E 1V0  
250-838-7170

**AGENDA**  
*Commission*

February 23, 2022

Enderby and District Services Commission  
c/o Jennifer Bellamy  
Enderby City Hall  
Enderby, B.C.

Dear Commission Members:

On behalf of the entire Board of our Society, I would like to thank you very much for recently approving an operating grant of \$26,000.00 to our museum for 2022.

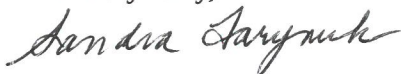
We take this as a vote of confidence in our current board and evidence of your desire to see the museum continue to be a valuable asset for Enderby and District.

We were able to hold a scaled back Christmas fundraiser this past year with our bake sale and Toonie tree netting nearly a thousand dollars and we hope in the coming year we will be able to do more. We will be constantly investigating other grant opportunities, as well, since we will be celebrating our 50<sup>th</sup> year in operation in 2023.

We genuinely appreciate and acknowledge that we receive free rent, free utilities and a property exemption each year. Without these benefits, the museum would struggle to continue. We have had several new volunteers over the past year and an amazing amount of cataloguing and digitizing has been accomplished.

Thank you again for your ongoing support.

Yours very truly,



Sandra Farynuk, President

cc. Tate Bengston

THE CORPORATION OF THE CITY OF ENDERBY

MEMO



To: Enderby and District Services Commission  
From: Tate Bengtson, CAO  
Date: May 5, 2022  
Subject: Enderby Arena and Curling Rink Facility Asset Stewardship Strategy

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**RECOMMENDATION**

THAT the Enderby and District Services Commission adopts the **Enderby Arena and Curling Rink Asset Stewardship Strategy**, as detailed in this memorandum, to address the outcomes of the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report* by Stephenson Engineering dated January 2022.

**BACKGROUND**

The City of Enderby recently completed 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. The Commission received the *Enderby Arena and Curling Rink Facility Lifecycle Assessment Report* (“the Report”) during its meeting on February 14, 2022. The Report assessed 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.

The Report found that the Facility’s systems were “in overall acceptable condition,” given its age. The estimated replacement value for the Facility, in 2022 dollars, was \$13,135,680. The Curling Rink portion of the Facility has exceeded its useful life, while the Ice Rink portion has 37 years remaining.

The fact that all or part of the Facility has exceeded its useful life does not necessarily mean that it is no longer capable of serving the public. The Facility’s lifecycle may be extended with proactive, preventative maintenance and renewal of its systems, or components thereof; however, as the Facility ages, the costs of keeping it in good repair is expected to increase accordingly. Moreover, an extension of the Facility’s lifecycle through the replacement of systems or components makes practical sense up to the point where either the cost of the investment exceeds the benefit or the value-for-money of the investment will not be recouped



before the Facility is replaced which, again, is subject to a recognition of the community benefit of the (loss of the) service, which should form part of any business case.

One of the next steps is to develop an asset stewardship strategy that addresses the outcomes of the Report. The proposed strategy is intended to provide high-level policy guidance that can be used to manage the Facility through the remainder of its lifecycle while planning for its eventual replacement; this policy guidance will be used to inform financial planning, ensure an asset “check in” at appropriate lifecycle milestones, and support the operational approach to maintaining the Facility such that the opportunity to extend its service life is being protected to the extent that is reasonable.

### **Enderby Arena and Curling Rink Asset Stewardship Strategy**

- Facility Replacement Investment Strategy
  - Target 33% of total replacement cost (adjusted for current replacement value on an ongoing basis) available in capital replacement reserves and/or borrowing capacity, and assume that the remaining value will be available through grants, as it is unlikely that the remainder will be attainable through either of the aforementioned funding sources
  - Fund the target capital replacement reserves through the following methods:
    - incremental increases of a minimum of 1% per year of the total requisition value, to be allocated to capital replacement reserves; and
    - should the Commission take on any borrowing, once the debt is paid, reallocate an annual value equivalent to the debt servicing costs to capital replacement reserves
- Perform a second condition assessment that includes materials testing and intrusive investigation methods when the Facility has 20 years of remaining useful life, and use this information to determine if the Facility’s target date for replacement should be advanced or deferred (the “Condition-Adjusted Facility Replacement Date”)
- Perform a detailed update of the total costs to replace the Facility when the Condition-Adjusted Facility Replacement Date is at 10 years, and begin community engagement around the future Facility’s service level to inform concept design
- In the event of a critical, high-cost failure in all or part of the Facility that is not covered by insurance, evaluate whether to proceed based on the Facility’s Replacement Date, or Condition-Adjusted Replacement Date, as the case may be, subject to a business case that evaluates for the community benefit associated with (the loss of) the service
- Prior to the scheduled renewal of a high-cost component, in advance of the full Facility replacement, based solely on its expected useful life, perform integrity testing to evaluate the condition of the component, and either proceed subject to business case or adjust the component’s expected useful life based on the verified condition.
- Subject to budget and/or grants, make incremental improvements to building accessibility standards to meet the community’s needs and expectations
- Subject to business case, budget, and/or grants, make incremental improvements to building energy efficiency standards to reduce operating costs
- Continue to invest in maintaining and renewing the Facility’s components, subject to budget and, as and when applicable, a business case analysis

- Continue to prioritize preventative maintenance
- Repair real or potential Facility deficiencies that have immediate lifecycle consequences when discovered, or as soon as practicable thereafter

The above asset stewardship strategy is intended to support elected official and staff decision-making and priority-setting with respect to the Facility, which will provide a basis for the Facility, as well as its replacement, to provide service to the community for future generations.

Respectfully submitted,

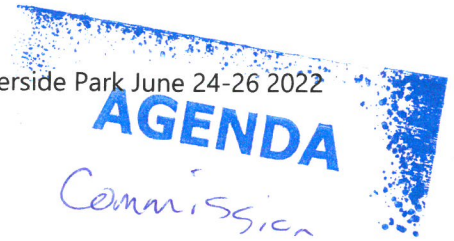


Tate Bengtson  
Chief Administrative Officer

## Tate Bengtson

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**From:** jbellamy@cityofenderby.com  
**Sent:** Monday, May 30, 2022 8:40 AM  
**To:** 'Tate Bengtson'  
**Subject:** RE: SBBC Regional Championships - Enderby Riverside Park June 24-26 2022



Hi Tate,

They would be using the whole park for the three days, so this would be:

Youth Park Rental (3 days @ \$255)      \$765.00

Any additional staffing required would be \$42.00 per hour.

Jen

**From:** Tate Bengtson <tbengtson@cityofenderby.com>  
**Sent:** May 30, 2022 8:24 AM  
**To:** 'Jennifer Bellamy' <jbellamy@cityofenderby.com>  
**Subject:** FW: SBBC Regional Championships - Enderby Riverside Park June 24-26 2022

Hi Jen,

Could you please advise as the value of this request (3 days, youth, all diamonds), for the Commission to consider a grant-in-lieu?

Thanks,

Tate

**From:** Graeme Duncan  
**Sent:** Sunday, May 29, 2022 1:22 PM  
**To:** Tate Bengtson <[tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)>; Sheryl Hay <[sheryl@enderby.ca](mailto:sheryl@enderby.ca)>; Kaylee Wells <[kaylee@enderby.ca](mailto:kaylee@enderby.ca)>; Tracy Castle <[ctcastle@telus.net](mailto:ctcastle@telus.net)>  
**Subject:** SBBC Regional Championships - Enderby Riverside Park June 24-26 2022

Good afternoon Tate,

I'm not sure if you are aware, but our Enderby Minor Fastball Association will be hosting the Softball BC U13C Regional Championships at our Riverside Park June 24-26 2022. We will have 16 teams coming to the park for the event from as far away as the kootenays and as far north as Quesnel BC.

Our association is kindly requesting that the City of Enderby/Area F consider partnering with us and not charge our association a fee for the field rentals/gazebo for these 3 days and instead donate these amenities to our organization. Hosting an event like this will benefit our entire community through tourism while they stay here with us. We have between 30-40 campsites already booked for the event and our local hotels and businesses will be busy.

In addition to our request to waive the field rental and gazebo costs for June 24-26, 2022 for our Regional Championships we would also kindly request for the CFO and the Commission to please waive any fees associated with the City of Enderby Parks Staff for maintaining the diamonds and their other miscellaneous onsite services during the weekend. Our membership will partner with the parks staff to maintain the fields and will follow their direction to ensure the fields are kept up to the City standards throughout the weekend. We do not foresee the parks staff required for more than the allotted 4 hours per day, similar to last year.

Our tentative field schedule is as follows,

Friday 24th Games start at 8:00 am and finish at 6:00 pm

Saturday 25th Games start at 8:00 am and finish at 6:00 pm

Sunday 26th games start at 8:00 am and finish at 4:00pm

Thank you very much for forwarding these requests to the CFO and the Commission.

Respectfully submitted,

Graeme Duncan