

ENDERBY AND DISTRICT SERVICES COMMISSION

Tundra Baird
Shawn Shishido

Allysa Hopkins
Todd Couch

AGENDA

DATE: December 11, 2023
TIME: 9:30 AM
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

The public may attend this meeting in person or by means of electronic facilities.

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

The access codes for this meeting are:

*Meeting ID: 847 2790 1441
Passcode: 608476*

If you would like to attend this meeting by means of electronic facilities and 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. LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of October 3, 2023 Page 3

4. DELEGATIONS

4.1 Jen Bellhouse, Shuswap Trail Alliance Page 7

5. NEW BUSINESS

5.1 Shuswap Trail Alliance Operational Contribution Agreement for 2024-2027 Page 8
Correspondence from Jen Bellhouse dated November 2, 2023

5.2 Arena Brine Leak
Verbal update by Chief Administrative Officer

- 5.3 Parks & Recreation User Fees – Rates of Subsidy Page 14
Memo prepared by Chief Financial Officer dated November 29, 2023
THAT the Enderby & District Services Commission receives the “Parks and Recreation User Fees – Rates of Subsidy” memorandum for information
- 5.4 Ball Diamond Lighting Page 15
Memo prepared by Chief Financial Officer dated December 4, 2023
THAT the Enderby & District Services Commission does not provide financial support to add lights to Diamonds 1 and 2 at Riverside Park
- 5.5 Riverside Park Usage Decision Between Competing Events Page 18
Memo prepared by Chief Administrative Officer dated December 4, 2023
THAT the Enderby & District Services Commission decides between the following resolutions:
- Option A
- THAT use of Riverside Park for the first weekend following July 1 be granted to Enderby Minor Fastball so that they may make application to host tournaments.*
- Option B
- THAT use of Riverside Park for the first weekend following July 1 be granted to the Vernon & District Kennel Club for the hosting of its annual dog show, subject to entering into a multi-year facility use agreement.*
- 5.6 Open Space in Southeast Corner of Riverside Park – Referral Page 22
THAT the Enderby & District Services Commission considers whether it wishes to explore other uses for the open space in the southeast corner of Riverside Park, in accordance with the below referral from City of Enderby Council:
- Open Space in Southeast Corner of Riverside Park – Referral: Refer to the Enderby & District Services Commission a request to explore uses for this area other than Baseball Diamond #5.
- 5.7 2024 Enderby & District Services Commission Meeting Schedule Page 24
Memo prepared by Clerk Secretary dated October 3, 2023
THAT the Enderby & District Services Commission approves the 2024 Meeting Schedule as presented
- 5.8 Request from Diabetes Canada to Place a Clothing Donation Bin Page 26
- 5.9 Enderby Outdoor Pool – 2023 Final Report Page 29
6. **PUBLIC QUESTION PERIOD**
7. **ADJOURNMENT**

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on October 3, 2023 at 9:00 a.m. in the Council Chambers of Enderby City Hall.

Members: Tundra Baird City of Enderby
Shawn Shishido City of Enderby
Allysa Hopkins Electoral Area F
Todd Couch 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

LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are on the traditional and unceded territory of the Secwepemc.

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Shawn Shishido
“THAT the October 3, 2023 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of February 7, 2023

Moved by Shawn Shishido, seconded by Tundra Baird
“THAT the minutes of the regular meeting of February 7, 2023 be adopted as presented.”

CARRIED

DELEGATIONS

Graeme Duncan and Amanda Harvey, Enderby Minor Fastball Association

Amanda Harvey gave an overview of the proposal to install lights at the baseball diamonds at Riverside Park. Explained that groups are having to book diamonds outside of the community to meet the need, and that lighting the diamonds would increase the number of prime-time slots available.

Phase one, which would light baseball diamonds #1 and #2 will cost \$815,000. Phase two, which will light diamond #4 will cost an additional \$440,000. The Enderby Minor Fastball

Association is exploring a grant that will cover \$250,000 and is seeking a letter of approval from the Commission to begin community engagement and apply for grants.

Tundra Baird asked if there are other options being explored to help meet the need for baseball diamonds.

Allysa Hopkins explained that there is work ongoing by RDNO staff to determine costs to update Grindrod and Grandview Bench Ball diamonds. Noted that there are concerns from residents of Grindrod about adults playing there.

Tundra Baird asked if there are other grant options being explored.

Amanda Harvey responded that there is a potential to search for more grants, but that a letter of approval from the City would be needed first. Ms. Harvey also noted that the goal is to create more opportunity within the City so that youth can get to the baseball diamonds without needing to be driven to the ball diamond where they are playing.

Sheryl Hay of Recreation Services noted that even if all ball diamonds were lit and the Grindrod Park diamonds were able to be played on, there still would not be enough baseball diamonds to meet the demands of the community.

Chief Administrative Officer suggested that the Chief Financial Officer could do an analysis to determine possible funding options for the lights to present at the next Commission meeting.

Shawn Shishido asked the representative from Musco Sports Lighting, Mark Packer, if the lights can be dimmed.

Mr. Packer responded that lights can be dimmed.

Tundra Baird asked what is done to minimize the effects of lights to the surrounding residents.

Mr. Packer responded that the lights are placed on taller poles so that the fixtures can be pointed downward. Visors are also used. Also explained that the lights come with a 25-year maintenance warranty on all parts and labour.

Sheryl Hay asked what a realistic timeline would be for the Commission to meet again to decide on this matter.

Chief Administrative Officer responded that 6-8 weeks would be a realistic timeline for the Chief Financial Officer to put together the funding analysis to present to the Commission.

Allysa Hopkins thanked Amanda Harvey and Graeme Duncan for their presentation.

BYLAWS

Arena Fees – Dry Floor Rentals

Moved by Tundra Baird, seconded by Shawn Shishido

“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. 1775, 2023”

CARRIED

NEW BUSINESS**Cemetery Land Use Plan Amendment for Cremation Expansion**

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby District Services Commission amends the Cliffside Cemetery Land Use Plan by:

- a) Expanding the existing columbaria section and eliminating the cremation garden proposed to be interspersed between the columbaria;*
- b) Extending the Lower Cremation Garden section to the southwest corner of the cemetery and removing the existing utility shed; and*
- c) Re-establishing a small shade gazebo in the new burial section and incorporating new columbaria into the Central Amenity Space.”*

CARRIED

Extension of Ice Season – Spring Break

Moved by Shawn Shishido, seconded by Tundra Baird

“THAT the Enderby & District Services Commission approves extending the 2023/24 ice season by two weeks into the first week of spring break.”

CARRIED

Curling Rink Repair and Grant to Curling Club

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby & District Services Commission supports Option 4 [Remove and relocate the walkway adjacent to Sheet A to Sheet D, on top of the problematic brine line, and shift the sheet dividers accordingly to maintain four regulation-sized sheets] as a resolution to the temperature differential affecting Sheet D of the Curling Rink;

AND THAT the Enderby & District Services Commission provides a grant to the Enderby & District Curling Club to implement Option 4, with the value to be based on actual costs for materials, garbage disposal, volunteer labour support, and miscellaneous items as described in the attached “Proposed Plan to Change Walkways on the East and West Side of the Enderby CC [“Curling Club”] Curling Surface” dated June 6, 2023, not to exceed \$5,000;

AND THAT the grant be issued conditional upon the Enderby & District Curling Club performing spot inspections under the existing walkway and confirming, with reasonable certainty, that no hidden conditions exist, before committing to construction in accordance with Option 4;

AND THAT the grant be made conditional upon the Enderby & District Curling Club entering into a signed prime contractor agreement with the City of Enderby for overall health and safety of the work site;

AND FURTHER THAT the Commission funds the grant to the Enderby & District Curling Club through prior-years’ surplus.”

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

Yvonne Whyte: New Pool Construction Correspondence

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby and District Services Commission receives and files correspondence from Yvonne Whyte dated May 18, 2023.”

CARRIED

CLOSED MEETING RESOLUTION

Moved by Tundra Baird, seconded by Todd Couch

“THAT pursuant to Section 92 of the Community Charter, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (e) and (k) of the Community Charter”

CARRIED

MATTERS RELEASED FROM IN-CAMERA

New Pool Authorization to Proceed

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby & District Services Commission authorizes Staff to proceed with detailed design, health authority permit applications, and procurement based on a revised project cost estimate of \$7,940,000, with the increase to be funded through Commission reserves, long-term borrowing by the City of Enderby, and grant contributions from the City of Enderby and Area F of the Regional District of North Okanagan;

AND THAT the Enderby & District Services Commission releases this matter from in-camera.”

CARRIED

ADJOURNMENT

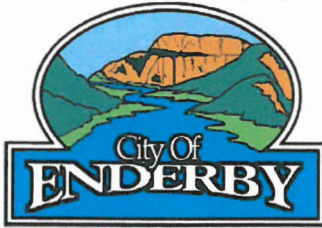
Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the October 3, 2023 regular meeting of the Enderby and District Services Commission be adjourned at 10:10 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER



REQUEST TO APPEAR AS A DELEGATION

On 11 December 2023
Day Month Year

Date of Request November 02, 2023

Name of Person Making Request Jen Bellhouse

Name and Title of Presenter(s) Jen Bellhouse, Executive Director

Contact Information jen@shuswaptrails.com 250-804-3530

Details of Presentation Update on Shuswap Trail Alliance activities for past 4 years,

and overview of upcoming projects and priorities.

Desired Action from Council (check all that apply)

- ☒ Information Only
- ☐ Proclamation
- ☐ Funding Request
- ☐ Policy or Resolution

Please describe desired action in detail _____

Please attach any supporting documentation or presentation materials related to your delegation request. Please provide to staff at least one day in advance a digital copy of any presentation materials that you wish to have projected onto the conference screen.

The Shuswap Trail Alliance
PO Box 1531, Salmon Arm, BC V1E 4P6
Phone: 250-832-0102
Email: info@shuswaptrails.com
www.shuswaptrailalliance.com

November 2, 2023

Attn: Mayor, Council and Directors of the Enderby & District Services Commission
PO Box 400, Enderby, BC V0E 1V0

Dear Mayor Galbraith, Councilors, Director Hopkins, and Commissioners:

RE: Shuswap Trail Alliance operational contribution agreement for 2024-2027 with the City of Enderby and Electoral Area F of the Regional District of North Okanagan.

Thank you for the support of the City of Enderby and Electoral Area F of the Regional District of North Okanagan through the Enderby & District Services Commission for the last four years. This has allowed us to continue acting as the collaborative body through which regional partners, including yourselves, can work with each other to develop, operate, maintain, and promote non-motorized trails and greenways throughout the Shuswap watershed. It also allowed us to continue bringing non-motorized and motorized organizations together with Secwepemc, Provincial, and Regional/Municipal leadership to build relationships and address improved recreational access management.

As you are aware, the operational contribution agreement between the Shuswap Trail Alliance (STA) and the City of Enderby on behalf of the Enderby & District Services expires on December 31, 2023. As per the existing contribution agreement, the STA was able to continue providing general advice on trail development issues as requested by Council, Directors, or the Commission, regional Collaboration, environmental screening/adaptive planning, trail stewardship, trail experience development and programs, capital projects co-ordination, and technical trail services.

We respectfully request the City of Enderby and Electoral Area F of the Regional District of North Okanagan to consider renewal of the 4-year funding agreement for 2024 to 2027. With the request of \$11,975 per year plus BC CPI Index increase for each subsequent year, jointly for Enderby/Area F. We are pleased to present to the Commission on December 11th, as previously scheduled, the details of the work that was accomplished between 2020 and 2023 and the STA's priorities and goals for the next four years working on your behalf.

Thank you for your continued support of the Shuswap Trail Alliance and its collaborative efforts, and for your consideration of our request.

Sincerely,



Jen Bellhouse, for the Shuswap Trail Alliance, Phone: 250-804-3530, Email: jen@shuswaptrails.com

Briefing Note: Shuswap Trail Alliance



November 02, 2023

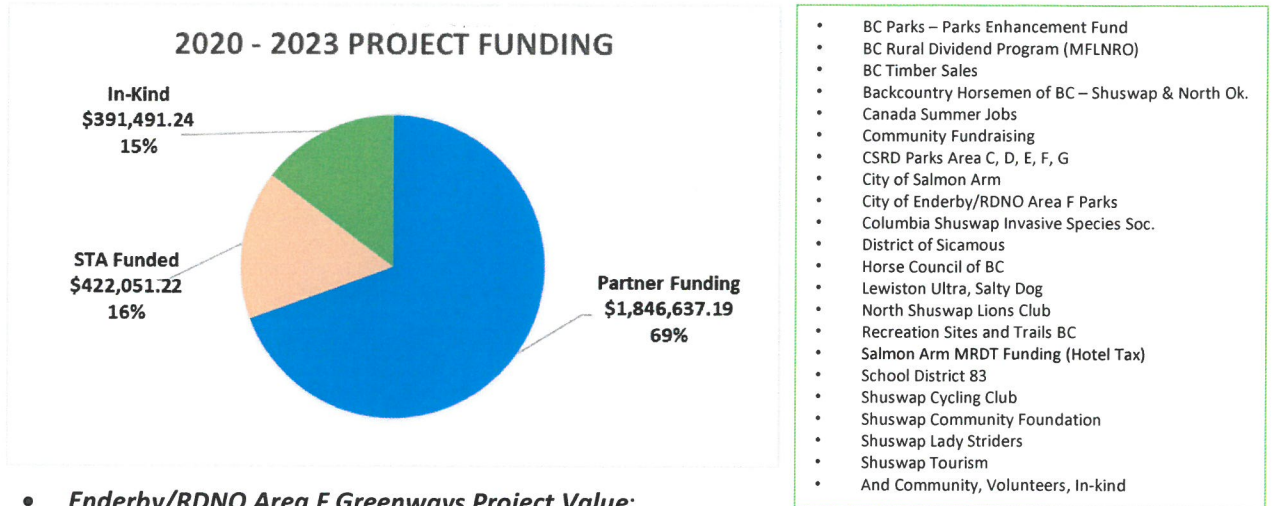
To: Enderby & District/RDNO Area F Services Commission

From: The Shuswap Trail Alliance

Background:

- **19 years of Regional partnerships** intentionally working together through the Shuswap Trail Alliance to improve pathways and trails for walking, cycling, equestrian riding, winter skiing and snowshoeing, and paddling, since 2005
- **Collaboration** includes Secwepemc leadership Adams Lake, Neskonlith, Skwłāx te Secwepemculucw, and Splatšin, all orders of local government, stewardship organizations, industry, business, provincial land managers, and local advocates
- **The VISION** (Shuswap Trail Strategy): to establish the entire Shuswap Watershed as a united destination trail centre known for its active lifestyle, vibrant culture, natural beauty, and commitment to sustainable ecology (an economic, social, and environmental vision)
- **The Shuswap Trail Alliance:** The Shuswap Trail Alliance exists as a collaboration of partners working together to create purpose built, sanctioned, and sustainable trails throughout the Shuswap region. Our vision is Connected Trails, Healthy Communities and through thoughtful collaboration, we develop, operate, maintain, and promote non-motorized trails throughout the Shuswap
- **The results** (benefiting every regional partner since 2006) by working together, we have:
 - ✓ Over 485 completed greenway trail projects (plans, field projects, promotion, programs)
 - ✓ 11 signature trail systems, over 142 regional trails
 - ✓ 157 km of new trails valued over \$3.75 million
 - ✓ Over 1955 new trail signs, 6225 blazes, 39 trailhead kiosks, 1 trail report hotline
 - ✓ Four-season trail based marketing
 - ✓ \$7,860,000 in leveraged cash/in-kind investment
- **Between 2020 and 2023** alone we completed:
 - ✓ 287 projects
 - ✓ With over 100 partners
 - ✓ 12 new trails, 16,100 metres, 9 locations
 - ✓ 1,138,447 meters maintained and upgraded
 - ✓ 10 new boardwalks, 6 fences, 6 bridges, 2 sets of stairs
 - ✓ 255 new trail signs, 20 locations
 - ✓ 180 volunteer events, 1,257 people, almost half youth
- **With targeted outcomes** in all 5 core pillars of our strategic plan:
 - ✓ Regional Collaboration
 - ✓ Trail Stewardship
 - ✓ Environmental Adaptive Planning
 - ✓ Experience Development
 - ✓ Capital projects/technical trail services

- **Leveraged Partnerships:** Total Regional Project Resource Value between 2020-23: **\$2,660,179**



- **Enderby/RDNO Area F Greenways Project Value:**

2020-2023 Projects Enderby/RDNO Area F	Enderby/RDNO Area Funded*	STA & Partner Funded	In-Kind
Totals	\$22,719.14	\$978,019.79	\$130,375.28
Combined Total	\$1,131,114.21		
*Does not include Rail Trail contributions			
2020-2023 Projects Additional Projects of Relevance	Partnered Funds	STA Funded	In-Kind
Totals	\$96,722.42	\$72,033.00	\$93,848.48
Combined Total	\$262,603.90		

- **Year 4 of 4-Year Operational Partnership.** . . annual contribution as of 2024 includes:

- CSRD Area C,D,E,F (\$50,000) – Pending for 2020-2023
- Salmon Arm (\$50,000) – Confirmed continuing for 2020-2023
- RDNO Area F/Enderby (\$11,975)
- District of Sicamous (\$6,020)
- Village of Chase (\$1,605)

- **2020 – 2023 Priorities.** . .

- Facilitate Regional Trails Roundtable
- Promote Secwepemc Values/Interests
- Take Care of the Land (Y'icwetsutce)
- Expand Structured Adaptive Planning
- Implement Access Management Priorities
- Maintain & Build Community Trails
- Grow Volunteer Trail Stewardship
- Support Active Transportation Plans
- Advance Community-to-Community Trail Connectors (Rail Trail, West Bay)
- Support Secwepemc Landmarks

Request for Consideration:

- **To renew the 2024 – 2027 Operational Partnership Agreement and continue the collaboration**

Enderby & Area: Project Summary TO DATE

Updated: November 01, 2023



Projects of significance within and/or directly accessible to Enderby/RDNO Area F residents and visitors. Also - includes shared planning, training, marketing, and educational program development.
 Note: this summary only reflects a partial audit. Final audit of full value (funding, in-kind, and volunteer) will be conducted at the end of the fiscal calendar.

Projects (Completed): 2020 - 2023*	Partner Funding	STA Funded	In-Kind	Partners	New m	Fix m	Maintain m	Plan m	Signs #
1909 Enderby Cliff Trail Upgrade 2019	\$ 42,974.27	\$ 31.24	\$ 917.06	BC Parks/Splatsin/Enderby/RDNO-F/Stewards		4000			
1926 Rail Trail - Project Management 2019-2020	\$ 4,600.00	\$ 4,116.54	\$ 1,952.28	Splatsin/CSRD/RDNO + municipal & community				50000	
1948 Trail Guide Update - Paddle Mini-Guide (Blueways) MRDRT		\$ 416.91	\$ 100.05	SA-MRDRT/STA/CSRD GIS					
2001 Marketing & Promotion - General 2020		\$ 1,136.80	\$ 433.07	various					
2003 Trail Planning - General (non-funded) 2020		\$ 3,881.39	\$ 1,354.61	STA subsidized/Volunteer/in-kind				450	
2004 MRDRT - Trail Guide & Website update 2020		\$ 601.30	\$ 154.22	MRDRT					
2005 Experience Development: Tourism		\$ 4,102.19	\$ 2,145.60	Shuswap Tourism/Various					
2012 Trail Signs - General (non-funded) 2020		\$ 16,415.75	\$ 2,678.76	STA/Stewards					36
2013 Trail Crew - General 2020 & Trail Crew (tools, inventory, temp signs, R&M)		\$ 56.05	\$ 7,204.05	STA subsidized					15
2014 Volunteer Other - General 2020(YE Dump)		\$ 6,559.83	\$ 1,114.24	STA subsidized/Volunteer/in-kind					
2015 Volunteer Days (Additional) - 2020- not already captured in the above		\$ 2,871.29	\$ 1,034.46	See full partner list (60 plus organizations)					
2020 Shuswap Regional Trail Strategy Roundtable 2020		\$ 190,502.23	\$ 4,988.74	Splatsin/CSRD/RDNO + municipal & community					
2026 Rail Trail - Project Management 2020-2021		\$ 4,986.31	\$ 91.85	CSRD/RDNO					6
2026a Rail Trail - Gate-Barrier Install Phase 1		\$ 51,000.00	\$ 92.22	Splatsin/CSRD/RDNO + municipal & community					
2026b Rail Trail - Fundraising Strategy Coordinator		\$ 6,168.65		CSRD/RDNO					
2026c Rail Trail Billboard Sign Install		\$ 8,328.09	\$ 1,995.67	Various partners					
2027 Regional Collaboration - General 2020		\$ 2,443.27	\$ 2,079.98	STA/Stewards					
2028 Stewardship Program - General 2020		\$ 969.98	\$ 454.12	BC Parks/STA/Stewards/Seq Lakes Div					
2042 BC Parks: Planning (General)			\$ 165.60	Enderby/NORD-F/Grimdord Park					
2043 Enderby/RDNO Area F Planning: General				CSJ/STA					
2044 Canada Summer Jobs	\$ 14,308.00								
2051 Secwepemc Landmarks Support (Libby)		\$ 3,652.50	\$ 711.70	STA				6500	
2056e Enderby-Mabel Lake Road Sub-region Trail Plan (BCRDP)	\$ 1,190.70	\$ 1,420.17	\$ 477.36	BCRDP - BC Rural Dividend Program					
2058 Secwepemc Landmarks and Trailhead Signposts-Heritage BC	\$ 5,000.00	\$ 3,200.00	\$ 3,968.97	Heritage BC/STA					
2101 Marketing and Promotion General		\$ 361.65	\$ 81.41	STA					
2103 Trail Planning-General (non-funded)		\$ 16.97	\$ 7.29	STA					
2104 MRDRT - Online App & Website update 2021	\$ 3,700.00	\$ 101.76	\$ 933.46	MRDRT					
2105 Experience Development: Tourism		\$ 379.98	\$ 102.87	Shuswap Tourism					
2113 Trail Crew - General 2021 & Crew Planning (emails, tools, inventory, temp signs, R&M)	\$ 23,884.17	\$ 4,018.81	\$ 4,018.81	STA					6
2114 Volunteer Other - General 2020(YE Dump)		\$ 15,046.19	\$ 442.00	STA subsidized/Volunteer/in-kind					
2115 Volunteer Days-Additional 2021 (ggeneral) trails- no projects		\$ 442.00	\$ 442.00	STA/Volunteers					
2120 Shuswap Regional Trail Strategy Roundtable 2021	\$ 5,933.34	\$ 3,291.14	\$ 1,132.02	CSRD/Vol/CSA/Various Clubs/STA					
2126a Rail Trail - Gate-Barrier Install Phase 1	\$ 5,320.50			CSRD/RDNO					
2127 Regional Collaboration-General 2021		\$ 3,346.39	\$ 775.20	STA - The Shuswap Trail Alliance					
2128 Stewardship Program-General 2021		\$ 2,218.19	\$ 549.30	STA/Volunteers					
2130 Secwepemc Landmark Legacy Funds - Splatsin	\$ 5,452.23			Splatsin					
2142 BC Parks - Planning General (vol) 2021		\$ 1,363.83	\$ 517.61	BC Parks					
2143 Enderby/RDNO Area F Planning: General 2021		\$ 423.95	\$ 210.78	STA					
2144 Canada Summer Jobs 2021		\$ 19,198.00	\$ 6,635.80	Gov't Canada/STA					
2147 Digital Infrastructure 2021-Shuswap Trails	\$ 31,800.00	\$ 184.28	\$ 564.08	City SAMRD/SCF/STA					
2148 Secwepemc Landmarks Concept-Phase 2-CERIP	\$ 56,770.35			CSRD - The Columbia Shuswap Regional District					
2152 Secwepemc Landmarks Concept - Phase 2 - TOTA	\$ 69,058.93			CSRD - The Columbia Shuswap Regional District					
2158 Secwepemc Landmarks Trailhead Posts Install	\$ 7,382.41	\$ 10,393.80	\$ 2,250.94	SASCU					
2169 Senior Consulted STA Misc. Projects (Phil)		\$ 30,440.37	\$ 2,379.77	STA					
2213 Trail Crew - General 2022 (emails, tools, planning etc.)		\$ 8,670.25	\$ 17,677.35	STA					
2214 Volunteer Other - General (YE Dup-Admin, Board)		\$ 7,867.61	\$ 4,924.70	STA/Volunteers					
2220 Shuswap Regional Trail Strategy Roundtable 2022	\$ 105,037.37			CSRD - The Columbia Shuswap Regional District					
2226 STA Rail Trail Support Services 2022-23 Budget				CSRD - The Columbia Shuswap Regional District					
2226c Rail Trail-Additional Support	\$ 3,177.62			CSRD - The Columbia Shuswap Regional District					

Shuswap Trail Alliance Project Summary: 2020 - 2023*

Enderby & Area: Project Summary TO DATE

Updated: November 01, 2023



Projects of significance within and/or directly accessible to Enderby/RDNO Area F residents and visitors. Also - includes shared planning, training, marketing, and educational program development.

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2227	Regional Collaboration - General 2022		\$ 6,734.47	\$ 1,471.39	STA - The Shuswap Trail Alliance					
2228	Stewardship Program - General 2022		\$ 2,720.84	\$ 1,537.34	STA - The Shuswap Trail Alliance					
2242	BC Parks - Planning General (voly) 2022		\$ 409.09	\$ 177.31	STA - The Shuswap Trail Alliance					
2243	Enderby RDNO Area F Planning General 2022		\$ 529.68	\$ 295.32	STA - The Shuswap Trail Alliance					
2249	Rail Trail Gate and Sign Inspection	\$ 1,253.10			CSRD - The Columbia Shuswap Regional District					
2250	Secwepemc Landmarks PEF	\$ 5,000.00			CSRD - The Columbia Shuswap Regional District					
2251	Secwepemc Landmarks Support (Libby)		\$ 7.91	\$ 5.84	STA - The Shuswap Trail Alliance					
2252	Secwepemc Landmarks QR Codes		\$ 4,769.64		STA - The Shuswap Trail Alliance					
2256	PLAY Shuswap		\$ 607.67	\$ 203.58	STA - The Shuswap Trail Alliance					
2257	ALIB (Adams Lake Indian Band) Legacy Fund	\$ 9,820.59			Adams Lake Indian Band					
2258	Secwepemc Landmarks-Little Shuswap Legacy funds	\$ 11,103.00			Skwax					
2261	Mabel Lake Golf Course Trail Maintenance	\$ 1,932.58			Regional District North Okanagan			1806		
2269	Senior Consultant STA Misc. Projects (Phil)		\$ 11,516.34	\$ 3,740.82	STA - The Shuswap Trail Alliance					
2270	MRDT Trail Guide Update 2023	\$ 24,830.71		\$ 1,123.28	MRDT					
2271	Neighbourhood Small Grant-Secwepemc Landmarks	\$ 310.00			STA - The Shuswap Trail Alliance					
2022MRD	MRDT - Online App & Website Update 2022	\$ 5,500.00		\$ 1,813.85	MRDT -				4500	
2022MRD	MRDT - Mountain Bike Trail Guide reprint	\$ 6,000.00	\$ 1,086.62	\$ 283.74	MRDT -					
2022MRD	MRDT - Georeferenced Map Use Tutorials	\$ 4,000.00	\$ 555.50	\$ 207.00	MRDT -					
2304	MRDT 2023 Online App & Website Update 2023	\$ 5,546.61			MRDT					
2310	Mabel Lake Trail Improvements	\$ 17,022.69			RDNO			1794		
2313	Trail Crew - General 2022 (emails, tools, planning etc.)		\$ 32,257.86	\$ 7,397.67	STA - The Shuswap Trail Alliance					
2314	Volunteer Other - General (YE Dup-Admin, Board)			\$ 6,536.21	STA - The Shuswap Trail Alliance					
2318	Secwepemc Landmarks/BC Hydro	\$ 990.70			BC Hydro					
2320	Shuswap Regional Trail Strategy Roundtable 2023		\$ 5,207.47	\$ 534.47	STA - The Shuswap Trail Alliance					
2326	Rail Trail Support 2023	\$ 13,105.30			CSRD - The Columbia Shuswap Regional District					
2326a	Rail Trail - Gate Inspection & Fence Repair	\$ 912.58			CSRD - The Columbia Shuswap Regional District					
2327	Regional Collaboration		\$ 6,369.01	\$ 2,035.65	STA - The Shuswap Trail Alliance					
2328	Stewardship Program - General 2023		\$ 2,997.14	\$ 1,508.49	STA - The Shuswap Trail Alliance					
2329	Cliff Avenue		\$ 7,837.37	\$ 1,025.86	STA - The Shuswap Trail Alliance		210			210
2331	Cliff Ave Retaining Wall	\$ 4,257.23			City of Enderby - Kurt Inglis		300			
2333	Lusk Lake Road	\$ 3,204.48			Regional District North Okanagan -			100		
2342	BC Parks - Planning General (Voly) 2023		\$ 3,452.52	\$ 2,181.13	STA - The Shuswap Trail Alliance					
2349	Secwepemc Landmarks-Emergency Recovery Fund	\$ 5,000.00			SCF - Shuswap Community Foundation					
2352	Secwepemc Landmarks BC Parks	\$ 4,987.59			BC Parks					
2353	Area F Parks Plan Support	\$ 559.39			Regional District North Okanagan					
2356	PLAY Shuswap		\$ 883.29	\$ 258.30	STA - The Shuswap Trail Alliance					
Totals		\$773,324.90	\$227,414.03	\$130,375.28		510	5794	1906	61660	63
Combined Net Value		\$1,131,114.21								

Additional Projects of Relevance and Regional Summary Totals



The South Canoe Trail System and is within a 15 minute drive of Enderby, overlaps into the RDNO region, and is utilized by Enderby and Area residents and visitors. It is one of the region's most visited trail systems.

South Canoe and other significant Trail Projects: 2020-23									
	Partner Funding	STA Funded	In-Kind	Partners	New m	Fix m	Maintain m	Plan m	Signs #
1954	Armstrong - Thomas Hayes Ecological Park Trail Bld Workshop	\$ 809.71	\$ 242.73	\$ 428.20	ASTS/STA		560		
1956	Rob Nash Memorial Shelter	\$ 4,853.69	\$ 517.27	\$ 1,303.29	SCF - Shuswap Community Foundation				1
2003	Trail Planning - General (non-funded) 2020		\$ 1,136.80	\$ 433.07			450		

Enderby & Area: Project Summary TO DATE

Updated: November 01, 2023



Projects of significance within and/or directly accessible to Enderby/RDNO Area F residents and visitors. Also - includes shared planning, training, marketing, and educational program development.
 Note: this summary only reflects a partial audit. Final audit of full value (funding, in-kind, and volunteer) will be conducted at the end of the fiscal calendar.

2002	South Canoe - Trailhead Parking Support - 2020	\$ 2,000.00	\$ 427.30	CitySARec Sites/SC Advisory partners					
2016	South Canoe Upgrades/Planning/Vol - General 2020	\$ 9,097.21	\$ 14,073.98	CitySARec Sites/SC Advisory partners	1000			47000	
2116	South Canoe Upgrades, Planning, Voly - General 2021	\$ 2,196.00	\$ 9,987.78	CSA/STA				35000	
2116a	South Canoe Winter Grooming	\$ 6,163.11	\$ 323.20	SCC				12000	
2124	LHT Ida View Trail		\$ 2,533.17	EQ/Donations					4000
2139	LHT General (voly) 2021		\$ 3,559.24						
2154	East Canoe Creek Bridge	\$ 5,748.12	\$ 68.00	SA Dressage/Donations/STA	500				
2206	Larch Hill Non-winter Advisory & Planning		\$ 398.14	STA - The Shuswap Trail Alliance					
2210	South Canoe Parking Lot Development	\$ 26,000.00	\$ 1,443.80	CFC - Community Foundations Canada					
2216	South Canoe Upgrades, Planning, Voly-General 2022		\$ 11,814.02	STA - The Shuswap Trail Alliance				26561	
2230	Mallory Ridge Trail Assessments	\$ 2,718.69		STA - The Shuswap Trail Alliance					17200
2254	East Canoe Creek Bridge/Ida View 2022	\$ 30,626.85	\$ 15,441.88	STA - The Shuswap Trail Alliance	4000				
2306	Larch Hill Non-Winter Advisory & Plan		\$ 1,018.41	STA - The Shuswap Trail Alliance					
2316	South Canoe Upgrades, Planning, Voly-General 2023		\$ 8,505.41	STA - The Shuswap Trail Alliance					
2316a	South Canoe Winter Grooming		\$ 494.62	STA - The Shuswap Trail Alliance					
2316b	South Canoe Skills Park		\$ 190.70	STA - The Shuswap Trail Alliance					
2339	LHT - General (voly) 2023		\$ 3,125.83	STA - The Shuswap Trail Alliance					
2340	South Canoe Wash Station	\$ 3,791.84		SCF - Shuswap Community Foundation					
2377	Rob Nash Memorial Shelter 2023		\$ 11,300.00	STA - The Shuswap Trail Alliance					
2378	Rose Swanson Trail Assessment	\$ 2,717.40	\$ 568.59	ASTS - Armstrong Spallumcheen Trail Society					
Totals		\$ 96,722.42	\$ 72,033.00		5500	0	121571	41403	62603
Combined Net Value		\$262,603.90							

The above summaries show only those trails within immediate access of Enderby and Area. It must be acknowledged, however, residents and visitors to the area access the entire Shuswap regional trail system. Following is the 4-year project snapshot for the full Shuswap Regional Trails Program made possible by the combined contributions of regional partners through the Shuswap Trail Alliance.

Total Shuswap Regional Projects: 2020 - 2023

Partner Funding	STA Funded	In-Kind
2023 Project Total (To October 30, 2019)*	\$366,629.70	\$76,481.56
2022 Project Total	\$534,951.75	\$108,411.16
2021 Project Total	\$597,898.53	\$134,123.70
2020 Project Total	\$374,822.94	\$103,034.80
Totals	\$1,874,302.92	\$422,051.22
Combined Net Value	\$2,687,845.38	

*Note: 2023 project totals are as of October 30th 2023

New m	Fix m	Maintain m	Plan m	Signs #
4150	13300	464355	165692	129
2750	7025	235020	10850	47
5200	8	227702	29489	20
4000	1809	211370	49019	59
16100	22142	1138447	255050	255

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: November 29, 2023
Subject: Parks & Recreation User Fees – Rates of Subsidy

Recommendation

THAT the Enderby & District Services Commission receives the “Parks and Recreation User Fees – Rates of Subsidy” memorandum for information.

Background

This memo is provided to the Commission for information on the cost recovery structure of user fees in a parks and recreational setting.

Recreation services are highly subsidized by general taxpayers, which is not unique to Enderby. Recreation provides a community benefit and charging a full cost recovery fee would make the amenities unaffordable.

Below are the rates of subsidy provided to each amenity group:

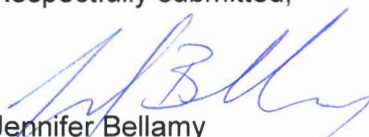
Amenity	User Fees	Operating Costs	% Paid by User Fees	Rate of Subsidy
Parks	\$ 21,100	\$ 108,670	19.4%	80.6%
Arena	\$ 130,200	\$ 316,600	41.1%	58.9%
Pool	\$ 63,100	\$ 124,800	50.6%	49.4%

A couple of items to note:

- Parks only includes Commission facilities.
- The user fees include all of the fees collected for the particular amenity; for example, Parks would include the revenues received from the concession in addition to the ball diamond and gazebo rentals.
- The subsidy calculation only includes typical operating costs, such as labour, equipment consumables, preventative maintenance and utilities. It does not include capital renewal costs or major maintenance required for the service.
- The rate of subsidy shown is for the user groups as a whole. Youth are provided additional subsidies, which vary based on the service.

The fees for user groups are adjusted regularly for inflation and also compared to neighbouring jurisdictions to remain competitive.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA
Commission

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: December 4, 2023
Subject: Ball Diamond Lighting

Recommendation

THAT the Enderby & District Services Commission does not provide financial support to add lights to Diamonds 1 and 2 at Riverside Park.

Alternate Resolution

THAT the Enderby & District Services Commission directs staff to initiate the borrowing process to fund adding lights to Diamonds 1 and 2 at Riverside Park;

AND THAT the Enderby & District Services Commission accepts the future ownership, including replacement of the lights and amends its asset management plan accordingly.

Background

At the October 3, 2023 Enderby & District Services Commission meeting, Enderby Minor Fastball Association (the Association) presented the Commission with information in regards to adding lights to the ball diamonds at Riverside Park to increase available playing time during prime-time in the community. Although the Association was only asking for a letter of support to apply for grants, the portion of the project not funded through grants would likely need to be provided by the Commission.

In the past there have been ball diamonds available in Area F to accommodate community demand. Over the years, these diamonds have been repurposed/decommissioned for other uses as overall demand decreased, and community infrastructure reached end of life or was removed due to conflicting objectives. In recent years, the interest in minor ball has returned resulting in increased demand at the remaining diamonds at Riverside Park.

Riverside Park has four ball diamonds, with prime-time slots on weekdays between 6:00pm and 8:00pm. In 2023, there were 26 teams in the adult leagues and 26 teams in the youth leagues. Recreation Services has stated that the number of teams in the adult leagues had to be capped to allow more youth teams. The number of youth teams are projected to increase for 2024 (in 2022 there were 30 adult teams and 16 youth teams).

To accommodate all of the games for each of the leagues, 13 prime-time slots are needed for the adults and 25 prime-time slots are needed for the home games for youth for a total of 38 prime-time slots. Riverside Park provides for 20 prime-time slots, resulting in an 18 prime-time

slot deficit. Although there are the same number of teams in the adult leagues and the youth leagues, youth utilize 65% of the prime-time slots while the adult leagues utilize 35%. To alleviate demand, ball diamonds in Canoe, Gardom Lake and Armstrong have been utilized (primarily by adult leagues to accommodate the youth leagues) and some adult leagues played on Sunday nights.

The current supply of available ball diamonds in the community does not meet the demand of the ball user groups. The Association would like to have lighting added to the ball diamonds to provide 20 more prime-time slots; however, they realize the cost constraints and are asking for support for only lighting diamonds 1 and 2.

The cost estimate to light diamonds 1 and 2 is \$897,000. This would provide 10 additional prime-time slots per week.

Financial Analysis

The estimated costs provided by the Association were \$815,000 to light diamonds 1 and 2, \$348,000 to light diamond 3 and \$439,000 to light diamond 4. The cost estimates are based on pricing available in the summer of 2023 and are subject to change depending on the timing of the project, if approved. For diamonds 1 and 2, this would be approximately \$897,000 in 2024 based on construction price index projections.

The Association has researched a Capital Projects Grant that may be available through Community Gaming Grants. If eligible, the grant would provide the Association with up to \$250,000 towards the project. If successful, this would leave \$647,000 in remaining funding needed for diamonds 1 and 2. It is staff's understanding that the grant applicant, which may not be a local government, must accept ownership of the asset for ten years, which would trigger land disposal legislative processes. There may be other grants that are better suited to the project. The general funding sources available to the Commission are as follows:

1. Reserves – There are no reserve funds available as all of the Commission's reserves are statutory reserves, meaning that they can only be used for the purpose that the reserve fund was established. These reserves are for capital renewal and capital equipment renewal.
2. Surplus – Approximately \$226,000 is available in surplus. Historically, surplus has been used for operating projects and replacement programming equipment that is needed to sustain current service levels. Surplus should continue to be used for this purpose, as the operating projects, including replacement programming equipment, are not eligible for reserve usage.
3. Grants – There may be grant opportunities available for this project; however, the timing of when grants will be available is unknown. Grants available to local government typically cover at least 50% of the entire project cost, but occasionally more; for example, the grant program for funding the new outdoor pool covered 100% of the project costs up to a maximum value. Any future grant opportunities should include an evaluation process with other projects as they may be higher priority; for example, it is likely the skateboard park will need to be demolished for the new outdoor pool and the Commission may want to prioritize replacing an existing amenity rather than adding to an existing amenity.
4. Borrowing – If there are no other grant opportunities available, the project will need to be funded through borrowing and will require approval of the electors to proceed. The borrowing approval should be done on the full value of the project and only what is

needed, after any grant awards, would be borrowed. This is to ensure there are funds committed to the project to continue, if desired, if grant funding is unsuccessful. Based on current interest rates and a 20-year term, the annual costs of borrowing would be \$75,200. This would require a 9.7% requisition increase. This cost would be reduced by any successful grant applications. The borrowing process takes a minimum of six months to complete due to the requirements for elector approval and subsequent approval by the Inspector of Municipalities. The process for elector approval that encompasses multiple jurisdictions will need to be developed, in conjunction with the Ministry of Municipal Affairs, which will add to this timeline. Elector approval requires funding to conduct a referendum and the borrowing cannot take place without elector approval. The Association requires proof of funding for its gaming grant application, which would not be available for the next round of intakes. If the project is approved for 2025, the project cost would increase accordingly.

The cost estimate to light diamonds 1 and 2 is \$897,000. This would provide 10 additional prime-time slots per week. If approved, the Commission would assume ownership of the lights, which would require the future replacement value to be added to the asset management plan.

As a cost comparison, building diamond 5 in 2024 dollars would be approximately \$524,000 and refurbishing other ball diamonds would likely be even less. Cost wise, it would be more beneficial to refurbish additional diamonds than provide lights. Not only would a refurbished diamond provide an additional five prime-time slots per week, but it would also provide early practice time that will be needed for the expected increase in youth ball at a substantially lower cost than installing lights. Any additional diamond would also provide time available for weekend use.

Area F Parks has nearly completed its Master Parks Plan. It is staff's understanding that the Plan considers representation by the ball user groups. Unless the Commission would like to proceed with lighting Diamonds 1 and 2 in addition to anything that may come out of the Plan, staff recommend evaluating the lower cost options that offer better value-for-money prior to proceeding with a high-cost capital upgrade that involves complex and uncertain financial arrangements.

Respectfully submitted,

Jennifer Bellamy

Jennifer Bellamy
Chief Financial Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: December 4, 2023
Subject: Riverside Park Usage Decision Between Competing Events

RECOMMENDATION

THAT the Enderby & District Services Commission decides between the following resolutions:

Option A

THAT use of Riverside Park for the first weekend following July 1 be granted to Enderby Minor Fastball so that they may make application to host tournaments.

Option B

THAT use of Riverside Park for the first weekend following July 1 be granted to the Vernon & District Kennel Club for the hosting of its annual dog show, subject to entering into a multi-year facility use agreement.

BACKGROUND

In 2022, the Vernon & District Kennel Club ("the Kennel Club") hosted its annual dog show at Riverside Park. The show was well-received by the community and the Kennel Club reported satisfaction with the facilities. The Kennel Club has expressed interest in continuing to host its event at this location. Organizing the event requires significant advance planning by the Kennel Club; a multi-year agreement would be beneficial to provide the Kennel Club with certainty around scheduling and promotions. The event always occurs the first weekend following July 1 and must be approved by the Canadian Kennel Club five years in advance so that national and international events can be coordinated amongst competitors and judges.

The Kennel Club's event coincides with a provincial tournament for U17 minor fastball. The organizer of Enderby Minor Fastball has indicated that he wishes to apply to host this tournament. Youth sport is a significant aspect of Riverside Park due to the concentration of ball diamonds and other amenities. Decisions on which community hosts a provincial tournament are made by provincial sport organizations several months prior to the commencement of the sport season; however, the decision-making happens after the date by which the Kennel Club needs to have its site committed.

Staff have explored opportunities for both events to occur simultaneously at the same facility. After speaking with the organizers of both events, neither feels that there is a viable way to share the facility safely and effectively. While the Kennel Club principally uses the eastern side of Riverside Park, outside of the ball diamond fences, there is a risk of conflict between this use and Diamond 4. For Enderby Minor Fastball, they need not only the diamonds but also the available open space for practices and other logistical requirements associated with hosting a provincial tournament.

As this involves a scheduling conflict between two competing events, each with distinct requirements and community benefits, staff are advancing this matter to the Commission for a decision, so that certainty can be provided to both parties; it is impractical for both the Kennel Club and Enderby Minor Fastball to compete for the same space year to year, given the challenges that it poses to organizing either event.

A series of questions were posed to each of the organizers, listed below, to aid the Commission in its decision.

Vernon & District Kennel Club

Please provide some basic details on your event.

We are the Vernon and District Kennel Club, we promote pure breed dogs and we have an annual event normally the first weekend in July. This year we had the event in Enderby which was a very successful event, people from all over the country came and we have some international judges.

In order to organize and promote your event effectively, how far in advance do you need to have your site committed?

We need to know and confirm as soon as possible as we are inviting judges from around the world and Canada, and we need time to promote around Canada.

Will you need all or part of Riverside Park for your event?

We need at least what we used this year, it will help having all the [Riverside] RV Park [campground]. From next year forward, we have increased one more day of the event so it will attract more people to reserve RV spots to at least 4 days.

If we were able to commit to giving you the space for a multi-year term (say, 3-5 years), would that be something that your group would accept?

We would love a long term [commitment], maybe over 7 years.

If your group were charged a reasonable fee to reserve Riverside Park, would this change your opinion on the use of this facility?

No, but if there are some fees, we would love some improvements in the grounds.

Is there a need for improvements to the facilities, over and above what is existing, in order to meet the ongoing needs of your event?

Yes, better grass and more level.

Enderby Minor Fastball

Do you intend to apply to host the Provincial tournament in 2024?

Yes, our application was submitted to Softball BC in Early October 2023 to host the U17C Provincial Championships July 5-7, 2024.

When will you know whether you are successful in your application?

They usually contact the associations in early to mid December 2023.

Please provide some basic details on the tournament (who, what, where, when).

July 5-7, 2024 at Riverside Park. All diamonds and green space on the entire property is required as is a majority of the campsite. There are 16 teams from all over the Province attending Provincials. Opening ceremonies requires local celebs, indigenous dignitaries and elected officials to participate.

Will you need all or part of Riverside Park for the tournament?

That's a 100% YES!

Does the tournament typically rotate around different communities each year? In other words, if you are successful in 2024, will Enderby be likely to get it again in the next 3-5 (or longer) years?

It does rotate around the Province but they always like to have a few events each year in the Okanagan. Yes, it's extremely likely Enderby would host either Provincial C or B events, a regional championship (U13C) or a Celebration of Softball (U11) event.

Is it the intent to seek a grant-in-lieu towards some or all of the costs of hosting the tournament?

Yes, we would put forward that request to the City as well as make a grant application to the Province for hosting. I believe in the past the City has given us an additional 50% reduction in field rental costs. We have missed [the Provincial] grant opportunity for 2024.

Is there a need for improvements to the facilities, over and above what is existing, in order to meet the requirements of hosting the provincial tournament?

Yes, we must have lights! Haha, just kidding. No, everything is already top drawer for hosting a provincial event. One possibility is to have a few more bleachers, but not imperative.

It is important to note that, in addition to the difference in the nature of the activities, the Kennel Club's event is a multi-year commitment while the ball tournaments would not be committed on a multi-year basis, although it is conceivable that a variety of different tournaments could be hosted this weekend, as the organizer mentions in his response, above. Ball tournaments

attract more operating costs. Youth ball, including tournaments, are partially subsidized for the operating costs pursuant to the recreation fees and charges bylaw, notwithstanding any further grant request that Enderby Minor Fastball may make. The Kennel Club's event incurs lower operating costs but was not charged a fee (which is consistent with similar events, such as the accordion club and the gold panners competition), although it is expected that a facility charge would be negotiated as part of a multi-year facility use agreement. It is conceivable that three of the four ball diamonds in Riverside Park could remain open for play in conjunction with the Kennel Club's dog show, although there may be some matters to resolve related to amenities such as the gazebo and access to the Riverside RV Park campground for accommodation.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: November 30, 2023
Subject: Open Space in Southeast Corner of Riverside Park - Referral

RECOMMENDATION

THAT the Enderby & District Services Commission considers whether it wishes to explore other uses for the open space in the southeast corner of Riverside Park, in accordance with the below referral from City of Enderby Council:

Open Space in Southeast Corner of Riverside Park: Refer to the Enderby & District Services Commission a request to explore uses for this area other than Baseball Diamond #5.

BACKGROUND

A request to the City of Enderby earlier in 2023 to designate space for a community garden spurred a broader review of land that may be available inside of the City of Enderby, including an exploration of potential uses. As available public land inside of the City is extremely limited, ensuring that the remaining space best serves the needs of the community has attracted policy interest.

As the Commission has delegated authority to administer land uses at Barnes and Riverside Parks, Council referred the following to the Commission:

Open Space in Southeast Corner of Riverside Park: Refer to the Enderby & District Services Commission a request to explore uses for this area other than Diamond #5.

The Commission may wish to consider one of the following actions in response to Council's referral:

1. Direct staff to develop and report back to the Commission with a proposal for exploring other land uses for the open space in the southeast corner of Riverside Park, which includes a broader community engagement component;
2. Continue to provide support in principle for the construction of a fifth ball diamond in the southeast corner of Riverside Park; or
3. Postpone consideration of Council's referral of potential uses of the open space in the southeast corner of Riverside Park until decision-making on other opportunities to

enhance ball diamond infrastructure within the City of Enderby and Area F have advanced such that a cost-benefit analysis may be performed.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA
Commission

MEMO

To: Enderby & District Services Commission
From: Andraya Holmes, Clerk Secretary
Date: October 3, 2023
Subject: 2024 Enderby & District Services Commission Meeting Schedule

RECOMMENDATION

THAT the Enderby & District Services Commission approves the 2024 Meeting Schedule as presented.

ALTERNATE RECOMMENDATION

THAT the Enderby & District Services Commission amends the 2024 Meeting Schedule by _____;

AND THAT the Enderby & District Services Commission adopts the 2024 Meeting Schedule as amended.

BACKGROUND

At the October 3, 2023 meeting of the Enderby & District Services Commission, members decided to schedule four meetings in 2024.

Attached for consideration of the Commission are proposed dates for the 2024 meetings to be held at 9:00 a.m. in Council Chambers of Enderby City Hall.

Respectfully submitted,


Andraya Holmes
Clerk Secretary

2024



Proposed Meeting Dates

SILGA

UBCM

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Tate Bengtson

From: Beata Tymoszejko <beata.tymoszejko@diabetes.ca>
Sent: October 17, 2023 11:29 AM
To: tbengtson@cityofenderby.com
Cc: recreation@enderby.ca
Subject: Textile recycling at your rec centre
Attachments: Bin Brochure 2023.pdf

AGENDA
Commission

Hi Tate,

I'm reaching out from Diabetes Canada to see if you would let us place one of our clothing donation bins in your community recreation centre. We can also offer a 90 day trial if that helps.

We use the clothing donations to generate funding for diabetes programs, like sending kids to diabetes camps.

As for the bin – it's free and we will service it at all times, so there is zero responsibility on your end. Our bins are highly secure and they operate much like a night deposit box. If for any reason you are not happy with it then we can remove it. See attached brochure for reference.

Please let me know if this is something you can help us out with. We would be so grateful!

Thank you kindly and I look forward to hearing from you.

Kind regards,

Beata Tymoszejko
Territory Manager
National Diabetes Trust
[Diabetes Canada](#)

C: 604-787-4188
beata.tymoszejko@diabetes.ca

declutter.diabetes.ca | 1-800-banting | Leading the fight to [end diabetes](#)

Why partner with us?

- Safe, insured, convenient and FREE
- Regular scheduled pick-ups 7 days a week (100+ trucks)
- Clean site around our bins
- National leader of clothing recycling since 1985
- Operating in 2,000+ communities across Canada

Stronger together!

**100% OF NET PROCEEDS SUPPORT
DIABETES CANADA**

Impact:

Research	\$6 million invested annually in diabetes research
D-Camps	2,000 children, youth and families living with type 1 diabetes
Advocacy	Working with governments to create positive change to benefit people living with diabetes
Education	Helping Canadians manage the disease and avoid long-term complications with comprehensive resources, education, and support

Each year, Diabetes Canada:

Diverts	100 million+ pounds of clothing and household items from landfill
Saves	1 billion+ kWh of energy
Reduces	Our donors' carbon footprint by 280 million+ pounds of CO ₂ emissions



Be a community leader

**Support Diabetes Canada
& help reduce landfill**



1-800-849-1245



binhostsupport@diabetes.ca



Roll Chute Donation Bin:

- 2m (6.6') H x 1.12m (3.7') W x 0.96m (3.25') D
- Easy to use
- Safe, secure and insured
- Help divert from landfill

We are responsible for our bin site service and cleanliness

Did you know:

- 3 Billion pounds of textiles go to landfill each year!
- It takes 40 years for leather shoes to decompose
- It takes 2700 liters of water to make one T-shirt

Diabetes by the numbers:



1 in 3 Canadians
– 11 million –
have diabetes or
prediabetes today



Another Canadian
is diagnosed
every 3
minutes

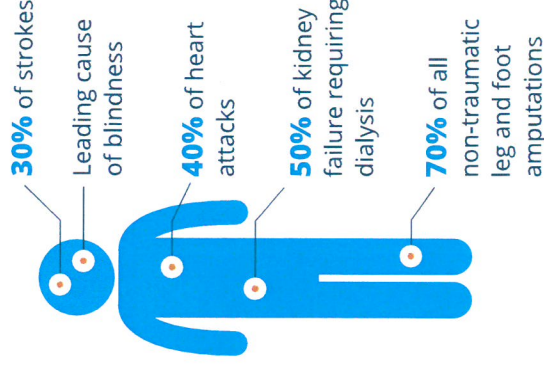


1.5 million
Canadians have
type 2 diabetes –
and don't know it



6 million
Canadians live with
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ENDERBY OUTDOOR POOL

2023 FINAL REPORT



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INTRODUCTION

The Enderby Outdoor Pool, managed under a contract with Enderby & District Recreation Services Association, is proud to report a very successful 2023 season. Preparation began early in 2023 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. Program registration opened on Saturday April 29th to local community members, and then opened to neighbouring communities and visitors on Monday May 1st. Staff training sessions were scheduled and certification information and training dates were recorded. A team of 10 lifeguard / Instructors were hired (8 females and 2 males). In-service staff training was held in two parts on Monday May 22nd and Wednesday May 24th. All staff participated in first aid updates; review of regular policies and procedures of the Pool Safety Plan, NL fitness standards, First Aid scenarios and evacuation simulations. The pool season ran from May 23rd until September 1st 2023.

Pool and Parks staffs worked together to complete the necessary tasks in order to open the pool on schedule. Park staff hired a contractor to complete the patch work in the basin and on the pool deck. The shallow end, some of the side walls, and gutters were given a fresh coat of paint. The patch job lasted the full season, however, more patch work (including the deep end and edges) will need to be completed next spring prior to filling the pool.

The 2023 schedule included School District #83 Swim Programs, Public Swim, Lifesaving Swimming and Advanced Lessons, Lap Lanes and Aqua-fit. The transition from Red Cross Water Safety Lessons to the new Lifesaving “Swim for Life” program created some extra administrative work and required staff training and public education strategies in order to be successful. The Learn to Swim program was offered in five -two week lesson sets with both a morning (9:30-am-12:30pm) and afternoon (3:45-6:15pm) program. A total of 520 participants registered for the Lifesaving 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 37 participants. All registered programs were well attended including the Youth Night Splash events. Private pool rentals continue to grow in demand as a popular way to enjoy the pool with family and friends.

For the first time in over 15 years, a swim club booked space in the Enderby Pool. The Shuswap Selkirks Swim club (Out of Salmon Arm) trained 3 days a week in May and June and booked 4 fun swims during the summer. The Salmon Arm pool gifted us their used lane ropes and reel (as they were replacing their equipment) and the Enderby Lions Club was approached and graciously donated funding to be able to purchase additional equipment to make the club training and our lap swimming more safe.

The 2023 season ended on Friday September 1st with a Free Public Swim. In the final week of operation pool staff completed year end stats, inventory, and general cleaning. Following the facility closing, Parks staff began procedures to neutralize the water before draining the pool to half full. All other closing procedures such as clean-up, shut down and winterizing of the facilities was completed.

Enderby, Area F and neighbouring communities continue to show their support and appreciation for the programs and opportunities at the Outdoor Pool. Despite the smokey days in August, revenues in 2023 exceeded budget expectation. In the 15 weeks the pool was open, total deposits came to over \$68,073 compared to \$68,519 in 2022. This continued support demonstrates a greater than ever need and desire to have a new aquatic facility.

PRE-SEASON PREPARATION

Pre-season facility preparation started early May for the 2023 season. Due to the crumbling pool basin – major repairs will need to be budgeted for again and scheduled early to allow for the pool to be open in 2023. Below is a recommended timeline to be implemented in 2024 for a regular season from May 23-Sept. 1. (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 - *March*
- 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 Program Supplies and Material order – *Early May*
- Set up office and admin – *mid May*
- Pool in-service Training – *May 20 / 2024*

PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon, Peter and Grant, provided support and assistance to the Pool staff throughout the 2023 season. Along with the pre-season preparation, Parks staff completed the daily morning water tests, adjusted chemicals as needed, and performed weekly filter back washes 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, and only one day the pool was closed due to a smoke and air quality. There were no pool closures due to poor water quality or bodily fluid incidents this season.

POOL STAFF 2023



The 2023 Aquatic Staff was nothing short of awesome! Despite the challenges with finding enough staff for spring programs when School is still in session – our team consisted of very passionate, committed and hardworking individuals. Once again, we were very fortunate to have Teresa Froese returning with her positive and inspiring leadership style. Beth Ralston temporarily performed duties of the Assistant Supervisor Emma finished her schooling in England. Eight additional staff was hired including two male staff. All team members went through training in the Pool Safety Plan policies and Procedures. **Sheryl Hay** managed the staff for the 9th season in a row and also provided Aqua-fit instruction and back up lifeguard and swim instructor duties.

Teresa Froess and Emma

Brennan filled the Supervisor roles and part-time lifeguards and instructors included: **Brooklyn Richards, Jake Hendricks, Beth Ralston, Dannon Aitken, Cale Hendricks, Katie Overgaard, Hannah Danyluk and Moriyah knorr.**



Recommendation: 1) further Increase staff wages to be competitive with seasonal job opportunities and other aquatic facilities. 2) Provide 3 in-service training sessions throughout the season 4)Schedule a NL Recert for late summer and Offer Instructor course for future 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 and walls 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 22nd and May 24th, all Aquatic staff participated in team 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 30th. All training was dated and documented in the pool safety plan along with staff awards and certifications dates.

SCHOOL SWIM PROGRAM

Enderby Pool is the only aquatic facility in the North Okanagan that continues to offer a water safety and swimming program to school students. This season, we continued with a 4 day program (Tuesday to Friday); where students were offered 3 days of instruction and a final “Fun Day” to play and practice what they had learned.

The school swim program was delivered to Grindrod, M.V. Beattie and Shihiya Elementary students, Spatsin Pre-school and a home school program. The revised program was also delivered to grade 7's attending A.L Fortune Secondary School.

SWIM LESSONS & ADVANCED COURSES

The Lifesaving Society's "Swim for Life" program was offered for the first time this season at the Enderby Pool. The program was delivered in 8 classes over 2 weeks (Monday to Thursday). This structure was continued this season to avoid instructor burnout and provide the best quality of lessons. Much time and effort was put into marketing and educating the public on the new Lifesaving Society program and registration standards. All levels of the program were offered in a spring lesson set in June followed by four 2-week lesson sets in July and August. Many private and semi private lessons were offered again this season due to high demand.

Here is a breakdown of the last 6 years of Summer Swim Lesson Registration (not spring set)

Year	2018	2019	2020	2021	2022	2023
Registration Totals	292	373	436	449	458	466

Here is a breakdown of 2023 Season registration numbers in the Swim For Life Program for all 5 sessions:



Program	Spring	Session I	Session II	Session III	Session IV	Totals
Parented	0	12	9	4	5	30
Preschool 1	2	11	12	8	10	43
Preschool 2	6	5	5	4	2	22
Preschool 3	0	5	8	3	4	20
Preschool 4	4	0	0	1	0	5
Preschool 5	0	0	0	0	0	0
1	10	20	13	10	17	70
2	4	14	11	6	15	50
3	2	10	8	6	7	33
4	6	11	10	6	6	39
5	5	2	3	3	5	18
6	0	6	1	3	3	13
Rookie	0	0	1	0	5	6
Ranger	0	0	0	0	3	3
Star	0	0	0	0	0	0
<i>Privates</i>	5	12	11	15	16	59
<i>Semi-Private</i>	10	20	21	29	29	109
Totals	54	128	113	98	127	520

We saw a less registration in the spring program set and a few cancellations in the last August set due to smoke and families being evacuated from their homes. This year's total was 520 compared to 529 in 2022.

Advanced courses offered this season included the Lifesaving Society's Jr. Lifeguard Club x 2 sessions, Bronze Star, Bronze Medallion and Bronze Cross..



Advanced Courses	Jr. Lifeguard	Bronze Star	Bronze Medallion	Bronze Cross	TOTAL
	18	5	9	5	37

Aquatic Program Recommendations: 1) Continue to offer 2 Jr. Lifeguard courses 2) More marketing for Rookie, Ranger & Star 3) Program a spring Lifesaving Instructor course and summer NL re-cert.

EVENTS, AQUA FIT AND PUBLIC SWIMMING

Drop-in programs at the Enderby Pool are very well attended when the weather cooperates. Late season smoke and fires compromised the attendance in August, but overall participation was good.

Youth Nights

Three Youth Night events were hosted, each with a theme, prizes and light snacks for kids aged 9-13 years. The youth events were held from 6-8pm on a Friday night and this years themes were Team Spirit, Come join the Circus and Star Wars. Staff and swimmers are encouraged to dress up and games & prizes are awarded. A total of 118 youth attended the 3 events this season.



Aqua Fit

There were 7 classes programmed in the spring and 10 classes ran per week in July & August. The program was only cancelled one time this season due to thunder and lightening. Even though we did not have to put a maximum cap on our classes this year, it was decided to continue with back to back classes on Mon/ Wed/ and Fri to offer more variety and challenge to our participants. Our newest class was Aqua-Man, a Men's only class that ran for 6 weeks in the spring. This program provided opportunity for the guys to connect and explore the water gym. Many of them joined the regular classes for the summer months.

Returning by popular demand was Aqua In-sync, a popular program where participants learn and perform water drumming, sculling, patterns and routines. It was highly recommended that this class be

offered again in 2023 and increased to a 1 hour program. This season also included many theme and dress up days, including the Christmas in July (which was also a local food bank fundraiser) and our Wind-up event “Out of this World” Our Aqua Fit staff included 4 certified instructors this season and we had another record breaking year with 2,107 participants.



Public swims were offered 7 days a week from 1:30-3:30pm. Evening swim times were offered on Monday / Wednesday & Friday from 6:30-8:00pm. The last 45 minutes of any public swim time was offered at a \$2 rate. Public swim times are busier in the May -July and slow down in August when the Shuswap River becomes our biggest competition.

Private Pool rentals continue to be a popular option to enjoy the Enderby Outdoor Pool. The schedule offered weekday late afternoon times during May and June and 1-2 hour slots on weekends. In total 75.75 hours in Rentals were booked this season bringing in \$6,394.00.

On July 1st, The Enderby Pool hosted a Free Swim from 1-3pm alongside all the other events happening in Barnes Park. The Aquatic staff also participated in the parade with a popular dance routine. A total of 147 swimmers participated in the July 1st Free Swim.

Aquatic Program Recommendations: 1) Offer 2 Jr. Lifeguard courses 2) Offer Youth night swims more regularly and bring back Dash “n” Splash 3) Stay with the same Public swim times and increase private rental options.

LIFE GUARDING/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.

This season's staff was involved in 1 rescue of a weak / tired swimmer (9 yrs). The near drowning only required the guard on deck to reach to the victim with their rescue tube and required no EMS call or follow up. Minor incidents included bee stings, nose bleeds, and cuts or scrapes. Our most challenging incidents had to do with a break ins before we opened for the season and another one at the end of summer. Both break-ins caused damage to the facility, however nothing was stolen. The behaviour incidents were minor this season and handled with professional customer relation skills by our staff and supervisors.

2023 Incidents			
Minor First Aid		Theft	
Bee Stings/ Bug Bites	3	Personal / Car	0
Bleeding Nose	2	Facility	0
Cuts or Scrapes	8	Behavioral	4
Behavior	4	Break In	2
Major First Aid		Pool Water Fouling	
Drowning Rescue	1	Fecal Matter / Vomit	0
Seizure	0	Smoke / Ash	0

SUPPLIES AND EQUIPMENT

The Pool was supplied with the following items this season:

- Case of noodles
- Replacement PFD's, Dumb bells, and Belts
- New Pace Clock
- Instructional toys
- First Aid Supplies
- Lap lane flags, poles and stands

OPERATIONS/MAINTENANCE

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 could use a touched up with paint. Change room shower walls will need another coat of paint or new coverings to prevent the build up of mildew and mold. The seats to the patio tables will need replaced and a fresh coat of paint is needed for the bleachers in the viewing area.

Recommendations: 1) Full Basin repair. 2) Deck & Gutter repair in areas that are sinking or opening. 3) Re-do shower walls in both change rooms 4) Replace seats on picnic area tables, and paint bleachers.

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 1st, 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 algeacide to the remaining water
- Shutting pumps down for the season
- Winterizing the washrooms
- Removing ladders and basketball hoop and wall clock
- Covering the Slide and lane ropes with a tarp
- Adding antifreeze to pumps
- Winterizing equipment rooms
- Removing and storing First Aid and office equipment

REVENUE

The Enderby Pool Revenue for 2023 was as follows:

Public Swim	\$14,316.96
Fitness	\$12,253.55
Swim Lessons	\$37,518.50
School Lessons	<u>\$3,984.00</u>
Total Revenue:	<u>\$68,073.01</u>
Budgeted Revenue:	\$63,100.00
Over Expectations:	\$ 4,973.01

EXPENSES

Staff Wages

Wages	<u>\$60,061.57</u>
Budgeted Expenses:	\$61,000.00
Under Expectations:	\$ 938.43

Contract Wages

Wages	<u>\$ 5,155.59</u>
Budgeted Expenses:	\$ 3,500.00
Over Expectations:	\$ 1,655.59

Marketing and Advertising

Marketing & Advertising	<u>\$ 1,164.71</u>
Budgeted Expenses:	\$ 800.00
Over Expectations:	\$ 364.71

Training

Total Expenses:	<u>\$ 976.19</u>
Budgeted Expenses:	\$ 1,000.00
Under Expectations:	\$ 23.18

Program & Office Supplies

Total Expenses:	\$	6,500.00
Budgeted Expenses:	\$	5,563.08
Under Expectations:	\$	963.92

Total Expenses	\$	72,894.14
Budgeted Expenses:	\$	72,800.00
Over Expectations:	\$	94.14

PROPOSED BUDGET 2024

Staff Wages	Budgeted Expenses	\$63,000.00
Staff Benefits	Budgeted Expenses	\$4,750.00
Marketing & Advertising	Budgeted Expenses	\$1,000.00
Training	Budgeted Expenses	\$1,200.00
Programs and Supplies	Budgeted Expenses	\$6,000.00

EQUIPMENT SUGGESTIONS FOR 2024

Below is a list of equipment and supplies:

- New or Rental Oxygen Tank
- 8 new life jackets
- 8 new exercise belts
- 2 Boxes of Noodles
- Replacements for 10-12 dumb bells
- First Aid supplies replacements
- Replacement instructional equipment
- New signage for programs

CAPITAL IMPROVEMENT SUGGESTIONS

- Pool Basin Repairs with focus on deep end
- Deck surface touch ups – fill ins where gutter has separated and deck as lifted or sunk
- Re-paint worn areas of deck near change rooms
- Sand* and Re-paint basin gutters
- Re-paint shower stall walls
- Touch up paint on change room floors