

ENDERBY AND DISTRICT SERVICES COMMISSION

Tundra Baird
Shawn Shishido

Allysa Hopkins
Todd Couch

AGENDA

DATE: February 5, 2024
TIME: 9:00 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: 817 2030 6387
Passcode: 257225*

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. ELECTION OF CHAIR

Corporate Officer to administer election of Chair.

2. LAND ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

THAT the February 5, 2024 Enderby & District Services Commission agenda be approved as circulated.

4. ADOPTION OF MINUTES

4.1 Meeting Minutes of December 11, 2023

THAT the December 11, 2023 Enderby & District Services Commission meeting minutes be adopted as circulated.

Page 3

5. BYLAWS

5.1 Parks, Recreation and Culture Fees Bylaw

Memo prepared by Chief Financial Officer dated January 31, 2024

Page 8

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. 1785, 2024”.

6. REPORTS

6.1 Chief Administrative Officer Report

6.1.1 Verbal Update on New Pool

6.1.2 Verbal Update on Arena

7. NEW BUSINESS

7.1 Extension of Muzebo Display Area for Enderby’s First Fire Apparatus Page 12

Memo prepared by Chief Administrative Officer dated January 30, 2024
THAT the Enderby & District Services Commission approves an extension to the Muzebo Display Area by approximately 3 metres on its north side in order to provide for the secure display of Enderby’s restored first fire apparatus.

7.2 2024 Grant Funding - Cemetery Page 16

Memo prepared by Chief Financial Officer dated January 30, 2024
THAT the Enderby and District Services Commission provides a grant in the amount of \$3,500 to the Grindrod Cemetery Committee and a grant in the amount of \$1,000 to the Mara Musical and Athletic Association for the operations of their respective cemeteries.

7.3 2024 Budget – Cemetery Page 22

Memo prepared by Chief Financial Officer dated January 25, 2024
THAT the Enderby and District Services Commission approves the Cemetery – 2024 Draft Budget.

7.4 2024 Budget – Animal Control Page 25

Memo prepared by Chief Financial Officer dated January 29, 2024
THAT the Enderby and District Services Commission approves the Animal Control – 2024 Draft Budget.

7.5 2024 Budget – Parks, Recreation & Culture Page 27

Memo prepared by Chief Financial Officer dated January 31, 2024
THAT the Enderby and District Services Commission approves the Parks, Recreation & Culture – 2024 Draft Budget.

8. PUBLIC QUESTION PERIOD

9. CLOSED MEETING RESOLUTION

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

10. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on December 11, 2023 at 9:30 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

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Shawn Shishido
“THAT the December 11, 2023 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of October 3, 2023

Moved by Shawn Shishido, seconded by Todd Couch
“THAT the minutes of the regular meeting of October 3, 2023 be adopted as presented.”

CARRIED

DELEGATIONS

Jen Bellhouse, Shuswap Trail Alliance

Jen Bellhouse gave an overview of the work done by the Shuswap Trail Alliance between 2020 and 2023. Some highlights included:

- Construction of the Cliff Avenue Greenway Trail in Enderby.
- Restoration of the Mara Mountain Lookout Historic Trail.
- Installation of a bike wash at the South Canoe trailhead.
- Removal of invasive species.
- Volunteer days.
- Updated 2023 Trail Guide.

She discussed the priorities and goals of the Shuswap Trail Alliance for the next four years.

Allyssa Hopkins thanked Ms. Bellhouse for her presentation.

NEW BUSINESS**Shuswap Trail Alliance Operational Contribution Agreement for 2024-2027**

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby and District Services Commission renews the Shuswap Trail Alliance Operational Contribution Agreement for 2024-2027.”

CARRIED

Arena Brine Leak

Chief Administrative Officer reported that a brine leak was identified at the arena several weeks ago. The loss rate has been highly variable, some days losing an inch or two off of the brine tank, while other days have seen the loss be higher. The leak is on the arena side.

Due to the construction of the header relative to the boards, the individual brine lines cannot be isolated for pressure testing. Some alternate measures are being taken to reduce loss, including shutting down the brine pump overnight and stocking up calcium chloride for the brine solution, which will be directly added to maintain the appropriate freezing temperature. A variable frequency drive will also be added to the brine pump to mitigate the loss and reduce energy consumption generally. In the summer, acoustic leak detection will be performed once the floor is dry to find the leak and perform a spot repair.

Staff will bring forward to the Commission costs for replacing the header, as it is heavily corroded and at its end of life, in addition to being misplaced.

Tundra Baird asked for clarification on cost.

Chief Administrative Officer responded that the cost of the variable frequency drive is approximately \$4000 plus installation, and the additional brine costs because of the leak at this time are approximately \$200-\$300 per week. The costs for the new header are not known yet.

Parks & Recreation User Fees – Rates of Subsidy

Moved by Shawn Shishido, seconded by Todd Couch

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

CARRIED

Ball Diamond Lighting

Chief Financial Officer explained the attached memorandum is in response to the delegation by Enderby Minor Fastball from the previous Commission meeting requesting support for lighting Ball Diamonds 1 and 2 at Riverside Park. Explained that borrowing would be needed to fund this project and that with an Area F Master Parks Plan forthcoming, it may be better value for money to explore renewing or reestablishing existing diamonds in Area F.

The Commission discussed the financial implications of borrowing for the project, such as the need for a referendum that encompasses multiple jurisdictions, and the 9.7% requisition increase that would be required within the City of Enderby.

Chief Financial Officer explained that the Commission would need to commit to funding the entire project so that there is the option to proceed if grant funding is unsuccessful, as the costs to proceed with a referendum are substantial. Also clarified that the tax increase would continue indefinitely, as once the borrowing was completed, the funds used for debt servicing would be directed toward asset management for the eventual replacement of the lights.

The Commission discussed the importance of youth sport in the community especially as demand continues to grow.

Amanda Harvey of Enderby Minor Fastball submitted questions to the Commission asking what the threshold value of money raised would be for the Commission to move forward with this project, and asked for a letter of support from the Commission to move forward with researching and applying for funding opportunities.

Chief Administrative Officer advised that to provide a letter of support the Commission should be prepared to commit to the project and agree to accept ownership, including future replacement costs.

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby & District Services Commission does not provide a letter of support to add lights to Diamonds 1 and 2 at Riverside Park.”

CARRIED

Moved by Shawn Shishido, seconded by Tundra Baird

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

CARRIED

Riverside Park Usage Decision Between Competing Events

Chief Administrative Officer gave an overview of the accompanying memorandum.

The Commission discussed the economic and community benefits to each event as well as the ability for the Vernon Kennel Club to enter into a multi-year agreement, while use of the park by the ball user groups is dependent on their successful applications for tournaments, or ability to arrange an alternate event.

Discussed that value to the community for both events is positive and difficult to quantify. Both bring many people to the community for extended overnight stays and both events invite members of the community out to view at no cost.

Moved by Shawn Shishido, seconded by Todd Couch

“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.”

CARRIED

Open Space in Southeast Corner of Riverside Park – Referral

The Commission discussed the importance of the forthcoming Area F Master Parks Plan in decisions on the use of this space.

Moved by Tundra Baird, seconded by Todd Couch

“THAT the Enderby & District Services Commission postpones 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.”

CARRIED

2024 Enderby & District Services Commission Meeting Schedule

The Commission decided to change the meeting originally scheduled for August 19th to September 9th at 9:00 a.m.

Moved by Shawn Shishido, seconded by Todd Couch

“THAT the Enderby & District Services Commission approves the 2024 Meeting Schedule as amended.”

CARRIED

Request from Diabetes Canada to Place a Clothing Donation Bin

The Commission discussed that there are two Diabetes Canada donation bins already in the City, and that there is also a local thrift store that accepts donations.

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby & District Services Commission does not approve the request from Diabetes Canada to place a clothing donation bin at the Enderby Arena.”

CARRIED

Enderby Outdoor Pool – 2023 Final Report

Sheryl Hay gave an overview of the report.

Tundra Baird asked if there is capacity to accommodate the equipment suggestions for next season.

Chief Financial Officer responded that she is working through the requests but that it appears there was sufficient revenue to fund them.

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the Enderby & District Services Commission receives and filed the Enderby Outdoor Pool – 2023 Final Report.”

CARRIED

PUBLIC QUESTION PERIOD

Kaylee Wells asked for clarification on the location of the Cliff Avenue Greenway Trail.

Chief Administrative Officer responded that the trail starts at the top of Cliff Avenue and connects to the unpaved portion of Francis Drive. It is one component of a larger trail connectivity project, so it will not be marketed for use until some of those other components are constructed.

David Ramey asked if, in past years before the dog show, whether Riverside Park was empty on the weekend following July 1st.

Kaylee Wells responded that the park is usually booked with an event of some kind over that weekend.

ADJOURNMENT

Moved by Tundra Baird, seconded by Shawn Shishido

“THAT the December 11, 2023 regular meeting of the Enderby and District Services Commission be adjourned at 11:17 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Commission
AGENDA

To: Tate Bengtson, CAO

From: Jennifer Bellamy, CFO

Date: January 31, 2024

Subject: Parks, Recreation and Culture Fees Bylaw

Recommendation

THAT the Commission recommends that Council enacts the attached bylaw cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1785, 2024".

Background

Attached is a bylaw to amend the pool fees for Parks, Recreation and Culture Fees. Below is a summary of the proposed changes.

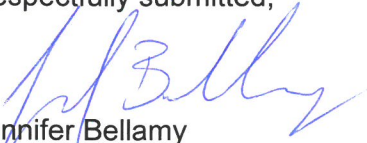
Drop In (per visit)				
	Per Swim	10-Visit Pass	1-Month Pass	Season Pass
Public Swim – Adult	4.50 5.00	40.50 45.00	49.50 55.00	n/a
Public Swim – Youth or Senior	3.75 4.00	33.75 36.00	41.25 44.00	n/a
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50	n/a
Public Swim – 2yrs and under	Free	n/a	n/a	n/a
Public Swim – Family	12.00 13.50	108.00 121.50	132.00 148.50	n/a
Toonie Swim	2.00	n/a	n/a	n/a
Aqua Fit – Youth or Senior	6.00 6.50	54.00 58.50	69.25 74.75	225.00 235.00
Aqua Fit – Adult	7.00 7.50	63.00 67.50	80.75 86.25	250.00 261.25
Not-for-profit licensed preschool or youth organization:				
	# of Youth/Preschool		Rate per swim	
	8-12		21.50 22.25	
	13-20		34.75 36.00	
	21-30		56.25 58.50	
	30+		56.25 58.50 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)				
Up to 50 persons			80.75 85.00	
51-85 persons			115.50 121.25	
Swim club			30.50 31.45	
SD #83			JOINT USE AGREEMENT	
Not-for-profit licensed preschool or youth organization			20.75 21.65 / instructor / hr	

The proposed increases to the fees are to cover the increased cost of wages for pool staff. Wages have required an increase to keep up with the increase in minimum wage and to attract and retain

pool staff. The proposed rates have also been compared to neighbouring communities in order to ensure that the rates remain competitive.

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

Respectfully submitted,



Jennifer Bellamy
Chief Financial Officer

THE CORPORATON OF THE CITY OF ENDERBY

BYLAW No. 1785

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

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

AND WHEREAS Council wishes to amend the fees;

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

1. This Bylaw may be cited as "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020 Amendment Bylaw No. 1785, 2024".
2. Schedule "C" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" is deleted and Schedule "C" attached to and forming part of this bylaw is substituted therefore.

READ a FIRST time this ____ day of _____, 2024.

READ a SECOND time this ____ day of _____, 2024.

READ a THIRD time this ____ day of _____, 2024.

ADOPTED this ____ day of _____, 2024.

Mayor

Corporate Officer

SCHEDULE "C" – POOL FEES

Drop In (per visit)				
	Per Swim	10-Visit Pass	1-Month Pass	Season Pass
Public Swim – Adult	5.00	45.00	55.00	n/a
Public Swim – Youth or Senior	4.00	36.00	44.00	n/a
Public Swim – Preschool 3-5 yrs	2.50	22.50	27.50	n/a
Public Swim – 2yrs and under	Free	n/a	n/a	n/a
Public Swim – Family	13.50	121.50	148.50	n/a
Toonie Swim	2.00	n/a	n/a	n/a
Aqua Fit – Youth or Senior	6.50	58.50	74.75	235.00
Aqua Fit – Adult	7.50	67.50	86.25	261.25
Not-for-profit licensed preschool or youth organization:				
	# of Youth/Preschool		Rate per swim	
	8-12		22.25	
	13-20		36.00	
	21-30		58.50	
	30+		58.50 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)				
Up to 50 persons			85.00	
51-85 persons			121.25	
Swim club			31.45	
SD #83			JOINT USE AGREEMENT	
Not-for-profit licensed preschool or youth organization			21.65 / instructor / hr	

THE CORPORATION OF THE CITY OF ENDERBY

Commission
AGENDA

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: January 30, 2024
Subject: Extension of Muzebo Display Area for Enderby's First Apparatus

RECOMMENDATION

THAT the Enderby & District Services Commission approves an extension to the Muzebo Display Area by approximately 3 metres on its north side in order to provide for the secure display of Enderby's restored first fire apparatus.

BACKGROUND

The Muzebo is stadium-shaped gazebo located at the northwest corner of Barnes Park. The middle and largest portion of the Muzebo consists of a chainlink enclosure used to display large artifacts ("the Display Area") possessed by the Enderby & District Museum & Archives ("the Museum"). The north and south ends of the Muzebo are unenclosed and are used as free space or incorporated into community events and recreation programs (for instance, the south end typically serves as the band stand for Canada Day).

Considerable effort has been made by the Museum and numerous community members over several years to restore Enderby's first fire apparatus, a 1930 Chevy Maple Leaf truck that was converted into a fire apparatus in 1939 ("the Apparatus").

The Museum wishes to reconfigure the Display Area to accommodate its large artifacts while providing a high-profile space in the Display Area for the Apparatus. The Museum has requested permission to extend the Display Area into the unenclosed north end by approximately 3 metres. Attached is the Museum's letter of request. Below is an image of the Muzebo, looking at its west side, with the approximate dimension of the proposed extension to the Display Area marked in red.

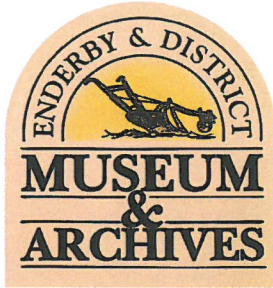


Staff have referred the request to Enderby & District Recreation Services and the City of Enderby Events Coordinator. Both referral responses indicate that the proposed extension of the Display Area will not unduly interfere with events or recreation programming. While there will be some loss of shaded free space, there will be opportunities to address this over the next several years as decision-making over the decommissioning of the existing pool occurs, which will invite conversations over how best to use that space.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tate Bengtson'.

Tate Bengtson
Chief Administrative Officer



Enderby & District Museum Society

Box 367 Enderby, BC V0E 1V0

250-838-7170

www.enderbymuseum.ca

enderbymuseum@shaw.ca

January 24, 2024

Dear Enderby Area F Services Commission,

I am writing to update you on progress of the restoration of Enderby's first fire truck, a project commenced in 2021 and nearing completion, and to make a request.

The vehicle is a 1930 Chevy Maple Leaf truck that was converted into a fire truck in 1939. The city contracted out some of the work while local mechanic, Bill Morris, did much of the work on a volunteer basis. Continuing with that theme, the bodyman who undertook this restoration volunteered his time for the project. The museum provided a small honorarium to cover some of the costs for materials while the labour was provided at no cost. Other businesses, including Williamson Automotive and CNC Manutech, have donated time, labour and materials to the project. While some work remains to be done this spring– more mechanical, replacement of some wood, pinstriping, adding metal piping for rails and the replacement of some equipment – much of the project is complete. A fundraising campaign to cover the cost was undertaken, with about \$12,000 of the \$15,000 goal attained.

The restored fire truck made an appearance at the Aug. 19 Friday Night Lights before being returned to its spot in the Museum in the Park. Work to reconfigure the gazebo at Barnes Park to make a pleasing display of the artifacts contained in the space was somewhat successful. To create a more dynamic display, the museum would like to extend the fencing on the north end of the gazebo to better house the artifacts within. A larger space will allow us to move around the larger artifacts (Cletrac and boiler) so the fire truck will be more visible to the public and easier to take in and out of the gazebo. Room would remain at the south end for Canada Day activities and other events.

I contacted Rite-Way Fencing Inc., who provided the original fencing, about the cost of expanding the fencing on the gazebo. We would need to add one panel on each side and extend the gate out on the north side. The cost estimate for the materials is just over \$1,600 (see attached). The museum is requesting permission from the EAFSC, as the entity in charge of the gazebo, to undertake this project. If approved, the museum would approach the Enderby & District Lions Club to see if they would help with labour.

Sincerely,

Jackie Pearase, administrator



Rite-Way Fencing (2000) Inc. Phone: (250) 491-9174
3535 Alcan Road Toll Free: (877) 422-3699
Kelowna, BC V1X 7R3

RITE-WAY
FENCING INC.

Quotation

Customer:

Enderby & District Museum
Enderby, BC

Attn: Jackie Pearase
250-838-7170
Re:

Quotation # **LN35960**
Quotation Date **9/6/2023**
Reference Number
Sales Representative **Lori Nell**
Weight **342.1 lbs.**
Fax or Email **enderbymuseum@shaw.ca**

INDUSTRIAL GATES

2 each	9' 6" W x 8' 6" H CHAIN LINK PANEL - GALVANIZED	@ \$691.11 each	\$1,382.22
--------	---	-----------------	------------

GATE FITTINGS

12 each	1 5/8" X 1 5/8" PANEL CLAMP - Pressed Steel c/w bolt	@ \$5.58 each	\$66.96
---------	--	---------------	---------

MATERIALS ONLY - FOB KELOWNA
QUOTATION IS VALID FOR 10 DAYS

MOVING EXISTING GATE PANELS FORWARD WITHIN GAZEBO AND BUILDING
TWO NEW PANELS TO FIT BETWEEN GAZEBO UPRIGHTS

THE OD OF THE EXISTING PANELS WILL NEED TO BE CONFIRMED - USUALLY
THEY ARE BUILT FROM 1 5/8" OD PIPE

\$1,449.18

PST @ 7.00%	101.44
GST @ 5.00%	72.46

\$1,623.08

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Commission
AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 30, 2024
Subject: 2024 Grant Funding - Cemetery

Recommendation

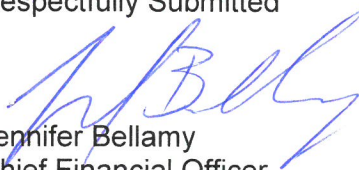
THAT the Enderby and District Services Commission provides a grant in the amount of \$3,500 to the Grindrod Cemetery Committee and a grant in the amount of \$1,000 to the Mara Musical and Athletic Association for the operations of their respective cemeteries.

Background

Attached are the grant requests from the Grindrod Cemetery Committee and the Mara Musical and Athletic Association for 2024. The grants are provided for operating costs for the cemeteries that are owned and operated by each of the organizations, the Grindrod Cemetery and the Mara Cemetery.

The value of the grants requested remain the same as provided in 2023; therefore, no increase to property taxation will be required to fund these.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

Grindrod Cemetery

Enderby, BC V0E 1V1

January 11, 2024

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

Dear Ms. Bellamy:

Re: 2024 Grant Funding – Grindrod Cemetery

Please accept this letter as our request for the 2024 grant for the Grindrod Cemetery. We would like to request \$3,500.00. This money is used for the maintenance of the grounds of the Grindrod Cemetery.

Please find attached the Financial Report for the Grindrod Cemetery for the year ended December 31, 2023. There was an addition of \$1,312.50 amount in the Lawn & Grounds Maintenance this past year for the removal of a tree and tree roots that were encroaching from the neighbour's property onto some of the grave sites.

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

Yours truly,



Faith Hudson, Treasurer
Grindrod Cemetery Committee

EMAIL -

Grindrod Cemetery
FINANCIAL REPORT
as at December 31, 2023

Enderby & District Credit Union - January 1, 2023 \$3,177.22

2023 Deposits

NORD grant re Lawn maintenance. etc	3,500.00
Plot Purchases	200.00
Opening & Closing of Plots	100.00
Interest	0.79
	<hr/> 3,800.79

\$3,800.79

2023 Expenses

Lawn & Grounds Maintenance	4,532.50
Open & Closing of plots	50.00
Replace broken headstone	250.00
	<hr/> 4,832.50

-\$4,832.50

Enderby & District Credit Union - December 31, 2023 \$2,145.51

Jennifer Bellamy

To: Anita and Todd Couch
Subject: RE: Cemetery budget

From: Anita and Todd Couch <at.chesterfield@gmail.com>
Sent: Friday, January 26, 2024 2:04 PM
To: Jennifer Bellamy <jbellamy@cityofenderby.com>
Subject: Re: Cemetery budget

Hi Jennifer,

Sorry for the late reply... I am hoping that Louise can supply you with the latest financials.

I think if we take the usual \$1000 that will be sufficient. This year we'll be doing a project for seeding and replacing some cracked cement but we will be fine with what we already have. I hope to look into the cost of a well and what might be available for grants but that will be something we discuss later in the year.

\$1000: Lawn mowing services, walkway maintenance.

Thanks for all of your help with this,

Todd.

Mara Musical Athletic Assoc - Cemetary
Income Statement Jan 01, 2022 to Dec 31, 2022

REVENUE

Sales Revenue

Plots

120.00

Operating Revenue - City of Enderby

3,500.00

Net Sales

3,620.00

Other Revenue

Interest Revenue

0.63

Total Other Revenue

0.63

TOTAL REVENUE

3,620.63

EXPENSE

General & Administrative Expenses

Advertising

300.00

Ground Maintenance

340.00

Total General & Admin. Expenses

640.00

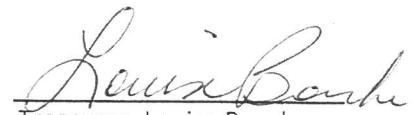
TOTAL EXPENSE

640.00

NET INCOME

2,980.63


President, Jonathan Couch


Treasurer, Louise Bourke

Mara Musical Athletic Assoc - Cemetary
Balance Sheet As at Dec 31, 2022

ASSET

Current Assets

EDCU Cemetery Account	4,563.22	
EDCU Equity Shares	6.32	
Total Cash		4,569.54
Total Current Assets		4,569.54

Capital Assets

Land - Burial Ground/Mara Catholic	115,000.00	
Land - Burial Ground/Mara	115,000.00	
Net - Land		230,000.00
Total Capital Assets		230,000.00

TOTAL ASSET		234,569.54
--------------------	--	-------------------

LIABILITY

TOTAL LIABILITY		0.00
------------------------	--	-------------

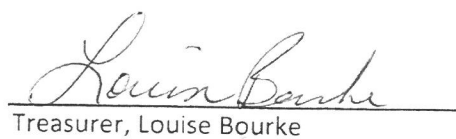
EQUITY

Owners Equity		
MMAA - Cemetary Capital	163,400.00	
Retained Earnings - Previous Year	68,188.91	
Current Earnings	2,980.63	
Total Owners Equity		234,569.54

TOTAL EQUITY		234,569.54
---------------------	--	-------------------

LIABILITIES AND EQUITY		234,569.54
-------------------------------	--	-------------------


 President, Jonathan Couch


 Treasurer, Louise Bourke

Generated On: Feb 13, 2023 Reviewed By: Dorothy's Bookkeeping, Enderby BC 250-838-2667 *gc*

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Commission
AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 25, 2024
Subject: 2024 Budget – Cemetery

Recommendation

THAT the Enderby and District Services Commission approves the Cemetery – 2024 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Cemetery – 2024 Draft Budget by _____;

AND THAT the Enderby and District Services Commission approves the Budget as amended.

Background

The attached Cemetery – 2024 Draft Budget proposes an increase of \$2,460 (or 4.8%) to property taxation. Below is a summary of the changes.

Operating Expenses – An increase of \$1,960 is required for operations for 2024. \$900 of this increase is for cemetery maintenance per contract. The remaining \$1,060 is due to inflationary pressures.

Grants – The value represented in the draft budget is per the requests from the Grindrod Cemetery Committee and the Mara Musical and Athletic Association to help fund annual operations for the cemeteries that each organization owns and operates. The Commission will be reviewing these requests separate from the draft budget and an amendment may be necessary depending on the outcome of the review.

Capital – For 2024, the capital project is a carryforward project from 2023 to add new cremation plots to the southwest corner of the cemetery. This project required an amendment to the Cliffside Cemetery Land Use Plan that was approved by the Commission on October 3, 2023 and the project can now be implemented.

Major Maintenance – No change has been made to this value from previous year. Major maintenance is used for larger expenses that may arise during the year, such as hazard tree removal. The value also acts as a contingency as needed. Any unused amounts are transferred to surplus to fund future projects.

Transfer to Reserves – The base contribution has been increased by \$500 for future capital projects and projects identified in the Cemetery Land Use Plan. Along with this base increase:

- \$9,000 one-time contribution has been removed. This contribution was from an increase in niche sales from 2022 and was transferred to reserves to fund a future columbarium;
- \$4,500 has been added from the increase in interest earned; and
- \$1,500 has been removed. Fee revenue is based on a historical three-year average, which showed an increase in fee revenue in 2023. To keep the taxation rate from fluctuating significantly from year to year, the increase was added to reserves. As the budgeted fee revenue for 2024 has decreased, so has the original allocation.

Funding Sources – Interest earned has been increased by \$4,500 to reflect the increase in interest rates. Fees have also been adjusted based on a historical three-year average of sales, as stated above.

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

Respectfully Submitted



Jennifer Bellamy
Chief Financial Officer

Enderby & District Services Commission
Cemetery - 2024 Draft Budget

	2023	2023	2024	Change in Budget	2025	2026	2027	2028
	Budget	Actual (Draft)	Budget (Draft)	\$	Budget	Budget	Budget	Budget
				%				
Funding Sources								
Property Taxation	51,640	51,640	54,100	4.8%	55,670	57,350	59,030	60,620
Fees	25,000	17,993	23,500	-6.0%	24,200	24,900	25,600	26,400
Interest	3,500	10,114	8,000	128.6%	8,000	8,000	8,000	8,000
Transfer from Reserves	-	-	-	0.0%	17,000	39,300	-	39,300
Transfer from Surplus	64,000	9,000	60,000	-6.3%	3,600	3,600	-	-
Total Revenues	144,140	88,747	145,600	1.0%	108,470	133,150	92,630	134,320
Expenses								
Operating	46,140	44,649	48,100	4.2%	49,730	51,470	53,210	54,960
Grants	4,500	4,500	4,500	0.0%	4,640	4,780	4,920	5,060
Major maintenance	12,000	4,250	12,000	0.0%	12,000	12,000	12,000	12,000
Projects	-	-	-	0.0%	3,600	3,600	-	-
Capital	55,000	-	60,000	9.1%	17,000	39,300	-	39,300
Transfer to Reserves	26,500	26,500	21,000	-20.8%	21,500	22,000	22,500	23,000
Total Expenses	144,140	79,899	145,600	1.0%	108,470	133,150	92,630	134,320
Net Surplus	-	8,848	-		-	-	-	-

Surplus Funds	2023	2024
Opening balance	192,028	191,876
Contributions	8,848	-
Expenditures	(9,000)	(60,000)
20% Operating Contingency	-	(12,920)
Total	191,876	118,956

Capital / CLP Reserve Funds	2023	2024	2025	2026	2027	2028
Opening balance	50,095	79,036	100,036	104,536	87,236	109,736
Contributions	26,500	21,000	21,500	22,000	22,500	23,000
Expenditures	-	-	(17,000)	(39,300)	-	(39,300)
Interest earned	2,441	-	-	-	-	-
Total	79,036	100,036	104,536	87,236	109,736	93,436

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Commission
AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 29, 2024
Subject: 2024 Budget – Animal Control

Recommendation

THAT the Enderby and District Services Commission approves the Animal Control – 2024 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Animal Control – 2024 Draft Budget by _____;

AND THAT the Enderby and District Services Commission approves the Budget as amended.

Background

The attached Animal Control – 2024 Draft Budget proposes an increase of \$1,730 (or 9.0%) to property taxation to maintain service standards. Below is a summary of the changes in budget.

Operating Expenses – Although total expenses for 2023 came in under budget, labour and utility fees came in over budget due to the increased number of dogs impounded in 2023. These costs were offset by the decrease in bylaw enforcement hours needed and the increase in shelter fees collected. For 2024, these increased costs have been incorporated into the budget. An increase of \$2,930 is required for operating.

Transfers to reserves – Includes an increase of \$200. As reserves and surplus amounts can be diminished with one legal action, it is prudent to build up reserves to have funds available for animal control items in addition to legal fees.

Overall budgeted expenses require an increase of \$3,130. With the offset in increased fees and interest revenue of \$1,400, a \$1,730 increase to property taxation is needed to fund the balance.

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

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

Enderby & District Services Commission
Animal Control - 2024 Draft Budget

	2023	2023	2024	Change in Budget	2025	2026	2027	2028
	Budget	Actual (Draft)	Budget (Draft)	\$ %	Budget	Budget	Budget	Budget
Funding Sources								
Property Taxation	19,160	19,160	20,890	1,730 9.0%	21,840	22,800	23,780	24,750
Fees	11,600	12,090	12,000	400 3.4%	12,130	12,260	12,390	12,530
Interest	1,200	2,782	2,200	1,000 83.3%	2,200	2,200	2,200	2,200
Transfer from Reserves	-	-	-	- 0.0%	-	-	-	-
Transfer from Surplus	-	-	-	- 0.0%	-	-	-	-
Total Revenues	31,960	34,032	35,090	3,130 9.8%	36,170	37,260	38,370	39,480
Expenses								
Operating	31,260	30,848	34,190	2,930 9.4%	35,070	35,960	36,870	37,780
Transfer to Reserves	700	700	900	200 28.6%	1,100	1,300	1,500	1,700
Total Expenses	31,960	31,548	35,090	3,130 9.8%	36,170	37,260	38,370	39,480
Net Surplus	-	2,482	-	-	-	-	-	-

<u>Surplus Funds</u>	2023	2024
Opening balance	53,257	55,739
Contributions	2,482	-
Expenditures	-	-
20% Operating Contingency	-	(7,018)
Total	55,739	48,721

<u>Reserve Funds</u>	2023	2024	2025	2026	2027	2028
Opening balance	28,292	30,371	31,271	32,371	33,671	35,171
Contributions	700	900	1,100	1,300	1,500	1,700
Expenditures	-	-	-	-	-	-
Interest earned	1,378	-	-	-	-	-
Total	30,371	31,271	32,371	33,671	35,171	36,871

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

Commission
AGENDA

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 31, 2024
Subject: 2024 Budget – Parks, Recreation & Culture

Recommendation

THAT the Enderby and District Services Commission approves the Parks, Recreation & Culture – 2024 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Parks, Recreation & Culture – 2024 Draft Budget by _____;

AND THAT the Enderby and District Services Commission approves the Budget as amended.

Background

The attached Parks, Recreation & Culture – 2024 Draft Budget proposes an increase of \$50,430 (or 6.5%) to property taxation. Below is a summary of the changes.

Expenses

General Operating – General operating expenses include the scheduling/programming contract, general marketing (i.e. recreation guides), credit card fees, commission meeting pay and administration fees. Most of these costs are linked to inflation and have increased accordingly.

Parks Operating – While regular maintenance costs have increased, the increase for parks is primarily due to the increase in labour costs of \$8,500. Total wage rates have increased to better align with inflationary increases. In addition to this, CPP, WCB and health and dental premiums have all increased.

Arena Operating – Operating expenses for the arena require a 7.5% increase. The increase is primarily due to the increase in labour costs as stated above and the increased maintenance costs required for the facility. Note that there has been no reduction in the budgeted operating costs due to the early arena closure as any decrease in operating costs as a result of the closure will be offset by the decrease in fee revenue, and not a decrease in property taxation. Fixed costs and other maintenance costs for the arena will still be incurred.

Pool Operating – Increased maintenance costs continue to be needed to respond to the aging facility. Wages for pool staff also require an increase to keep up with minimum wage and to provide a wage that is competitive with neighboring communities.

Programming Operating – This cost estimate is provided through Recreation Services and requires a \$7,000 increase, which is fully funded through programming revenues.

Grants – There are three grants budgeted for:

1. Shuswap Trail Alliance - \$12,440 (3.9% increase based on the approved contribution agreement).
2. Kingfisher Interpretive Centre - \$10,000 (based on the attached grant request). There has been no change in the request from 2023.
3. Enderby & District Museum Society - \$28,000 (based on the attached grant request). The Society is requesting an increase of \$2,000, from \$26,000 to \$28,000. The grant supports the wages for the curator, which have increased to keep up with inflation.

Projects – Appendix A includes a list of the projects for 2024. Also included in this value is \$56,310 for ParticipACTION projects. There are not many specific projects identified, as staff capacity will be focused on the new pool construction and getting the arena back up and running. Most of the project funding has been allocated as “general” to provide flexibility to respond to major repairs that may be needed throughout the season. The 2024 budget includes an \$1,800 increase due to the age of the facilities.

Capital – There are two capital projects budgeted for 2024:

1. \$3,000,000 for the multi-year project for the new outdoor pool. Note that this amount is likely higher than required for 2024 as the bulk of the construction will happen in 2025. The increased amount will provide flexibility if there is an opportunity for an earlier start in 2024; and
2. \$75,000 to replace the header for the brine system in the arena.

Note that as the work on the refrigeration system at the arena progresses, there may be additional expenditures required. If an instance does arise, staff will evaluate the funding strategy and a budget amendment may be needed.

Transfer to Reserves – The base contribution amount has increased by 1% of the property taxation value for capital renewal to continue to make progress towards asset management. Along with this base increase:

- An additional 1% increase has been added to transition in the borrowing costs that will occur in 2026. The estimated total tax increase for borrowing is 4.4%. Transitioning in the increase now will help future cost pressures and contribute to much needed capital renewal reserves in the meantime.
- \$10,000 has been added from the increase in interest revenue.

Appendix B provides a breakdown of the reserve and surplus balances. Note that the transfer to reserves on the draft budget in future years has been reduced in order to fund the debt repayments for the borrowing of the pool as contemplated in the approved funding plan.

Funding Sources

Fees – Budgeted fee revenue is per the estimates provided from Recreation Services and are based on projected facility rentals and user agreements. An exception to this for 2024, is the fee revenue from the arena. As noted with the arena operating expenses, the arena fee revenue is based on pre-shutdown estimates and have been kept in the budget as there is no impact to property taxation revenue.

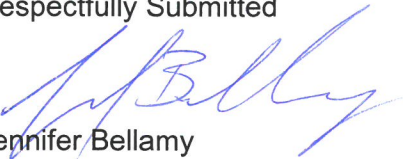
Interest – Budgeted interest revenue has increased due to the increase in interest rates.

Grants – This value is comprised of \$3,000,000 for the new outdoor pool and \$56,310 for ParticipACTION projects.

Transfer from Reserves/Surplus – The items that comprise these values are shown on Appendix B.

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

Respectfully Submitted



Jennifer Bellamy
Chief Financial Officer

**Enderby & District Services Commission
Parks, Recreation & Culture - 2024 Draft Budget**

	2023	2023	2024	Change in Budget	2025	2026	2027	2028
	Budget	Actual (Draft)	Budget (Draft)	\$ %	Budget	Budget	Budget	Budget
Funding Sources								
Property Taxation	774,510	774,510	824,940	50,430 6.5%	853,110	907,730	943,360	966,600
Fees - Parks	21,100	23,968	22,900	1,800 8.5%	23,600	24,400	25,200	26,000
Fees - Arena	130,200	155,486	144,600	14,400 11.1%	140,700	144,900	149,200	153,600
Fees - Pool	63,100	68,073	68,200	5,100 8.1%	70,300	72,500	74,700	76,900
Fees - Programming	29,100	43,340	36,500	7,400 25.4%	45,800	47,100	48,500	49,900
Interest	5,900	20,080	16,000	10,100 171.2%	16,000	16,000	16,000	16,000
Grants	1,240,500	24,672	3,056,310	1,815,810 146.4%	2,964,200	-	-	-
Borrowing	-	-	-	- 0.0%	1,240,000	-	-	-
Transfer from Reserves	14,500	13,363	75,000	60,500 417.2%	709,000	90,000	-	25,000
Transfer from Surplus	5,600	-	30,700	25,100 448.2%	-	-	-	-
Total Funding	2,284,510	1,123,492	4,275,150	1,990,640 87.1%	6,062,710	1,302,630	1,256,960	1,314,000
Expenses								
Operating								
General	147,900	149,459	153,700	5,800 3.9%	158,280	162,960	167,840	172,720
Parks	108,670	107,975	122,300	13,630 12.5%	123,800	127,600	131,400	135,300
Arena	316,600	318,986	340,300	23,700 7.5%	350,400	360,900	371,600	382,500
Pool	124,800	129,417	137,900	13,100 10.5%	142,000	146,200	150,400	154,800
Programming	38,500	42,014	45,500	7,000 18.2%	44,200	45,500	46,900	48,300
Grants	47,640	53,455	50,440	2,800 5.9%	50,800	51,200	51,600	52,000
Projects	115,200	76,020	128,810	13,610 11.8%	59,530	53,070	54,620	56,280
Capital	1,189,500	25,791	3,075,000	1,885,500 158.5%	4,904,200	90,000	-	25,000
Debt payments	-	-	-	- 0.0%	-	136,200	194,500	179,500
Transfer to Reserves	195,700	195,700	221,200	25,500 13.0%	229,500	129,000	88,100	107,600
Total Expenses	2,284,510	1,098,817	4,275,150	1,990,640 87.1%	6,062,710	1,302,630	1,256,960	1,314,000
Net Surplus	-	24,675	-	-	-	-	-	-



KINGFISHER Interpretive Centre

2550 Mabel Lake Rd
Enderby, BC
V0E 1V5

Enderby and District Services Commission

City of Enderby

619 Cliff Ave

PO Box 400

Enderby, BC, V0E 1V0

January 05, 2024

Dear Enderby and District Services Commission;

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

The Society was formed over four decades ago in response to a declining Chinook salmon population in the Shuswap River and has evolved into a leader in environmental education and has become a huge recreation destination on the river. Our volunteer efforts have earned us municipal, regional, provincial and federal recognition for outstanding volunteerism, environmental education and environmental stewardship with the most recent award received in November 2021 from the Canadian Museum of Nature for Community Action.

The site offers leisure and recreational opportunities for over four thousand visitors throughout the year. We boast the largest public beach in the upper reaches of the Shuswap River which is heavily utilized all summer long, sometimes seeing hundreds of people a day enjoying outdoor activities with their families. We offer free family events and educational opportunities and employment for local youth. We also provide an opportunity for seasonal activities such as snowshoeing and bird-watching. The site is utilized and enjoyed by many, all year long.

We would like to request funding in support of our annual operating costs. Last year we received \$10,000 and would like to replicate this request for \$10,000 for 2024. The support you provide offers thousands of locals and visitors with a place for outdoor leisure and recreational opportunities.

Included in this year's budget attachment; we have provided graphical representation which illustrates how the Society relies on the grants that we seek each year for our annual operating budget. You will also notice that there is another tab that indicates the capital asset expenditures that are required moving forward. We have completely depreciated our capital asset profile over the 40 + years that we have been in operation and are now excited to begin planning where to distribute our current financial asset portfolio back into capital assets. We feel that the organization has a responsibility to continue investing in capital projects and have received specific project funding to assist with establishing a long-term sustainability and strategic plan.

The funding that you have provided has been an enormous help in maintaining and operating our community information centre and salmon hatchery, subsequently providing a huge outdoor area for the community, families and visitors to enjoy. This request for funding is strictly for the on-going operations and maintenance of the site, ensuring that it is safe and accessible for all users to enjoy.

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

Respectfully,

Shona Bruce

Digitally signed by Shona
Bruce
Date: 2024.01.05
11:30:00 -08'00'

Shona Bruce (KICS Executive Director)

Kingfisher Interpretive Centre
Financial Statements
For the year ended October 31, 2022
(Unaudited)

Contents

Review Engagement Report	2
Financial Statements	
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Summary of Significant Accounting Policies	7-8
Notes to Financial Statements	9-10

KICS Projected Operating Budget Nov. 01, 2023- October 31, 2024

Projected Revenue	Budget	Education	S2S	Hatchery Ops	Other	Total Budget
Stream to Sea	\$ 44,400.00		\$ 39,960.00	\$ 4,440.00		\$ 44,400.00
DFO	\$ 16,600.00			\$ 10,000.00	\$ 6,600.00	\$ 16,600.00
Calgary Foundation	\$ 10,000.00			\$ 10,000.00	\$ -	\$ 10,000.00
RDNO	\$ 10,000.00			\$ 10,000.00		\$ 10,000.00
First West Endowment	\$ 10,000.00	\$ 10,000.00				\$ 10,000.00
First West Community	\$ 1,000.00			\$ 1,000.00		\$ 1,000.00
PSF 2023	\$ 7,460.00		\$ 6,960.00	\$ 300.00	\$ 200.00	\$ 7,460.00
BC Hydro						\$ -
FWCP - BC Hydro	\$ 16,000.00	\$ 15,320.00	\$ 680.00			\$ 16,000.00
Donations	\$ 23,445.00	\$ 5,880.00		\$ 10,365.00	\$ 7,200.00	\$ 23,445.00
HRDC - CSJ/ASETS	\$ 5,000.00	\$ 5,000.00				\$ 5,000.00
Site Rental - DFO	\$ 6,600.00			\$ 6,600.00		\$ 6,600.00
Site Rental - Other	\$ -			\$ -		\$ -
Interest	\$ 1,200.00			\$ 1,200.00		\$ 1,200.00
Tolko	\$ 5,000.00	\$ 5,000.00				\$ 5,000.00
Memberships	\$ 350.00			\$ 350.00		\$ 350.00
Misc Other Revenue (Misc, promo etc)	\$ 300.00			\$ 300.00		\$ 300.00
Site and Creek (DFO)	\$ 18,933.00				\$ 18,933.00	\$ 18,933.00
Canadian Red Cross	\$ 29,915.00				\$ 29,915.00	\$ 29,915.00
TOTAL REVENUES	\$ 206,203.00	\$ 41,200.00	\$ 47,600.00	\$ 54,555.00	\$ 62,848.00	\$ 206,203.00
Projected Expenses						
Accounting and Legal	\$ 6,500.00			\$ 6,500.00		\$ 6,500.00
Contract employees	\$ 3,000.00			\$ 3,000.00		\$ 3,000.00
Sub-Contracts (Other)	\$ 4,855.00				\$ 4,855.00	\$ 4,855.00
Advertising and Promo	\$ 2,000.00			\$ 2,000.00		\$ 2,000.00
Business Fees and Licenses	\$ -			\$ -		\$ -
Fundraising	\$ 100.00			\$ 100.00		\$ 100.00
Events (non-fundraising)	\$ 500.00			\$ 500.00		\$ 500.00
License, Fees & Subscriptions	\$ 2,600.00			\$ 2,600.00		\$ 2,600.00
Insurance	\$ 6,000.00			\$ 6,000.00		\$ 6,000.00
Office Supplies	\$ 300.00			\$ 300.00		\$ 300.00
Direct Project Expenses	\$ 2,500.00			\$ -	\$ 2,500.00	\$ 2,500.00
Equipment	\$ 400.00			\$ 400.00		\$ 400.00
Repairs and Maintenance	\$ 3,500.00			\$ 3,500.00		\$ 3,500.00
Snow Removal	\$ 1,500.00			\$ 1,500.00		\$ 1,500.00
Stream to Sea Supplies	\$ 2,000.00		\$ 2,000.00	\$ -		\$ 2,000.00
Wages & Benefits	\$ 64,960.00			\$ -		\$ -
Site Manager				\$ -		\$ -
Admin Assistant	0.00			\$ -		\$ -
Education Wages & MERCS	5,000.00	\$ 5,000.00		\$ -		\$ 5,000.00
Executive Director	13,000.00			\$ 13,000.00		\$ 13,000.00
Hatch. Man. Wage	7,000.00			\$ 7,000.00		\$ 7,000.00
Stream to Sea	39,960.00		\$ 39,960.00	\$ -		\$ 39,960.00
Contract Employees	\$ 40,750.00			\$ -		\$ -
Education	35,000.00	\$ 35,000.00		\$ -		\$ 35,000.00
Creel Survey	5,750.00			\$ -	\$ 5,750.00	\$ 5,750.00
Stream to Sea Mileage	\$ 5,640.00		\$ 5,640.00	\$ -		\$ 5,640.00
Site Supplies	\$ 1,700.00			\$ 1,700.00		\$ 1,700.00
Education Supplies	\$ 1,200.00	\$ 1,200.00		\$ -		\$ 1,200.00
Telephone	\$ 1,600.00			\$ 1,600.00		\$ 1,600.00
Utilities	\$ 3,600.00			\$ 3,600.00		\$ 3,600.00
Training	\$ 200.00			\$ 200.00		\$ 200.00
Volunteers	\$ 300.00			\$ 300.00		\$ 300.00
Bank Fees	\$ 400.00			\$ 400.00		\$ 400.00
Site & Creek	\$ 18,993.00				\$ 18,993.00	\$ 18,993.00
Miscellaneous	\$ 355.00			\$ 355.00		\$ 355.00
Marketing specialist	\$ 30,750.00				\$ 30,750.00	\$ 30,750.00
TOTAL EXPENSES	\$ 206,203.00	\$ 41,200.00	\$ 47,600.00	\$ 54,555.00	\$ 62,848.00	\$ 206,203.00
Net Gain /(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Kingfisher Interpretive Centre**Statement of Financial Position**

(Unaudited)

As at October 31, 2022

	2022	2021
Assets		
Current		
Cash	\$ 72,497	\$ 109,497
Term deposits (Note 2)	177,534	130,537
Accounts receivable (Note 3)	14,033	1,772
Inventory	201	569
Prepaid expenses	1,914	1,884
	<u>266,179</u>	<u>244,259</u>
Tangible capital assets (Note 4)	<u>5,184</u>	<u>6,836</u>
	<u>\$ 271,363</u>	<u>\$ 251,095</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 5,027	\$ 5,828
Unearned revenue (Note 6)	94,315	87,415
	<u>99,342</u>	<u>93,243</u>
Deferred capital contributions (Note 7)	<u>4,147</u>	<u>5,184</u>
	<u>103,489</u>	<u>98,427</u>
Equity		
Unrestricted	166,837	151,016
Invested in tangible capital assets	1,037	1,652
	<u>167,874</u>	<u>152,668</u>
	<u>\$ 271,363</u>	<u>\$ 251,095</u>

Approved on behalf of the board:



Director_____
Director

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre**Statement of Operations**

(Unaudited)

For the year ended October 31, 2022

	2022	2021
Revenue		
DFO Contracts	\$ 62,806	\$ 38,316
Fundraising and miscellaneous	1,048	18,690
Grants	51,095	34,301
Donations	18,042	15,508
Rental	9,400	7,600
Interest income	951	550
Memberships	300	520
Promotional goods	425	-
Amortization of deferred capital contributions	1,037	1,251
	145,104	116,736
Expenses		
Advertising and promotion	1,109	3,193
Education Supplies	2,925	3,696
Fundraising	-	525
Insurance	5,755	5,091
Office and administration	3,815	3,803
Professional fees	4,933	3,914
Repairs and maintenance	2,353	2,891
Site and creek restoration	14,141	-
Subcontract	5,631	7,842
Telephone and utilities	5,816	4,922
Wages and benefits	81,768	84,006
	128,246	119,883
Excess of revenue over expenses before the following:	16,858	(3,147)
Amortization of tangible capital assets	(1,652)	(2,314)
Excess of revenue over expenses	\$ 15,206	\$ (5,461)

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre

Notes to the Financial Statements

(Unaudited)

For the year ended October 31, 2022

Nature of Operations

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

1. Significant Accounting Policies:

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

a) Tangible capital assets

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

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

b) Revenue recognition

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

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

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

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2022

2. Financial instruments risks and uncertainties

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

Market Risk - Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The organization currently has no market risk as investments are fixed rate term deposits.

3. Accounts receivable

	<u>2022</u>	<u>2021</u>
Trade accounts receivable	\$ 14,033	\$ 1,772
GST receivable	-	-
	<u>\$ 14,033</u>	<u>\$ 1,772</u>

4. Tangible capital assets

			<u>2022</u>	<u>2021</u>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings	\$ 381,670	\$ 376,486	\$ 5,184	\$ 6,836
Computer Equipment	1,170	1,170	-	-
Equipment	47,244	47,244	-	-
Machinery and Equipment	24,152	24,152	-	-
Signs	11,505	11,505	-	-
	<u>\$ 465,741</u>	<u>\$ 460,557</u>	<u>\$ 5,184</u>	<u>\$ 6,836</u>

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

January 22, 2024

Dear Commission Members: RE: **Annual Grant-Enderby & District Museum**

On behalf of the Board of Directors of the Enderby and District Museum, I wish to thank the Commission for their continued support of our museum and the \$26,000 we were awarded for our ongoing operation through 2023.

While that amount does not quite cover the wages of our 24 hour a week Administrator, it definitely contributes to our operating costs and allows us to preserve our growing collection of archives, artifacts and photographic materials.

This past year we have been extra busy with our 50th Anniversary Celebrations and are pleased to report that we had excellent participation at all our events. Also, in conjunction with that, we are excited that the firetruck has finally been restored and in its rightful place at the Barnes Park Gazebo, ready to come out for any parades! Our current project is making the back room of the museum a fire-resistant vault. Some renovations have been completed and we will be working on it, hopefully to complete it this year.

We had a very good Christmas fundraising season, bringing in about \$1,500 on our bake sale, toonie tree and silent online auction,

Our online Facebook articles have garnered 1200 followers and as many as 10,000 hits on some of them.

We have 16 volunteers with each one working on a different aspect of our collections, and their hours total 2816.

While drafting a budget for our upcoming year, we have decided to raise our Administrator's wage from \$22 to \$25 an hour for her tireless work. She has not had a raise since September 2021 and we feel with the rising cost of living she deserves this. With the added expenses for the wage increase and ongoing costs we are asking if you would consider awarding us a Grant of \$28,000 for the coming year.

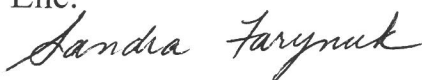
A signed Financial Statement to the end of our Fiscal Year, October 31, 2023, and a Budget for 2023/2024 are attached as requested.

We look forward to your ongoing support this coming year.

Yours truly,

Sandra Farynuk, President

Enc.



ENDERBY & DISTRICT MUSEUM SOCIETY

BALANCE SHEET

as at October 31, 2023

ASSETS

CURRENT ASSETS

Bank Chequing	\$ 4,146.79
Capital Reserve Savings	\$ 38,723.09
Savings Account	\$ 56,899.88
Petty cash	\$ 65.00
Equity Shares - Enderby & District Financial	\$ 5.00

TOTAL ASSETS

\$ 99,839.76

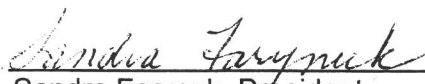
EQUITY

EQUITY

Retained Earnings - October 31, 2022	\$ 106,933.09	
Current Deficit	\$ (7,093.33)	
Retained Earnings - October 31, 2023		<u>\$ 99,839.76</u>

TOTAL EQUITY

\$ 99,839.76


Sandra Farynuk, President


Diana Inselberg, Treasurer

ENDERBY & DISTRICT MUSEUM SOCIETY

INCOME AND EXPENSES STATEMENT

November 1, 2022 to October 31, 2023

<u>INCOME:</u>	<u>2022/23</u>	<u>2021/22</u>
Donations	6,378.59	5,670.98
Donations - Memorials	1,400.00	1,400.00
Grant - City of Enderby	26,000.00	26,000.00
Grants - other	7,500.00	-
Memberships	960.00	1,200.00
Photographs/photocopies	208.00	61.00
Book Sales	1,403.00	1,708.50
Firetruck Restoration	10,317.00	-
Fundraiser Income & Misc.	308.61	497.05
Fundraiser - Bake Sale	857.00	592.00
Fundraiser - Calendar	3,150.00	-
Fundraiser - Silent Auction	1,093.25	-
Fundraiser - Toonie Tree	229.00	170.00
McQueen Legacy Fund	3,953.00	4,056.00
50th Anniversary Gala Income	3,145.00	-
Drill Hall Donation	1,500.00	1,500.00
Interest	1,251.67	363.94
<u>TOTAL INCOME</u>	<u>69,654.12</u>	<u>43,219.47</u>
 <u>EXPENSES:</u>		
Wages & Benefits	29,354.64	29,056.15
Advertising & Promotions	583.90	563.01
Book Purchases	350.00	868.25
Association Dues & Licenses	287.00	260.00
Insurance	1,600.00	855.00
Bank Charges	84.84	87.21
Office Supplies	1,053.19	911.60
Archival Supplies	1,681.71	2,839.97
Computer Supplies	9,963.32	112.34
Computer R & M	2,118.60	2,532.37
Firetruck Restoration	11,539.86	-
Fundraising expense	2,329.37	-
GST Paid	1,338.10	428.25
Photocopier	678.33	279.56

Photograph Expense	362.51	202.71
Postage	163.82	290.40
Printing Expense	508.26	-
Janitor	2,100.00	1,700.00
Repairs & Maintenance	3,155.45	360.65
Springbend Hall	174.56	184.33
Telephone/Internet	1,106.71	769.08
Website Expense	199.99	180.00
50th Anniversary Expenses	4,732.63	-
Miscellaneous Expenses	<u>1,280.66</u>	<u>500.02</u>
<u>TOTAL EXPENSES</u>	<u>76,747.45</u>	<u>42,980.90</u>
<u>NET INCOME</u>	<u><u>(7,093.33)</u></u>	<u><u>238.57</u></u>

ENDERBY & DISTRICT MUSEUM SOCIETY

BUDGET FOR NOVEMBER 1, 2023 TO OCTOBER 31, 2024

OPERATING ACCOUNT

INCOME	Actual		EXPENSES	Actual	
	2023-2024	2022-2023		2023-2024	2022-2023
Services Committee Grant	28,000	26000	Employee	33,395	29,355
Other grants	1000	7,500	Advertising & Promotions	400	584
Donations	5,000	6,379	Book/gift shop purchases	350	350
Memorial donations	1,000	1,400	Postage	200	164
Memberships	1,000	960	Insurance	1,600	1,600
Interest on Deposits	1,200	1,252	Association Dues & Licenses	300	287
Fund raising	2,500	5,638	Bank charges	90	85
Book sales & gift shop	1,400	1,403	Office supplies	1,100	1,053
Drill Hall donation	2,000	1,500	Janitor	2,400	2,100
Photographs/photocopies	200	208	Archival supplies	2,000	1,682
Jim McQueen legacy (annual)	4,000	3,953	Computer Maintenance & Supplies	1,000	12,082
Miscellaneous income	0	0	Fund-raising expenses	200	2,329
Firetruck Restoration	500	10317	Photograph expense	400	363
50 th Anniversary Gala Income	0	3,145	Photocopier expenses	700	678
History of Enderby sales	6,000		Printing Expense	500	508
			Repairs & maintenance	2,000	3,155
			Springbend Hall	1,000	175
			Telephone & Internet	1,200	1107
			Travel & education	1,000	0
			Website expenses	250	200
			Capital replacement	3,000	0
			Miscellaneous (incl.GST paid)	2,000	2619
			Firetruck Restoration	2,000	11540
			50 th Anniversary expenses	0	4733
			History of Enderby printing & layout	14,000	
TOTAL INCOME	53,800	69,655	TOTAL EXPENSES	71,085	76,749

Appendix "A"

Parks, Recreation & Culture

2024 Budget - Property Taxation Summary

		<u>Property Tax Increase</u>
<u>Proposed Budget Changes:</u>		
Operating expenses	30,330	3.9%
Grants provided	2,800	0.4%
Operating Projects		
Arena - General	21,500	
Parks - General	6,200	
Parks - Gazebo/Concession/Muzebo restraining	4,800	
Pool - Basin & general	16,000	
Total	48,500	
Regular budgeted amount	46,700	
Increase required	1,800	0.2%
Surplus Funded Projects:		
Diamond #3 infield repair	4,000	
Gazebo Concession - fridge replacements	2,200	
Arena - grant consultant	20,000	
Programming equipment	4,500	
Capital replacement reserves	15,500	2.0%
Total Draft Budget Increase		6.5%
<u>Optional items for Commission consideration:</u>		
Grants:		
Remove increase to Museum Society Grant	- 2,000	-0.3%
Reserves:		
Remove 1% increase for pool borrowing transition	- 7,750	-1.0%
Additional 1% increase to capital replacement reserves	7,750	1.0%

Appendix "B"**Parks, Recreation & Culture**
Surplus/Reserve Schedule
2024

	2024	2025	2026	2027	2028
<u>Reserves</u>					
Capital Renewal					
Opening Balance	532,753	631,453	113,453	104,953	145,553
Contributions	173,700	182,000	190,600	199,700	209,200
Usage					
- New Pool		- 700,000			
- New Pool (borrowing costs)			- 109,100	- 159,100	- 149,100
- Arena brine header replacement	- 75,000				
- Barnes Park Playground replacement			- 90,000		
Closing Balance	631,453	113,453	104,953	145,553	205,653
Equipment					
Opening Balance	93,673	141,173	179,673	227,173	274,673
Contributions	47,500	47,500	47,500	47,500	47,500
Usage					
- Used Pickup Truck					- 25,000
- Arena pressure relief valve		- 9,000			
Closing Balance	141,173	179,673	227,173	274,673	297,173
Closing balance	772,626	293,126	332,126	250,579	502,826
<u>Surplus</u>					
Opening Balance	384,381	378,356	378,356	378,356	378,356
Less: 20% operating contingency	- 151,976	- 154,430	- 157,449	- 160,530	- 163,670
Contributions (Draft)	24,675				
Usage					
Diamond #3 infield repair	- 4,000				
Arena grant consultant	- 20,000				
Programming equipment	- 4,500				
Gazebo concession - fridge replacement	- 2,200				
Closing available balance	226,380	223,926	220,907	217,826	214,686