

ENDERBY & DISTRICT SERVICES COMMISSION

Tundra Baird
Shawn Shishido

Allysa Hopkins
Todd Couch

AGENDA

DATE: July 25, 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 2504 4089
Passcode: 493645*

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

THAT the July 25, 2024 Enderby & District Services Commission agenda be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Meeting Minutes of April 19, 2024

THAT the April 19, 2024 Enderby & District Services Commission meeting minutes be adopted as circulated.

Page 3

4. CONTINUING BUSINESS AND BUSINESS ARISING FROM COMMITTEES AND DELEGATIONS

4.1 New Pool Update on Design Progress, Budget, and Construction

Verbal

4.2 Update on Reopening of Enderby & District Sports Complex

Verbal

- 4.3 Open Space in Southeast Corner of Riverside Park – Referral (Return of Postponed Matter) Page 5
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.
5. **NEW BUSINESS**
- 5.1 Mara Cemetery – Funding Request Page 11
 Memo prepared by Chief Financial Officer dated June 27, 2024
THAT the Enderby & District Services Commission increases the 2024 operating grant for the Mara Cemetery from \$1,000 to \$3,500, with the increase funded through a reallocation in the annual contribution to reserves.
- 5.2 U17C Provincial Championships – Grant-in-Lieu Page 14
 Memo prepared by Chief Financial Officer dated June 20, 2024
THAT the Enderby & District Services Commission provides a grant-in-lieu to the Enderby Minor Fastball Association for use of Riverside Park ball diamonds and Lions Gazebo for the U17C Provincial Championships from July 5-7, 2024, valued at \$795.90.
6. **PUBLIC QUESTION PERIOD**
7. **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) (b) and (i) of the Community Charter
8. **ADJOURNMENT**

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a special meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on April 19, 2024 at 9:00 a.m. in the Council Chambers of Enderby City Hall.

<u>Members:</u>	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

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Allysa Hopkins
“THAT the April 19, 2024 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of February 5, 2024

Moved by Allysa Hopkins, seconded by Todd Couch
“THAT the minutes of the regular meeting of February 5, 2024 be adopted as presented.”

CARRIED

NEW BUSINESS

Notice of Motion (Area F Director Allysa Hopkins): Request for Enderby & District Services Commission to Initiate a Review of its Scope Relating to Ball Diamonds

Moved by Allysa Hopkins, seconded by Tundra Baird
“THAT the Enderby & District Services Commission supports in principle including in its Shared Services ball diamonds in Area F of the Regional District of North Okanagan, subject to the agreement of both Parties on a supplementary memorandum of understanding and, if necessary, an amendment to Regional District of North Okanagan Bylaw No. 1650, 2000;

AND THAT the Enderby & District Services Commission directs Staff to work with Regional District of North Okanagan Staff on drafting a supplementary memorandum of understanding and, if necessary, an amendment to Regional District of North Okanagan Bylaw No. 1650, 2000 and, provided there is a joint staff recommendation, that the documents be advanced directly to the Parties for support or, in the event that a joint staff recommendation is not obtained, the documents be referred to the Commission for further discussion.”

CARRIED

PUBLIC QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

Moved by Allysa Hopkins, seconded by Todd Couch

“THAT the April 19, 2024 regular meeting of the Enderby and District Services Commission be adjourned at 9:06 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: July 21, 2024
Subject: Open Space in Southeast Corner of Riverside Park – Referral (Return of Postponed Matter)

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.

BACKGROUND

At its December 11, 2023 meeting, the Enderby & District Services Commission considered a memorandum entitled “Open Space in Southeast Corner of Riverside Park – Referral” (see attached). The memorandum stemmed from a referral to the Commission by Enderby City Council. The latter invited the Commission to consider uses for the area in the southeast corner of Riverside Park other than a fifth ball diamond.

The Commission considered three options:

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.

The Commission chose Option 3. At that time, the Electoral Area F Parks and Culture Master Plan was under development, which was expected to include an analysis of ball diamond need and opportunities in Electoral Area F.

Since that time, several events have occurred which give rise to returning the matter of the southeast corner of Riverside Park to the Commission’s table:

1. The Electoral Area F Parks and Culture Master Plan was published and included a recommendation to construct a ball diamond at Grindrod Park.
2. The Commission has given its support to amending its service scope to include the construction and operation of a ball diamond at Grindrod Park.

In the Enderby & Area F Master Parks Plan that was adopted by the Commission in 2011, the southeast corner of Riverside Park was identified as an area that was to be enhanced for “passive park” uses, by planting trees for shade and screening from the adjacent multi-family development.

In 2018, the Commission decided to explore the feasibility of installing a fifth ball diamond in the southeast corner of Riverside Park. While feasible, the standard would be limited to ages 15-and-under due to the size of available land inside of the park, with the report noting a

high risk...of balls being hit out-of-play impacting the residences to the south side...[and a] risk of baseballs hit from one field interfering with play on the other. The location will also have an impact on the existing field to the north with less than 2m between the existing and proposed outfield fences at the worst point.... There is a risk of balls being hit out-of-play behind home plate, towards the [Riverwalk].

The report recommended extended high fencing to mitigate the risks. The Commission also invited comments from the adjacent multi-family complex, which was most likely to be impacted by the fifth ball diamond. Comments were submitted by occupants of five units of the complex, which ranged from very concerned to strongly opposed. No favourable comments were received.

In 2020, the Commission (with its governance scope now streamlined to shared parks and culture amenities, with Area F Parks delivered through a stand-alone service of the RDNO) directed staff to proceed with a detailed design for a fifth ball diamond. This was completed (see attached design) and a grant application was made. The grant application was unsuccessful. At around the same time, the City’s resources were refocused on its pandemic response and its new pool, while exploration of alternate locations for constructing or refurbishing ball diamond infrastructure continued. Much of this exploration was contingent upon the findings of the Electoral Area F Parks and Culture Master Plan.

Staff are now seeking direction from the Commission on its wishes for next steps with respect to the use or uses to which the southeast corner of Riverside Park will be put.

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

DIAMOND 5 PRELIMINARY DESIGN ENDERBY, BC

CITY OF
ENDERBY



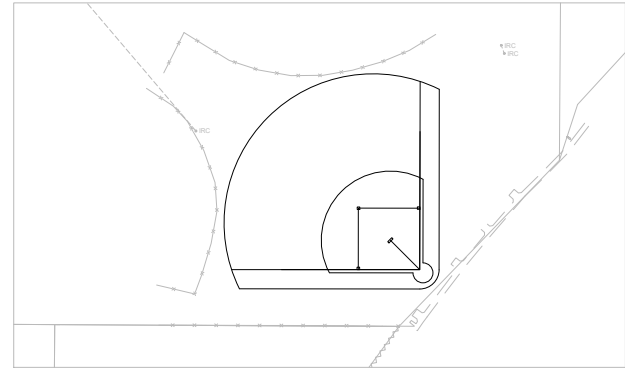
PROJECT LOCATION



PROJECT LOCATION MAP
N.T.S.

DRAWING INDEX:

- C000 - SHEET 1 OF 2 - TITLE
- C101 - SHEET 2 OF 2 - PRELIMINARY GRADING AND SITE SERVICING PLAN



OVERALL PROJECT
SCALE 1:750

PROJECT No: 22-3 DWG No: C000 SHEET: 1 OF 2

PREPARED FOR:



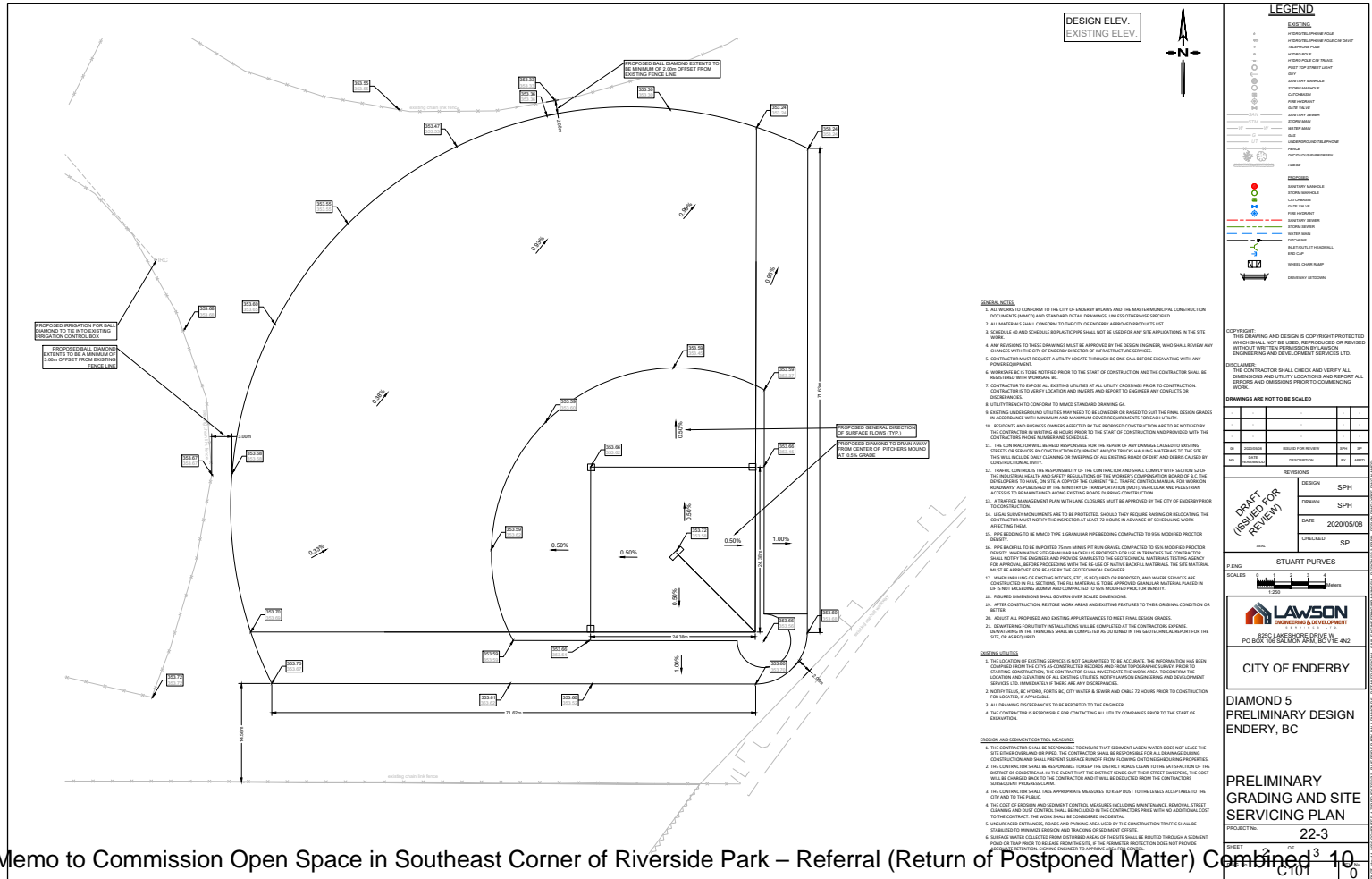
PREPARED BY:



DESIGN BY: SPH
DESIGN DATE: 2020/05/08
REVIEWED BY: SP
DRAWN BY: SPH
REVISION NUMBER: 0
REVISION DATE: YYYY/MM/DD

ALL MEASUREMENTS IN M UNLESS OTHERWISE
NOTED

2100 LAUREL CREEK DRIVE
SUITE 100
ENDERBY, BC V3T 2E7
PH: (250) 832-3220



DESIGN ELEV.
EXISTING ELEV.



LEGEND

- EXISTING**
- 1. EXISTING WATER MAIN
 - 2. EXISTING SANITARY MAIN
 - 3. EXISTING STORM MAIN
 - 4. EXISTING UTILITY
 - 5. EXISTING ELEC. CONDUIT
 - 6. EXISTING FIBRE OPTIC
 - 7. EXISTING GAS
 - 8. EXISTING TELEPHONE
 - 9. EXISTING CABLE
 - 10. EXISTING AIR CONDITIONING
 - 11. EXISTING MECHANICAL
 - 12. EXISTING PLUMBING
 - 13. EXISTING RADIANT HEATING
 - 14. EXISTING SLOTTED DRAINAGE
 - 15. EXISTING CURB
 - 16. EXISTING SIDEWALK
 - 17. EXISTING DRIVEWAY
 - 18. EXISTING DRIVE
 - 19. EXISTING PAVEMENT
 - 20. EXISTING ASPHALT
 - 21. EXISTING CONCRETE
 - 22. EXISTING BRICK
 - 23. EXISTING STONE
 - 24. EXISTING GRAVEL
 - 25. EXISTING SAND
 - 26. EXISTING SOIL
 - 27. EXISTING VEGETATION
 - 28. EXISTING TREES
 - 29. EXISTING FENCES
 - 30. EXISTING SIGNAGE
 - 31. EXISTING LIGHTING
 - 32. EXISTING UTILITIES
- PROPOSED**
- 1. PROPOSED WATER MAIN
 - 2. PROPOSED SANITARY MAIN
 - 3. PROPOSED STORM MAIN
 - 4. PROPOSED UTILITY
 - 5. PROPOSED ELEC. CONDUIT
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 - 29. PROPOSED FENCES
 - 30. PROPOSED SIGNAGE
 - 31. PROPOSED LIGHTING
 - 32. PROPOSED UTILITIES

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DESIGNER: THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK.

DRAWINGS ARE NOT TO BE SCALED:

NO.	DATE	DESCRIPTION	BY	APP'D.

REVISIONS:

NO.	DATE	DESCRIPTION	BY	APP'D.

STUART PURVES
 DESIGN
 2020/05/08
 SP

LAWSON
 ENGINEERING & DEVELOPMENT
 8336 LAKEHURST DRIVE
 PO BOX 36 SUTTON VALLEY BC V1C 4G2

CITY OF ENDERBY

**DIAMOND 5
 PRELIMINARY DESIGN
 ENDERBY, BC**

**PRELIMINARY
 GRADING AND SITE
 SERVICING PLAN**

PROJECT: 22-3
SHEET: 3 OF 10

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 27, 2024
Subject: Mara Cemetery – Funding Request

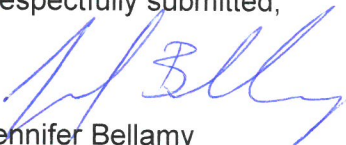
Recommendation

THAT the Enderby & District Services Commission increases the 2024 operating grant for the Mara Cemetery from \$1,000 to \$3,500, with the increase funded through a reallocation in the annual contribution to reserves.

Background

Attached is a request for funding for the Mara Cemetery to increase the 2024 operating grant by \$2,500 in order to fund grounds maintenance. Due to timing, the request was forwarded to the Commission and unanimous support was obtained via email poll. The decision now needs to be ratified.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Jennifer Bellamy

From: Tate Bengtson <tbengtson@cityofenderby.com>
Sent: June 27, 2024 10:46 AM
To: 'Jennifer Bellamy'
Subject: FW: Mara Cemetery - Request for Funding

From: Tate Bengtson <tbengtson@cityofenderby.com>
Sent: Wednesday, June 26, 2024 10:28 AM
To: 'tundrabaird@gmail.com' <tundrabaird@gmail.com>; 'drshishido@shaw.ca' <drshishido@shaw.ca>; Allysa Hopkins <allysa.hopkins@rdno.ca>; Todd Couch (at.chesterfield@gmail.com) <at.chesterfield@gmail.com>
Cc: 'Jennifer Bellamy' <jbellamy@cityofenderby.com>; Enderby Mayor <mayor@cityofenderby.com>
Subject: FW: Mara Cemetery - Request for Funding

Dear Commission,

Please see the below a note from our CFO, on behalf of the Mara Cemetery.

The cemetery function includes the Cliffside Cemetery and two small community cemeteries in Mara and Grindrod. For Cliffside Cemetery, the land is owned by the City and administered/operated by the Commission. For the small community cemeteries, the Commission provides an operating grant to not-for-profit organizations who serve as administrators/operators.

The not-for-profit organization that operates the Mara Cemetery is in a bind due to equipment failure and labour shortages. It is severely impacting the service level at the cemetery; they have had to make some quick decisions to address the situation and are asking for support, with a net impact of \$2,500 to their annual operating grant (which was set at \$1,000 in the 2024 budget).

The Commission has the financial resources within its 2024 budget to support their request on an emergency basis, although it will impact its contribution to cemetery reserves by \$2,500. The overall value that is being requested is consistent with that paid to the Grindrod Cemetery operator.

As there is time sensitivity to this request, I am advancing it to the Commission by email poll to determine support.

1. If support is unanimous, staff will advise the Mara Cemetery operator and bring forward a memo to ratify the decision at the next Commission meeting.
2. If support is not unanimous or any member of the Commission wishes for deliberation before making a decision, the decision can be delayed until the next meeting or, at the request of the chair, a special meeting can be called to decide the matter by majority vote.

Note that this would only be a decision on getting them through this year. Future commitments would be made as part of future annual budget deliberations.

Regards,

Tate Bengtson
Chief Administrative Officer

City of Enderby

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

From: Jennifer Bellamy <jbellamy@cityofenderby.com>
Sent: Wednesday, June 26, 2024 9:58 AM
To: Tate Bengtson <tbengtson@cityofenderby.com>
Subject: Mara Cemetery - Request for Funding

Hi Tate,

We've received a request from the Mara Musical & Athletic Association for an increase in funding for the Mara Cemetery.

The mower that they use for grounds maintenance had a fatal breakdown. The Association is also struggling to find labour to perform the work (they have previously relied on a summer student and volunteers). These two factors have resulted in the Association securing a contractor for grounds maintenance at a cost of \$3,075 for the remainder of 2024.

Our 2024 budget includes a grant of \$1,000 for the Mara Cemetery and the Association is looking to increase this value to \$3,500 to cover the costs for 2024, including the new maintenance contract. The \$2,500 increase can be covered by reducing the amount we contribute to our cemetery reserves. In 2023, we reduced the grant provided for the Mara Cemetery by \$2,500 (as it wasn't being used) and instead of reducing taxation for this, we increased our contribution to reserves so the funds would be available in future years without affecting taxation. For comparison, the Grindrod Cemetery is also provided with an annual grant of \$3,500.

Commission approval is required for the increased grant amount and the reallocation of funds from reserves to fund the increase.

Thank you,

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

Telephone: 250-838-7230
Fax: 250-838-6007
Email: jbellamy@cityofenderby.com
Website: <http://www.cityofenderby.com>

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

AGENDA
Commission

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: June 20, 2024
Subject: U17C Provincial Championships – Grant-in-Lieu

Recommendation

THAT the Enderby & District Services Commission provides a grant-in-lieu to the Enderby Minor Fastball Association for use of Riverside Park ball diamonds and Lions Gazebo for the U17C Provincial Championships from July 5-7, 2024, valued at \$795.90.

Background

Attached is a request from the Enderby Minor Fastball Association for a waiver of fees for the use of Riverside Park for the U17C Provincial Championships. Due to timing, the request was forwarded to the Commission and unanimous support was obtained via email poll. The decision now needs to be ratified.

Respectfully submitted,


Jennifer Bellamy
Chief Financial Officer

Jennifer Bellamy

From: Tate Bengtson <tbengtson@cityofenderby.com>
Sent: June 10, 2024 11:10 AM
To: Allysa Hopkins; Todd Couch; 'Shawn Shishido'; 'Tundra Baird'
Cc: 'Jennifer Bellamy'; Enderby Mayor
Subject: Fee Waiver Request for U17C Provincial Championships

Dear Commission,

Please find below a request from the organizer of the upcoming U17C Provincial Championships, scheduled for July 5-7. He is asking the Commission to waive the fees associated with their use.

Given the timing, I am advancing this with a recommendation via email. Should the email poll of the Commission be unanimous in its decision, the matter would be ratified at the next Commission meeting. Should there not be unanimity, we can schedule a quick special meeting.

The total value of the fees for a standard rental of the facility would be \$265.30/day x 3 days = \$795.90. The request below asks for some additional services, over and above normal service levels. **The Staff recommendation would be to support waiving the standard rental fees but charge the event host for the incremental costs of any additional services that they may require.** The logic for this is to encourage the event organizer to have ownership over the cost consequences for their requests and manage accordingly.

I hope all is well with you. I am contacting you on behalf of the Enderby Minor Fastball Association regarding our upcoming U17C Provincial Championships we are hosting at our Riverside Ballpark, July 5-7 2024.

We will be having 16 teams, their families and supporters coming to our community for the 4 day event which will bring a considerable amount of business to our community. We are very excited to be hosting a venue of this magnitude in our Community.

Our association is kindly requesting that the City of Enderby/Area F Commission consider partnering with us and not charge our Minor Association a fee for the field rentals for these 3 days and instead donate the field and gazebo field rental costs to our organization.

In addition to our request to waive the field rental costs for July 5-7 2024 for our U17C Provincial championships we would also kindly request for the CFO and the Commission to please waive any fees associated with the City of Enderby Parks Staff for maintaining the diamonds and their other miscellaneous onsite services during the weekend. Our membership will partner with the parks staff to maintain the fields and will follow their direction to ensure the fields are kept up to the City standards throughout the weekend.

I believe previously at our Tournaments, the parks Staff contribute roughly 4 hours per day to help maintain the fields and to check on the washroom facilities and check on garbage and recyclables. It would be great if I could connect with Sheldon to review and coordinate the Provincial weekend with him in the next week or so. I'm sure he will require some time to schedule and plan from his perspective.

Our tentative game schedule is as follows, although we are at the ballpark at 6:00 am each morning to groom the fields. It would be most helpful if the City Staff would drag the fields the evening prior. This

would greatly reduce the time to get the fields ready in the morning as the teams take the fields at 7:00 am to 7:15 am to begin their warm up.

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

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

Sunday games start at 8:00 am and finish at 6:00pm

Thank you very much for forwarding these requests to the CFO and the Commission. Please let me know if you have any questions or concerns. I would be happy to help.

Please advise as to whether you support or decline the above staff recommendation, or otherwise wish to propose an alternate resolution.

Regards,

Tate Bengtson
Chief Administrative Officer
City of Enderby

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