

ENDERBY AND DISTRICT SERVICES COMMISSION

**Tundra Baird
Shawn Shishido**

**Allysa Hopkins
Todd Couch**

AGENDA

DATE: February 10, 2025
TIME: 10:45 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: 899 0874 8946
Passcode: 598141*

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 10, 2025 Enderby & District Services Commission agenda be approved as circulated.

4. ADOPTION OF MINUTES

4.1 Meeting Minutes of December 19, 2024

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

Page 3

5. NEW BUSINESS

5.1 2025 Budget – Animal Control

Memo prepared by Chief Financial Officer dated January 27, 2025

Page 6

THAT the Enderby and District Services Commission approves the Animal Control – 2025 Draft Budget

- 5.2 2025 Grant Funding - Cemetery Page 8
Memo prepared by Chief Financial Officer dated February 5, 2025
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 \$3,500 to the Mara Musical and Athletic Association to support the operation of their respective cemeteries.
- 5.3 2025 Budget – Cemetery Page 14
Memo prepared by Chief Financial Officer dated
THAT the Enderby & District Services Commission approves the Cemetery – 2025 Draft Budget.
- 5.4 2025 Budget – Parks, Recreation & Culture Page 17
Memo prepared by Chief Financial Officer dated
THAT the Enderby and District Services Commission approves the Parks, Recreation & Culture – 2025 Draft Budget.
- 5.5 Parks, Recreation and Culture Fees Bylaw Page 40
Memo prepared by Chief Financial Officer dated January 29, 2025
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. 1806, 2025”.
- 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 December 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
 Sheryl Hay – Recreation Services
 Kaylee Wells – Recreation Services

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Todd Couch
“THAT the December 19, 2024 Enderby and District Services Commission agenda be approved as circulated.”

CARRIED

ADOPTION OF MINUTES

Enderby & District Services Commission Regular Meeting Minutes of July 25, 2024

Moved by Allysa Hopkins, seconded by Tundra Baird
“THAT the minutes of the regular meeting of July 25, 2024 be adopted as presented.”

CARRIED

DELEGATIONS

5th Ball Diamond – Presentation by David Lancaster, Vice President, Funtastic and Representative for Minor Ball

Mr. Lancaster asked whether the Commission would commit to building a 5th ball diamond at Riverside Park within the next 6 months to 5 years.

Allysa Hopkins raised a point of order about the purpose of delegations. The Chair consulted with the Chief Administrative Officer and responded that her point was well taken. The Chair advised Mr. Lancaster that he may present his request but any action or decision by the Commission would be decided at the next meeting.

The Commission discussed the history of this matter.

Allyssa Hopkins will request information from the Regional District’s parks planning process to help inform planning for ball diamonds based on current and future need.

Shawn Shishido noted that the open space at Riverside Park being used for a 5th ball diamond was supported in principle by the Commission at the meeting of July 25, 2024.

REPORTS

Enderby Outdoor Pool – 2024 Final Report

Sheryl Hay gave an overview of the report and explained that it was a successful year for the pool despite ongoing staffing shortages. Noted that registration numbers increased for programming this season and that public swimming numbers tend to fluctuate due to seasonal weather. She anticipates that public swimming numbers will increase with the opening of the new pool.

Shawn Shishido asked if Recreation Services is seeing an increased number of people from surrounding communities using the Commission’s facilities.

Ms. Hay responded that Enderby Recreation’s programming attracts many people from surrounding communities. Explained that although facilities in the community are ageing, people are still attracted here because of the quality of programming and the passion of staff.

Moved by Tundra Baird, seconded by Todd Couch

“THAT the Enderby Outdoor Pool – 2024 Final Report be received and filed.”

CARRIED

CORRESPONDENCE AND INFORMATION ITEMS

Annual Grant – Enderby & District Museum

Moved by Tundra Baird, seconded by Todd Couch

“THAT the correspondence from Sandra Farynuk, President, Enderby & District Museum dated September 30, 2024 be received and filed.”

CARRIED

PUBLIC QUESTION PERIOD

Sheryl Hay asked how scheduling for the new ball diamond at Grindrod Park will be done.

Chief Administrative Officer responded that the details of this are still being worked out and that he will update Recreation Services after the meeting.

David Lancaster asked about the hose bib in an irrigation box behind the pitcher’s mound at the new ball diamond at Grindrod Park.

Chief Administrative Officer responded that he did check with the staff member at the Regional District who oversaw the design and project managed the construction of the Grindrod ball diamond. That person confirmed that the irrigation box is where it was intended to be located, that this design is common at other ball diamonds, and that he would check to verify the irrigation box was flush with the ground.

Jackie Pearase, on behalf of the Enderby & District Museum, thanked the Commission again for their annual grant.

CLOSED MEETING RESOLUTION

Moved by Allysa Hopkins, seconded by Tundra Baird

“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.”

CARRIED

MATTERS RELEASED FROM IN-CAMERA

New Outdoor Pool Budget Update and Construction Contract Authorization

Moved by Tundra Baird, seconded by Todd Couch

“THAT the Enderby & District Services Commission approves the proposed financial strategy for the new outdoor pool;

AND THAT the Enderby & District Services Commission authorizes the Chief Administrative Officer to exercise the stipulated price option of the contract with Chandos Construction L.P. for the new outdoor pool with a value not to exceed \$8,876,201;

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

CARRIED

ADJOURNMENT

Moved by Allysa Hopkins, seconded by Tundra Baird

“THAT the December 19, 2024 regular meeting of the Enderby and District Services Commission be adjourned at 9:37 a.m.”

CARRIED

CHAIR

CORPORATE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 27, 2025
Subject: 2025 Budget – Animal Control

Recommendation

THAT the Enderby and District Services Commission approves the Animal Control – 2025 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Animal Control – 2025 Draft Budget by _____;

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

Background

The attached Animal Control – 2025 Draft Budget proposes an increase of \$1,210 (or 5.8%) to property taxation to maintain service standards. Below is a summary of the changes in budget.

Operating Expenses – An increase of \$1,410 is needed for regular operating costs to cover inflationary increases for operations of the dog pound and bylaw enforcement.

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 \$1,610. With the offset in increased fees and interest revenue of \$400, a \$1,210 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 - 2025 Draft Budget

	2024 Budget	2024 Actual (Draft)	2025 Budget (Draft)	Change in Budget		2026 Budget	2027 Budget	2028 Budget	2029 Budget
				\$	%				
Funding Sources									
Property Taxation	20,890	20,890	22,100	1,210	5.8%	23,590	25,090	26,590	28,090
Fees	12,000	12,741	12,100	100	0.8%	12,300	12,510	12,720	12,940
Interest	2,200	3,075	2,500	300	13.6%	2,500	2,500	2,500	2,500
Transfer from Reserves	-	-	-	-	0.0%	-	-	-	-
Transfer from Surplus	-	-	-	-	0.0%	-	-	-	-
Total Revenues	35,090	36,706	36,700	1,610	4.6%	38,390	40,100	41,810	43,530
Expenses									
Operating	34,190	32,776	35,600	1,410	4.1%	37,090	38,600	40,110	41,630
Transfer to Reserves	900	900	1,100	200	22.2%	1,300	1,500	1,700	1,900
Total Expenses	35,090	33,676	36,700	1,610	4.6%	38,390	40,100	41,810	43,530
Net Surplus	-	3,030	-	-		-	-	-	-

<u>Surplus Funds</u>	<u>2024</u>	<u>2025</u>
Opening balance	55,638	58,669
Contributions	3,030	-
Expenditures	-	-
20% Operating Contingency	-	(7,340)
Total	58,669	51,329

<u>Reserve Funds</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Opening balance	30,358	32,796	33,896	35,196	36,696	38,396
Contributions	900	1,100	1,300	1,500	1,700	1,900
Expenditures	-	-	-	-	-	-
Interest earned	1,538	-	-	-	-	-
Total	32,796	33,896	35,196	36,696	38,396	40,296

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 5, 2025
Subject: 2025 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 \$3,500 to the Mara Musical and Athletic Association to support the operation of their respective cemeteries.

Background

Attached are the grant requests from the Grindrod Cemetery Committee and the Mara Musical and Athletic Association for 2025. The grants support the 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 2024; therefore, no increase to property taxation will be required to fund these. Note, that the Commission increased the value of the grant provided to the Mara Cemetery mid-2024 from \$1,000 to \$3,500 to support increased costs for a contractor to perform grounds maintenance. In 2023, the grant provided to Mara Cemetery was reduced by \$2,500, as there was no need for these funds and instead of reducing property taxation, the funds were redirected to reserves for future use. The \$2,500 will be reallocated to the grant in 2025; as a result, there will be no impact to property taxation despite the increased grant amount.

Respectfully Submitted


Jennifer Bellamy
Chief Financial Officer

Grindrod Cemetery

c/o

Enderby, BC V4Y 6A1

January 8, 2025

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

[REDACTED]

Dear Ms. Bellamy:

[REDACTED]

Re: 2025 Grant Funding – Grindrod Cemetery

Please accept this letter as our request for the 2025 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, 2024.

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

Yours truly,



Faith Hudson, Treasurer
Grindrod Cemetery Committee

Grindrod Cemetery

FINANCIAL REPORT

as at December 31, 2024

Enderby & District Credit Union - January 1, 2024 \$2,145.51

2024 Deposits

NORD grant re Lawn maintenance, etc	3,500.00	
- 2 cremation plots	200.00	
- 1 cremation plot	100.00	
- 4 cremation plots	400.00	
- 1 cremation plot	100.00	
Opening & Closing of Plots	250.00	
Donation	600.00	
Interest	1.35	
	5,151.35	
		\$5,151.35

2024 Expenses

Lawn & Grounds Maintenance	3,687.40	
Open & Closing of plots	250.00	
Office supplies (cheques)	102.57	
	4,039.97	
		-\$4,039.97

Enderby & District Credit Union - December 31, 2024 \$3,256.89

Jennifer Bellamy

From: Anita and Todd Couch <at.chesterfield@gmail.com>
Sent: January 17, 2025 10:02 AM
To: Jennifer Bellamy
Subject: Budget

Hello Jen,

Feel free to disregard the former email (other than the attached quote). The balance of \$4,772.64 in the account is available for the 2025 season. Provided there are no maintenance increases of large proportions or budget changes from the City of Enderby the current amount in the account will hopefully see us through the next two years. Let me know if you need anything more and as always thank you for your help with everything. It is a pleasure working with you.

Below find my new budget request:

In regards to the Mara Cemetery Budget, the Cemetery Committee would like to request the \$3,500.00 which has been allotted for the 2025 year. Combined with a surplus remaining in our account we will have the necessary funds for 2025.

The attached quote shows a maintenance bill of \$5,591.25. We recognize that this is considerably larger than previous years. It is my opinion that by having access to our own equipment, and by hiring local students and residents of Mara, the real costs of the job have been kept artificially lower than other similar properties for some time. Without access to the community lawnmower, which remains out of commission indefinitely, our options are limited going forward.

In the future the committee will look at potential options, such as an increase in rates, to secure additional funds.

Thank you for your time and consideration on this matter,

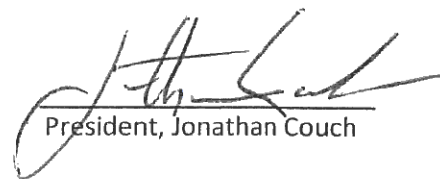
Todd Couch
Mara Cemetery Committee

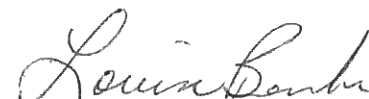
Mara Musical Athletic Assoc - Cemetary
Income Statement Jan 01, 2023 to Dec 31, 2023

REVENUE

Sales Revenue	Commission donation	1,000 *
Donations		150.00
Plots		150.00
Net Sales		<u>300.00</u> 1,300
Other Revenue		
Interest Revenue		2.47
Total Other Revenue		<u>2.47</u>
TOTAL REVENUE		<u>302.47</u> 1,302.47
EXPENSE		
General & Administrative Expenses		
Advertising		239.99
Ground Maintenance		236.00
Total General & Admin. Expenses		<u>475.99</u>
TOTAL EXPENSE		<u>475.99</u>
NET INCOME		<u>-173.52</u> 826.48

* Missed in bookkeeping. Will be corrected. JB


 President, Jonathan Couch


 Treasurer, Louise Bourke

**Mara Musical Athletic Assoc - Cemetary
Balance Sheet As at Dec 31, 2023**

ASSET

Current Assets

EDCU Cemetary Account	4,444.08	
EDCU Equity Shares	6.56	
Total Cash		<u>4,450.64</u>
Total Current Assets		<u><u>4,450.64</u></u>

Capital Assets

Land - Burial Ground/Mara Catholic	139,000.00	
Land - Burial Ground/Mara	139,000.00	
Net - Land		<u>278,000.00</u>
Total Capital Assets		<u><u>278,000.00</u></u>

TOTAL ASSET		<u><u>282,450.64</u></u>
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LIABILITY

Current Liabilities

GST/HST Adjustments	<u>-5.13</u>	
GST/HST Owing (Refund)		<u>-5.13</u>
Total Current Liabilities		<u><u>-5.13</u></u>

TOTAL LIABILITY		<u><u>-5.13</u></u>
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EQUITY

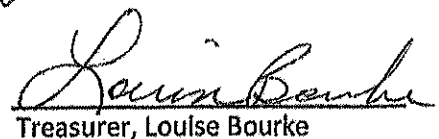
Owners Equity

MMAA - Cemetary Capital	163,400.00	
Retained Earnings - Previous Year	119,229.29	
Current Earnings		<u>-173.52</u>
Total Owners Equity		<u><u>282,455.77</u></u>

TOTAL EQUITY		<u><u>282,455.77</u></u>
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LIABILITIES AND EQUITY		<u><u>282,450.64</u></u>
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President, Jonathan Couch


Treasurer, Louise Bourke

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 5, 2025
Subject: 2025 Budget – Cemetery

Recommendation

THAT the Enderby and District Services Commission approves the Cemetery – 2025 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Cemetery – 2025 Draft Budget by _____;

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

Background

The attached Cemetery – 2025 Draft Budget proposes an increase of \$2,500 (or 4.6%) to property taxation. Below is a summary of the changes.

Operating Expenses – An increase of \$2,500 is required for operations for 2025. 2024 operating expenses came in under budget due to the timing of supplies purchased (vaults and liners). The 2025 budgeted amount maintains funds for these purchases and includes inflationary increases.

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 – There are no capital projects in the Cemetery Land Use Plan for 2025. The next scheduled project will be the purchase and installation of a second columbarium. Staff is monitoring the use of space in the current columbarium to ensure the new one is available when needed. For 2024, the extension of the old cremation section was completed well under budget.

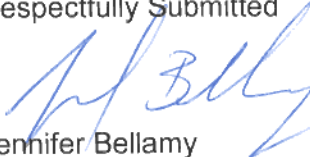
Major Maintenance – No change has been made to this value from the previous year. Major maintenance is used for larger expenses that may arise during the year, such as hazard tree removal. The value also acts as a contingency as needed. Any unused amounts are transferred to surplus to fund future projects.

Transfer to Reserves – The overall contribution has been increased by \$500 and is used for future capital projects and projects identified in the Cemetery Land Use Plan. This increase is offset by a reduction of \$2,500 that has been reallocated to the operating grant for Mara Cemetery

Funding Sources – Interest earned has been increased by \$500 to reflect projected interest revenue in 2025.

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 - 2025 Draft Budget

	2024 Budget	2024 Actual (Draft)	2025 Budget (Draft)	Change in Budget		2026 Budget	2027 Budget	2028 Budget	2029 Budget
				\$	%				
Funding Sources									
Property Taxation	54,100	54,100	56,600	2,500	4.6%	58,360	60,110	61,880	63,570
Fees	23,500	25,057	23,500	-	0.0%	24,200	24,900	25,600	26,400
Interest	8,000	10,641	8,500	500	6.3%	8,500	8,500	8,500	8,500
Transfer from Reserves	-	-	-	-	0.0%	66,000	-	48,800	-
Transfer from Surplus	60,000	18,001	-	(60,000)	-100.0%	5,700	4,400	-	-
Total Revenues	145,600	107,798	88,600	(57,000)	-39.1%	162,760	97,910	144,780	98,470
Expenses									
Operating	48,100	43,909	50,600	2,500	5.2%	52,340	54,070	55,820	57,590
Grants	4,500	7,000	7,000	2,500	55.6%	7,220	7,440	7,660	7,880
Major maintenance	12,000	2,870	12,000	-	0.0%	12,000	12,000	12,000	12,000
Projects	-	-	-	-	0.0%	5,700	4,400	-	-
Capital	60,000	18,001	-	(60,000)	-100.0%	66,000	-	48,800	-
Transfer to Reserves	21,000	18,500	19,000	(2,000)	-9.5%	19,500	20,000	20,500	21,000
Total Expenses	145,600	90,279	88,600	(57,000)	-39.1%	162,760	97,910	144,780	98,470
Net Surplus	-	17,519	-	-		-	-	-	-

Surplus Funds	2024	2025
Opening balance	191,876	191,395
Contributions	17,519	-
Expenditures	(18,001)	-
20% Operating Contingency	-	(13,920)
Total	191,395	177,475

Capital / CLP Reserve Funds	2024	2025	2026	2027	2028	2029
Opening balance	79,014	101,517	120,517	74,017	94,017	65,717
Contributions	18,500	19,000	19,500	20,000	20,500	21,000
Expenditures	-	-	(66,000)	-	(48,800)	-
Interest earned	4,003	-	-	-	-	-
Total	101,517	120,517	74,017	94,017	65,717	86,717

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: February 5, 2025
Subject: 2025 Budget – Parks, Recreation & Culture

Recommendation

THAT the Enderby and District Services Commission approves the Parks, Recreation & Culture – 2025 Draft Budget.

OR

THAT the Enderby and District Services Commission amends the Parks, Recreation & Culture – 2025 Draft Budget by _____;

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

Background

The attached Parks, Recreation & Culture – 2025 Draft Budget proposes an increase of \$123,160 (or 14.9%) 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. Included in the increase is an additional \$1,200 for the costs associated with the new online recreation booking software, which will be live later this year. These costs are expected to be fully covered through increased user fees.

Parks Operating – While regular maintenance costs have increased slightly, the increase for parks is primarily due to the additional costs for the maintenance of the new diamond at Grindrod Park for \$8,000, and a \$8,700 increase for a new parks position (which is discussed in further detail below).

Arena Operating – Operating expenses for the arena require a 9.7% increase. \$16,400 of the increase relates to the new position, while \$8,100 of the increase relates to the increase in property insurance premiums. In 2024, property insurance appraisals were conducted for insurance coverage purposes. The last appraisals were completed in 2018. Since 2018, construction costs have increased significantly, resulting in an increase in premiums to cover the up-to-date replacement values.

Pool Operating – Along with an increase in regular operating costs, wages for pool staff require an increase to keep up with minimum wage and to provide a wage that is competitive with neighboring communities to retain and attract staff.

An item for Commission consideration is the extension of the regular pool season. Recreation Services has put forward a proposal to extend the season by two weeks, from September 2nd through to September 13th (closed Sunday). The extension would cost \$7,600 for increased staffing, utilities and supplies; however, Recreation Services is anticipating that this would be offset by \$3,400 in revenues for a net cost of \$4,200.

Programming Operating – This cost estimate is provided through Recreation Services and requires a \$3,000 increase, which is fully funded through programming revenues.

Additional Parks Staff – The parks department consists of two permanent employees and several casual employees. Due to increased usage, the parks department workload has increased, and is expected to continue to increase, at the same time that succession planning for the department reaches a key point. Current staffing levels are not able to address the emerging needs. In order to position the department to respond to these needs, Administration is recommending a new permanent position be added to the department. The costs of this position will be partially offset through increased user fees and scheduling efficiencies. As hiring for this position will not occur until the spring, the full costs of the position will be transitioned in over two years, with a 3.2% increase to property taxation required for 2025 and 2.9% in 2026.

Grants – There are three grants budgeted that the Commission provides annually:

1. Shuswap Trail Alliance - \$12,300 (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 2024.
3. Enderby & District Museum Society - \$28,000 (based on the attached grant request). There has been no change in the request from 2024.

In addition to the above, the 2025 budget includes a one-time grant of \$10,000 that was received by The Colin & Lois Pritchard Foundation that must be directed to youth hockey. This amount is surplus funded as the funds for the grant were received from the Foundation in 2024.

Projects – Appendix A includes a list of projects for 2025. The annual allocation to operating projects has increased by \$3,000 to make room for projects at the Grindrod ball diamond. For 2025, these funds will be used to purchase the initial equipment needed for diamond maintenance, such as rakes and a lining machine, and provides room for any one-offs that may occur in the first year of operations.

Capital – There are three capital projects budgeted for 2025:

1. \$9,872,500 for the new outdoor pool.
2. \$65,000 for a replacement digital sign at the arena
3. \$15,000 for dugout roof replacements at Diamond 1 and Diamond 2.

Note that an allowance for tariff risks has not been built into the budget. If tariffs are imposed, there could be a significant impact on operating costs and an even larger impact on capital costs. To the greatest extent possible, contracts will be secured in advance, although this may not always be possible as this can attract other risks.

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 7% has been added to transition in the borrowing costs for the new pool that will occur in 2026. This will leave a 5.7% property taxation increase needed in 2026 to completely fund the borrowing costs. This early transition is needed as part of the funding strategy for the new pool.

Note that the 2024 actual amount is higher than budgeted due to the \$250,000 in funds received from The Colin & Lois Pritchard Foundation for future arena use.

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. The draft fee revenue includes proposed increases to reflect increased costs, which the Commission will be reviewing as a separate item.

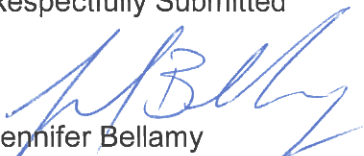
Interest – Budgeted interest revenue has increased slightly but remains conservative as interest rates continue to decrease.

Grants – The grant values consist primarily of funds for the new pool. \$4,297,500 is remaining from the Rural and Northern Communities program under the Investing in Canada Infrastructure grant for the new pool, while the RDNO and the City are contributing additional funds to supplement this. A smaller grant in the amount of \$2,600 for tree replanting in Barnes Park and Riverside Park is also included, which will be applied for early in the year.

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 - 2025 Draft Budget

	2024 Budget	2024 Actual (Draft)	2025 Budget (Draft)	Change in Budget		2026 Budget	2027 Budget	2028 Budget	2029 Budget
				\$	%				
Funding Sources									
Property Taxation	824,940	824,940	948,100	123,160	14.9%	1,046,830	1,077,510	1,108,850	1,141,090
Fees - Parks	22,900	23,049	24,300	1,400	6.1%	25,000	25,700	26,500	27,300
Fees - Arena	144,600	109,197	160,100	15,500	10.7%	155,200	159,900	164,800	169,800
Fees - Pool	68,200	71,696	70,500	2,300	3.4%	72,500	74,600	76,800	79,100
Fees - Programming	36,500	43,362	40,500	4,000	11.0%	51,500	53,000	54,600	56,200
Interest	16,000	22,574	18,000	2,000	12.5%	18,000	18,000	18,000	18,000
Grants:									
RDNO	-	-	587,399	587,399	0.0%	-	-	-	-
City	-	-	412,601	412,601	0.0%	-	-	-	-
Other	3,056,310	1,011,300	4,300,100	1,243,790	40.7%	-	-	-	-
Borrowing	-	-	3,500,000	3,500,000	0.0%	-	-	-	-
Transfer from Reserves	75,000	75,000	939,000	864,000	1152.0%	-	90,000	-	25,000
Transfer from Surplus	30,700	2,856	243,500	212,800	693.2%	-	-	-	-
Total Funding	4,275,150	2,183,973	11,244,100	6,968,950	163.0%	1,369,030	1,498,710	1,449,550	1,516,490
Expenses									
Operating:									
General	153,700	150,912	159,100	5,400	3.5%	163,780	168,710	173,750	178,890
Parks	122,300	137,633	142,300	20,000	16.4%	146,500	150,700	155,200	159,800
Arena	340,300	312,892	373,400	33,100	9.7%	384,600	396,100	408,000	420,200
Pool	137,900	134,539	152,000	14,100	10.2%	171,800	176,900	182,100	187,500
Programming	45,500	38,270	48,500	3,000	6.6%	45,300	46,700	48,100	49,500
Grants	50,440	49,975	60,300	9,860	19.5%	50,700	51,100	51,500	51,900
Projects	128,810	118,869	67,100	(61,710)	-47.9%	53,100	54,700	56,300	58,000
Capital	3,075,000	748,326	9,952,500	6,877,500	223.7%	-	90,000	-	25,000
Debt payments	-	-	-	-	0.0%	276,000	276,000	301,000	351,000
Transfer to Reserves	221,200	471,200	288,900	67,700	30.6%	77,250	87,800	73,600	34,700
Total Expenses	4,275,150	2,162,615	11,244,100	6,968,950	163.0%	1,369,030	1,498,710	1,449,550	1,516,490
Net Surplus	-	21,358	-	-		-	-	-	-



KINGFISHER Interpretive Centre

2550 Mabel Lake Rd
Enderby, BC
VOE 1V5

Enderby and District Services Commission

City of Enderby

619 Cliff Ave

PO Box 400

Enderby, BC, VOE 1V0

January 6, 2025

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 for 2025.

The Society was formed, by local volunteers, over four decades ago in an effort to help restore Chinook salmon populations to the Shuswap River. It was recognized in 1979 that the Chinook salmon population was close to extinction and immediate action was necessary in a struggle to save the local salmon from further decline. The hard work was rewarded with success and the salmon populations were finally showing signs of growth. The Society learned a lot over the years and recognized that ignorance and indifference were one of the greatest threats to the watershed. The KICS has used this understanding, experience and knowledge to evolve into a local leader in salmon, watershed and ecological education that is offered to thousands of local schoolchildren and visitors to the area free of charge.

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 eight 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 as well as summer 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 we would like to replicate this request for \$10,000 for 2025. The support you provide offers thousands of locals and visitors with a place for outdoor leisure and recreational opportunities.

The funding that you provide has an enormous impact on our ability 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

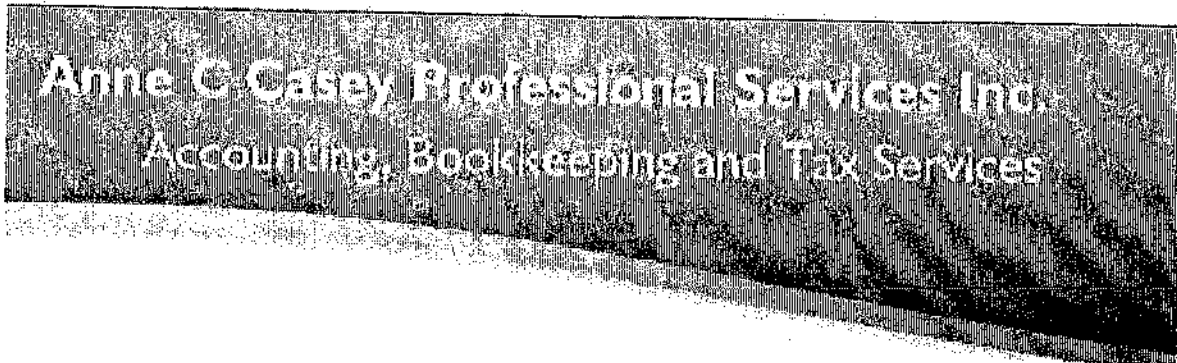
Digitally signed by Shona
Bruce
Date: 2025.01.06
09:59:10 -08'00'

Shona Bruce (KICS Executive Director)

Kingfisher Interpretive Centre
Financial Statements
For the year ended October 31, 2023
(Unaudited)

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Review Engagement Report

To the Members of Kingfisher Interpretive Centre

I have reviewed the accompanying financial statements of Kingfisher Interpretive Centre that comprise the statement of financial position as at October 31, 2023 and the statements of operations, changes in net assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

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

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

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

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

Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all material respects, the financial position of Kingfisher Interpretive Centre as at October 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Anne C Casey Professional Services Inc.
March 31, 2024
Enderby, British Columbia

Kingfisher Interpretive Centre

Statement of Financial Position

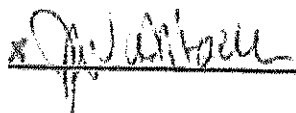
(Unaudited)

As at October 31, 2023

	2023	2022
Assets		
Current		
Cash	\$ 67,675	\$ 72,497
Term deposits (Note 2)	242,559	177,534
Accounts receivable (Note 3)	264	14,033
Inventory	1,373	201
Prepaid expenses	2,098	1,914
	<u>313,969</u>	<u>266,179</u>
Tangible capital assets (Note 4)	<u>4,147</u>	<u>5,184</u>
	<u>\$ 318,116</u>	<u>\$ 271,363</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 12,712	\$ 5,027
Unearned revenue (Note 6)	101,859	94,315
	<u>114,571</u>	<u>99,342</u>
Deferred capital contributions (Note 7)	<u>3,111</u>	<u>4,147</u>
	<u>117,682</u>	<u>103,489</u>
Equity		
Unrestricted	199,398	166,837
Invested in tangible capital assets	1,036	1,037
	<u>200,434</u>	<u>167,874</u>
	<u>\$ 318,116</u>	<u>\$ 271,363</u>

Approved on behalf of the board:

 Director

 Director

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre
Statement of Changes in Net Assets

(Unaudited)

As at October 31, 2023

	Unrestricted	Invested in capital assets	2023	2022
Net assets, opening	\$162,690	\$5,184	\$167,874	\$152,668
Increase (decrease)	-	-	-	-
Excess of revenues over expenditures	33,597	(1,037)	32,560	15,206
Tangible capital assets	-	-	-	-
	\$196,287	\$4,147	\$200,434	\$167,874

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre

Statement of Operations

(Unaudited)

For the year ended October 31, 2023

	2023	2022
Revenue		
DFO Contracts	\$ 71,083	\$ 62,806
Fundraising and miscellaneous	-	1,048
Grants	40,577	51,095
Donations	27,495	18,042
Rental	6,600	9,400
Interest income	4,606	951
Memberships	370	300
Promotional goods	1,255	425
Amortization of deferred capital contributions	1,036	1,037
	153,022	145,104
Expenses		
Advertising and promotion	1,296	1,109
Education Supplies	1,969	2,925
Insurance	5,997	5,755
Office and administration	3,094	3,815
Professional fees	6,782	4,933
Repairs and maintenance	9,069	2,353
Site and creek restoration	-	14,141
Subcontract	5,763	5,631
Telephone and utilities	4,942	5,816
Wages and benefits	80,513	81,768
	119,425	128,246
Excess of revenue over expenses before the following:	33,597	16,858
Amortization of tangible capital assets	(1,037)	(1,652)
Excess of revenue over expenses	\$ 32,560	\$ 15,206

The accompanying notes are an integral part of these financial statements

Kingfisher Interpretive Centre

Statement of Cash Flows

(Unaudited)

For the year ended October 31, 2023

	2023	2022
Sources of cash		
Cash flow from operating activities	\$ 169,731	\$ 138,792
Interest received	4,606	951
	<u>174,337</u>	<u>139,743</u>
Uses of cash		
Payments for merchandise	113,095	128,709
	<u>61,242</u>	<u>11,034</u>
Total cash flow from operating activities	<u>61,242</u>	<u>11,034</u>
Deferred capital contributions	(1,036)	(1,037)
Increase in cash during the year	<u>60,205</u>	<u>9,998</u>
Cash, beginning of year	<u>250,031</u>	<u>240,034</u>
Cash, end of year	<u>\$ 310,234</u>	<u>\$ 250,030</u>
Cash consists of:	<u>2023</u>	<u>2022</u>
Cash accounts	\$ 67,675	\$ 72,497
Term deposits	242,559	177,534
	<u>\$ 310,234</u>	<u>\$ 250,030</u>

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, 2023

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, 2023

1. Significant Accounting Policies, continued:

c) Financial Instruments

(i) Measurement of financial instruments

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

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

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

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

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

(ii) Impairment

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

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

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

d) Use of estimates

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

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2023

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>2023</u>	<u>2022</u>
Trade accounts receivable	\$ 264	\$ 14,033
GST receivable	-	-
	<u>\$ 264</u>	<u>\$ 14,033</u>

4. Tangible capital assets

	<u>2023</u>		<u>2022</u>	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings	\$ 381,670	\$ 377,523	\$ 4,147	\$ 5,184
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>\$ 461,594</u>	<u>\$ 4,147</u>	<u>\$ 5,184</u>

Kingfisher Interpretive Centre
Notes to the Financial Statements
(Unaudited)

For the year ended October 31, 2023

5. Accounts payable and accrued liabilities

	<u>2023</u>		<u>2022</u>
Trade accounts payable	\$ 10,396	\$	3,163
Source deductions	2,316		1,862
	<u>\$ 12,712</u>	\$	<u>5,025</u>

6. Unearned revenue

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

7. Deferred capital contributions

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

8. British Columbia Societies Act

On November 28, 2016 the new British Columbia Societies Act came into effect. Included in the new Act is a requirement to disclose the remuneration paid to all directors other than reimbursement of expenses, and all contractors who were paid at least \$75,000 annually. The Society did not have anyone fall into this category for the year ended October 31, 2023.

KICS Projected Operating Budget Nov. 01, 2024- October 31, 2025

Projected Revenue	Budget	Education	S2S	Operations	Other	Total Budget
Stream to Sea	\$ 44,400.00		\$ 39,960.00	\$ 4,440.00		\$ 44,400.00
DFO (CIP, Creel))	\$ 16,000.00			\$ 10,700.00	\$ 5,300.00	\$ 16,000.00
Calgary Foundation	\$ 10,000.00			\$ 10,000.00	\$ -	\$ 10,000.00
Enderby and District Services	\$ 10,000.00			\$ 10,000.00		\$ 10,000.00
First West Endowment	\$ 10,000.00	\$ 10,000.00				\$ 10,000.00
First West Community	\$ -			\$ -		\$ -
PSF 2024	\$ 8,100.00	\$ 300.00	\$ 7,500.00	\$ 300.00		\$ 8,100.00
FWCP - BC Hydro	\$ 16,500.00	\$ 15,500.00	\$ 1,000.00			\$ 16,500.00
Donations	\$ 13,315.00			\$ 13,315.00		\$ 13,315.00
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	\$ 100.00			\$ 100.00		\$ 100.00
Interest	\$ 1,200.00			\$ 1,200.00		\$ 1,200.00
Tolko	\$ 2,000.00	\$ 2,000.00				\$ 2,000.00
Memberships	\$ 380.00			\$ 380.00		\$ 380.00
Misc Other Revenue (Misc, promo etc)	\$ 300.00			\$ 300.00		\$ 300.00
Hatchery Upgrades	\$ 8,000.00				\$ 8,000.00	\$ 8,000.00
TOTAL REVENUES	\$ 151,895.00	\$ 32,800.00	\$ 48,460.00	\$ 57,335.00	\$ 13,300.00	\$ 151,895.00
Projected Expenses						
Accounting and Legal	\$ 6,500.00			\$ 6,500.00		\$ 6,500.00
Advertlsing and Promo	\$ 4,000.00			\$ 4,000.00		\$ 4,000.00
Events (non-fundraising)	\$ 700.00			\$ 700.00		\$ 700.00
License, Fees & Subscriptions	\$ 2,700.00			\$ 2,700.00		\$ 2,700.00
Insurance	\$ 6,000.00			\$ 6,000.00		\$ 6,000.00
Interest and Bank Charges	\$ 500.00			\$ 500.00		\$ 500.00
Office Supplies	\$ 500.00			\$ 500.00		\$ 500.00
Equipment	\$ 1,000.00			\$ 1,000.00		\$ 1,000.00
Direct Project Expense						\$ -
Stream to Sea Mileage	\$ 6,460.00		\$ 6,460.00			\$ 6,460.00
Miscellaneous Expense	\$ 200.00			\$ 200.00		\$ 200.00
Repair and Maintenance	\$ 2,500.00			\$ 2,500.00		\$ 2,500.00
Snow Removal and Grounds	\$ 1,500.00			\$ 1,500.00		\$ 1,500.00
Site and Creek Restoration						\$ -
Wages & Benefits	\$ 55,500.00					\$ -
Site Manager						\$ -
Admin Assistant						\$ -
Education Wages	\$ 3,000.00	\$ 3,000.00				\$ 3,000.00
Executive Director	\$ 13,000.00			\$ 13,000.00		\$ 13,000.00
Hatch. Man. Wage	\$ 5,500.00			\$ 5,500.00		\$ 5,500.00
Stream to Sea	\$ 34,000.00		\$ 34,000.00	\$ -		\$ 34,000.00
Merc's (17%)	\$ 9,435.00		\$ 6,000.00	\$ 3,435.00		\$ 9,435.00
Contract Employees	\$ 34,800.00					\$ -
Education	\$ 29,500.00	\$ 29,500.00		\$ -		\$ 29,500.00
Creel Survey	\$ 5,300.00				\$ 5,300.00	\$ 5,300.00
Site Supplies	\$ 1,200.00			\$ 1,200.00		\$ 1,200.00
Education Supplies	\$ 2,300.00	\$ 300.00	\$ 2,000.00	\$ -		\$ 2,300.00
Telephone/Internet	\$ 2,700.00			\$ 2,700.00		\$ 2,700.00
Training	\$ 400.00			\$ 400.00		\$ 400.00
Utilities	\$ 4,500.00			\$ 4,500.00		\$ 4,500.00
Volnteer Expense	\$ 500.00			\$ 500.00		\$ 500.00
Hatchery Upgrades	\$ 8,000.00				\$ 8,000.00	\$ 8,000.00
TOTAL EXPENSES	\$ 151,895.00	\$ 32,800.00	\$ 48,460.00	\$ 57,335.00	\$ 13,300.00	\$ 151,895.00
Net Gain /(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Enderby & District Services Commission
January 15, 2025

Dear Commission Members: Re: Annual Grant-Enderby & District Museum Society

On behalf of the Board of Directors of the Enderby & District Museum Society, I would like to thank the Commission for their continued support of our museum and the \$28,000 we were awarded for our ongoing operations through 2024.

This money contributed to our expenses that paid our Administrator's wages, office supplies and operating costs that we need to preserve our collection of archives, artifacts and photographs. We also had a very good year with our fundraising efforts, raising over \$2,500 at our Christmas bake sale, Toonie Tree and Silent Auction. There have also been several significant donations.

This past year we have rearranged our artifacts, storing many of them in Springbend Hall, to allow us to store valuable archival material in our workroom. We have made the workroom fire resistant as part of our emergency plan.

We would also like to thank the City for the new weather stripping around our outside doors, the new washroom fixtures in our public washroom and allowing us to seal off the one set of unused double doors with a wood wall for display purposes.

We have had several new volunteers as we had a few that could not come anymore so we still have about 16 working hard to preserve our collections. They have put in over 2400 hours last year, not counting Jackie participating in various local events like Friday Night Lights and July 1st celebrations. Her over 100 comprehensive Facebook postings have garnered an average of 2,000 hits each and some up to 6,000! We now have over 1,300 Followers. We had about 1,640 Walk-ins last year, many of which were children with parents and grandparents. Everyone marvelled at our collections.

A signed Financial Statement to the end of our Fiscal Year, October 31, 2024, and a Budget for 2024/2025 are attached, as requested.

We look forward to your ongoing support this coming year.

Yours truly,



Sandra Farynuk, President

ENDERBY & DISTRICT MUSEUM SOCIETY

BALANCE SHEET

as at October 31, 2024

ASSETS

CURRENT ASSETS

Bank Chequing	\$ 3,161.30
Capital Reserve Savings	\$ 39,259.46
Savings Account	\$ 54,628.13
Petty cash	\$ 65.00
Equity Shares - Enderby & District Financial	\$ 5.00


TOTAL ASSETS **\$ 97,118.89**

EQUITY

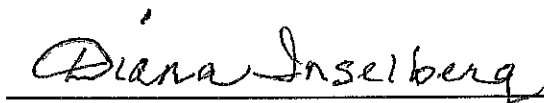
EQUITY

Retained Earnings - October 31, 2023	\$ 99,839.76
Current Deficit	\$ (2,720.87)
Retained Earnings - October 31, 2024	<u>\$ 97,118.89</u>

TOTAL EQUITY **\$ 97,118.89**



Sandra Farynuk, President



Diana Inselberg, Treasurer

ENDERBY & DISTRICT MUSEUM SOCIETY

INCOME AND EXPENSES STATEMENT

November 1, 2023 to October 31, 2024

<u>INCOME:</u>	<u>2023/24</u>	<u>2022/23</u>
Donations	9,800.25	6,378.59
Donations - Memorials	1,300.00	1,400.00
Grant - City of Enderby	28,000.00	26,000.00
Grants - other	-	7,500.00
Memberships	710.00	960.00
Photographs/photocopies	39.50	208.00
Book Sales	1,273.50	1,403.00
Firetruck Restoration	3,100.00	10,317.00
Fundraiser Income & Misc.	1,595.90	308.61
Fundraiser - Bake Sale	982.50	857.00
Fundraiser - Calendar	-	3,150.00
Fundraiser - Silent Auction	148.00	1,093.25
Fundraiser - Toonie Tree	185.00	229.00
History of Enderby Sales	7,811.00	-
McQueen Legacy Fund	4,134.00	3,953.00
50th Anniversary Gala Income	-	3,145.00
Drill Hall Donation	2,000.00	1,500.00
Interest	1,101.70	1,251.67
<u>TOTAL INCOME</u>	<u>62,181.35</u>	<u>69,654.12</u>
<u>EXPENSES:</u>		
Wages & Benefits	32,896.09	29,354.64
Advertising & Promotions	72.00	583.90
Book Purchases	244.00	350.00
Association Dues & Licenses	301.00	287.00
Insurance	1,610.00	1,600.00
Bank Charges	39.01	84.84
Office Supplies	1,081.90	1,053.19
Archival Supplies	1,252.30	1,681.71
Computer Supplies	10.00	9,963.32
Computer R & M	119.99	2,118.60
Firetruck Restoration	2,393.96	11,539.86
Firewall & Shelves	1,300.00	-
Fundraising Expense	107.00	2,329.37

Gazebo Fencing	1,902.39	-
GST Paid	1,324.41	1,338.10
History of Enderby Costs	12,925.00	-
Photocopier	625.04	678.33
Photograph Expense	288.26	362.51
Postage	178.88	163.82
Printing Expense	1,159.43	508.26
Janitor	2,047.50	2,100.00
Repairs & Maintenance	503.48	3,155.45
Springbend Hall	989.84	174.56
Telephone/Internet	1,026.60	1,106.71
Website Expense	201.99	199.99
50th Anniversary Expenses	-	4,732.63
Miscellaneous Expenses	302.15	1,280.66
	<u>64,902.22</u>	<u>76,747.45</u>
<u>TOTAL EXPENSES</u>		
	<u>(2,720.87)</u>	<u>(7,093.33)</u>
<u>NET INCOME</u>		

ENDERBY & DISTRICT MUSEUM SOCIETY

BUDGET FOR NOVEMBER 1, 2024 TO OCTOBER 31, 2025

OPERATING ACCOUNT

INCOME	2024-25	Actual 2023-2024	EXPENSES	2024-25	Actual 2023-24
Services Committee Grant	28,000	28,000	Employee	33,000	32,896
Other grants			Advertising & Promotions	200	72
Donations	5,000	9,800	Book/gift shop purchases	200	244
Memorial donations	1,000	1,300	Postage	300	179
Memberships	600	710	Insurance	1,700	1,610
Interest on Deposits	1,000	1,102	Association Dues & Licenses	400	301
Fund raising	2,000	1,746	Bank charges	50	39
Book sales & gift shop	1,000	1,274	Office supplies	1,200	1,082
Drill Hall donation	2,000	2,000	Janitor	2,200	2,048
Photographs/photocopies	25	40	Archival supplies	1,500	1,252
Jim McQueen legacy (annual)	4,000	4,134	Computer Maintenance & Supplies	150	130
GST Refunds	1,000	1,166	Fund-raising expenses	100	107
Firetruck Restoration	-	3,100	Photograph expense	300	288
History of Enderby sales	2,000	7,811	Photocopier expenses	650	625
			Printing Expense	1,200	1,159
			Repairs & maintenance	1,500	503
			Springbend Hall	1,000	990
			Telephone & Internet	1,100	1,027
			Travel & education	500	-
			Website expenses	250	202
			Capital replacement		
			GST paid	1,400	1,324
			Firetruck Restoration	500	2,394
			Miscellaneous expenses	300	302
			History of Enderby costs	-	12,925
			Gazebo Fencing		1,902
			Firewall & Shelves		1,300
TOTAL INCOME	47,625	62,181	TOTAL EXPENSES	49,700	64,901

Appendix "A"

Parks, Recreation & Culture

2025 Budget - Property Taxation Summary

		<u>Property Tax Increase</u>
<u>Proposed Budget Changes:</u>		
Operating expenses	46,860	5.7%
Grindrod Park operating expenses (net of revenue)	5,600	0.7%
Operating Projects		
Arena - General	10,000	
Parks - Barnes Park Conceptual Plan	5,000	
Parks - General	1,400	
Parks - Grindrod Ball Diamond	3,000	
Pool - Basin & repairs	16,000	
Pool - New pool FF&E	16,100	
Total	<u>51,500</u>	
2024 budgeted amount	<u>48,500</u>	
Increase required	3,000	0.4%
Other Funded Projects:		
Diamond #3 infield repair (Surplus funded)	4,000	
Programming equipment (Surplus funded)	4,500	
Tree planting at Barnes/Riverside Park (Grant funded)	2,600	
Arena PRV replacement (Reserve funded)	9,000	
Capital replacement reserves	66,000	8.0%
Equipment replacement reserves	1,700	0.2%
Total Draft Budget Increase		<u>14.9%</u>
<u>Optional items for Commission consideration:</u>		
Operating:		
Extend pool season	4,200	0.5%
Remove additional staffing	- 26,500	-3.2%

Appendix "B"

**Parks, Recreation & Culture
Surplus/Reserve Schedule
2025**

	2025	2026	2027	2028	2029
Reserves					
Capital Renewal					
Opening Balance	658,271	32,971	61,321	10,421	35,621
Contributions	239,700	167,350	178,100	189,200	200,600
Usage					
- New Pool	- 850,000				
- New Pool (MFA loan payments)		- 64,000	- 64,000	- 64,000	- 64,000
- New Pool (internal loan payments)		- 75,000	- 75,000	- 100,000	- 150,000
- Dugout roof replacement D1 & D2	- 15,000				
- Barnes Park playground replacement			- 90,000		
Closing Balance	32,971	61,321	10,421	35,621	22,221
Equipment					
Opening Balance	145,892	186,092	235,292	284,492	333,692
Contributions	49,200	49,200	49,200	49,200	49,200
Usage					
- Used pickup truck					- 25,000
- Arena pressure relief valve	- 9,000				
Closing Balance	186,092	235,292	284,492	333,692	357,892
Arena					
Opening Balance	250,000	185,000	185,000	185,000	185,000
Contributions	-	-	-	-	-
Usage					
- Building signage	- 65,000				
Closing Balance	185,000	185,000	185,000	185,000	185,000
Total Reserve Closing balance	404,063	481,613	479,913	554,313	565,113
Surplus					
Opening Balance	408,506	186,364	186,364	186,364	186,364
Less: 20% operating contingency	- 205,380	- 208,096	- 214,062	- 220,230	- 226,558
Contributions (Draft)	21,358				
Usage:					
New pool funding	- 225,000				
Diamond #3 Infield repair	- 4,000				
Programming equipment	- 4,500				
Enderby Minor Hockey	- 10,000				
Closing available balance	- 19,016	- 21,732	- 27,698	- 33,866	- 40,194

THE CORPORATION OF THE CITY OF ENDERBY

AGENDA

MEMO

To: Tate Bengtson, CAO
From: Jennifer Bellamy, CFO
Date: January 29, 2025
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. 1806, 2025".

Alternate Recommendation (If Pool Extension is Approved)

THAT the Commission amends 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. 1806, 2025" to reflect an extended pool season by increasing the season pass rates for aqua fit to \$245 for a youth or senior and \$275 for an adult;

AND 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. 1806, 2025" as amended.

Background

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

Pool Fees

Table with 3 columns: Description, # of Youth/Preschool, and Rate per swim. It details drop-in fees for various age groups and rental fees for different group sizes.

SD #83	JOINT USE AGREEMENT
Not-for-profit licensed preschool or youth organization	21.65 22.25 / 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. No changes are recommended to the remaining drop in rates.

Recreation Services has brought forward a proposal for the 2025 budget to extend the pool season by two weeks. If the Commission wishes to move forward with this proposal, it is recommended that the season pass rates for aqua fit are increased to reflect the extended season. The proposed season pass rates would be:

Aqua Fit – Youth or Senior	\$ 235.00 \$ 245.00
Aqua Fit – Adult	\$ 261.25 \$ 275.00

Parks Fees

Park Rates	
Riverside Park – Youth (per day; includes ball diamond area)	265.30 300.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	530.60 600.00
Gazebo	
Daily League Rental (with at least two ball diamonds rented)	60.00
Ball Diamonds	
Adult League Play (per hour/per field)	18.70 19.60
Youth League Play (per hour/per field)	9.35 9.80
Adult League Tournament (per diamond/per day)	102.50 107.60
Adult League Tournament (all diamonds & gazebo / per day)	490.50
Youth League Tournament (per diamond/per day)	51.25 53.80
Youth League Tournament (all diamonds & gazebo / per day)	265.00
Non-League (per diamond / per day)	102.50 134.50
Funtastic	450.00 472.50

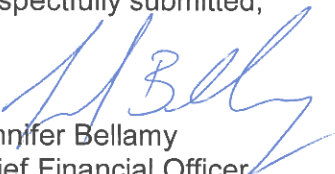
Summary of changes:

- Park rates have increased to provide a better distinction between daily rates for league play versus non-league play. As non-league play typically brings more people into the park than league play, labour costs tend to be higher. The youth rate has remained at a fee of 50% of the adult rate.
- Regular league play rates have increased by 5% to keep up with increased operating costs. The bylaw includes an annual increase of 2%; however, operating costs have increased more than this in past years and the 5% increase is to play "catch-up".
- For league tournaments that book more than two diamonds, a new rate has been included for the use of the gazebo for a discount. Typically during league play, which

includes tournaments, the kitchen portion of the gazebo is used by the concession operator and the league does not have full access. The reduced rate reflects this and allows for the league's private use of the remainder of the gazebo.

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. 1806**

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. 1806, 2025".
2. Schedules "C" and "D" of "The Corporation of the City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1693, 2020" are deleted and Schedules "C" and "D" attached to and forming part of this bylaw are substituted therefore.

READ a FIRST time this ____ day of _____, 2025.

READ a SECOND time this ____ day of _____, 2025.

READ a THIRD time this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

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		22.95	
	13-20		37.00	
	21-30		60.25	
	30+		60.25 plus \$2.00 for each additional Youth/Preschool	
Rentals (per hour)				
Up to 50 persons				87.50
51-85 persons				124.75
Swim club				32.40
SD #83				JOINT USE AGREEMENT
Not-for-profit licensed preschool or youth organization				22.25 / instructor / hr

SCHEDULE "D" – PARK FEES

	2025
Park Rates*	
Riverside Park – Youth (per day; includes ball diamond area)	300.00
Riverside Park – Adult / Commercial (per day; includes ball diamond area)	600.00
Gazebo	
Daily Rental	120.00
Daily League Rental (with at least two ball diamonds rented)	60.00
Kitchen Damage Deposit (per rental)	500.00
Kitchen Clean-up (per rental)	52.00
Ball Diamonds*	
Adult League Play (per hour/per field)**	19.60
Youth League Play (per hour/per field)**	9.80
Adult League Tournament (per diamond/per day)	107.60
Adult League Tournament (all diamonds & gazebo / per day)	490.50
Youth League Tournament (per diamond/per day)	53.80
Youth League Tournament (all diamonds & gazebo / per day)	265.00
Non-League (per diamond / per day)	134.50
Additional maintenance staff for tournament play (per hour)***	45.90
Funtastic	472.50

*Fees are to be increased by 2% annually beginning in 2026.

**To be booked at half hour intervals

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