

ENDERBY AND DISTRICT SERVICES COMMISSION

Councillor Tundra Baird
Councillor Brad Case

Jackie Pearase
Shelley Verlaan

AGENDA

DATE: Friday, July 11, 2014
TIME: 11:00
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**
[Regular Meeting Minutes of May 16, 2014](#) pg 1-3
3. **BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS**
4. **DELEGATIONS**
5. **REPORTS**
[Parks and Recreation 2014 Q2 Report](#) pg 4-12
6. **NEW BUSINESS**
 - a. [Notification of Emergency Repairs to River Bank](#) – memo from Chief Administrative Officer dated May 20, 2014 pg 13
 - b. [Interior Health Authority](#) – Correspondence dated June 5, 2014
Re: Formal Agreement – Addressing Health Hazards at Swimming Pool pg 14-16
 - c. [Conceptual Plan Proposal from CTQ Consultants Ltd](#) – Memo from Assistant Corporate Office and Planning Assistant dated June 16, 2014 pg 17-22
 - d. [Barnes Park Conceptual Sketch Plan](#) – Memo from Chief Administrative Officer dated June 25, 2014 pg 23-26
 - e. [Telus – Give Where we Live Program](#) pg 27-28
 - f. [Boat Launch Sign](#) pg 29-31
 - g. [New Horizons for Seniors Outdoor Gym Grant Application](#) – Memo from Chief Administrative Officer dated June 27, 2014 pg 32
7. **PUBLIC QUESTION PERIOD**
8. **CLOSED MEETING RESOLUTION**
Closed to the public, pursuant to Section 90 (1) (e) of the *Community Charter*
9. **ADJOURNMENT**

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Friday, May 16, 2014 at 11:00 a.m. in the Council Chambers of Enderby City Hall.

Members: Tundra Baird City of Enderby
Brad Case City of Enderby
Jackie Pearase Electoral Area F
Shelley Verlaan Electoral Area F

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby

Others: Madison Giesbrecht – Manager of Recreation Services
Press and Public

APPROVAL OF AGENDA

Moved by Tundra Baird, seconded by Shelley Verlaan that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting of March 21, 2014

Moved by Jackie Pearase, seconded by Tundra Baird that the minutes of the regular meeting of March 21, 2014 be adopted as circulated.

Carried

REPORTS

Parks and Recreation – Q1 Report

Moved by Tundra Baird, seconded by Jackie Pearase that the report be received and filed.

Carried

NEW BUSINESS

No Wake Zone – Verbal report by Jackie Pearase

Jackie Pearase shared a powerpoint presentation from the Lower Shuswap Stewardship Society showing the effects of wakes on the shoreline and habitat.

- Wants the City to continue discussions, especially in light of the intention to partner with the new Shuswap River Watershed Sustainability Plan.
- No Wake Zone will be a behaviour modification.
- Maintenance of buoys, signage, etc.
- Boating regulations is the #1 strategy in the plan. We need to ask what we can do, not what we can't do.

- Lower Shuswap Stewardship Society may be interested in championing and maintaining this initiative.
- Support in principle the collaboration and support of the implementation of a No Wake Zone as per the Shuswap River Sustainability Plan.

AL Fortune Secondary School – Correspondence dated April 24, 2014

Re: Grant request for use of Arena for Graduation Ceremonies

Moved by Tundra Baird, seconded by Shelley Verlaan that the Commission approve a grant to AL Fortune Secondary School equivalent to the fees for use of the arena for graduation ceremonies from June 9 – June 16.

Carried

Kayak and Stand Up Paddle Board Rental Business – Correspondence from Steve Campbell dated May 2, 2014

Moved by Jackie Pearase, seconded by Tundra Baird that the Commission approve the use by Steve Campbell of Belvidere Park for a kayak and paddle board rental business with use of Riverside Park during Funtastic, subject to the rental terms established last year.

Carried

Parks, Recreation and Culture Fees Bylaw Amendment – Memo from Chief Financial Officer dated May 6, 2014

Moved by Tundra Baird, seconded by Shelley Verlaan that the Commission recommend that Council enacts the Parks, Recreation and Culture Fees Imposition Bylaw No. 1535, 2014 Amendment Bylaw No. 1545, 2014.

Carried

Shuswap River Watershed Sustainability Plan – Memo from Chief Administrative Officer dated May 6, 2014

Moved by Jackie Pearase, seconded by Shelley Verlaan that the Commission support the Shuswap River Watershed Sustainability Plan and approve in principle the collaboration and support of the implementation of a "No Wake Zone" for the lower Shuswap River.

Carried

Spray Park and Farm Credit Canada AgriSpirit Fund – Memo from Chief Administrative Officer dated May 6, 2014

Moved by Tundra Baird, seconded by Jackie Pearase that the Commission supports a grant application to Farm Credit Canada's AgriSpirit Fund to go towards capital works for the renewal of the Enderby spray park.

Carried

Heart and Stroke Foundation AED Supply Agreement for Lions Pool – Memo from Chief Administrative Officer dated May 13, 2013

Moved by Jackie Pearase, seconded by Shelley Verlaan that the Commission authorize the Chair and Chief Administrative Officer to execute an agreement with the Heart and Stroke Foundation for supply of an automated external defibrillator for the Lions Pool.

Carried

Damage to Diamond 3 – Memo from Chief Administrative Officer dated May 13, 2014

Discussion:

- Ball Leagues were advised by e-mail not to use it. No response was received and fields were damaged.
- Users sign a contract to assume damages.
- Damage costs under \$500. Billing will be split 50/50 with user groups unless they can determine a fairer model.
- Have not billed in the past, but have never encountered damage to this degree.
- If users not billed, others end up subsidizing.

Moved by Jackie Pearase, seconded by Shelley Verlaan that the user groups using the ball fields on May 9th and 10th be invoiced for repairs to the damaged fields.

Carried

Permission for Mobile Vendors in Riverside Park for Gold Panners Event – Memo from Chief Administrative Officer dated May 14, 2014

Moved by Jackie Pearase, seconded by Shelley Verlaan that the Commission grant permission to the event organizer for mobile vendors to be located in Riverside Park from May 16 – 18, 2014 to service the 23rd Annual BC Open Gold Panning Competition; and

THAT the Commission refer the matter of permitting mobile vendors in the Riverside RV Park to the forthcoming discussions on renewal of the City-Chamber Agreement; and

Carried

PUBLIC QUESTION PERIOD

None

CLOSED MEETING RESOLUTION

Moved by Jackie Pearase, seconded by Shelley Verlaan that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (e) of the *Community Charter*.

ADJOURNMENT

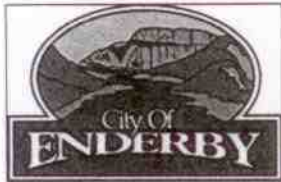
The regular meeting reconvened at 11:57 am.

Moved by Tundra Baird, seconded by Shelley Verlaan that the meeting adjourn at 11:57 am.

Chair

Chief Administrative Officer

Commission
Agenda



City of Enderby
Parks and Recreation Services
Administered by
Enderby & District Chamber of Commerce
P.O. Box 1000, Enderby, BC V0E 1V0
Telephone: 250-838-2665 | Fax: 250-838-0123
www.enderbychamber.com/recreation | recreation@enderbychamber.com



Date: July 1, 2014
To: Enderby/Area F Joint Services Commission
From: Madison Giesbrecht, Manager of Recreation Services
Subject: Second Quarter Report, 2014

The following report is a synopsis of the status of projects, facilities, and programs managed by the Enderby & District Chamber of Commerce on behalf of Enderby and Area F.

Advertising

Online advertising is ongoing. Program and scheduling information is regularly posted to the Enderby Outdoor Pool Facebook page. The Enderby Outdoor Pool Facebook page went from 234 likes in July of 2013 to 330 likes in July of 2014.

A schedule of programs was created and made available at the Enderby Outdoor Pool. It was also distributed to the local schools and posted on Facebook.

Ads for the Enderby Outdoor Pool and the Enderby Arena were taken out in the new Enderby and Area tear off map.

A Spring & Summer Recreation Guide was produced and distributed. This guide included Recreation Services program information, individual and private program information, local outdoor recreation opportunities, events calendar, and program registration information. The Spring & Summer issue was the first of two guides to be released in 2014. One thousand copies of the guides are set to be printed and distributed in Enderby & Area F, Armstrong, Salmon Arm, Vernon, and Sicamous.

A quarter page advertisement will be placed in the Exploring Enderby guide. Ten thousand copies of this guide are distributed all over BC.

Administration

In May, a Pool Employee Handbook was completed and given to all pool staff. This handbook will ensure that staff understands the organizational structure of the pool, job responsibilities, customer service expectations, policies and procedures, emergency procedures, safety rules, and chemical handling instructions.

In May the Enderby Outdoor Pool Safety Plan (PSP) was completed and submitted to Interior Health. The Pool Consultant, Pool Supervisor, Assistant Supervisors, and Parks Staff will be given copies of the PSP for their reference.

Arena ice bookings, scheduling, and programming have started to flow in for the fall.

Schedule sharing continues with the Parks & Recreation staff. Phone calls and meetings are frequently held between the Recreation Services Manager and Parks and Recreation staff to ensure open lines of communication.

Recreation Services manager has been working in conjunction with City of Enderby on the SOAR 2014 recreation activities at the Enderby Outdoor Pool.

Facility Reports

Arena

The Shuswap Minor Lacrosse used a total of 60 hours from April to July.

A.L. Fortune Grad took place from June 9 to 16 in the arena.

Ball Fields

Four slopitch leagues used the Enderby & Area ball diamonds this year. The Men's League had a total of 7 teams for a rental total of \$1,680.00. The Mixed League had a total of 10 teams for a rental total of \$2,400.00. The Ladies' League had a total of 10 teams for a rental total of \$2,400.00. The Youth Slopitch League received a grant for fees from the Joint Services Committee.

In May, Askew's Foods held a one day tournament. Their rental total was \$324.

The Mixed Slopitch League Tournament was held on June 7 and 8.

The Men's Slopitch League Tournament was held on June 14 and 15.

The Ladies' Slopitch League Tournament was held on May 31 and June 1.

The U19 Minor Ball Tournament was held on June 21 and 22.

Funtastic was held June 27 to June 30.

Gazebo

On May 4, the Garden Club held a plant and seed sale at the Gazebo for a rental total of \$110.

On June 12, Enderby Evangelical Chapel held an event at the Gazebo for a rental total of \$110.

The Enderby Lions Club used the Gazebo for the month of April and had two bookings in May.

Currently, the gazebo is booked for 32 days in the next quarter. Sixteen days are reserved for SOAR 2014

Lions Pool

In May, summer pool staff were interviewed and eight staff members were hired, including pool consultant Sheryl Hay and Pool Supervisor Kaylene Albert.

Sheryl Hay was hired in a consulting position to help improve pool programs and public relations. She is current in NLS, LSI Red Cross CPR, WSI, Aqua Squirts Instructor, WSI Trainer, BCRPA certified Aqua Fit instructor with 3rd Age Specialty module, and Pool Operators I & II (combined course with pool management). Kaylene Albert, a returning pool employee, was hired for the supervisor position. She is current in NLS, AWSI, WSI, LSI, NLS Waterpark, BCRPA Aquafit Standard, Pool Operators Level 1, Occupational First Aid Level 3, Standard First Aid and CPR. Kylie Tokairin was hired as Assistant Pool Supervisor (NLS, ASWI, WSI, BCRPA Aquafit, Pool Operators Level 1, Standard First Aid and CPR), Brooklyn Hay was hired as assistant supervisor in rotation (NLS, AWSI, WSI, BCRPA aqua-fit, Standard First Aid and CPR).

The following staff were hired as part time instructors/lifeguards: Natajsha (NLS, WSI, BCRPA Standard First Aid and CPR), Kirya (NLS, AWSI, WSI, Standard First Aid and CPR), Michelle (NSL, WSI, and Standard First Aid, and Heather (NLS, AWSI, WSI, Standard First Aid and CPR).

An in-service day was held on May 25 and 27 where the supervisors and the pool consultant reviewed staff expectations, policies, procedures, and scheduling. The staff participated in team building exercises and familiarization of the pool area. Pool staff also performed fitness drills to ensure their lifeguarding capabilities.

The pool hosted a 'Seasonal Grand Opening' on Friday May 30. This was very successful with around 60 swimmers in the water at any throughout the evening. Prizes, cake, and two free sets of swimming lessons were given out.

School swims ran from June 2 to June 20, these lessons were interrupted throughout their run due to the teach action strike. A total of 350 students from M.V. Beattie Elementary, Grindrod Elementary, Shihiya School, and Splatsin Day Care participated in lessons. The lessons were taught by three instructors and were successful.

The June, July, and August lesson and program schedules have been completed and released.

The Lions Pool will be hosting six sets of Red Cross Swimming Lessons (one in June, three in July and two in August). Aqua Fit, Aqua Power, Aqua Boot Camp, and Aqua Lunch run throughout the summer.

Bronze Star, Bronze Medallion, and Bronze Cross are set to run throughout July and August.

Junior Lifeguard Club will be held in July & August.

Play & Swim will be taking place again this year every Thursday throughout July and August.

Youth Nights will be taking place every second Friday night in July & August, youth nights now have themes!

Regular public swims, toonie swims, and lap swims will continue.

See detailed pool program information attached under program section.

Parks

Belvidere Park is currently booked for five Music by the River events. Barnes Park is booked every Wednesday for the Enderby & District Community Resource Centre play in the park, it is also booked for four events, Canada Day, IODE fund raising garage sale, Enderby & District Financial Youth Day, and a family get together.

Programs

Enderby Pool Schedule July & August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Available For 838-9256	Closed	Aqua Power 7:15-8:15am	Closed	Aqua Boot Camp 7:15-8:15am	Closed	Available For 838-9256	
	Aqua fit 8:15-9:15am	Lap Swimming 8:15-9:30am	Aqua fit 8:15-9:15am	Lap Swimming 8:15-9:30am <small>(Private lessons Available)</small>	Aqua fit 8:15-9:15am		
	Red Cross Lessons 9:30 - 12:00pm						
	POOL CLOSED	POOL <small>12:05-12:55pm</small>	POOL CLOSED	POOL <small>12:05-12:55pm</small>	POOL CLOSED		
Public Swim 1-4pm	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Canada Day Free Swim July 1st 1-4pm </div> <div style="text-align: center;"> Public Swim 1-4pm </div> <div style="text-align: center;"> Play'n Swim 1-3pm </div> </div>					Public Swim 1-4pm	
Available For Rent	Advanced Courses & Lessons 4-6pm					Available For Rent 4-5pm	Available For Rent 4-5pm
	NEW in 2014 - After Work Red Cross Lessons <i>Mon to Thurs. 4-6pm (July or Aug)</i> Class creation based on Interest Lists					Public Swim 5-7:00pm	Public Swim 5-7:00pm
	Public Swim 6-8pm	Toonie Swim 6:00-7:00pm Aqua Boot Camp 7:05-8:05pm	Public Swim 6-8pm	Toonie Swim 6:00-7:00pm Aqua Power 7:05-8:05pm	 Youth Nights 6-7:30pm July 6-13 Aug 13-20	Available for Rent	
Summer Program Registration - During public swim times To Rent Pool - phone 838-9256							

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Enderby Pool – 2014 Summer Programs

Bronze Star (recommended 11+ years)

Bronze Star is the Lifesaving Society's 1st step in lifeguard training. It is recommended for those students between the ages of 11 and 13 and is designed to deliver high performance training for skilled pre-teens. Candidates learn CPR, land spinal recovery, solo and partner rescues, searches and other first aid skills.

Monday + Wednesday to Friday (9:30am-12:30pm)

June 30 / July 2-4

COST: \$87.75 / 4 sessions

Bronze Medallion (Pre Req. 13+ years or Bronze Star)

Bronze Medallion teaches an understanding of the lifesaving principles embodied in the four components for water rescue education – Judgment, Knowledge, Skill and Fitness. In this course participants will learn to recognize and respond as a lifesaver to a variety of aquatic emergencies. This course is a pre-requisite for LSS Bronze Cross.

Tuesday to Friday (3-6pm)

July 8-11 & July 15-17

COST: \$138.50 / 7 sessions (includes manual & exam)

Bronze Cross (Pre Req. Bronze Medallion)

This course is the 3rd step in lifeguard training. Bronze Cross teaches the difference between lifesaving and lifeguarding, the principles of emergency procedures, and teamwork. Bronze Cross is the pre-requisite for all Life Saving Advance courses.

Course worth 2 credits towards grade 11*

Tuesday – Thursday

August 5-7 (9:30am-1pm)

August 12-14 (3:30-6pm)

COST: \$145 / 6 sessions

Junior Lifeguard Club

Calling all Kids 8-13yrs!!! A challenging and exciting club with a focus on fun! For kids who want more than just swimming lessons and who are interested in lifeguarding. Members participate in swimming, lifesaving skills, fitness, community awareness and teamwork. They will also join pool staff for special events and training sessions. See Bonus for club members below.

Wed. & Fri. (4:30-6pm) **BONUS – Club members can Participate in the Youth Nights

July & August Fridays from 7-9pm for only \$2.50 (save \$5)

Cost: \$8 Drop-in / \$70 per Month or \$130 for the whole summer!!

Private and Semi-Private Swim Lessons

Do you or your child need some individualized swim instruction? Get the benefits of one on one attention at a time that suits you best. Phone the Enderby Lions Pool to book your private swim lessons with one of our Red Cross swim instructors. *Limited times available*

***Private 30min. lesson \$15 each per person (\$75 for a week)**

***Semi-Private 30min. lesson (2 or 3 people) \$11/ each (\$55 for a week)**

Play & Swim

Bring your children 4-8yrs out for an afternoon of games, crafts, swimming and more. Limited space available and *class cancelled during poor weather (rain or stormy days). Call ahead to reserve a spot or confirm if the program is running.

Thursdays (2-4pm) **Phone to Reserve a Spot – Limited space

July & August

Cost: \$5 Drop-in

THEMED YOUTH NIGHTS (AGES 8-13)

Check out Friday Nights this Summer!! Join our Staff and make a Splash with a fun and active evening at the Enderby Lions Pool. There will be a different Theme each Friday Night! Bring your swim suit and get ready for games, music, prizes, snacks, Pizza and Beverages☺

Fridays in July & August (7-9pm)

July 4th – “Techno Color”

July 18th - “PJ Party”

August 1st - “Invent your Super Hero”

August 15th - “Round the World”

Cost: \$7.50 / student

Jr. Lifeguard Club: \$2.50 / member

POOL RENTALS

The best place to hold a birthday, team party or group event is the Enderby Lions Pool. Have the whole pool to yourself - including 2 lifeguards and all the toys! Call to reserve your booking.

June Mon. – Friday 4:30-6pm (except June 16-27)

Sat. & Sun. 11am-1pm or 4:00-6pm

July & August Fridays 4-5pm

Sat. & Sun 11am-1pm or 4-5pm

Cost: Up to 50 swimmers \$65.50/hr

50-75 swimmers \$90.00/hr

***Other times may be available – call to reserve 250 838-9256**

Aqua Fit

Now 9 classes a week including Saturdays

Aqua Fit

mixes a low impact cardio workout with flexibility and resistance training in a safe and welcoming environment. All fitness levels can be challenged. Try it once and you're hooked.

Monday, Wednesday, Friday 8:15-9:15am

Noon Fit

A new class to add to the summer workout schedule. Now you can get the benefits of Aqua fit during your lunch break. Work up a Sweat & feel refreshed with this 50min workout over the lunch hour.

NEW Tuesday & Saturday 12:05-12:55pm

Aqua Power

A higher intensity workout using stations and power moves to build cardio, core strength and muscular endurance.

Tuesday 7:15-8:15am

Thursday 7:05-8:05pm

Aqua Boot Camp

Take the plunge into **HARD CORE** Aqua-fit! More intensity, more travelling, more repetitions and more PUSH by our instructors.... Be ready to Go.....HARDER!! This class is for the hard core aqua fitter with high fitness level and is regularly active.

Tuesday 7:05-8:05pm

Thursday 7:15-8:15am

*****Note all participants must complete a 2014 PAR-Q form (Health Questionnaire).***

Participants who are over 69yrs or answer "yes" to any of the questions require a Dr's note to participate.

After School Session June 16-27		
Level 3 3:45-4:15	Level 4 3:45-4:15	Sea Otter-A 3:45-4:15
Level 1/2 4:15-4:45	Salamander 4:15-4:45	Level 5/6 4:15-5:00
Sea Otter-B 4:45-5:15	Level 7/8 4:45-5:30	Croc / Whale 5:00-5:30
Level 9/10 5:15-6:00	Sunfish 5:30-6:00	Parented Levels 5:30-6:00

Session I July 7-18		
Parented Levels 9:30-10:00	Level 3/4 9:30-10:00	Private Lessons 9:30-10:00
Level 5 10:00-10:45	Sea Otter 10:00-10:30	Level 6 10:00-10:45
	Level 1 10:30-11:00	Level 2 10:45-11:15
Salamander 10:45-11:15	Level 7/8 11:00-11:45	Private Lessons 11:15-11:45
Sunfish 11:15-11:45	Croc / Whale 11:45-12:15	Private Lessons 11:45-12:15
Level 9/10 11:45-12:30	Wait List	Wait List

Session II July 21-Aug. 1		
Level 9/10 9:30-10:15	Croc / Whale 9:30-10:00	Sea Otter 9:30-10:00
Parented Levels 10:15-10:45	Level 3/4 10:00-10:30	Salamander 10:00-10:30
	Level 7/8 10:30-11:15	Private Lessons 10:30-11:00
Sunfish 10:45-11:15	Level 1/2 11:15-11:45	Private Lessons 11:00-11:30
Level 5/6 11:15-12:00	Wait List	Private Lessons 11:30-12:00
Private Lessons 12:00-12:30 (A)		Private Lessons 12:00-12:30 (B)

Parented Levels
= Starfish, Duck, Sea Turtle



Session III Aug. 11-22		
Sunfish 9:30-10:00	Level 1 9:30-10:00	Level 5/6 9:30-10:15
Level 2 10:00-10:30	Parented Levels 10:00-10:30	Croc / Whale 10:15-10:45
Level 7/8 10:30-11:15	Salamander 10:30-11:00	Sea Otter 10:45-11:15
	Level 3/4 11:00-11:30	Private Lessons 11:15-11:45
Level 9/10 11:15-12:00	Private Lessons 11:30-12:00	Private Lessons 11:45-12:15
	Wait List	Wait List

NEW After Work Session
July 8-24 & Aug 5-21
[Tu./Wed./Thurs.] - (9 sessions)
Registration based on Interest List.
Sign up at the pool with Participants Name,
Phone # and Level
Min. numbers required to form classes.

Lifesaving Classes		
Bronze Star	June 30- July 4	\$87.75
Bronze Medallion	July 8-11 & 15-17	\$138.50
Bronze Cross	Aug. 5-7 & 12-14	\$145.00
Jr. Lifeguard club	June, July & August	

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THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
Copied: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: May 20, 2014
Subject: Notification of Emergency Repairs to River Bank

RECOMMENDATION

THAT Council receives this memorandum for information.

BACKGROUND

In late spring, an area of the Shuswap River bank adjacent to the south end of the Riverwalk sloughed. Following a meeting with a Qualified Environmental Professional, two bank areas on the north end, adjacent to the Riverside RV Park, were also identified as nearing failure and requiring work prior to freshet. Bank armouring was undertaken in early May in order to reduce the safety risk and protect public assets from further damage. The works were designed, implemented, and overseen by the principal of Wallis Environmental Aquatics, who is a marine biologist qualified in habitat restoration. The project came in at \$13,592 plus taxes, which was significantly under the budget estimate of \$20,000.

Pursuant to the City's purchasing policy, in the event of an emergency the CAO is authorized to make unbudgeted purchases in order to reduce the extent of damage, for which Council is to be informed at the next available opportunity. As the works implicate the Commission's budget, a copy of this memorandum will be forwarded to the Enderby & District Services Commission.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



Interior Health

June 5, 2014

City of Enderby
619 Cliff Avenue
Enderby, B.C. V0E 1V0

Dear Tate Bengtson, Chief Administrative Officer

RE: Formal Agreement under Section 38 of the *Public Health Act* [SBC 2008] for Addressing Health Hazards Identified at the Enderby Lions Swimming Pool

This letter to acknowledge that the October 31, 2011 Formal Agreement letter issued under Section 38 of the *Public Health Act* [SBC 2008] by Anita Ely with Interior Health Authority has now been satisfied in full for the swimming pool. A routine inspection had occurred on June 3, 2014 that has confirmed all of the identified hazards, noted in the October 31, 2011 letter, have now been resolved.

Interior Health Authority recognizes that the City of Enderby has significantly reduced the previously identified health and safety risks by making notable improvements as well as greatly improving operations and maintenance of the recreational water facility.

The spray pool remains closed this year due to the health and safety concerns outlined in the Formal Agreement Letter. The City is currently considering building a new spray park for the future. When plans for this new spray park proceed, please ensure to contact Engineering Direct (250-770-5540 or Engineering.Direct@interiorhealth.ca) to obtain a Construction Permit, as required under Section 5 of the *Pool Regulation* [B.C. Reg. 296/2010], prior to making any changes.

Thank you for your collaboration with Interior Health and treating this matter seriously. In partnering with Interior Health, we will assist in any way we can to ensure the pool remains a safe recreational water facility for your patrons.

Should you have any questions, please feel free to contact me at 250-549-5758.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Kwan".

Janelle Kwan, C.P.H.I.(C)
Environmental Health Officer

cc: Jennifer Jacobsen, Team Leader, IHA
Madison Geisbrecht, Recreation Service Manager, Enderby & District Chamber of Commerce

Bus: 250-549-5758 Fax: 250-549-6367
Email: janelle.kwan@interiorhealth.ca
Web: <http://www.interiorhealth.ca>

HEALTH PROTECTION
Less Risk – Better Health

Vernon Health Centre
1440-14th Avenue
Vernon, BC V1B 2T1

Interior Health Authority

1440 , 14th Avenue Vernon, BC V1B 2T1

Phone Number: (250) 549-5714 Fax Number: (250) 549-6367

RECREATIONAL WATER FACILITY REPORT

Facility Information: Enderby & District Municipal Pool Regional District of North Okanagan George Street Enderby, BC	Facility Number: 0410599 Report Number: 13-322-00433-20 Inspection Date: June 3, 2014 Contact Name: Tate Bengtson Community: Enderby
Site Phone: 250-838-9256	Permit Number: 003416

Facility Category: Public, Pool
Inspection Type: Routine: General
Action(s) Taken: Information Exchanged, Water Sample – Microbiological
Next Routine Date: June 2, 2016
Severity Rating: Low Severity
Delivery Method: Electronic Mail

Opening Comments and Observations:

- Routine Inspection made under the Pool Regulation to assess for compliance with the Regulation
- Water Chemistry: Free Cl: 6.6ppm, Combined Cl: 0ppm, pH: 7.2, cyanuric acid: less than 30ppm though present, total alkalinity: 80ppm, water clarity: clear(main drain cover pattern visible)
- Daily records are kept for Free Cl and pH(both measured 2x daily minimum), please monitor and record daily Combined Cl readings(Total Cl - Free Cl = Combined Cl) at least twice daily; monitoring and recording total alkalinity and cyanuric acid levels is occurring on a weekly basis as well
- Records kept onsite for documenting incidents in the pool
- Pool rules are posted in the pool area
- Depth markings contrasting color on deck
- Ladders and railings are secure
- Life saving equipment is present and easily accessible on pool deck
- Pool supervision requirement met - there are always at least two lifeguards on shift at all times
- Drinking water fountain present on deck
- All chemicals are stored in their original containers and are covered, labelled - spill containment in place for Sodium Hypochlorite
- Flow meter on the return line is present and functioning
- Pool deck in good condition
- General sanitation is good
- Completed Pool Safety Plan was provided to Interior Health and has been reviewed to meet the requirements in the Regulation
- Microbiological sampling: Mentioned that weekly routine samples are recommended to ensure the microbiological quality of the water does not present a risk to patrons

Closing Comments:

Met with Tate(Chief Administrative Officer with City of Enderby), Madison(Recreation Services Manager), and Sheldon(Parks and Recreation) to go through the pool maintenance and operations as well as to follow up the October 31, 2011 Formal Agreement Letter to confirm that all of the deficiencies have now been satisfied, please see the enclosed letter.

Notes:

- Backflow preventer has been serviced/tested in 2014, please ensure that annual testing continues
- Filter backwash wastewater is being de-chlorinated prior to going into the storm sewer
- Consideration of putting in a new spray park is occurring - Please contact Engineering Direct(250-770-5540 or Engineering.Direct@interiorhealth.ca) to obtain a Construction Permit prior to any works being done for the spray park

Thank you for your cooperation with Interior Health to resolve all of the concerns outlined in the Formal Agreement Letter.

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Enderby & District Municipal Pool

Facility Contact: Regional District of North Okanagan

Community: NO Enderby

Report Date: June 3, 2014

I have read and understood this report



Tate Bengtson

Inspector



322 Janelle Kwan, Environmental Health Officer

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THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: June 16, 2014
Subject: Conceptual Plan Proposal from CTQ Consultants Ltd.

Recommendation

THAT the Enderby & District Services Commission directs Staff to use surplus funds to engage CTQ Consultants Ltd. in the development of a conceptual plan for the Belvidere Hand Launch.

Alternative Recommendation

THAT the Enderby & District Services Commission refers consideration of this project until Budget 2015.

Background

The Commission previously resolved to champion improving the Belvidere Hand Launch by increasing the launching area, clearing debris, and constructing a trail which would protect habitat and enable accessibility; this was in response to two action items arising from the Integrated Community Sustainability Planning process which were referred to the Commission by the City of Enderby Revitalization Committee. This initiative is consistent with Policy ENV - 2.9 of the North Okanagan Regional Growth Strategy which supports "opportunities and partnerships that promote environmental conservation and ecosystem protection."

After a preliminary site visit with the Shuswap Trail Alliance, it was determined that developing a conceptual plan would require a Qualified Environmental Professional and a landscape architect as the site is located within a Riparian Assessment Area and would be subject to approval from the Department of Fisheries and Oceans.

Staff submitted a Request for Pre-Qualification for Parks and Recreation Engineering and Landscape Design Services in order to identify a qualified consultant who could provide services for a project of this scope and magnitude. In the end, CTQ Consultants Ltd was selected as they have in-house capacity to provide both landscape architecture and environmental engineering services at competitive unit rates.

After meeting on-site with Staff, CTQ Consultants Ltd. submitted an estimate for the development of a conceptual plan for Belvidere Park Hand Launch at a cost of \$6,400. Please be advised that the proposed 3D computer model of the Hand Launch (Page 2 of the proposal) is optional and can be removed for a savings of \$500. However, the Consultant advised that a 3D model would be a useful tool in presenting and communicating an accurate visual representation of the proposed development.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kurt Inglis', written over a horizontal line.

Kurt Inglis, Assistant Corporate Officer and Planning Assistant

Project No.:
File No.: 1-P-001

June 16, 2014

COST

TIME

City of Enderby
PO Box 400 - 619 Cliff Avenue
Enderby BC V0E 1V0

QUALITY

Attn: Mr. Tate Bengtson - Chief Administrative Officer
Kurt Inglis - Assistant Corporate Officer and Planning Assistant

Re: Shuswap River Recreational Hand Launch - Concept Plan

Thank you for the opportunity of meeting with you and Kurt on site to discuss the project in greater detail and get a better sense of the site and the expectations for the process and the final deliverable product.

We are pleased to submit this Work program for Design Services for the Development of a Concept Plan for the Hand Launch, for your consideration.

Our Understanding

- Facilitating improved access to the launch site by upgrading the existing trail (widening, surfacing, etc.);
- Facilitating accessibility to the site for those with mobility issues;
- Better defining the launch site which would prevent users from overflowing into sensitive river habitat;
- Increasing the size of the area where people can launch and thus eliminating any pinch points;
- Making the launching area more functional and safe by grading it, eliminating any hazards, etc.;
- Designing the site such that it does not negatively impact the structural integrity of the river bank while also being able withstand the impacts related to having the site underwater for a significant amount of time throughout the year.

WORK PROGRAM

A. Concept Design

The Concept design would include::

- Locations for the hand launch, steps, ramps, walkways, and other hard landscape design features.
- Schematic sections through the site illustrating built form and relationships with the river, the walkway, parking and adjacent park use.
- A 3D computer model of the proposed development
- Locations of existing trees/plant material to be retained
- Locations of proposed trees and massed shrub plantings.
- A list of recommended plant materials
- A collage of character photo images which will help to illustrate the quality of the proposed development. Photos will include hard landscape elements (walkways, steps, fencing, site furniture and amenity areas) and recommended plant material.
- A preliminary cost estimate

The Concept Design Work Program is broken down into 4 tasks, as follows:

Site Survey

A site survey will be conducted during lower water levels in July to gain a better understanding of existing features, and the topographical character of the site.

Preliminary Concept Options

Using the information gathered from our site visit and meeting, and the survey information, we will prepare a base plan of the site. Next, preliminary concept sketches will be prepared illustrating development options. The concept sketch plans will be schematic in nature.

We will undertake a preliminary assessment of the environmental issues associated with the Hand Launch

The intention of this assessment will be to review regulatory requirements, characterize the subject property, identify existing habitat features and values, identify potential impacts, and provide mitigation recommendations to minimize and alleviate potential project impacts. Strict adherence to regulations governing sensitive upland and aquatic habitat will be administered.

Preliminary environmental procedures for protection of existing natural systems, protection of wildlife habitat, and general sediment control measures will be outlined in the assessment report, permitting, maps, and photos. All environmental management planning will be undertaken in a manner that avoids or minimizes erosion problems and the discharge of sediment or other deleterious substances into proximate land and waters. This assessment will be preliminary and intended as a guide to the future detailed planning and development process.

We will also conduct a preliminary engineering overview which will evaluate the proposed siting of the hand launch facility and the issues associated with the fluctuating water levels and mitigating any possible potential undermining of the built form.

Review Meeting

We will meet with you to review the preliminary concept options.

The meeting participants may include:

- Enderby and District Services Commission
- Enderby Council
- Splatsin Band

The goal of the meeting will be to determine a preferred option/s and design direction for refinement into a Final Concept Option.

Final Concept Plan

We will prepare the Final Concept Plan based on the outcome of the review Meeting. We will submit the following to you:

- A1 size colored site plan
- Colored sections through the development site
- Various view of the 3D model
- and a pdf version of all the above drawings

A preliminary cost estimate will be prepared to reflect the level of detail of the Final Concept Plan.

The Final Concept Plan will be presented at a meeting of the Enderby and District Services Commission

DESIGN FEES

For the design services noted above, we propose the lump sum fee below including disbursements. The general breakdown of the fees is as follows:

Site Survey	\$1,500
Environmental	\$1,000
Engineering	\$1,000
Landscape and Site Design	\$2,600
Disbursements	\$300
Total	<u>\$ 6,400</u>

The GST will be charged in addition to fees and expenses where applicable

City of Enderby
Hand Launch Conceptual Plan

SCHEDULE

We will schedule our site survey during July, contingent on lower water levels.
We anticipate a 4 week process to prepare the Final Concept Plan.

Thank you for the opportunity of submitting this work program for your consideration.
We look forward to working with the City of Enderby on this important project.

CTQ CONSULTANTS LTD.

Frank Pohland
Designer

Commission
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: June 25, 2014
Subject: Barnes Park Conceptual Sketch Plan

RECOMMENDATION

THAT the Enderby & District Services Commission retains ONSITE Engineering and its partner, L.A. West Associates, to proceed with a conceptual sketch plan for Barnes Park;

AND THAT the Enderby & District Services Commission provides direction to staff on the activity and design elements that it wishes to have included in the conceptual sketch plan for Barnes Park.

ALTERNATE RECOMMENDATION

THAT the Enderby & District Services Commission defers the conceptual sketch plan for Barnes Park to a future date.

BACKGROUND

At the Commission meeting of January 10, 2014, the Commission instructed staff to proceed with a conceptual design for Barnes Park in order to align the various activity elements into a cohesive vision. An estimate of \$2,500 was included in the 2014 budget consequent to this direction. Several months ago, staff undertook a pre-qualification process to identify parks and recreation engineering and landscape design service providers. Four respondents submitted proposals. Of those, ONSITE Engineering (which partnered with L.A. West Associates) was identified as providing the best mixture of experience and unit rates. ONSITE Engineering was previously retained by the Commission for its Master Parks Plan.

For the purposes of the design sketch, staff anticipate working directly with L.A. West, which has more specialized capabilities on the landscape design side; ONSITE Engineering will become more involved during subsequent aspects of the project, particularly with respect to implementation of the walking trail. Attached to this memorandum is L.A. West's proposal, which estimates a cost of \$2,225 for the design sketch. There are a host of additional services that may be added on as the Commission may see fit; in all likelihood, several of these additional services will be superimposed on the design sketch at a later date, subject to funding and the Commission's decision-making as it flows out of the design sketch process.

June 17, 2014

ONSITE Engineering Ltd.
330 42nd St. SW
Salmon Arm, BC V1E 4R1

Attn: Mr. Blake Lawson, P.Eng.

**Re: Landscape Architectural Services for:
Proposed Park Improvements - Barnes Park, Enderby, BC**

As requested, following is our proposal of services based on information provided to us by email on May 29, 2014 as well as a site visit we made on May 30, 2014.

L.A. West understands that ONSITE Engineering Ltd. will act as prime consultant for this project, although with limited involvement of the preliminary park concept plan. Should the City of Enderby decided to engage in design services after this preliminary phase, L.A. West will rely on direction from ONSITE Engineering to provide a proposal for subsequent work.

ANTICIPATED SCOPE OF WORK

A. Project Familiarization and Start-Up

1. We will use an ortho photo (preferably to scale) provided by ONSITE Engineering Ltd. as a base for design purposes.
2. We will visit the site for our familiarization of existing conditions and attend a site meeting with Tate Bengston and other key staff from the City of Enderby.

PART A – ESTIMATED FEES: \$530.00 + GST;

B. Preliminary Park Concept Plan

1. We will prepare a preliminary park concept plan on trace paper showing proposed park improvements. We understand that the goal for this project is to produce a comprehensive park concept plan that incorporates a future perimeter walking path and outdoor fitness equipment;
2. We will submit the preliminary park concept plan to ONSITE Engineering;

PART B – ESTIMATED FEES: \$1,445.00 + GST

C. Chargeable Office Disbursements

1. We have attempted to estimate the chargeable disbursements for this project. We anticipate there will be typical project disbursements including: plotting, scanning and vehicle expense.

PART C – ESTIMATED FEES: \$250.00 + GST

In order to contain costs, staff respectfully asks that the Commission identify the design and activity elements that it wishes to include in the conceptual design sketch in advance of the Project Familiarization and Start-Up Meeting discussed in L.A. West's proposal. This information will be conveyed to L.A. West prior to that meeting to expedite the process and minimize costs. Commission members will be advised as to the date of the preliminary site meeting so that they may meet L.A. West project staff in-person prior to receiving the conceptual sketch plan. This will also provide an opportunity for all parties to share in an on-the-ground discussion of Barnes Park's design and activity potential. Alternatively, a kick-off meeting with Commission members may be arranged in accordance with L.A. West's disbursement and labour rates.

Respectfully submitted,

Tate Bengtson
Chief Administrative Officer

OPTIONAL OR ADDITIONAL SERVICES

If additional services are requested by the Owner or their representative, those services would be charged extra to fees quoted above. We recommend that such work be negotiated separately or charged at our standard hourly rates plus disbursements. Examples of additional services include:

1. Detailed park design, contract document preparation, public and/or select tendering of specific portions of the work to landscape contractors;
2. Detailed design for landscape grading and special project features such as decorative paving treatments, entry signs/gates, fencing, signage, amenity areas, water features, garden structures, retaining walls, planters or site furniture;
3. Irrigation system design, layout and specifications, and irrigation operations schedule;
4. Landscape or site lighting layout and/or product specifications;
5. 3-D presentation quality renderings;
6. Attending unscheduled or special meetings with Owner, municipality, consultants, contractors or public meetings.

L.A. WEST STANDARD HOURLY RATES (GST extra)

- Design, Meetings and General Consulting and Field Review Services:
 - Principal / Senior RLA \$ 125.00/hr
 - Intermediate RLA \$ 110.00/hr
- Technical Drafting Services (Tech): \$ 90.00/hr.
- Clerical & Administration \$ 60.00/hr.

CONTRACTUAL AGREEMENT - TERMS AND CONDITIONS

L.A. West will begin any work once we receive written acceptance of our proposal or a letter of authorization from the Owner or their representative.

If you have any questions regarding any aspect of this proposal, please feel free to contact me at your convenience. L.A. West is prepared to begin project start-up immediately and work towards producing a preliminary park concept plan by fall 2014.

Thank-you for requesting our proposal of services. We hope we may be of service to you on this project.

Sincerely,



Elise Menard Jonker, MLA, MBCSLA
L.A. West Associates (Kamloops) Inc.



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happen when
we give where
we live.



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Corinne Jackson
Agenda

Tate Bengtson

From: Anna Page [anna.page@rdno.ca]
Sent: June-26-14 2:00 PM
To: 'tbengtson@cityofenderby.com'
Subject: RE: Boat launch signage re mussels
Attachments: photo.jpg; CDD_Boat Launch Sign_18x24_final.jpg

Hi Tate

I have looked into two options, one with OBWB and the other through isc. Please see the costs below.

I have an email in to Corinne at OBWB to see whether they still have signs available.

I do not know of any funding available for signs at this time.

Thanks, Anna

OBWB

Cost for a new sign: \$86 plus tax. Cost for a decal \$56 plus tax.

Contact:

Corinne Jackson — Communications Director
Okanagan Basin Water Board
Office: 250.469.6271 Mobile: 250.718.7249

ISC

Below is the pricing for the Clean Drain Dry signs (graphic attached):

1.5 feet x 2 feet= \$60

2 feet x 4 feet= \$100

Please have the interested persons place their order directly with Maggie Cahoon. Her phone number is 1-250-305-1003 ext 101.

Cheers,

Coleen Hougen
Invasive Species Council of BC
(250) 314-0262
chougen@bcinvasives.ca



From: Tate Bengtson [mailto:tbengtson@cityofenderby.com]
Sent: Tuesday, June 17, 2014 11:02 AM
To: Anna Page; Jackie Pearase
Subject: RE: Boat launch signage re mussels

A small, handwritten signature in blue ink, possibly 'JP', is located in the bottom right corner of the page.

BOATERS

PROTECT OUR WATERS FROM INVASIVE MUSSELS



CLEAN off plant parts, animals, and mud from boat and equipment (e.g. boots, waders, fishing gear). Use a power wash station if available.



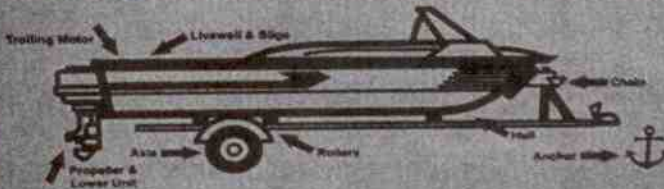
DRAIN onto land all items that can hold water (e.g. buckets, wells, bilge, and ballast).



DRY all items completely before launching into another body of water.



Check these common hiding spots for invasive species:



DONTMOVEA MUSSEL.CA
REPORT SIGHTINGS TO: 1-877-952-7277 (RAPP)



ATTENTION BOATERS

PROTECT OUR WATERS FROM INVASIVE SPECIES

CLEAN, DRAIN, DRY YOUR BOAT



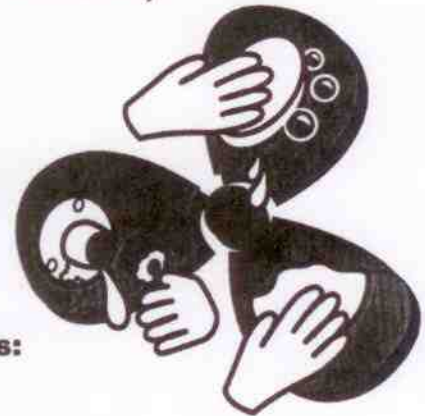
CLEAN off plant parts, animals, and mud from boat and equipment (e.g. boots, waders, fishing gear). Use a power wash station if available.



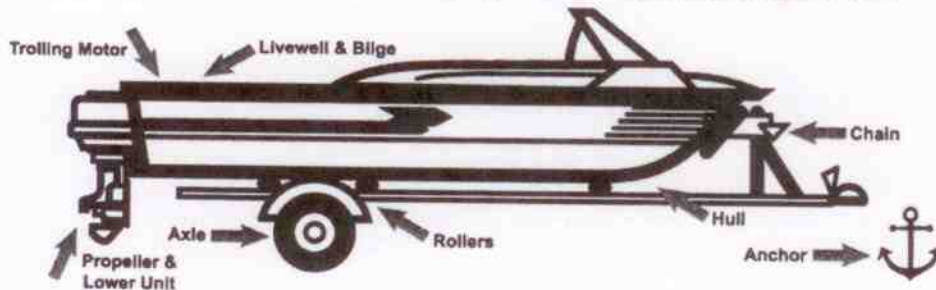
DRAIN onto land all items that can hold water (e.g. buckets, wells, bilge, and ballast).



DRY all items completely before launching into another body of water.



Check these common hiding spots for invasive species:



1-888-933-3722
www.bcinvasives.ca



isc
Invasive Species Council
of British Columbia


BRITISH
COLUMBIA

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: June 27, 2014
Subject: New Horizons for Seniors Outdoor Gym Grant Application

RECOMMENDATION

THAT the Enderby & District Services Commission ratifies its decision to authorize staff to apply for a New Horizons for Seniors grant for an outdoor gym to be located in Barnes Park.

BACKGROUND

As part of a comprehensive plan for Barnes Park, an outdoor gym suitable for persons of all ages, including seniors, had been identified as an ideal amenity which will promote physical fitness, social inclusion, and intergenerational exchange. The location is ideal as it is close to other seniors services, supportive housing, and a transit stop, as well as its proximity to the pool, which offers seniors-oriented programming and recreational opportunities. The proposed equipment consists of 6 pieces, for a total of 13 exercise stations, which rely on body weight and ergonomics to generate resistance; should the Commission be successful in its application, additional suppliers will be identified and equipment selection will be reviewed with seniors prior to purchase.

The federally-funded New Horizons for Seniors grant has been identified as a suitable opportunity to seek senior government support for this initiative. The Commission's contribution will be in-kind in the form of project management by staff and use of park space. The adjacent Enderby Memorial Terrace Society has contributed a letter of support in favour of the project.

Due to application deadlines, staff circulated a project description by email to the Commission on June 25 along with details of the grant opportunity. The Commission gave its unanimous support and an application was submitted on that basis. The above recommendation is intended to ratify the Commission's email poll results.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer