

## ENDERBY AND DISTRICT SERVICES COMMISSION

Councillor Tundra Baird  
Councillor Brad Case

Jackie Pearase  
Shelley Verlaan

### AGENDA

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**DATE:** Wednesday, November 12, 2014  
**TIME:** 10:00 am  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

Regular Meeting Minutes of October 6, 2014

**3. BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS**

- a. Mabel Lake Boat Launch Habitat Compensation Project Completion - Memo from Chief Administrative Officer date November 9, 2014
- b. Parks Development Cost Charges Update - Memo from Chief Financial Officer dated November 10, 2014

**4. DELEGATIONS**

**5. REPORTS**

- a. Parks and Recreation Services – Q3 Report
- b. Enderby Outdoor Pool Final Report 2014
- c. Dog Control Update - Report from Assistant Corporate Officer and Planning Assistant dated November 7, 2014

**6. NEW BUSINESS**

- a. Free Use of Gazebo for Community Christmas Event – Correspondence from Enderby Community Christmas Committee dated October 10, 2014
- b. No Wake Buoys – Memo from Chief Administrative Officer dated October 31, 2014

**7. PUBLIC QUESTION PERIOD**

**8. CLOSED MEETING RESOLUTION**

Closed to the public, pursuant to Section 90 (1) (k) 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 Monday, October 6, 2014 at 3:45 p.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  
Jennifer Bellamy – Chief Financial Officer, City of Enderby  
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby  
Bettyann Kennedy – Recording Secretary, City of Enderby

**Others:** Mayor Howie Cyr  
Madison Giesbrecht – Manager of Recreation Services  
Press and Public

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Brad Case arrived late, so Tundra Baird was appointed Chair.

### **APPROVAL OF AGENDA**

Moved by Shelley Verlaan, seconded by Jackie Pearase that the agenda be approved as circulated.

Carried

### **ADOPTION OF MINUTES**

Regular Meeting Minutes of September 12, 2014

Moved by Jackie Pearase, seconded by Shelley Verlaan that the minutes of the regular meeting of September 12, 2014 be adopted as circulated.

Carried

Brad Case arrived at the meeting.

### **UNFINISHED BUSINESS**

Grindrod Pedestrian Cross Walk – e-mail message from Ministry of Transportation and Infrastructure dated September 30, 2014

Moved by Jackie Pearase, seconded by Shelley Verlaan that the Commission emphasise to the Recreation Association that event coordinators should work with the Ministry of Transportation and Infrastructure in arranging traffic control plans for events.

Carried

### **NEW BUSINESS**

Parks Development Cost Charges – Kingfisher Ball Diamond – Memo from Chief Financial Officer dated September 30, 2014

Moved by Brad Case, seconded by Jackie Pearase that the Commission approve increasing the local assist factor in order to keep the proposed DCC's at \$910 per residential unit; and

THAT the Commission refer the "Fortune Parks, Recreation and Culture Service Development Cost Charge Bylaw No. 2598, 2013" to the Regional District of North Okanagan for three readings; and

FURTHER THAT the Commission refer "Fortune Parks, Recreation and Culture Service Development Cost Charge Bylaw No. 2598, 2013" to the Regional District of North Okanagan for adoption, once approval is obtained from the Inspector of Municipalities.

Carried

Digital Billboard Usage Policy – Memo from Chief Administrative Officer dated October 3, 2014

Moved by Jackie Pearase, seconded by Shelley Verlaan that the Commission request that Council amend its Digital Billboard Policy to allow for a bulk discount of 75% for marketing of user-pay programs delivered by Recreation Services on behalf of the Commission; and

THAT the Commission submit a sponsorship request to Council for marketing of recreation programming delivered by Recreation Services on behalf of the Commission for which no user fee is charged; and

FURTHER THAT the Commission refer further consideration of how it may wish to use the Digital Billboard to budget.

Carried

It was a consensus of Council that the following late item be added to the agenda under Unfinished Business:

- Lion's Sign at Riverside Park

Need to ensure that the park is identifiable as Riverside Park, but still acknowledge the contribution from the Lions Club.

Moved by Jackie Pearase, seconded by Shelley Verlaan that Brad Case meet with the Lions Club in efforts to find common ground to enhance their contributions while still maintaining the identity of Riverside Park.

Carried

## PUBLIC QUESTION PERIOD

None

## ADJOURNMENT

Moved by Jackie Pearase, seconded by Shelley Verlaan that the meeting adjourn at 4:05 p.m.

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Chair

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Chief Administrative Officer

THE CORPORATION OF THE CITY OF ENDERBY

Commission  
Agenda

MEMO

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: November 9, 2014  
Subject: Mabel Lake Boat Launch Habitat Compensation Project Completion

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**RECOMMENDATION**

THAT the Commission receives this memorandum for information.

**BACKGROUND**

As part of the Department of Fisheries and Ocean (DFO) authorization to proceed with upgrades to the Mabel Lake boat launch in 2006, the Regional District of North Okanagan (RDNO) was required to create compensatory fish habitat and monitor to ensure its success. During the monitoring period, responsibility for the Mabel Lake Boat Launch was transferred to the City of Enderby as part of the transition of the Fortune Parks and Recreation service to the Enderby & District Services Commission.

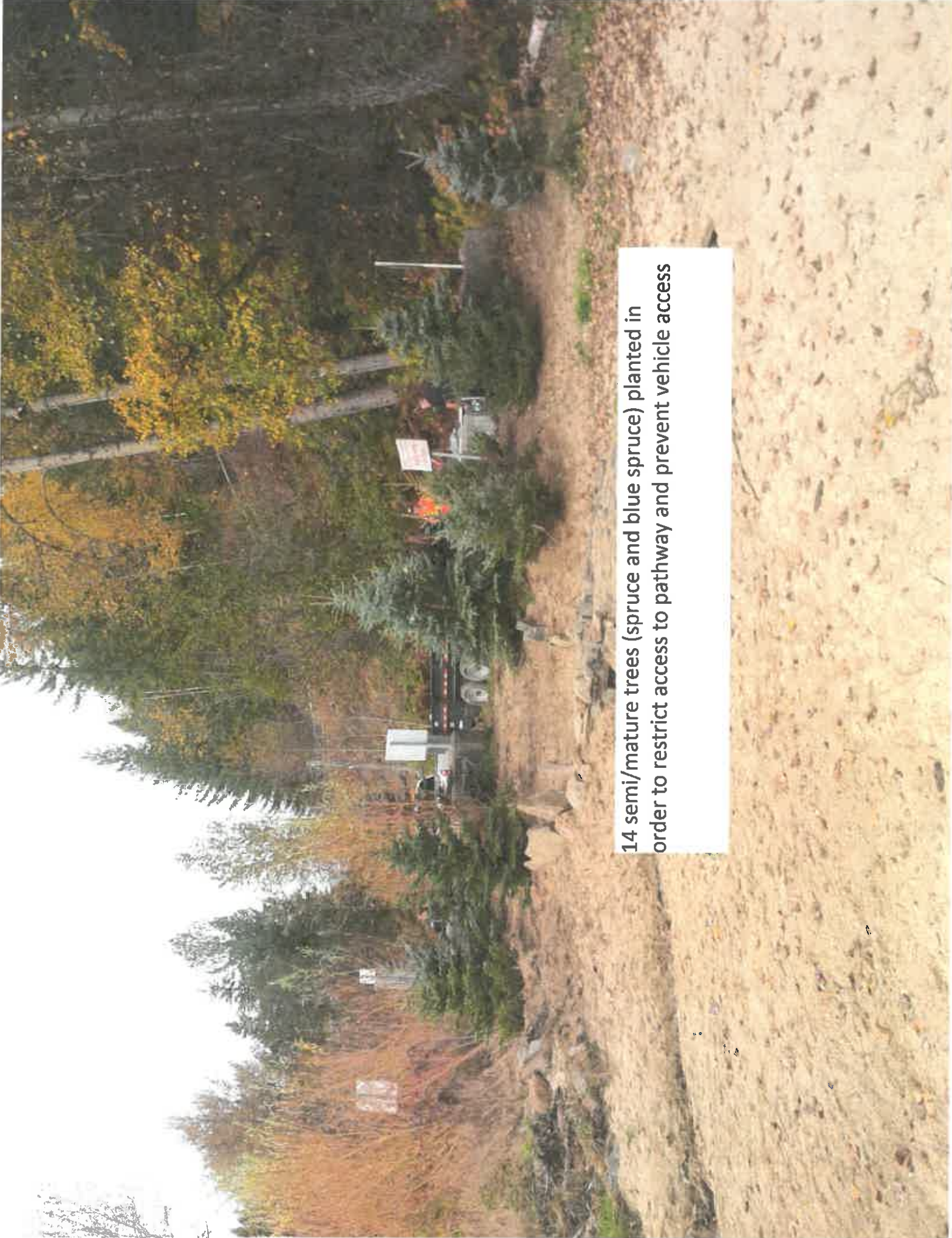
At the conclusion of the monitoring period in 2013, the report indicated that the plantings in the riparian area had a survival rate of approximately 85%, which was 5% below the target. The report observed damage to the riparian area caused by foot traffic and various detrimental activities. At that point, DFO and the City arrived at a mutually satisfactory agreement whereby a specified quantity of new plantings – semi-mature trees – would be added to the riparian area in order to bring the habitat up to the target survival rate while shaping the environmental design of the area to discourage detrimental activities.

Further to that agreement, on October 19, members of the Enderby & District Volunteer Firefighters Association (accompanied by a volunteer CAO!) planted 14 semi-mature to mature blue spruce in the designated area. The Association did this as a fundraiser for which it donated the equipment and labour. The trees were planted to encourage foot traffic along the dedicated path so as to protect the plantings in the riparian area itself. Photographs of the planted trees are attached. DFO has confirmed that it will close the file, which concludes the Commission's obligations pursuant to the authorization.

Respectfully submitted,



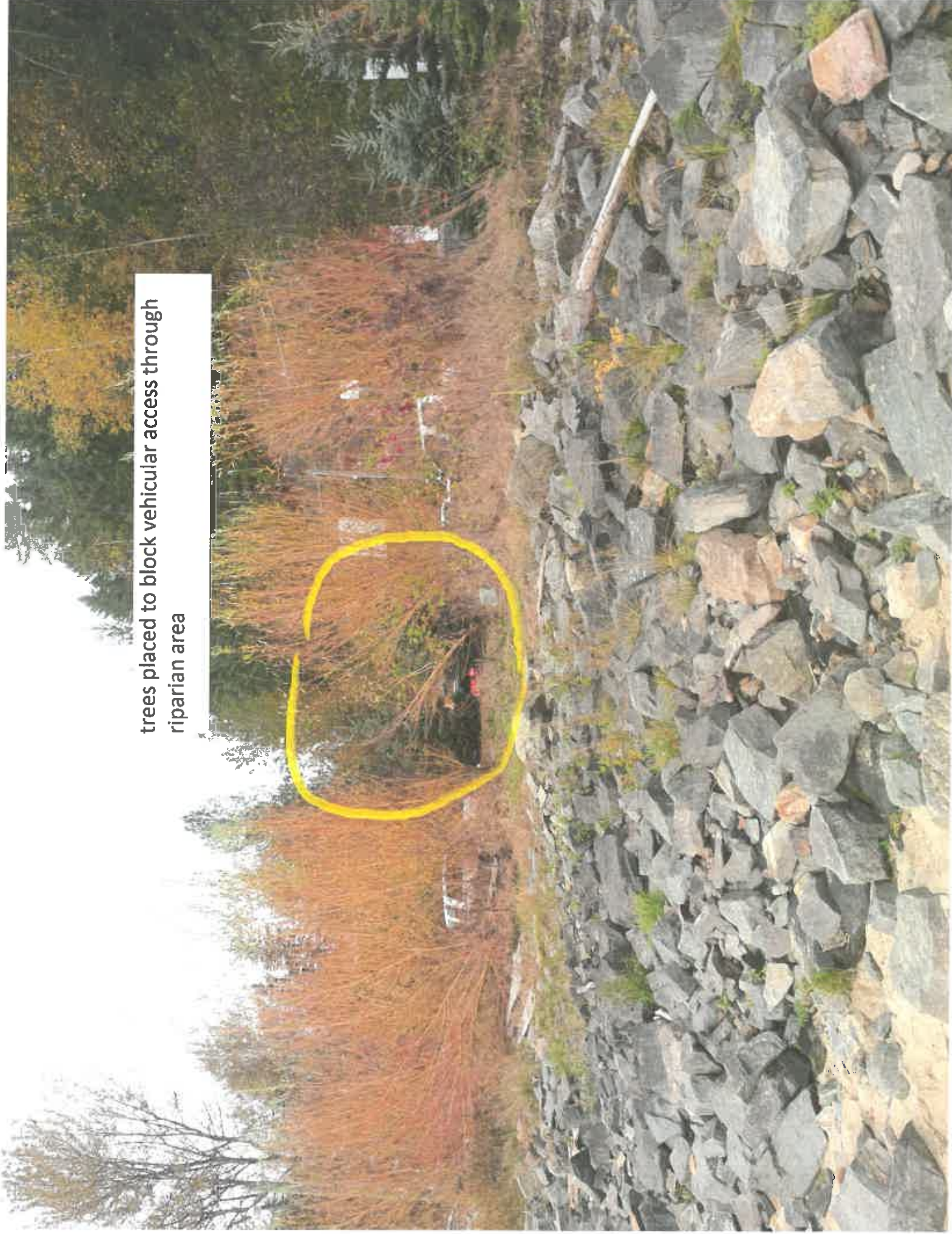
Tate Bengtson



14 semi/mature trees (spruce and blue spruce) planted in order to restrict access to pathway and prevent vehicle access



trees placed to block vehicular access through riparian area









**Boat Launch  
User Agreement**

1. The user agrees to use the boat launch facility for the purpose of launching and retrieving boats and other watercraft.

2. The user agrees to follow all posted rules and regulations, including but not limited to, no alcohol consumption, no smoking, and no littering.

3. The user agrees to maintain the boat launch facility in good order and to report any damage or vandalism to the appropriate authorities.

4. The user agrees to use the boat launch facility responsibly and to avoid any actions that could be considered reckless or negligent.

5. The user agrees to use the boat launch facility during the posted hours of operation and to close the launch gate when not in use.

6. The user agrees to use the boat launch facility in a safe and lawful manner and to avoid any actions that could be considered illegal or dangerous.

7. The user agrees to use the boat launch facility in a courteous and respectful manner and to avoid any actions that could be considered disruptive or offensive.

8. The user agrees to use the boat launch facility in a clean and sanitary manner and to avoid any actions that could be considered unsanitary or unhygienic.

9. The user agrees to use the boat launch facility in a secure and safe manner and to avoid any actions that could be considered insecure or unsafe.

10. The user agrees to use the boat launch facility in a responsible and lawful manner and to avoid any actions that could be considered irresponsible or unlawful.





**ATTENTION**  
This riparian area is sensitive  
fish and wildlife habitat  
Protect this area by

- Staying on the path
- Only using the existing fire
- Not removing large rocks

© 2014

**ATTENTION**  
**NO DOGS**  
**ON BEACH**  
**PUBLIC**  
**SWIMMING**  
**AREA**



Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

**To:** Tate Bengtson, CAO  
**From:** Jennifer Bellamy, CFO  
**Date:** November 10, 2014  
**Re:** Parks Development Cost Charges - Update

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**Recommendation:**

THAT the Commission receives this memo for information.

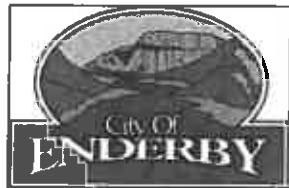
**Background/Discussion:**

At the October 6, 2014 Commission meeting, the Commission approved increasing the local assist factor in order to keep the proposed Development Cost Charges at \$910 per residential unit and referred the "Fortune Parks, Recreation and Culture Service Development Cost Charge Bylaw No. 2598, 2013" to the Regional District of North Okanagan for three readings.

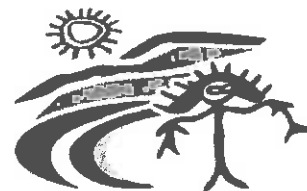
At the November 5, 2014 Regional District of North Okanagan Board meeting, the Board gave three readings to the Bylaw and RDNO staff have forwarded the Bylaw to the Inspector of Municipalities for approval.

  
Jennifer Bellamy  
Chief Financial Officer





**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](http://www.enderbychamber.com/recreation) | [recreation@enderbychamber.com](mailto:recreation@enderbychamber.com)

**Date:** October 1, 2014  
**To:** Enderby/Area F Joint Services Commission  
**From:** Madison Giesbrecht, Manager of Recreation Services  
**Subject:** Third 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 330 likes in July of 2014 to 361 likes in September of 2014.

Online advertising is ongoing. Public skating schedules, booking requests, facility information, and available ice lists are available at [www.enderbychamber.com/recreation](http://www.enderbychamber.com/recreation).

A Fall/Winter Recreation Guide has been created; the guide highlights fall and winter recreational activities in Enderby & Area F.

A PDF copy of the Fall Winter Recreation Guide will be posted online once completed.

An article in the Chamber newsletter was released about skating lessons, public skating times, and ice rentals.

A flyer for public skating and skating programs is being delivered to MV Beattie Elementary, Grindrod Elementary, Splastin Day Care, and Shihiya School.

A half page ad was taken out in the Armstrong Spallumcheen Recreation Guide.

An Enderby & District Recreation Services Facebook page is updated regularly; currently there is only 44 likes on the page, frequent posts should help to build numbers and spread awareness about programs.

### Administration

Closing procedures for the pool have been completed. All paperwork has been submitted or filed.

A final report for the 2014 Pool Season is being submitted once all final numbers come in.

### Facility Reports

#### *Arena*

Due to the issues with the arena chiller customer correspondence and scheduling has seen an influx. Contracts are being edited weekly to ensure no customers are being charged for time they have not been able to use.

All programming and contracting was temporarily put on hold until a narrowed down timeline was established.

The arena is to open on Monday, October 6<sup>th</sup>.

Regular weekly bookings total 7 hours for adult rentals, 31.75 hours for youth rentals, and 6.5 hours for public programming.

October arena rentals total 19 hours for adults, 120.5 hours for youth and school, and 29.5 for public programming; November arena rentals total 27 hours for adults, 136.25 hours for youth and school, and 29 for public programming; and December arena rentals total 25 hours for adults, 124.25 hours for youth and school, and 21 for public programming.

<b>2013</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
<b>Recreation Programs</b>	48.75	65.5	26.5	<b>140.75</b>
<b>Youth/ School Rentals</b>	190	198.25	127.5	<b>515.75</b>
<b>Adult/ Senior Rentals</b>	24	33.5	24	<b>81.5</b>
<b>Total</b>	<b>262.75</b>	<b>297.25</b>	<b>178</b>	<b>738</b>

<b>2014</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
<b>Recreation Programs</b>	29.5	29	21	<b>79.5</b>
<b>Youth/ School Rentals</b>	120.5	136.25	124.25	<b>381.0</b>
<b>Adult/ Senior Rentals</b>	19	27	25	<b>71.0</b>
<b>Total</b>	<b>169.0</b>	<b>192.25</b>	<b>170.25</b>	<b>531.50</b>

There is a notable decrease in hours this year in comparison with last year; this is due to the delayed opening and user groups having to book ice at other arenas because of the uncertainty around the opening date. Enderby & District Recreation Services is working on selling this time to other user groups.

#### *Ball Fields*



July 14<sup>th</sup> to 27<sup>th</sup>, the ball diamonds and gazebo was booked for the Girl Guides rental, totaling \$2,406.60.

Honeymooners Tournament booked the ball diamonds from September 5<sup>th</sup> to 7<sup>th</sup> for a tournament. The total of this tournament was \$1,103.10.

### ***Gazebo***

On July 5<sup>th</sup> and 6<sup>th</sup>, a family reunion was held at the Gazebo for a rental total of \$423.10

July 14<sup>th</sup> to 27<sup>th</sup>, the ball diamonds and gazebo were booked for the Girl Guides rental, totaling \$2,406.60.

On July 12<sup>th</sup> and 13<sup>th</sup>, an anniversary was held at the Gazebo for a rental total of \$395.60.

On August 2<sup>nd</sup> and 3<sup>rd</sup>, a family reunion was held at the Gazebo for a rental total of \$365.15.

On August 8<sup>th</sup> to 10<sup>th</sup>, a wedding celebration was held at the Gazebo for a rental total of \$566.10

On August 15<sup>th</sup> to 17<sup>th</sup>, a wedding celebration was held at the Gazebo for a rental total of \$566.10

On August 22<sup>nd</sup> and 23<sup>rd</sup>, a family reunion was held at the Gazebo for a rental total of \$341.00.

On August 24<sup>th</sup>, the churches held mass at the Gazebo for a rental total of \$170.10.

On September 20<sup>th</sup>, a wedding celebration was held at the Gazebo for a rental total of \$335.10.

### ***Lions Pool***

The School Swim Program made a total of \$1,368.00, \$1361.00 less than in 2013. This was largely due to the strike. Scheduling for staff and schools were constantly changing throughout the month of June. Students had been scheduled to take part in a five day safety program with three instructors who were teaching the lessons; however most ended up missing some of this time due to the strike.

A spring swimming lesson set was offered with a total of 46 participants. Three summer lessons sets were held with a total of 145 participants. A number of other programs were offered throughout the summer.

Overall swimming instruction was evaluated as excellent. Lifeguarding was evaluated as excellent. First aid and rescue knowledge of the staff was evaluated as excellent.

A total of 1351 people attended public swims, 449 attended toonie swims, and aquafit had a total of 716 participants. Total numbers for public swims decreased by approximately 200 this year, aquafit by 20; further advertising will be done next year in attempt to boost the numbers, including utilizing Enderby's new digital sign.

For the 2014 season, the pool was supplied with a number of items including several new belts for Aquafit Programs, office supplies, a foam ladder toy, noodles, a tablet for program playlists, and a new sound system for classes and programs.

Staff completed daily maintenance on time and efficiently.

Following the final open day of the pool, on August 30th, Pool and Parks and Recreation Staff completed a number of closing procedures such as clean-up, shut downs, winterizing buildings, and emptying the pool.

### ***Parks***

Regular rentals of Barnes Park and Belvidere were ongoing. Events were hosted in Belvidere Park on July 27 & 28, August 25, and September 29. Barnes Park was booked every Wednesday for Family Place.

### **Programs**

The following programs ran at the Enderby Pool in June, July, and August:

- Public swims with a total of 1351 participants;
- Toonie swims with a total of 449 participants;
- Aquafit with a total of 716 participants;
- Summer lessons with a total of 146 participants; and
- Youth Nights with a total of 42 participants.

Two sets of the learn to skate program are set to run from October 12<sup>th</sup> to November 30<sup>th</sup> and January 11<sup>th</sup> to March 1<sup>st</sup>.

Goal Getters and Hot Shots fun no contact hockey lessons are set to run from January 13<sup>th</sup> to March 3<sup>rd</sup>.

Sticks & Pucks fun hockey is set to run every Thursday from 2:45 to 3:45pm.

After school public skate on Thursdays has been shortened from 2:45 to 4:45pm to 3:45 to 4:45pm to allow weekly Sticks & Pucks.

Pro-D Day public skates have been added to the schedule, skates will be held on October 25, November 8, and February 7 from 2:00 to 3:30pm.

A Skate with Santa is scheduled for Sunday, December 21<sup>st</sup> from 5:15-7:15. Donations for the Food Bank will be accepted.

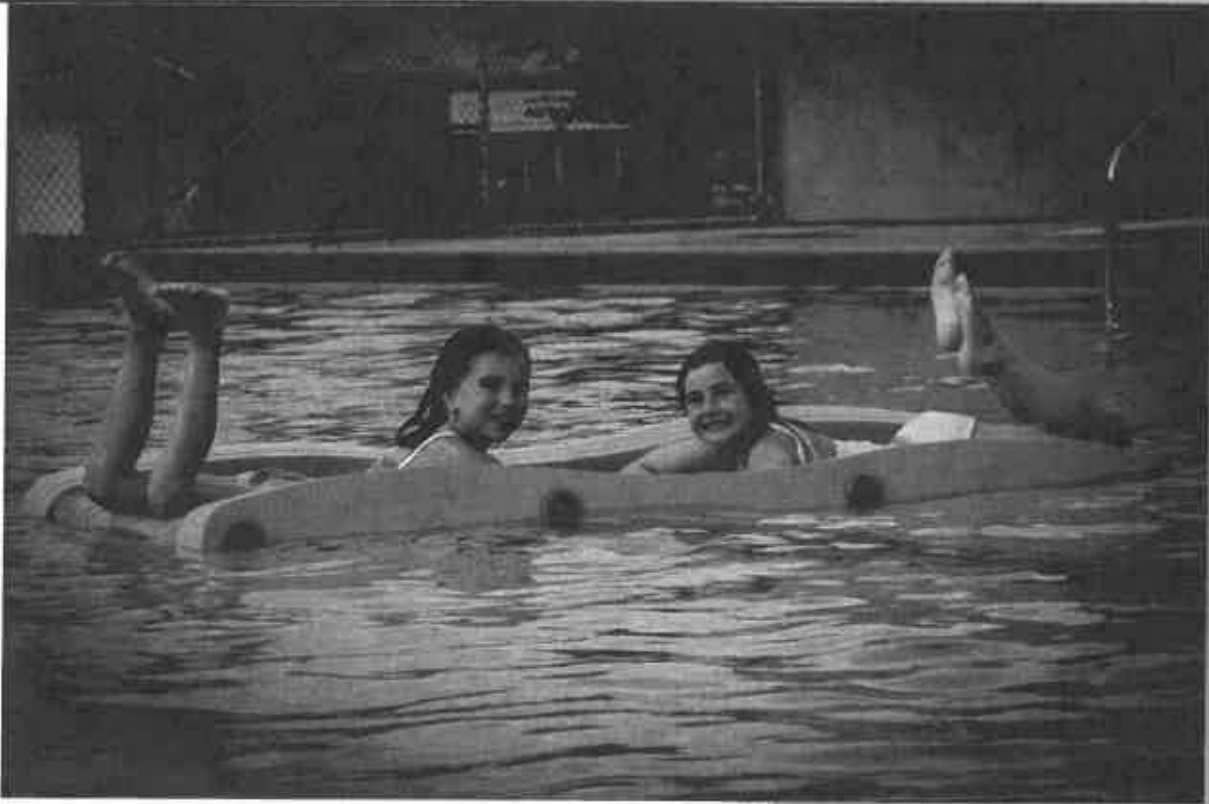
Skating lesson programs are dependent upon being able to find a qualified instructor to work the hours, this has been proving to be a difficult process.



Commissioner  
Agenda

**2014**

## **ENDERBY OUTDOOR POOL FINAL REPORT**



Madelin Gleebrecht

Enderby & District Chamber of Commerce

10/1/2014

## INTRODUCTION

The Enderby & District Chamber of Commerce is pleased to have managed the operations of the Enderby Outdoor Pool for the 2014 season. Overall the season went well, staff and facilities ran smoothly, and programming had many positive outcomes.

Parks and Recreation staff, Sheldon and Tom, provided support and assistance to the pool staff throughout the season. In conjunction with Sheryl Hay and the Supervisors, Parks and Recreation staff worked to keep the pool balanced and running smoothly.

Preparation began early in 2014 to ensure that staff, paperwork, and procedures were in place prior to the pool opening. Eight staff members were hired with the following certifications – NLS, WSI, LSI, Pool Operators I, and BCRPA Aquafit.

From May 15<sup>th</sup> – 30<sup>th</sup>, Pool and Parks and Recreation staff completed a number of opening procedures. In April, interviews were conducted and staff for the season were chosen. On Tuesday, June 3<sup>rd</sup> at 11am there was a pool inspection with Interior Health and the PSP was reviewed. On May 25<sup>th</sup>, a pool staff in-service was completed. A Grand Seasonal Opening was held on May 31<sup>st</sup> with only 47 people in attendance.

The School Swim Program made a total of \$1,368.00, \$1361.00 less than in 2013. This was largely due to the strike. Scheduling for staff and schools were constantly changing throughout the month of June. Students had been scheduled to take part in a five day safety program with three instructors teaching the lessons; however most ended up missing some of this time due to the strike.

A spring swimming lesson set was offered with a total of 46 participants. Three summer lessons sets were held with a total of 145 participants. A number of other programs were offered throughout the summer.

Overall swimming instruction was evaluated as excellent. Lifeguarding was evaluated as excellent. First aid and rescue knowledge of the staff was evaluated as excellent.

A total of 1351 people attended public swims, 449 attended toonie swims, and aquafit had a total of 716 participants. Total numbers for public swims decreased by approximately 200

this year, aquafit by 20; further advertising will be done next year in attempt to boost the numbers, including utilizing Enderby's new digital sign.

For the 2014 season, the pool was supplied with a number of items including several new belts for Aquafit Programs, office supplies, a foam ladder toy, noodles, a tablet for program playlists, and a new sound system for classes and programs.

Staff completed daily maintenance on time and efficiently.

Following the final open day of the pool, on August 30<sup>th</sup>, Pool and Parks and Recreation Staff completed a number of closing procedures such as clean-up, shut downs, winterizing buildings, and emptying the pool.

Overall the season was under budget on wages, supplies, and marketing. Revenue was \$19,121.50; \$1,378.50 under expectations. Approximately \$1,300.00 of revenue was lost due to the school strike.

## PARKS AND RECREATION STAFF

Parks and Recreation staff, Sheldon and Tom, provided support and assistance to the pool staff. Communication between Parks and Recreation staff, Pool staff, and the Recreation Services Manager went well, allowing for problems to be resolved more quickly and efficiently.

Water quality was deemed good overall; testing was done on time with the assistance Public Works staff.

Sheldon and Tom, Parks and Recreation, 250-838-7557

## PRE-SEASON PREPARATION

Pre-season preparation began early in 2014. It is recommended that a similarly structured timeline again be implemented for 2015.

- ☞ Submit pool budget to City – *December*,



- ☺ Post supervisor and assistant supervisor job position to local newspapers and online job bank sites – *February 25<sup>th</sup>*;
- ☺ Prepare June pool schedule – *mid March*;
- ☺ Close pool supervisors position posting – *End of March*;
- ☺ Post staff job position to local newspapers and online job bank sites – *April 1<sup>st</sup>*;
- ☺ Interview and hire pool supervisor and assistant supervisor – *Mid April*;
- ☺ Call local schools to set up school lesson – *May 1<sup>st</sup>*;
- ☺ Drop off paperwork to schools for lessons – *May 12<sup>th</sup>*;
- ☺ Begin staff interviews – *early May*;
- ☺ Hire pool staff – *mid May*;
- ☺ Place Canadian Red Cross order – *mid May*;
- ☺ Pick up school sheets – *end of May*;
- ☺ Print pool paperwork – *mid May*; and
- ☺ Pool in-service covering the following topics – *May 19<sup>th</sup>*:
  - ☺ Staff introductions
  - ☺ Employee packages
  - ☺ Time sheets
  - ☺ Employee schedules
  - ☺ Introduction to the pool
  - ☺ Registration information
  - ☺ Office information
  - ☺ Public relations
  - ☺ Programs
  - ☺ Partner drills
  - ☺ First aid review

## POOL STAFF

**Sheryl Hay** – 30 years of experience; consulting and teaching pool supervisor and assistant supervisor, creation of programs, and scheduling. Current in NLS– pool Option, LSI Red Cross CPR, WSI, Aqua Squirts Instructor, WSI Trainer, and BCRPA certified Aqua Fit instructor with 3rd Age Specialty module, and Pool Operators I & II (combined course with pool management) Taken from Lethbridge College;

**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** – a returning employee was hired as Assistant Pool Supervisor (NLS, ASWI, WSI, BCRPA Aquafit, Pool Operators Level 1, Standard First Aid and CPR);

**Brooklyn Hay** – a returning employee was hired as Assistant Supervisor in rotation (NLS, AWSI, WSI, BCRPA aqua-fit, Standard First Aid and CPR).

The following staff members 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).

*Recommendation – format worked well, recommend the same structure in 2015. The in rotation assistant supervisor would take over the hours of the assistant supervisor when they were away or on vacation, allowing for managerial training of more than one assistant supervisor, creating succession stability.*

## SPRING

### OPENING PROCEDURES

The following is a record of the duties performed by Parks and Recreation and pool staff before the opening of the Enderby Pool.

May 1<sup>st</sup> – May 30<sup>th</sup>, Parks and Recreation Staff completed the following:

- ☺ Draining, pressure washing, and scrubbing pool bottom;
- ☺ Starting-up and running pumps and filters; and
- ☺ Filling pool.

May 15<sup>th</sup> – 30<sup>th</sup>, pool staff completed the following:

- ☺ Pressure washing and cleaning change rooms;
- ☺ Installing new ft marker signs;
- ☺ Washing pool deck;
- ☺ Painting benches for deck and change rooms;
- ☺ Cleaning and organizing office and equipment room;
- ☺ Creating an inventory of chemicals, cleaning supplies, equipment, and Red Cross materials;
- ☺ Creating a staff schedule;
- ☺ Organizing and coordinating school swimming lessons;
- ☺ Organizing lesson registration; and
- ☺ Stocking all forms from Manager of Recreation Services.

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## **SPRING STAFF TRAINING**

Eight staff members attended a mandatory in-service day in May. Staff were given an employee package which included a letter of introduction, a notice of employment, a TD1 and TD1BC form, a direct deposit sheet, a criminal record check, a June, July, and August availability calendar, and a uniform agreement. Staff were asked to complete these forms and submit them to the Manager of Recreation Services. At this point, staff were also given timesheets and instructed on how to fill in hours based off guarding, instructing, Aquafit, and statutory holiday pay.

Staff then participated in an introduction to the pool which included a review of job expectations, pool and office tour, first aid review, procedures, equipment room layout, how and when to complete incident reports, how to complete pool tests, general pool procedures and rules, and cleaning and maintenance expectations. Staff were instructed on lesson registrations, general office information such as location of paperwork, payment information, pool costs, public relations (such as enforcing the rules), answering the phone, customer service expectations, and program information.



## **SCHOOL SWIM PROGRAM**

The following schools participated in the school swim program:

<b>School</b>	<b>Hours Used</b>	<b>Total</b>
<b>Grindrod Elementary</b>	18 hours @ \$17.00/hour	<b>\$300.00</b>
<b>Splatsin Daycare</b>	Lesson set + rental	<b>\$82.00</b>
<b>M.V. Beattie Elementary</b>	40 hours @ \$17.00/hour	<b>\$680.00</b>
<b>Shihiya School</b>	9 hours @ \$17.00/hour +rental	<b>\$204.00</b>
<b>South Canoe</b>	6 hours @ \$17.00/hour	<b>\$102.00</b>
<b>Total revenue from school swim program</b>		<b>\$1,368.00</b>

A letter was sent to each classroom explaining the school swim program to the teachers. This was accompanied by a letter to students which introduced the program and included a section which allowed parents to identify their child's swimming skills/level. This was designed to assist the pool staff in student placement. Letters were delivered in mid May and collected at the end of month.

The classes were scheduled to take 5 days and were adapted from the Red Cross safety program. There were three instructors in the water during school lessons. The school lessons ran for three weeks in June. However, due to the strike, most lessons were cut down to three days instead of 5 and no class parties were held at the pool as they had been in years previous.

The total revenue from the Swim at School lessons was \$1,445.00 down \$1,361.00 when compared to the \$2,729.00 in 2013 this was due to the strike. On most days there was only a few hours warning of which classes were being cancelled; not allowing enough time to create strike camp programs, public swimming was held during the cancelled times.

Upon completion of the program, each student was given a report card which outlined their strengths, skills to improve, and the instructor's swim level recommendation for placement in the Red Cross swimming lessons held in the summer. Attached to the report card was a Summer Pool Schedule and advertisements for the Swimming Lesson sets.

Instructors received positive feedback from teachers and parents. Several teachers noted that the instruction was excellent; noting the imagination and patience of the instructors was extraordinary. The level of safety and quality of instruction was deemed excellent.

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#### **SPRING SWIMMING LESSONS**

The Enderby Outdoor Pool offered one set of after school lessons in June. These lessons began on June 16<sup>th</sup> and ran from 3:45pm to 6:00pm.

The following is a breakdown of lesson registration in the spring set including private lessons. Registration for this set was up from last year, the totals this year are 47 vs. 35 in 2013.

<b>Spring Lesson Set</b>	
<b>Sea Otter</b>	<b>8</b>
<b>Salamander</b>	<b>5</b>
<b>Crocodile/Whale</b>	<b>3</b>
<b>Level 1/2</b>	<b>6</b>
<b>Level 3</b>	<b>5</b>
<b>Level 4</b>	<b>6</b>
<b>Level 5/6</b>	<b>7</b>
<b>Level 7/8</b>	<b>7</b>
<b>Total</b>	<b>47</b>



**SUMMER**

The Enderby Outdoor Pool offered three swimming lesson sets this year instead of four in years previous. Only three sets were run this season due to the Girl Guides use of the pool. However, the format of only three sets ran more smoothly and is suggested again for 2015. The first lesson set ran from July 7<sup>th</sup> – 18<sup>th</sup>, the second set ran July 21<sup>st</sup> – August 1<sup>st</sup>, and the third set ran August 11<sup>th</sup> – 22<sup>nd</sup>. All sets ran 9am to 12:00pm.

Registration numbers were as follows:

LESSON SET	2012 REGISTRATION	2013 REGISTRATION	2014 REGISTRATION
<b>Summer 1</b>	42	26	39
<b>Summer 2</b>	46	44	40
<b>Summer 3</b>	39	28	68
<b>Summer 4</b>	39	37	N/A
<b>Total</b>	<b>166</b>	<b>135</b>	<b>147</b>

The following is a breakdown of lesson registration in the first summer set:

<b>Summer 1</b>	
<b>Sea Otter</b>	<b>2</b>

<b>Salamander/Sunfish</b>	<b>5</b>
<b>Level 1/2</b>	<b>4</b>
<b>Level 3/4</b>	<b>5</b>
<b>Level 5/6</b>	<b>6</b>
<b>Semi Private</b>	<b>10</b>
<b>Private</b>	<b>7</b>
<b>Total</b>	<b>39</b>

The following is a breakdown of lesson registration in the second summer set:

<b>Summer 2</b>	
<b>Sea Otter</b>	<b>4</b>
<b>Salamander</b>	<b>5</b>
<b>Sunfish</b>	<b>3</b>
<b>Level 1/2</b>	<b>6</b>
<b>Level 3/4</b>	<b>6</b>

<b>Level 7/8/9</b>	<b>6</b>
<b>Semi Private</b>	<b>5</b>
<b>Private</b>	<b>5</b>
<b>Total</b>	<b>40</b>

The following is a breakdown of lesson registration in the third summer set:

<b>Summer 3</b>	
<b>Starfish/Duck</b>	<b>5</b>
<b>Sea Otter</b>	<b>8</b>
<b>Salamander</b>	<b>4</b>
<b>Sunfish</b>	<b>6</b>
<b>Croc/Whale</b>	<b>6</b>
<b>Level 1/2</b>	<b>6</b>
<b>Level 3/4</b>	<b>6</b>



Level 5/6	12
Level 7/8	3
Level 9/10	4
Semi Private	4
Private	4
Total	68

***Recommendation – a parent participation day should be held for the younger swimming levels.***

***Recommendation –Bronze Star/Medallion/Cross courses and Junior Lifeguard Club should be promoted through local youth groups and through the PAC associations, this will capture parents and students interests earlier on for the programs. In addition the digital sign should be utilized for these programs.***

The *Play and Swim* program ran on Tuesdays and Thursdays from 2pm to 4pm. This was less attended than last year with only a 6 of the same children participating throughout the season.

***Recommendation – Play and Swim should have more interactive games and prizes to keep the children interested in returning weekly. In addition, Play and Swim should be moved to Wednesdays to correspond with youth clubs. It should also be advertised through family groups in the area.***

*Youth Nights* were offered every second Friday night throughout July and August. This program was not as well attended as previous years with only 42 participants throughout the summer. Youth Night is an excellent opportunity to engage local youth by offering a recreational program which is fun, increases fitness, and encourages a healthy lifestyle.

***Recommendation – Although the attendance number for Youth Night on 2014 were low it is recommended that the Youth Nights continue every Friday night in 2015. More advertising, themes, and a larger budget allocated for decorations at the nights should be added to make the program more attractive.***

*Private and Semi-Private Lessons* were offered throughout the summer. These lessons allow children to catch up on aquatic skills in an environment that allows more one-on-one time. Lesson numbers were down quite substantially this year due to the increase in pricing; however the numbers began to pick up towards the end of summer. It will take a few years for the numbers to pick back up.

***Recommendation – More advertising for the program about the benefits of Private lessons vs. Public lessons to boost numbers.***

*Private Pool Rentals* were offered throughout the summer. Four user groups rented the pool for private functions.

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## **SWIMMING INSTRUCTION**

Evaluation of lesson quality at the Enderby Pool was largely positive. The instructors were on time with well prepared lesson plans and taught with the appropriate amount of time dedicated to learning and fun. Transition times were kept brief and instructors were able to keep lessons on time. Class formations were safe and effective and instructors wore proper swimsuits and whistles at all times.

Only one complaint came in regarding swimming instruction: one class was noted to be playing near the pool edge before their lessons started, this was a concern for one parent as there was no instructor watching them. This complaint came in and the class was quickly addressed and asked to sit against the fence while waiting for their lesson to start.

Instructors made good use of the available supplies, were friendly, approachable, and enthusiastic. All instructors hired in 2014 were well-liked by both children and parents.

Instructors did an exemplary job of keeping all students focused and on-task, despite varying degrees of skill and attentiveness among students.

Parents reported positively about the quality of lessons, instructors, and the facility. All students received a progress report completed by the class instructor and reviewed by the Supervisor. These reports allowed instructors to provide positive feedback, skills deficiency information, and a placement recommendation for the following year.

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### **LIFEGUARDING/SAFETY**

Overall, lifeguarding was excellent. Guards used appropriate guarding positions around the pool, executed good scanning skills, and rotated every 10 minutes to keep a fresh perspective on the pool. Depending on the participants of the swim, guards tended to stay in one position to be as close to patrons as possible.

Whistles, fanny packs, and a lifeguard identification t-shirt were worn at all times.

Rescue knowledge was deemed good. All incidents were dealt with quickly and professionally. There were several minor injuries recorded over the season, and three major injuries recorded. Two of the major incidents happened outside of the pool area, one youth was running and tripped over the fence in the viewing area and one youth got their hand stuck in the change room door. The final major incident happened when a young swimming started to slip under the water. A bystander scooped him out as the lifeguards were about to enter the pool; follow up was done and the child was in good condition. Staff responded to all incidents quickly and efficiently following all precautionary measures.

The guards proved to be highly effective at preventing accidents and encouraging safety. During most shifts, one guard was stationed on deck while one completed desk work in the office. These staff would rotate every 10 minutes. During events where patron numbers were high, two guards were positioned on deck.

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### **PUBLIC SWIMMING/FITNESS**

The weekly public swim schedule for June was 6pm to 8pm swim on Mondays, Wednesdays, Fridays, and Saturdays, 1pm to 4pm swim on Saturdays and Sundays, and a 6pm to 7pm Toonie swim on Tuesdays and Thursdays. The weekly public swim schedule for the summer was 6pm to 8pm swim on Mondays and Wednesdays, 5pm-7pm on Fridays and Saturdays,



1pm to 4pm swim Mondays to Sundays, and a 6pm to 7pm Toonie swim on Tuesdays and Thursdays.

Public swimming numbers totaled 1351 for the summer; this is down from 1572 swimmers in 2013. This is largely due to the river, the pools main competition; this seasons swimming conditions for the river were ideal, with low water levels and hot August.

On Canada Day, the Enderby Pool hosted a free swim to coincide with the celebrations in the park. Attendance was low with just over 60 participants. However, games, decorations, and contests were well received. This event should continue to be provided in the future.

Aquafit classes were well received this year. Kaylene Albert, Kylie Tokairin, Brooklyn Hay, and Sheryl Hay taught the classes. Many positive comments were received about Aquafit. This program was deemed to be successful with a total of 716 participants.

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## **SUPPLIES AND EQUIPMENT**

The pool was supplied with the following items this season:

- ☺ Belts for Aqua fit classes;
- ☺ New noodles;
- ☺ Interactive ladder water toy;
- ☺ Stereo system;
- ☺ New oxygen Tank system;
- ☺ AED;
- ☺ New office phones;
- ☺ Tablet for program playlist; and
- ☺ A Lifesaving tube.

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## **OPERATIONS/MAINTENANCE**

The staff kept the office, storage areas, change rooms, and deck clean and tidy. Extra storage shelving and bins would be useful in future seasons. Also, cupboard doors with locks for the cleaning supplies and chemicals kept in the equipment room are needed to ensure patron safety.

Pool staff received support from the Parks and Recreation staff, Sheldon and Tom. Their knowledge of previous operational procedures was valuable and their assistance with equipment was appreciated.

Janelle Kwan, an Environmental Health Officer from Interior Health, did an inspection of the pool in early June. The outcome of the inspection was positive.

The Pool Safety Plan was completed in late May and is to be updated yearly.

### **CLOSING PROCEDURES**

Following the pool closure, the supervisor continued to work on site to complete all pool cleanup. The bathrooms were scrubbed clean, the office was cleaned and organized, and the equipment was dried and put away for the season.

Parks and Receptions and Pool Staff completed the remainder of the shut down procedures which included:

- ☺ Turning off the heater;
- ☺ Pumping the pool water down to the water table level;
- ☺ Adding algaecide to the remaining water;
- ☺ Shutting pumps down for the season;
- ☺ Winterizing the washrooms;
- ☺ Removing ladders;
- ☺ Adding antifreeze to pumps;
- ☺ Winterizing and organizing the guard room and equipment rooms; and
- ☺ Creating materials and items needed list for 2015.

***Recommendation – Painting the pool bottom before opening in 2015; the yellowing basin is unsightly and leaves the water looking as if there is algae growing on the sides.***

## ENDERBY LIONS POOL BUDGET 2014

### REVENUE

The Enderby Pool revenue was as follows:

School Swim Program	\$1,445.00
Swimming Lessons	\$8,370.78
Public Swim	\$9,305.72
Total Revenue	<u>\$19,121.50</u>
Anticipated Revenue	\$20,500.00
Under Expectations	(\$1,378.50)

### EXPENSES

#### Staff Wages

Wages	\$28,527.82
Criminal Record Check	\$50.00
ROEs & Run Fees	\$174.88
Total Expenses	<u>\$28,752.70</u>
Budgeted Expenses	\$43,600.00
Under Expectations	\$14,847.30

#### Staff Benefits

Benefits	\$1,801.69
Total Expenses	<u>\$1,801.69</u>
Budgeted Expenses	\$3,500.00
Under Expectations	\$1,698.31

#### Marketing & Advertising

Marketing & Advertising	\$427.50
Total Expenses	<u>\$427.50</u>
Budgeted Expenses	\$1,500.00
Under Expectations	\$1,072.50

**Training**

Training		<b>\$900.00</b>
	<b>Total Expenses</b>	<b><u>\$900.00</u></b>
	<b>Budgeted Expenses</b>	<b>\$1300.00</b>
	<b>Under Expectations</b>	<b>\$400.00</b>

**Programs & Office Supplies**

Petty Cash		-
Program Supplies		<b>\$1,708.44</b>
Canadian Red Cross		<b>\$494.29</b>
First Aid Supplies		<b>\$295.00</b>
Signage		-
Office Supplies		<b>\$36.47</b>
Uniforms		-
	<b>Total Expenses</b>	<b><u>\$2,534.20</u></b>
	<b>Budgeted Expenses</b>	<b>\$3,000.00</b>
	<b>Under Expectations</b>	<b>\$465.80</b>

**BUDGET PROPOSAL 2015**

<b>Staff Wages</b>	Budgeted Expenses	<b>\$43,326.94</b>
<b>Staff Benefits</b>	Budgeted Expenses	<b>\$3,500.00</b>
<b>Marketing &amp; Advertising</b>	Budgeted Expenses	<b>\$1,500.00</b>
<b>Training</b>	Budgeted Expenses	<b>\$600.00</b>
<b>Programs and Supplies</b>	Budgeted Expenses	<b>\$3,000.00</b>



## EQUIPMENT SUGGESTIONS FOR 2015

Below is a list of equipment and supplies

- ☞ White lesson barbells;
- ☞ Updating the first aid supplies;
- ☞ Reaching pole for cleaning;
- ☞ Storage bins with labels;
- ☞ Cubbies for patrons on pool deck;
- ☞ Toddler slide in shallow end;
- ☞ Two new fanny packs;
- ☞ More large interactive toys; and
- ☞ Baby change tables in both washrooms.

## CAPITAL IMPROVEMENT SUGGESTIONS

### 2015

- ☞ Repaint the pool basin to help beautify the pool.
- ☞ Party Fun Zone in the old spray park, used for Youth Night, Birthday Rentals, Play N Swim, Exercise classes, or as additional seating for parents.
- ☞ Deck concrete needs to be patched or resurfaced as it is crumbling.

Commission  
Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer  
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant  
Date: November 7, 2014  
Subject: Dog Control Update

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**RECOMMENDATION**

THAT the Commission receives this memorandum for information.

**BACKGROUND**

The Enderby & District Services Commission currently engages Commissionaires BC to deliver dog control services for Enderby and Area. Georgena Traill took over the role of Dog Control Officer from Grant Colling in early 2014.

Patrols are conducted once a week and follow ups to non-emergency dog complaints are blended in with these weekly patrols. Patrols generally involve hitting 'hot-spot' locations such as schools and parks but occasionally will involve patrolling the broader community or keying in on locations where there have been reports of on-going problems.

The preferred outcome for all complaints is to achieve voluntary compliance. Voluntary compliance is generally achieved through verbal communication with the respondent to discuss the incident and review the Animal Control Bylaw as well as potential solutions. Patrols are increased for further monitoring when necessary. When voluntary compliance is not demonstrated, enforcement escalates. This approach helps to foster a respectful relationship between the Dog Control Officer and respondents which generally reduces conflict and results in an amicable resolution to the issues. In the long term, this tends to reduce the need for on-going enforcement and has a greater likelihood of achieving neighbourhood peace.

The following is an overview of the dog control service between April 22 and September 30, 2014.

April 22 - June 30, 2014

- 13 patrols
- 42 complaints (22 Enderby, 20 Area F)
  - Enderby
    - 7 - Dogs at large
    - 10 - Barking
    - 3 - Dog on dog attack
    - 2 - Dog on person incidents (attack, chasing, etc.)
  - Area F
    - 5 - Dogs at large

- 10 - Barking
  - 2 - Dog on dog attack
  - 3 - Dog on person incidents (attack, chasing, etc.)
- Enforcement
  - 15 written warnings issued
  - 14 MTI tickets issued
  - Numerous verbal warnings issued
  - 2 'Dangerous Dog' designations issued
- 5 impounded dogs
- 3 dogs surrendered to the rescue or SPCA
- 18 lost and found inquiries
- 10 referrals made to adjacent jurisdictions

July 1 - September 30, 2014

- 13 patrols
- 37 complaints (19 Enderby, 18 Area F)
  - Enderby
    - 5 - Dogs at large
    - 10 - Barking
    - 3 - Dog on dog attack
    - 1 - Dog on person incidents (attack, chasing, etc.)
  - Area F
    - 10 - Dogs at large
    - 6 - Barking
    - 1 - Dog on dog attack
    - 1 - Dog on person incidents (attack, chasing, etc.)
- Enforcement
  - 20 written warnings issued
  - 4 MTI tickets issued
  - Numerous verbal warnings issued
  - 1 'Dangerous Dog' designation issued
- 3 impounded dogs
- 2 dogs surrendered to the rescue or SPCA
- 44 lost and found inquiries
- 4 referrals made to adjacent jurisdictions

Respectfully Submitted,



Kurt Inglis, Assistant Corporate Officer and Planning Assistant

**Enderby Community Christmas**

Commission  
Agenda

October 10, 2014

Enderby and Area F Joint Services Commission  
c/o Tate Bengtson  
City of Enderby  
Box 400  
Enderby, BC V0E 1V0

Re: Free Use of Enderby Lions Gazebo by Enderby Community Christmas Committee

Dear Commission Members:

As a representative of the Community Christmas Committee, I would like to request a grant to cover the rental fees for the Community Christmas Committee's use of the Enderby Lion's Gazebo on Friday, December 5<sup>th</sup>, 2014 for the annual Community Christmas Event.

This event is developed for the community's enjoyment and is non-profit, volunteer run committee which provides an excellent opportunity for all local residents to enjoy one of our community facilities and join in the festivities.

Sincerely,



Craig Bell  
Head Elf  
Enderby Community Christmas Committee

*Please call Madison at 250-550-4490 with response.*



Commission

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: October 31, 2014  
Subject: No Wake Buoys

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**RECOMMENDATION**

THAT the Enderby & District Services Commission refers the matter of "no wake" buoys to budget.

**ALTERNATE RECOMMENDATION**

THAT the Enderby & District Services Commission receives this memorandum for information.

**BACKGROUND**

Earlier in the year, the Enderby & District Services Commission discussed the possibility of installing "no wake" buoys in order to implement a recommendation of the Shuswap River Watershed Sustainability Plan ("the Plan"), prepared by the Regional District of the North Okanagan and released in April 2014. The Plan was supported by the Commission at its meeting of May 6, 2014, at which point it approved in principle collaboration and support for its implementation. Enderby City Council made a similar resolution of support for the Plan at its meeting of May 5, 2014. The Commission affirmed its support for partnering with RDNO on the implementation of boating regulations at its meeting on September 12, 2014.

Further to the discussions thus far, Staff have researched the matter of "no wake" buoys and present the following cost analysis and recapitulation of the legal context:

**Cost**

Preliminary estimate: \$2,500 per buoy, which includes a large buoy with "no wake" markings, 3/8" galvanized chain, a 3,000 pound anchor, and installation. Target period for works would be between September 15 and March 15 (e.g. low current), subject to snow and ice conditions; if the works proceed during another time of year, costs may vary with working conditions. Costs and timelines may also vary depending on whether and how the windows for in-stream works apply.

## Legal Context

Summary courtesy of Kurt Inglis, based upon a presentation by the Lower Shuswap Stewardship Society to Council in February 2014:

- We have the ability to place buoys in the Shuswap River to promote reduced speeds or “no wakes” but we have no enforcement ability;
- Jurisdiction over Shuswap River involves a variety of provincial and federal agencies;
- We would have to go through Transport Canada to get speed restrictions or a no-wake zone implemented and enforced. This is a long process requiring significant public consultation. They require demonstrated local effort towards voluntary compliance (e.g. signage, public education) and monitoring before they will consider implementing an enforcement zone. Note that the creation of an enforcement zone does not imply the availability of enforcement resources.

If the Commission is interested in referring the matter to budget, Staff will make further inquiries to responsible provincial and federal entities to ensure that the information received thus far is consistent with regulatory requirements and fulfills, at least in part, the requirement to demonstrate a local effort to achieve voluntary compliance.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer